



**Board of Riley County
Commissioners
Regular Meeting
Agenda
June 30, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Bid Recommendation for Community Corrections Vehicle Replacements
4. Highway Use Permit, 2025-007 J&K Contracting- Anderson Ave. Sanitary Sewer Phase II
5. Highway Use Permit, 2025-008 Cox to replace defective Cable
6. Sign Riley County Employee Action Form(s)

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Jun 26, 2025 8:30 AM

Press Conference Topics

8. Discuss Press Conference

Review Tentative Agenda

9. Tentative Agenda

9:00 AM

Jacob Hansen, Interim County Counselor

10. Administrative Work Session
11. Pending County Projects County Counselor

9:20 AM

Barry Wilkerson, Attorney

12. Request to fill open position for Legal Secretary

9:30 AM

Press Conference

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

13. Sign contract with AQ2 - Scanning Software

9:45 AM**Brittany Phillips, Budget and Finance Officer**

14. 2026 Budget Work Session

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.



**COMMUNITY
CORRECTIONS**
Bid

Megan Lewis
Community Corrections Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6380

COMMISSION AGENDA REPORT

FROM: Jessie Hubbard, Administrative Assistant II

MEETING: June 30, 2025

SUBJECT: Bid Recommendation for Community Corrections Vehicle Replacements

PRESENTER: Jessie Hubbard, Administrative Assistant II

POSSIBLE MOTION(S)

We received bids from the following:

Little Apple Toyota / Honda of Manhattan, Kansas, for a 2026 Honda Passport in the amount of \$47,737.50

Briggs Auto of Manhattan, Kansas, for a 2025 Nissan Rogue in the amount of \$32,938.00

U.S. Fleet Source of Las Vegas, Nevada, for a 2025 Hyundai Tucson in the amount of \$30,200.00

We recommend accepting the bid received from Briggs Auto in Manhattan, Kansas, to replace two (2) Community Corrections vehicles with two (2) 2025 Nissan Rogue SUVs. The bid received is for \$32,938.00. We would like to purchase the extended warranty for an additional \$3,995.00, which would bring the total price per vehicle to \$36,933.00, making the total purchase price \$73,866.00.

By accepting this bid, we will be supporting a local business and have delivery within 3-4 business days. The lowest bid was provided by an out-of-state organization, with delivery being 120-150 days and no warranty information was provided.

Move to approve the bid received from Briggs Auto for the purchase of two (2) Nissan Rogue SUVs, to include extended warranty, for the price of \$36,933.00 each, for a total of \$73,866.00.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:



PUBLIC WORKS
Permit

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

COMMISSION AGENDA REPORT

FROM: Andrea Rose, Administrative Assistant II

MEETING: June 30, 2025

SUBJECT: Highway Use Permit, 2025-007 J&K Contracting- Anderson Ave.
Sanitary Sewer Phase II

PRESENTER: John Ellermann, Director of Public Works

BACKGROUND

J&K Contracting LC., has requested permission to install sanitary sewer according to the details shown on the attached maps.

POSSIBLE MOTION(S)

Move to approve the Highway Use Permit granting J&K Contracting permission to complete work as outlined in permit application.

Enclosures:

- 2025-007 J K Contracting_Anderson Ave (PDF)

Permit No. 2025- 007

APPLICATION FOR HIGHWAY USE PERMIT

Riley County, Kansas

<u>J & K Contracting LC</u>		<u>Anderson Sanitary Sewer, Phase II (City of Manhattan Project)</u>	
Applicant Name		Type of Construction	
<u>P.O. Box 306</u>	<u>Junction City</u>	<u>KS</u>	<u>66441</u>
Applicant Mailing Address	City	State	Zip

Applicant hereby requests permission to do certain work along and/or across the public roads of Riley County, Kansas. The type of work and location of work to be done is described as follows: From Anderson Ave. & Penrose Pl., travel west approx. 200'. At that location is an existing Manhole. We will install sanitary sewer west from MH 160 LF, set a new MH, then install north out of ROW.

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

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

- A. Facility shall be installed in conformance with all items on approved plans, pertinent national codes/standards and the Riley County Highway Use Permit Requirements and Procedures. Any request for variance shall be an addendum to this application. Any utility sharing facilities with another entity is required to obtain a separate Highway Use Permit for their installation.
- B. A refundable deposit as specified in the Riley County Highway Use Permit Requirements and Procedures, made payable to Riley County, Kansas, shall accompany this application to guarantee satisfactory performance of the conditions of this permit.
- C. The County Engineer and/or the Township Trustee shall have the authority to require any needed repairs resulting from such construction in the road right-of-way for a period of one year from date of completed construction.
- D. In the event of road improvement or maintenance within the right-of-way, the applicant or its assigns will be responsible for the relocation of the facility at no cost to Riley County or the Township.
- E. Applicant shall notify the County Engineer at least 2 business days prior to the beginning of construction and upon completion of construction at 785-537-6330.
- F. It is understood, the work shall commence within three (3) months of the permit approval and be completed within thirty (30) days of the estimated duration of construction otherwise, the permit becomes null and void, unless an extension of time is approved.
- G. Applicant further represents it shall comply with and abide by any rule, regulation or condition of the permit made by the County Engineer and/or the Township Trustee.

Submitted by:

Shannon Locke
 Submitter's signature
Shannon Locke, Managing Member
 Printed Name & Title

6/11/25

Date

785-761-3952
 Submitter's Telephone Number
shannon@jkcontractingks.com
 Submitter's Email Address

J & K Contracting LC

Contractor Name

785-238-3298

Contractor Telephone Number

6/23/25

Proposed Date of Construction

3 months

Estimated Duration of Construction

RECOMMENDED BY:

E. M. M. O.
 Riley County Engineer

Permit granted this ____ day of _____, 20__.

BOARD OF COUNTY COMMISSIONERS
 RILEY COUNTY, KANSAS

Chairperson

OFFICE USE ONLY:

Application Fee: 100\$1,000 Deposit ☒ Bond ☐ Letter ☐Receipt No. 135816 Date: 6.16.2025Signature: [Signature]

Process for Highway Use Permit

4.a

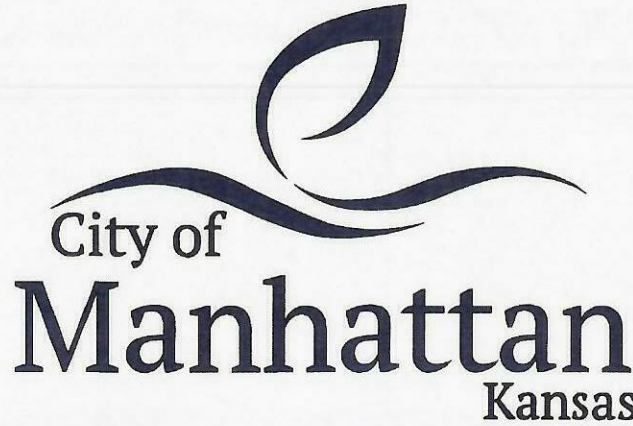
- A permit is required for all utilities installed, relocated, removed or repaired in the County's right-of-way
- Submit Application for Permit
 - Attach construction plan and traffic control plan
 - Submit \$100.00 Application Fee
 - Submit applicable deposit, performance bond, cashier's check or letter of credit
 - Contractor's Certificate of Liability Insurance
- Stake the proposed location of above ground utilities
- Permit must be approved prior to starting any work
- **Once approved, notify County Engineer a minimum of two business days prior to starting work**
- Copy of Highway Use Permit and copy of Requirements and Procedures must be on site with the Contractor
- Begin project
- County will perform routine inspections during project
- **Notify County 24 hours prior to any backfilling**
- Restore work area to a condition equal to the existing before construction
- Request final inspection a minimum of two business days before de-mobilization
- Create punch list of items remaining to be completed
- Complete punch list items as necessary
- Receive written final Notice of Acceptance
- Warranty work for a period of one year
- Fees, bonds, cashier's check or letter of credit returned

Attachment: 2025-007 J K Contracting_Anderson Ave (15958 : Highway Use Permit-2025-007 J&K Contracting)

WEST ANDERSON SANITARY SEWER INTERCEPTOR, PHASE 2 MANHATTAN, KANSAS (SS1911)

INDEX OF SHEETS

1	TITLE SHEET
2	GENERAL NOTES
3	SITE PLAN
4-8	SANITARY SEWER PLAN & PROFILE
9	EXISTING FORCE MAIN IMPROVEMENTS
10	EXISTING FORCE MAIN IMPROVEMENT DETAILS
11	SANITARY SEWER DETAILS
12-14	SOIL EROSION & SEDIMENT CONTROL PLAN
15-18	SOIL EROSION & SEDIMENT CONTROL DETAILS



CAUTION - NOTICE TO CONTRACTOR

THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES AND, WHERE POSSIBLE, MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT TO BE RELIED ON AS BEING EXACT OR COMPLETE. THE CONTRACTOR MUST CALL THE APPROPRIATE UTILITY COMPANY AT LEAST 72 HOURS BEFORE ANY EXCAVATION TO REQUEST THE EXACT FIELD LOCATION OF UTILITIES. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THE PLANS. THE CONTRACTOR SHALL EXPOSE EXISTING UTILITIES AT LOCATIONS OF POSSIBLE CONFLICTS PRIOR TO ANY CONSTRUCTION.

SAFETY NOTICE TO CONTRACTOR

IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, THE CONTRACTOR WILL BE SOLELY AND COMPLETELY RESPONSIBLE FOR CONDITIONS OF THE JOB SITE, INCLUDING THE SAFETY OF ALL PERSONS AND PROPERTY DURING PERFORMANCE OF THE WORK. THIS REQUIREMENT WILL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS.

WARRANTY / DISCLAIMER

THE DESIGNS REPRESENTED IN THESE PLANS ARE IN ACCORDANCE WITH ESTABLISHED PRACTICES OF CIVIL ENGINEERING FOR THE DESIGN FUNCTIONS AND USES INTENDED BY THE OWNER AT THIS TIME. HOWEVER, NEITHER SAH CONSULTANTS NOR ITS PERSONNEL CAN OR DO WARRANTY THESE DESIGNS OR PLANS AS CONSTRUCTED, EXCEPT IN THE SPECIFIC CASES WHERE SAH CONSULTANTS INSPECTS AND CONTROLS THE PHYSICAL CONSTRUCTION ON THE SITE.



CALL BEFORE YOU
DIG - DRILL - BLAST
800-344-7233
(DIP-SAFE)
(316) 687-3753
(FAX)

KANSAS ONE CALL SYSTEM, INC.

The utilities as shown on this drawing were developed from the information available. This is not intended nor intended to be the complete inventory of utilities in this area. It is the owner/contractor's responsibility to verify the location of all utilities (whether shown or not) and protect all utilities from any damage.

Continuation Number:

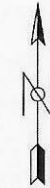
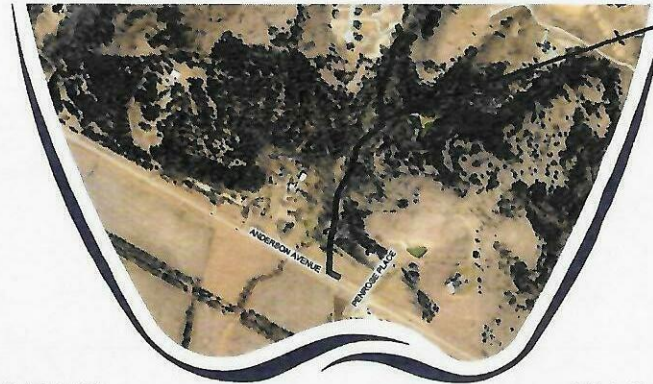
LINETYPE LEGEND

—	ELECTRIC (OVERHEAD)
—	PROPOSED SANITARY SEWER
—	EXISTING SANITARY SEWER
—	EXISTING FORCE MAIN
—	EXISTING RETAINING WALL
—	EXISTING BUILDING
—	EXISTING STORM SEWER PIPE
—	FENCE, MISCELLANEOUS
—	1' EXISTING CONTOUR
—	5' EXISTING CONTOUR
—	1' PROPOSED CONTOUR
—	5' PROPOSED CONTOUR
—	PERMANENT EASEMENT
—	TEMPORARY EASEMENT

SYMBOL LEGEND

⊙	WATER LINE STRUCTURE (EX)
⊞	TELEPHONE PEDISTAL
⊕	POWER POLE
⊙	SANITARY SEWER MANHOLE
⊙	STORM SEWER STRUCTURE (E)
⊕	FENCE STRUCTURE
⊙	TREES

PROJECT LOCATION



SCALE: 1" = 500'

W. ANDERSON SANITARY SEWER INTER

Brian Johnson, P.E.
CITY ENGINEER
CITY OF MANHATTAN

NO.	DATE	DESCRIPTION
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1101 POTTS AVE., MANHATTAN, KS 66502 (785) 587-2415

Packet Pg. 9

CITY PROJ. #SS1911
DATE: 06/01/23
CITY ENGINEER: BRIAN JOHNSON, P.E.
DRAWN BY: JMT
PAGE 1 OF 16

Attachment: 2025-007 J K Contracting_Anderson Ave (15958 : Highway Use



PUBLIC WORKS
Permit

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

COMMISSION AGENDA REPORT

FROM: Andrea Rose, Administrative Assistant II

MEETING: June 30, 2025

SUBJECT: Highway Use Permit, 2025-008 Cox to replace defective Cable

PRESENTER: John Ellermann, Director of Public Works

BACKGROUND

Cox Communications has requested permission to replace defective cable by Bent Tree Road according to the details shown on the attached maps.

POSSIBLE MOTION(S)

Move to approve the Highway Use Permit granting Cox Communications permission to complete work as outlined in permit application.

Enclosures:

- 2025-008 Cox Tuttle Creek Blvd NR-979793 (PDF)

Permit No. 2025-008**APPLICATION FOR HIGHWAY USE PERMIT**

Riley County, Kansas

Cox Communications

Replace defective cable

Applicant Name	Type of Construction		
901 George Washington Blvd	Wichita	KS	67211
Applicant Mailing Address	City	State	Zip

Applicant hereby requests permission to do certain work along and/or across the public roads of Riley County, Kansas. The type of work and location of work to be done is described as follows: Cox to replace 390' of defective cable with .625CIC starting from a Cox pedestal on Bent tree Dr going east toward 4761 Tuttle Creek Blvd. See attached map.

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

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

- Facility shall be installed in conformance with all items on approved plans, pertinent national codes/standards and the Riley County Highway Use Permit Requirements and Procedures. Any request for variance shall be an addendum to this application. Any utility sharing facilities with another entity is required to obtain a separate Highway Use Permit for their installation.
- A refundable deposit as specified in the Riley County Highway Use Permit Requirements and Procedures, made payable to Riley County, Kansas, shall accompany this application to guarantee satisfactory performance of the conditions of this permit.
- The County Engineer and/or the Township Trustee shall have the authority to require any needed repairs resulting from such construction in the road right-of-way for a period of one year from date of completed construction.
- In the event of road improvement or maintenance within the right-of-way, the applicant or its assigns will be responsible for the relocation of the facility at no cost to Riley County or the Township.
- Applicant shall notify the County Engineer at least 2 business days prior to the beginning of construction and upon completion of construction at 785-537-6330.**
- It is understood, the work shall commence within three (3) months of the permit approval and be completed within thirty (30) days of the estimated duration of construction otherwise, the permit becomes null and void, unless an extension of time is approved.
- Applicant further represents it shall comply with and abide by any rule, regulation or condition of the permit made by the County Engineer and/or the Township Trustee.

Submitted by: <u>James Walburn</u>	<u>06/12/2025</u>
Submitter's signature	Date
<u>James Walburn / Land Use Agent</u>	
Printed Name & Title	
<u>316-260-7491</u>	<u>SpliceCo</u>
Submitter's Telephone Number	Contractor Name
<u>wicrow@cox.com</u>	<u>816-309-6605</u>
Submitter's Email Address	Contractor Telephone Number
<u>07/24/2025</u>	<u>30 Days</u>
Proposed Date of Construction	Estimated Duration of Construction

RECOMMENDED BY:

[Signature]
Riley County Engineer

Permit granted this ____ day of _____, 20____.

BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY, KANSAS

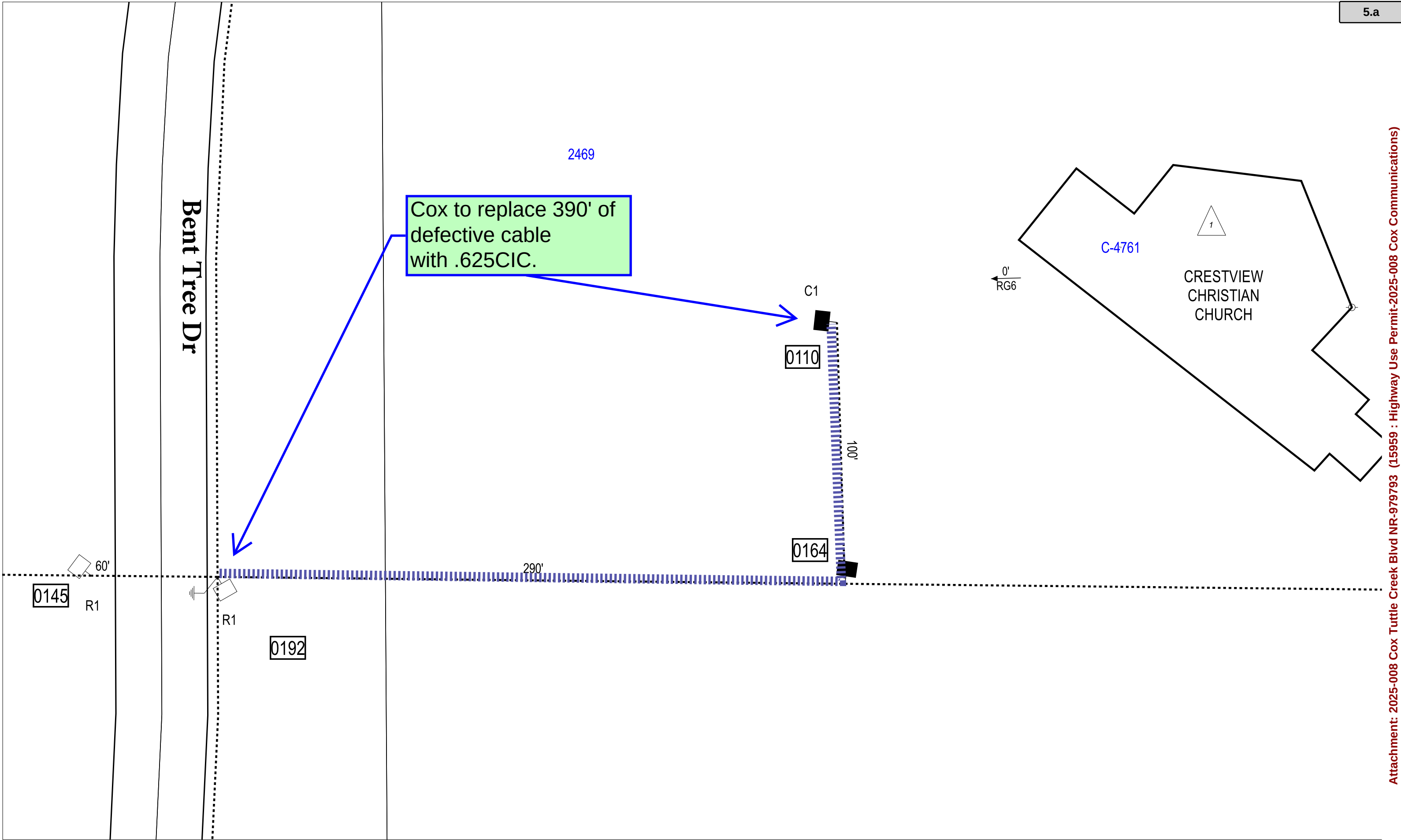
Chairperson

OFFICE USE ONLY:

Application Fee: 100\$1,000 Deposit ☒ Bond ☐ Letter ☐Receipt No. 13587 Date: 6.16.2025Signature: [Signature]

Process for Highway Use Permit

- A permit is required for all utilities installed, relocated, removed or repaired in the County's right-of-way
- Submit Application for Permit
 - Attach construction plan and traffic control plan
 - Submit \$100.00 Application Fee
 - Submit applicable deposit, performance bond, cashier's check or letter of credit
 - Contractor's Certificate of Liability Insurance
- Stake the proposed location of above ground utilities
- Permit must be approved prior to starting any work
- **Once approved, notify County Engineer a minimum of two business days prior to starting work**
- Copy of Highway Use Permit and copy of Requirements and Procedures must be on site with the Contractor
- Begin project
- County will perform routine inspections during project
- **Notify County 24 hours prior to any backfilling**
- Restore work area to a condition equal to the existing before construction
- Request final inspection a minimum of two business days before de-mobilization
- Create punch list of items remaining to be completed
- Complete punch list items as necessary
- Receive written final Notice of Acceptance
- Warranty work for a period of one year
- Fees, bonds, cashier's check or letter of credit returned



Notes: NR-979793 - 4761 Tuttle Creek Blvd



Select a bitman



**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 30, 2025

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2025-06 AKing EAF (DOCX)
- 2025-06 SBalman EAF (DOCX)
- 2025-06 CBritton EAF (DOCX)
- 2025-06 EErwin EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Adrianna King**Status Change Date:** 07/14/2025**Status Change:** Separation**Date of Hire:** 04/25/2023**Seniority:** 2 Year(s), 1 Month(s)**Position:** EMSEMT - EMT**Position Type:** Full Time**Pay Range:** EMT**Pay Type:** Hourly**Base Rate:** \$19.40**Annualized Pay:** \$71,780.00**Funds Codes:** 1-General, 20-EMS**Supervisor:** Joshua Gering**Department Head:** David Adams

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-06 AKing EAF (15965 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Seana Balman**Status Change Date:** 06/20/2025**Status Change:** Separation**Date of Hire:** 06/27/2022**Seniority:** 2 Year(s), 11 Month(s)**Position:** Election Day Worker**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Stipend**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** General – 1, Election-19**Supervisor:** Susan Boller**Department Head:** Rich Vargo

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-06 SBalman EAF (15965 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Conagher Britton**Status Change Date:** 07/24/2025**Status Change:** Separation**Date of Hire:** 09/26/2022**Seniority:** 2 Year(s), 8 Month(s)**Position:** Public Works Operator II**Position Type:** Full Time**Pay Range:** 7**Pay Type:** Hourly**Base Rate:** \$24.29**Annualized Pay:** \$50,523.20**Funds Codes:** General – 1, Public Works - 40**Supervisor:** Alvin Perez**Department Head:** John Ellermann

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-06 CBritton EAF (15965 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Ellie Erwin**Status Change Date:** 07/02/2025**Status Change:** New Hire**Date of Hire:** 07/02/2025**Seniority:** 0 Year(s), 0 Month(s)**Position:** Seasonal - Parks**Position Type:** Temp**Pay Range:** TASND**Pay Type:** Hourly**Base Rate:** \$14.00**Annualized Pay:** \$7,000.00**Funds Codes:** County General [1], Public Works [40]**Supervisor:** David Willis**Department Head:** John Ellermann

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-06 EErwin EAF (15965 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
July 03, 2025**

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

Cindy Kabriel
785-565-6200

FCRC, 2101 Claflin Rd

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Jacob Hansen, Interim County Counselor

1. Administrative Work Session

9:15 AM

Michael Boller, Noxious Weed/HHW Director

2. Staff update

9:30 AM

Anna Burson, Appraiser

3. Staff update

10:00 AM

Amanda Webb, Planning/Special Projects Director

4. Staff update

10:15 AM

Jacob Hansen, Interim County Counselor

5. Executive session to discuss confidential legal advice regarding potential litigation issues

10:45 AM

Brittany Phillips, Budget and Finance Officer

6. Budget Work Session

Adjournment

Attachment: 07-03-25 tentative agenda (15832 : 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.



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
July 07, 2025**

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

Cindy Kabriel
785-565-6200

FCRC, 2101 Claflin Rd

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Kaylyn Speth, WIC Supervisor

1. WIC Budget/Appropriation

9:30 AM

Press Conference

2. RCPD Update - Captain Scott Hajek and Major Mark French (3-5 minutes)

10:00 AM

Russel Stukey, Emergency Management Director

3. Staff update

10:15 AM

Jacob Hansen, Interim County Counselor

4. Administrative Work Session

11:15 AM

Brittany Phillips, Budget and Finance Officer

5. 2026 Budget Work Session

Adjournment

Attachment: 07-07-25 tentative agenda (15832 : 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.



**COUNTY
COUNSELOR/ADMINISTRATIVE SERVICES**
Staff Update

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

STAFF REPORT

FROM: Jacob Hansen, Interim Riley County Counselor

MEETING: June 30, 2025

SUBJECT: Pending County Projects County Counselor

PRESENTER: Jacob Hansen, Interim Riley County Counselor

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

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

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

ONGOING TASKS

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

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

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

CURRENT PROJECTS

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

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

Enclosures:



**COUNTY ATTORNEY'S
OFFICE**
Personnel

Barry Wilkerson
County Attorney
105 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6390

COMMISSION AGENDA REPORT

FROM: Barry Wilkerson, County Attorney

MEETING: June 30, 2025

SUBJECT: Request to fill open position for Legal Secretary

PRESENTER: Barry Wilkerson & Elizabeth Ward, Human Resource Director

BACKGROUND

This position is vital to in order to assist the County Attorney and Assistant County Attorneys of Riley County in being prepared for Court. The Riley County Attorney's Office would like to fill the position, as described in the attached position description.

DISCUSSION

The incumbent Legal Secretary resigned the position due to re-locating out of state

FISCAL IMPACT

No fiscal impact. This position is already included in the 2025 Budget.

ALTERNATIVES

- . Move to approve
- . Move to deny
- . Move to modify or develop alternative if other concerns or factor arise

- . Schedule work session to discuss issue further

RECOMMENDATION(S)

I recommend the Board approve the Legal Secretary for the County Attorney's office.

POSSIBLE MOTION(S)

"I move the Board approve the position of Legal Secretary, in the Riley County Attorney's Office, be opened in order to fill this position.

Enclosures:

- 2025-06 Legal Secretary PAF (DOCX)
- Legal Secretary Position Description (PDF)

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

- Submitted by Kimberly Lenhart on 06/26/2025 at 09:48 AM
- Elizabeth Ward, Final Approval

Internal Position Details (not displayed on job posting)

Company

Riley County, KS

Job ID

3374272

Pay Grade

RANGE 8 [RANGE 8]

Cost Center 1

County General [1]

1 Job Slot(s)

LEGAL S-1

Position Template

Legal Secretary [LEGLSEC]

Salary

\$23.05 - \$25.05 Depending on qualifications

EEO Class

Paraprofessionals [5]

Cost Center 2

Attorney [1]

Work Location

Attorney's Office

Supervisor Position

No

Workers Compensation

8820 [8820]

Cost Center 3

--

Supervisor:

Department Head:

☒ No changes to Position or Budget

☒ Position Description attached

Total annual hours: 2080

☒ Budgeted

☒ New or updated position description

☐ New request for budget (details attached)

Salary: \$52,104.00

Budget for Benefits: \$20,581.08

Total proposed annual budget: \$72,685.08

Additional Position Comments: _____

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	LEGAL SECRETARY	
Department:	County Attorney	Division:
Reports To:	Office Manager	
Pay Range:	8	Status: Full time
FLSA Status:	Non-Exempt	

Position Summary: The Legal Secretary engages in numerous administrative functions to include communicating with the public, partner agencies, witnesses and victims of crimes. Assisting the County Attorney and the Assistant County Attorneys of Riley County in being prepared for court. The Legal Secretary improves attorney efficiency by preparing court documents and correspondence, maintaining case tracking systems and attorney calendars and ensuring quality communication and work product.

ESSENTIAL FUNCTIONS:

- Prepares various litigation documents such as summons, complaints, motions, warrants transportation orders, subpoenas and dispositions. Includes journalizing hearings of each case.
- Maintains information in the case tracking system from the beginning until the end of a case by capturing detailed notes The disposition of each charge, type of plea, sentence imposed, probation or prison, should be included within the case notes.
- The person must be literate in the use of technology to include Microsoft word, Excel, and other software programs used on a daily basis within the County Attorney's Office.
- Maintains calendars up-to-date with times and places for court appearances, meetings and deadlines.
- Responsible for coordinating the County Attorney's response to Expungement and coordinating with the courts hearing dates.
- Prepares emergency filings to include Child in Need of Care, Mental Illness Commitments, and Juvenile Offenders cases within 48 hours in order for a hearing to be scheduled and held in accordance with the time period prescribed by law.
- Notifies witnesses of the hearing telephonically or electronically or both.
- Answers telephone and assists public at front counter when needed to include defense attorneys police officers, victims and witnesses.
- Covers receptionist desk during breaks and lunch on a rotation basis.
- Performs miscellaneous office duties as required such as preparing discovery for defense attorneys amending complaints, request interview tapes, photo discs, obtains reports from law enforcement agencies or other organizations; contacts other counties requesting certified journal entries of prior convictions, and requests certified driving records from DMV.

POSITION REQUIREMENTS:

Education: High school diploma or equivalent required. Post high school education or technical training strongly preferred.

Appropriate combination of education and experience will be considered in lieu of requirements.

License(s)/Certificate(s): Must pass a KCJIS criminal records background check.

Experience: 1-year of experience in the legal field and/or training preferred. Working knowledge of legal documents and terminology preferred. Proficiency in Word, Excel and other relevant computer software. Typing speed of at least 60 wpm.

Skills: Ability to communicate effectively, both orally and in writing. Ability to organize and prioritize

Updated June 2025

Attachment: Legal Secretary Position Description (15971 : Request to fill open position for Legal Secretary)

Flexibility in planning and prioritizing workload. Ability to work efficiently under stress and pressure. Ability to draft letters and legal documents from brief notes or instructions. Excellent spelling, grammar, and listening skills. Must be self-motivated to perform at a high or exceptional level. Successful applicants will be expected to take initiative to perform whatever function is necessary for the office to be successful.

Physical Demands: The physical demands described represent those required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger handle, or feel; reach with hands and arms; talk or hear. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required for this job include correctable vision, and color vision.

Work Environment: The work environment described here represents those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to a moderate noise level in the work environment.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



**COUNTY TREASURER'S
OFFICE**
Contract

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

COMMISSION AGENDA REPORT

FROM: Shilo Heger

MEETING: June 30, 2025

SUBJECT: Sign contract with AQ2 - Scanning Software

PRESENTER: Shilo Heger

The contract presented for signature today is for scanning software that will be used in the Riley County Treasurer's office. This software will allow for a more efficient tax collection process. We will have the capability to scan mail-in tax payments, create an upload file for the tax software, and a deposit file for the bank in one step.

The implementation will take a few months and should be operational before the 2025 tax season. I will make the initial purchase of the scanner and the software with the Treasurer's Technology Fund and then I have budgeted the annual software fee in my 2026 budget. I respectfully request you approve this purchase and sign the contract.

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:

- AQ2 Contract (PDF)



SOFTWARE LICENSE AND MAINTENANCE AGREEMENT

THIS SOFTWARE LICENSE AND MAINTENANCE AGREEMENT (this "Agreement") is made and entered into on this 30 day of June, 2025 (the "Effective Date") by and between AQ2 Embrace, LLC, a Delaware limited liability company with a principal address of 505 20th Street N., Suite 900, Birmingham, Alabama 35203 ("Licensor"), and Biley County Treasurer, a government entity with an address at ("Licensee"). 110 Courthouse Plaza, Manhattan KS 66502.

RECITAL

Licensee desires to license the Software described herein from Licensor and to engage Licensor to provide certain related services to Licensee, and Licensor is willing to provide such Software and related services to Licensee, all on the terms and conditions hereinafter set forth.

NOW, THEREFORE, in consideration of the foregoing and the respective covenants, agreements and undertakings of the parties contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto, intending to be legally bound, hereby agree as follows:

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13. DISCLAIMER OF ALL OTHER WARRANTIES. LICENSEE ACKNOWLEDGES AND AGREES THAT, WITH THE EXCEPTION OF THE LIMITED WARRANTIES SET FORTH IN SECTIONS 11(A), 11(B) and 11(C) HEREOF, LICENSOR HAS NOT MADE AND MAKES NO REPRESENTATIONS OR WARRANTIES OF ANY KIND OR NATURE, EITHER ORAL OR WRITTEN, EITHER EXPRESS OR IMPLIED, CONCERNING THE SOFTWARE TO BE LICENSED HEREUNDER OR THE SERVICES TO BE PROVIDED HEREUNDER, AND TO THE FULL EXTENT PERMITTED UNDER APPLICABLE LAW, LICENSOR SPECIFICALLY DISCLAIMS ANY AND ALL REPRESENTATIONS AND WARRANTIES CONCERNING SUCH SOFTWARE AND SERVICES, BOTH EXPRESS AND IMPLIED, ORAL AND WRITTEN, INCLUDING, WITHOUT LIMITATION, ALL WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE OR USE, ACCURACY OF DATA, SYSTEM INTEGRATION, AND ALL WARRANTIES RELATING TO RESULTS TO BE DERIVED FROM THE USE OF SUCH

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14. LIMITATION OF LIABILITY. IN NO EVENT SHALL LICENSOR BE LIABLE FOR ANY INCIDENTAL, INDIRECT, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES OF ANY NATURE, WHETHER FORESEEABLE OR NOT, INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOSS OR DESTRUCTION OF DATA, BUSINESS INTERRUPTION, COSTS OF COVER, LOSS OF USE, LOSS OF ANTICIPATED REVENUES OR PROFITS, OR DAMAGES RESULTING FROM OR RELATING TO CLAIMS BROUGHT AGAINST LICENSEE BY THIRD PARTIES, REGARDLESS OF WHETHER LICENSOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES AND THE LICENSEE CANNOT CLAIM, DEMAND OR SEEK RECOVERY FROM LICENSOR OR ITS REPRESENTATIVES FOR ANY OF THE FOREGOING LOSSES OR DAMAGES AND LICENSOR WILL NOT INDEMNIFY THE LICENSEE FOR ANY SUCH CLAIMS. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, LICENSOR DISCLAIMS ANY PRODUCT LIABILITY AS A CONSEQUENCE OF LOSS OR DAMAGE TO PROPERTY WHICH, IN VIEW OF ITS NATURE, IS NORMALLY INTENDED FOR COMMERCIAL USE. IN NO EVENT SHALL LICENSOR'S TOTAL CUMULATIVE LIABILITY IN CONNECTION WITH OR RELATING TO THE SOFTWARE OR THIS AGREEMENT EXCEED THE AMOUNT OF THE LICENSE ACQUISITION FEES ACTUALLY PAID BY LICENSEE TO LICENSOR HEREUNDER. THESE LIMITATIONS SHALL APPLY TO ALL CAUSES OF ACTION IN THE AGGREGATE, WHETHER BASED IN CONTRACT, TORT OR OTHERWISE. NO CLAIM ARISING IN CONNECTION WITH THE SOFTWARE OR THIS AGREEMENT MAY BE BROUGHT AGAINST LICENSOR MORE THAN ONE (1) YEAR AFTER IT OCCURS.

15. HIRING OF OTHER PERSONNEL. For a period of one (1) year following the expiration or any earlier termination of the License Term, Licensor and Licensee agree not to solicit the employment of any employee or independent contractor of the other party who has been involved with the provision of the services contemplated hereby unless Licensor or Licensee, whichever the case may be, grants its consent in writing. "Solicit" will not include general solicitations by the parties' using advertisements in newspapers, trade publications, or other solicitations not directed at particular individuals.

16. THIRD PARTY SERVICES.

(a) In connection with the promotion or Licensee's use of the Software, Licensee may be made aware of services, products, offers and promotions provided by third parties, and not by Licensor ("Third Party Services"). If Licensee decides to use Third Party Services, Licensee is solely responsible for reviewing and understanding the terms and conditions governing any Third-Party Services. Licensee authorizes Licensor to use and disclose Licensee's contact information, including name and address, for the purpose of making the Third-Party Services chosen by Licensee, available to Licensee. Licensee's participation in such Third-Party Services indicates Licensee's acceptance of such terms and conditions. Licensee agrees that the third party, and not Licensor, is responsible for the performance of the Third-Party Services.

(b) The Software may contain or reference links to third party websites. Some of those links are provided as a convenience only. The inclusion of any link is not and does not necessarily imply an affiliation, sponsorship, endorsement, approval, investigation, verification or monitoring by Licensor or its Representatives of any information contained in any third-party website. In no event will Licensor or its Representatives be responsible for the information contained in such third-party website or for Licensee's use of or inability to use such website. Access to any website is at Licensee's own risk, and Licensee should be aware that linked websites may contain terms and privacy policies that are different from those of Licensor and its Representatives. Neither Licensor nor its Representatives are responsible for such provisions, and expressly disclaim any liability for them.

AQ2 Embrace, LLC Software License and Maintenance Agreement

(c) Licensee is responsible for providing, at its expense, any access to the Internet and any required equipment. Further, Licensor may at any time change or discontinue any aspect, availability or feature of the Software or any of the services that may be provided hereunder.

17. CONSENT TO CONDUCT BUSINESS ELECTRONICALLY ("CONSENT").

(a) Consent to Electronic Communications. Licensor may desire, or may be required by law, to send Communications (as defined below) to Licensee that may pertain to the Software, the use of information Licensee may submit to Licensor, and any services that Licensor may provide. Licensees agree that Licensor, on behalf of itself and/or its Representatives (as applicable), may send Communications to Licensee by email and may make Communications available to Licensee by posting them at one or more of Licensor's websites, such as www.aq2tech.com. By executing this Agreement, Licensee consents to receive these Communications electronically. The term "Communications" means any notice, record, agreement, or other type of information that is made available to Licensee or received from Licensee in connection with the Software or the services provided hereunder.

(b) Withdrawal of Consent. If Licensee later decides that Licensee does not want to receive future Communications electronically, Licensee must provide written notice of the same to Licensor at the address set forth in the recital at the beginning of this Agreement and in accordance with the notice provision set forth in Section 24 below.

(c) Changes to Licensee Email Address. Licensee agrees to provide its email address to Licensor for the purpose of receiving Electronic Communications, and further agrees to notify Licensor promptly of any change in Licensee's email address.

18. EXPORT RESTRICTIONS. Licensee acknowledges that the Software may be subject to U.S. export restrictions. Licensee agrees to comply with all applicable national and international laws that may apply to the Software, as well as any end-use, end-user, and destination restrictions regarding export restrictions of the jurisdiction in which the Software is used or to or from which the Software is exported.

19. MEDICAL RECORDS. Licensee acknowledges and agrees that the Software is not intended to record or process data or information related to health care or private medical information and agrees that the Software will not be used for such purposes.

20. FORCE MAJEURE. Neither Licensor nor Licensee shall be liable to the other party for any delay, failure or inability to perform its obligations (except the obligation to make payment) under this Agreement due to any cause beyond its reasonable control, including, but not limited to, utility failures, equipment breakdowns, fires, storms, accidents, acts of God, acts of war, acts of terrorism, or any act or omission of the other party or its employees, contractors or agents.

21. INDEPENDENT CONTRACTOR. For all purposes relating to this Agreement, Licensor shall be deemed an independent contractor of Licensee, and not a partner, joint venture, agent, or employee of Licensee. Neither Licensor nor Licensee shall have the power or authority to bind the other party to any contract or obligation.

22. PUBLICITY. Licensee hereby consents to Licensor referring to Licensee by name in any advertising and promotional materials of Licensor.

23. AUTHORIZATION. Each of Licensor and Licensee represent that the person executing this Agreement on its behalf is fully authorized to do so, and that this Agreement constitutes a valid and binding obligation of such party fully enforceable in accordance with its terms.

24. NOTICES. Except as contemplated by Section 17 hereof, all notices and other communications required hereunder shall be in writing and delivered by personal delivery, facsimile or certified mail, postage prepaid, return receipt requested. Any such notice shall be deemed to have been given on the date it is received by the addressee during regular office hours at its principal address set forth on the signature page to this Agreement or at such other address as that party may have previously designated for notices in accordance with the terms of this Section 24. If Licensee's address is not

AQ2 Embrace, LLC Software License and Maintenance Agreement

set forth on the signature page to this Agreement, Licensee shall provide Licensor with Licensee's address designated for notices in writing within fifteen (15) days of the Effective Date.

25. ASSIGNMENT. This Agreement shall inure to the benefit of and be binding upon and enforceable by the parties hereto and their respective successors and permitted assigns. Neither party hereto shall be permitted to assign or delegate any of its rights or obligations under this Agreement to any third party, whether by operation of law or otherwise, without the prior written consent of the other party; provided that such rights and obligations may be assigned or delegated by a party (i) to any majority owned subsidiary of such party whose performance of this Agreement is guaranteed by such party or (ii) to any individual or entity that acquires a majority interest in such party, whether by purchase or all or substantially all of such party's assets or purchase or all or a majority of such party's outstanding securities, whether by merger or otherwise.

26. GOVERNING LAW; INTERPRETATION. This Agreement will be governed by and construed in accordance with the laws of the State of Alabama without regard to conflict of law principles. Licensee hereby submits to the exclusive jurisdiction of the state and federal courts located in Birmingham, Alabama for the resolution of any dispute arising out of or in connection with this Agreement. Section headings have been inserted for convenience only and shall not be considered in interpreting this Agreement. If any provision herein is declared invalid, illegal, void or otherwise unenforceable, such provision shall be deemed to have been severed and all remaining provisions of this Agreement shall remain in full force or effect; provided, however, that, in the event that any provisions of this Agreement should be deemed to exceed the time or geographical limitations permitted by applicable law, then such provisions shall be, and are hereby, reformed to the maximum time or geographical limitation permitted by said law.

27. WAIVER. A failure to exercise, or a delay in exercising, in whole or in part, any right or remedy with respect to a breach or non-performance of any provision of this Agreement by either party shall not operate as a waiver or excuse of performance with respect to any continuing or subsequent breach or non-performance of any provision of this Agreement, unless otherwise expressly agreed to in writing by the parties.

28. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior representations, warranties, negotiations, understandings and agreements, whether written or oral, between the parties with respect to that subject matter.

29. COUNTERPARTS. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument. This Agreement may be executed and delivered in counterpart signature pages and delivered via facsimile or .PDF transmission, and any such counterpart executed and delivered via facsimile or .PDF transmission shall be deemed an original for all intents and purposes.

30. MODIFICATION. Licensor shall have the right to change or add to the terms to this Agreement at any time, and to change, delete, discontinue, or impose conditions on any feature or aspect of Software or services provided hereunder, upon notice by any means Licensor determines in its discretion to be reasonable, including posting information concerning any such change, addition, deletion, discontinuance or conditions in Software or on any Licensor sponsored web site, including, but not limited to, www.aq2tech.com. Payment by Licensee of a License Maintenance Fee after a change or addition to the terms of this Agreement by Licensor shall constitute Licensee's acceptance of this Agreement as modified, with such modified Agreement being effective upon payment of such fee. Except as set forth in the preceding sentence, all other modifications must be agreed to and signed by a duly authorized representative of each party to this Agreement. Without limiting the foregoing, no term or condition contained in any purchase order of Licensee that is inconsistent with this Agreement shall be binding upon Licensor, regardless of whether such purchase order has already been or is hereafter acknowledged by Licensor.

[Signatures on following page]

Attachment: AQ2 Contract (15967 : Treasurer-AQ2 Contract)

AQ2 Embrace, LLC Software License and Maintenance Agreement

IN WITNESS WHEREOF, each of the parties has caused this Agreement to be executed by its duly authorized representative.

LICENSEE:

By: _____
 Print Name: _____
 Print Title: _____
 Address: _____

 Date: _____

LICENSOR:

AQ2 Embrace, LLC

By: _____
 Print Name: Justin Orr
 Print Title: President
 Address: _____
 505 20th Street North, Suite 900
 Birmingham, Alabama 35203
 Attention: _____
 Date: _____

Attachment: AQ2 Contract (15967 : Treasurer-AQ2 Contract)

Attachment to "Contract" Between Riley County (hereinafter "County"), and AQ2 Embrace, LLC (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 30 day of June, 2025 ("contract").

1. **TERMS HEREIN CONTROLLING PROVISIONS.** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in the contract and any other document relating to and a part of the contract in which this attachment is incorporated. All terms hereof survive termination of the contract.
2. **AGREEMENT WITH KANSAS LAW.** It is agreed by and between the undersigned that all disputes and matters whatsoever arising under, in connection with or incident to the contract shall be litigated, if at all, in and before a state Court located in the State of Kansas, County of Riley, or if in Federal Court, at a Federal Court located in Topeka, Kansas, to the exclusion of the Courts of any other states or country. All contractual promises shall be subject to, governed by, and construed according to the laws of the State of Kansas, without reference to its conflict of laws principles. Both parties submit to venue and jurisdiction in these courts. In the event an action or claim arises outside of the exclusive jurisdiction specified herein which names County as a party, Contractor agrees to initiate, consent to and/or cooperate with any and all efforts to remove the matter to the exclusive jurisdiction named herein and otherwise to take any and all reasonable actions to achieve County's objectives of this provision.
3. **CASH BASIS AND BUDGET LAWS.** The right of the County to enter into the Contract is subject to the provisions of the Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935), and other laws of the State of Kansas. The Contract shall be construed and interpreted so as to ensure that the County shall at all times stay in conformity with such laws, and as a condition of the Contract the County reserves the right to unilaterally terminate the Contract at any time if, in the opinion of its legal counsel, the Contract may be deemed to violate the terms of such laws. Any Contract for a term of more than one year shall be interpreted by the parties to provide County the sole option to renew that Contract before the end of each one year term.
4. **TERMINATION DUE TO LACK OF FUNDING APPROPRIATION.** If, in the judgment of the Riley County Commissioners, after consultation with their Budget and Finance Officer or other county officials, sufficient funds are not appropriated to continue the function performed in the contract and for the payment of the charges hereunder, County may terminate the contract at the end of its current fiscal year. Termination shall be effective 30 days after County mails written notice to Contractor. In the event of such termination, County agrees to give written notice of termination to contractor. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the County or the Contractor. Notwithstanding the foregoing, in the event of termination due to non-funding, County shall be responsible for any outstanding invoices or fees or for services already performed, and all such amounts owed shall become due immediately.

Attachment: AQ2 Contract (15967 : Treasurer-AQ2 Contract)

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.
7. **TERM AND TERMINATION.**
 - 7.1. **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.
 - 7.2. **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.
 - 7.3. Notwithstanding the above, Contractor shall not be relieved of liability to County by virtue of any breach of the Contract by Contractor.
 - 7.4. **Termination for Convenience.** County may terminate the Contract in whole or in part, upon sixty (30) days written notice to Contractor, stating the effective date of the termination for convenience.
 - 7.5. **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.
8. **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.

9. **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. Notwithstanding the foregoing, in no event shall such prior written consent be unreasonably withheld.
10. **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.
11. **SURVIVABILITY.** All terms of this Contractual Provisions Attachment shall survive termination of the Contract.

County**Contractor**

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

AQ2 EMBRACE, LLC.

By: _____
Greg McKinley, Chairman

By: Justin Orr
Print Name: Justin Orr
Title: President

Date

06/03/2025

Date

ATTEST: (seal)

Rich Vargo, County Clerk

Approved as to Form

By: _____
Jacob A. Hansen
Interim Riley County Counselor

Date

Attachment: AQ2 Contract (15967 : Treasurer-AQ2 Contract)



505 20th Street North, Suite 900
Birmingham, AL 35203 US
(205) 290-8100
www.AQ2tech.com

Bill To:
Riley County KS Tax

Price Quote

Date: 4/28/2025

Terms:

Please note the \$10,920.45 is a one-time fee that includes the AQURIT® software with one concurrent license, up to 50,000 check reads per year, a Canon cr-120 scanner, the installation, implementation and training. The annual license renewal fee is \$838.95 for AQ2 and \$1,236.50 for Parascript.

Description	Quantity	Unit Price	Total
AQURIT Remittance Base Product - Includes 1 desktop scanning station license for scanning and data entry, 1 job family with up to four (4) job types: singles, multiples, check only (w/HOT MICR) and checks for deposit only.	1	\$3,995.00	\$3,995.00
AQURIT® Data Entry License	0	\$1,495.00	\$0.00
Sub Total			\$3,995.00
Annual Maintenance (21% of Subtotal)			\$838.95
ParaScript CheckPLUS Software for Handwriting Recognition CAR/LAR Option – Up to 50,000 Documents Per Year	1	\$1,236.50	\$1,236.50
One Time Training Fee	1	\$3,600.00	\$3,600.00
Check Scanner, Canon, CR-120, 190 cpm, 150 ADF Capacity, Color, USB 2.0. E13B and CMC7 MICR standards. MOCR, Infrared double feed detection. Ink included.	1	\$1,250.00	\$1,250.00
Total with additional options			\$10,920.45
Total Annual License Fees (Included in Year 1)			\$2,075.45
AQ2 will bill 60% of the total project at the start of implementation			\$6,552.27
AQ2 will bill 40% of the total project when the software is installed			\$4,368.18

Accepted By:	Date:
<i>Shilo Heger</i>	4/28/2025
Print Name	PO Number:
<i>Shilo Heger</i>	
Title:	Total:
<i>Riley County Treasurer</i>	\$10,920.45

Attachment: AQ2 Contract (15967 : Treasurer-AQ2 Contract)



**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 30, 2025

SUBJECT: 2026 Budget Work Session

PRESENTER: Brittany Phillips, Budget & Finance Officer

Presenting the attached memo and 2026 Budget Developmental Worksheet.

Enclosures:

- June 30 Budget Work Session (DOCX)
- Updated from June 26 meeting 2026 Budget Development WS (PDF)



CLERK'S OFFICE

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

TO: Board of County Commissioners
 FROM: Brittany Phillips, Budget & Finance Officer
 RE: 2026 Budget Work Session

During this work session, the 2026 Budget Development Worksheet, Riley County Appropriation Request, COLA and new/expanded positions will be presented for further review and discussion.

The 2026 Budget Development Worksheet is a three-page document:

- The first page is expenditures consisting of the 2024 Actual Expenditures, 2025 Budget and 2026 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 2.7%. This is a financial impact of \$743,526 if approved. This number reflects departments outside of General Fund such as Health Department, Community Corrections, Fire and Solid Waste.
 - This also includes a transfer of \$3,500,000 to Capital Improvement Funds. This transfer covers current debt obligations for 2026 of \$426,796, current non-funded CIP 2026 requests of \$2,295,000, leaving a remainder of \$778,204 for improvements.
- 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 \$58,103,947 less mill levied fund revenues of \$23,235,189 equaling required ad valorem tax.
 - RCPD appropriation request is \$6,017,692.40.

The value of a mill, \$853,082 is provided as well as the mill levy of 40.874 to fund the 2026 proposed budget. This is a 2.921 mill increase from the 2025 budgeted mill levy and is more than the calculated Revenue Neutral Rate of 36.821.

Below is a list of the changes made from direction of the BoCC on June 26th:

- Keep budget stabilization at \$4,250,000;
- Investment income increased to \$2,800,00 due to not transferring CIP interest in 2026.

Below you will also find the new and expanded position requests, totaling \$312,320.



CLERK'S OFFICE

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

Department	Position	Pay increase	Benefits increase	Total Request (Wage + Benefits)
Historical Museum	As-Needed Museum Assistant - <i>Expanded Position</i> Existing PD – Range TASND, As-needed Pay Rate, \$15.00 /hour -additional 650 hrs.	\$9,750	\$761	\$10,511
	Historical Museum Budget Request			<u>\$10,511</u>
Community Corrections	Juvenile Intake Officers - <i>Expanded Position</i> Existing PD – Range 1, As-needed Pay Rate, \$18.87/hour – additional 180 hrs.	\$3,397	\$265	\$3,662
	Community Corrections Budget Request			<u>\$3,662</u>
IT/GIS	Systems/Software Analyst- <i>Expanded Position</i> Existing PD – Range 13, Full Time, exempt Starting Rate, \$2557/pp – No change in pay	\$0	\$0	\$0
	Network Systems Analyst- <i>New Position</i> Existing PD – Range 13, Full Time, exempt Starting Rate, \$2557/pp	\$66,482	\$26,260	\$92,742
	IT/GIS Budget Request			<u>\$92,742</u>
Health Department	Billing and Coding Clerk - <i>New Position</i> New PD – Range , Full time, non-exempt Starting Rate, \$24.94/hour	\$51,875	\$20,491	\$72,366
	Health Department Budget Request			<u>\$72,366</u>
County Attorney	Criminal Investigator - <i>New Position</i> New PD – Range 12, Full Time, Exempt Starting Rate, \$31.53/hour	\$65,582	\$25,905	\$91,487
	Attorney Budget Request			<u>\$91,487</u>
County Appraiser	Appraisal Support I, II, III - <i>Expanded Positions</i> New PDs – Range: Support I – 5, Support II – 7, Support III-8 All Full Time, non-exempt	\$48,152 \$51,875 \$53,518	\$19,020 \$20,491 \$21,140	\$67,172 \$72,366 \$74,658
	Replacement of Personal Property Appraiser I, II, III	(\$48,152)	(\$19,020)	(\$67,172)

Attachment: June 30 Budget Work Session (15970 : 2026 Budget Work Session)



CLERK'S OFFICE

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

	Range: Appraiser I –5, Appraiser II-7, Appraiser III - 11	(\$51,875) (\$62,982)	(\$20,491) (\$24,878)	(\$72,366) (\$87,860)
	Appraiser Budget Request			<u>(\$13,202)</u>
Public Works	Custodian I - <i>New Position</i> Existing PD – Range 1, Full time, non-exempt Starting Rate, \$18.87.hour	\$39,250	\$15,504	\$54,754
	Public Works Budget Request			<u>\$54,754</u>
	Total all New Requests			<u>\$312,320</u>

Attachment: June 30 Budget Work Session (15970 : 2026 Budget Work Session)

2026 Budget Development Worksheet

14.b

DEPARTMENT	2024 Actual Contractual Services, Commodities & Capital	2024 Actual Personnel Services	2024 Actual Total	2025 Budgeted Contractual Services, Commodities & Capital	2025 Budgeted Personnel Services (Includes STEP & COLA)	2025 Budgeted Total	2026 Proposed Contractual Services, Commodities & Capital	2026 Proposed Personnel Services (Includes STEP)	2026 Proposed Budget Total	Percent change of 3 C's
1 Administrative Services	56,418	685,178	741,596	54,209	692,282	746,491	31,184	675,028	706,212	-42.47%
2 Ambulance	402,282	5,046,843	5,449,125	364,700	6,136,435	6,501,135	383,615	6,240,756	6,624,371	5.19%
3 Appraiser	164,887	1,593,989	1,758,876	175,920	1,844,910	2,020,830	210,295	1,849,727	2,060,022	19.54%
4 Attorney	146,287	2,429,997	2,576,284	238,111	2,809,975	3,048,086	245,641	2,895,110	3,140,751	3.16%
5 Clerk	72,575	1,266,116	1,338,691	118,040	1,411,464	1,529,504	121,900	1,384,990	1,506,890	3.27%
6 Commissioners	40,522	207,045	247,567	54,920	246,828	301,748	54,895	254,308	309,203	-0.05%
7 Coroner	162,498	0	162,498	156,500	0	156,500	179,000	0	179,000	14.38%
8 District Court	182,851	0	182,851	189,380	0	189,380	197,130	0	197,130	4.09%
9 Elections	280,136	524,247	804,383	221,700	633,325	855,025	305,400	667,455	972,855	37.75%
10 Emergency Management	54,758	290,479	345,237	58,200	332,658	390,858	59,800	343,152	402,952	2.75%
11 Fairgrounds	109,821	0	109,821	110,500	0	110,500	112,000	0	112,000	1.36%
12 General Services	1,393,667	192,388	1,586,055	5,841,530	142,020	5,983,550	5,851,400	237,040	6,088,440	0.17%
13 Information Systems/GIS	817,216	938,781	1,755,997	868,630	1,054,363	1,922,993	1,001,130	1,087,870	2,089,000	15.25%
14 Insurance	930,361	0	930,361	1,170,000	0	1,170,000	1,350,000	0	1,350,000	15.38%
15 Juvenile Detention	65,694	0	65,694	120,000	0	120,000	120,000	0	120,000	0.00%
16 Museum	456,680	9,629	466,309	14,273	494,928	509,201	11,909	513,344	525,253	-16.56%
17 Noxious Weed	162,031	580,240	742,271	256,330	685,641	941,971	257,830	658,427	916,257	0.59%
18 Planning & Development	51,269	635,577	686,846	62,484	764,389	826,873	63,938	787,007	850,945	2.33%
19 Register of Deeds	72,548	461,220	533,768	54,645	554,768	609,413	25,830	572,529	598,359	-52.73%
20 Public Works	4,078,093	4,949,081	9,027,174	4,545,550	5,867,253	10,412,803	4,615,150	5,960,365	10,575,515	1.53%
21 Treasurer	55,413	1,348,328	1,403,741	63,680	1,465,099	1,528,779	70,480	1,467,261	1,537,741	10.68%
22 Juvenile Supervision fees	0	0	0	1,000	0	1,000	1,000	0	1,000	0.00%
23 Transfer to Health Dept. Fund	1,665,647	0	1,665,647	1,924,609	0	1,924,609	2,239,946	0	2,239,946	16.38%
24 Transfer to Landfill Close	30,000	0	30,000	30,000	0	30,000	10,000	0	10,000	-66.67%
25 Transfer-Economic Dev.	107,100	0	107,100	136,229	0	136,229	183,021	0	183,021	34.35%
26 Transfer - Capital Improvement	14,442,446	0	14,442,446	3,500,000	0	3,500,000	3,500,000	0	3,500,000	0.00%
27 Riley Co Community Corrections	0	87,324	87,324	0	149,884	149,884	0	134,171	134,171	-10.48%
28 Small Cities	197,925	0	197,925	200,000	0	200,000	200,000	0	200,000	0.00%
29 Non-Appropriated	0	0	0	580,000	0	580,000	580,000	0	580,000	0.00%
30 Cost of COLA	0	0	0	0	0	93,477	0	743,526	743,526	0.00%
31 New & Expanded Positions	0	0	0	0	0	0	0	312,320	312,320	0.00%
SUBTOTAL:	\$26,199,125	\$21,246,462	\$47,445,587	\$21,111,140	\$25,286,222	\$46,490,839	\$21,982,494	\$26,784,386	\$48,766,880	4.13%

Appropriations:

32 Big Lakes Developmental	228,123	0	228,123	232,685	0	232,685	237,339	0	237,339	2.00%
33 Animal Shelter / Contractual	30,000	0	30,000	60,000	0	60,000	60,000	0	60,000	0.00%
34 Council on Aging	275,000	0	275,000	327,981	0	327,981	337,252	0	337,252	2.83%
35 ATA Bus	105,000	0	105,000	150,000	0	150,000	172,500	0	172,500	15.00%
36 Emergency Shelter	11,000	0	11,000	16,000	0	16,000	25,000	0	25,000	56.25%
37 Extension	667,380	0	667,380	667,380	0	667,380	667,380	0	667,380	0.00%
38 Pawnee Mental Health	300,000	0	300,000	350,000	0	350,000	385,000	0	385,000	10.00%
39 Riley Cty Genealogical Soc.	3,500	0	3,500	3,500	0	3,500	5,000	0	5,000	42.86%
40 Riley County Conservation	55,136	0	55,136	55,136	0	55,136	55,136	0	55,136	0.00%
41 Be Able	0	0	0	0	0	0	10,000	0	10,000	#DIV/0!
42 Farm & Food Council	0	0	0	0	0	0	0	0	0	0.00%
43 Sunflower Children's Collective	0	0	0	0	0	0	0	0	0	0.00%
SUBTOTAL:	\$1,675,139	\$0	\$1,675,139	\$1,862,682	\$0	\$1,862,682	\$1,954,607	\$0	\$1,944,607	4.40%
GENERAL TOTAL:	\$27,874,264	\$21,246,462	\$49,120,726	\$22,973,822	\$25,286,222	\$48,353,521	\$23,937,101	\$26,784,386	\$50,711,487	4.88%
44 Bond & Interest	349,170	0	349,170	470,467	0	470,467	302,018	0	302,018	-35.80%
45 County Building	268,622	0	268,622	433,000	0	433,000	438,000	0	438,000	1.15%
46 RCPD	5,710,649	0	5,710,649	6,180,206	0	6,180,206	6,652,442	0	6,652,442	7.64%
SUBTOTAL:	\$6,328,441	\$0	\$6,328,441	\$7,083,673	\$0	\$7,083,673	\$7,392,460	\$0	\$7,392,460	4.36%
TOTAL:	\$34,202,705	\$21,246,462	\$55,449,167	\$30,057,495	\$25,286,222	\$55,437,194	\$31,329,561	\$26,784,386	\$58,103,947	
47 Capital Improvement	2,975,713	0	2,975,713	8,414,430	0	8,414,430	25,226,380	0	25,226,380	199.80%
48 Economic Development	119,943	0	119,943	324,361	0	324,361	248,644	0	248,644	22.38%

BUDGETED REVENUE

BUDGETED EXPENDITURES

COUNTY TREASURER

	2024 ACTUAL	2025 BUDGET	2026 BUDGET
Motor Vehicle Tax	2,595,320	2,344,118	2,360,436
Recreational Vehicle Tax	23,206	21,846	20,258
16/20M Vehicle Tax	18,178	19,124	18,900
Commercial Vehicle Fees	104,016	99,542	96,789
Special City & County Highway Fund	1,038,498	1,026,080	1,026,080
Investment Income	2,972,457	2,100,000	2,800,000
Sales Tax	2,339,483	2,200,000	2,200,000
Intangible Tax (Clerk's Office)	271,181	388,083	502,686
Vehicle Rental Excise Tax	53,097	52,338	56,965
Interest on Taxes	388,693	300,000	300,000
Watercraft	18,584	19,265	17,375
SUBTOTAL:	\$ 9,822,713	\$ 8,570,396	\$ 9,399,489

	2025	2026	% chg
General	\$ 48,353,521	\$ 50,711,487	4.88%
Bond & Interest	470,467	302,018	-35.80%
County Building	433,000	438,000	1.15%
RCPD Fund	6,180,206	6,652,442	7.64%
TOTAL EXPENDITURES	\$ 55,437,194	\$ 58,103,947	
(Budget)Value of a MILL =	827,863	853,082	

Ad Valorem per Fund	Tax Rate per Fund
28,370,130	33.256
-	0.000
242,086	0.284
6,256,542	7.334
34,868,758	40.874

DEPARTMENT FEES & OTHER

Unencumb. Cash Bal.-General	18,687,579	11,540,145	9,674,762
Unencumb. Bal.-County Building	104,327	113,513	164,666
Unencumb. - Bond & Interest	249,005	186,327	284,787
Unencumb. - RCPD	124,590	8,315	66,058
Bond & Interest Special Assessment	126,706	128,706	129,263
Recording Fees - ROD	380,379	320,000	320,000
21st Judicial Dist Case Receipts-DC	26,489	40,000	35,000
Payment in Lieu of Taxes (PILT) Program/Fed Grant	45,682	40,000	40,000
Franchise Fees	23,174	35,000	35,000
Ambulance Fees	1,861,078	1,766,036	1,830,604
Fees-Attorney (Diversion)	54,234	60,000	50,000
Fees-Clerk	1,246	3,000	1,500
Fees-Elections	7,865	4,000	4,000
Fees-Fair	32,815	20,000	30,000
Grant - Emergency Management	80,781	85,907	85,907
Fees-Noxious Weed	107,042	100,000	110,000
Fees-Public Works/Parks	489,108	400,000	475,000
Fees-Planning & Development	37,475	38,000	40,000
Fees-Juvenile Supervision	274	500	500
Fees-Appraiser	13,850	14,000	13,500
Fees- Treasurer	8,573	8,000	8,000
Fees - Register of Deeds	40,604	25,000	25,000
Heritage Trust	28,101	30,000	30,000
Transfer from MV to General	337,218	325,000	330,000
Transfers from Economic Development to B&I	52,153	52,153	52,153
Transfer from CIP to Bond & Interest	182,100	183,600	0
SUBTOTAL	\$ 23,102,448	\$ 15,527,202	\$ 13,835,700

TOTAL REVENUE	24,097,598	23,235,189
AMT. AD VALOREM TAX REQUIRED	\$ 31,419,679	\$ 34,868,758
TOTAL MILLS NEEDED	37.953	40.874
Mill levy diff. from previous budget year		2.921

Revenue Neutral Mill Rate	36.821
Revenue Neutral \$\$	\$ 31,411,403
Overage on Neutral Mill Rate	4.053
Overage on RNR Tax Rate	\$ 3,457,355
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	

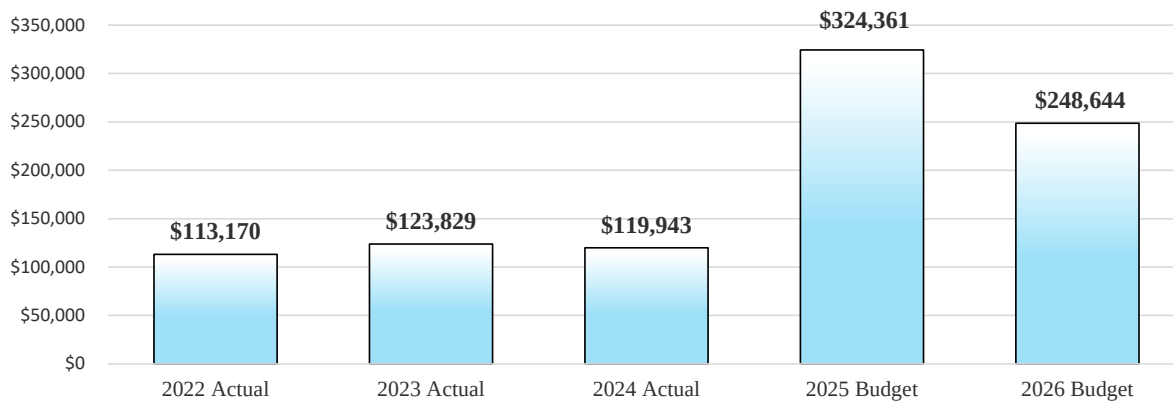
TOTAL REVENUE	\$ 32,925,161	\$ 24,097,598	\$ 23,235,189
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2026 Budget Development Worksheet**14.b**

**Riley County, Kansas
2026 Budget
Economic Development Fund
Fund 146**

	2024 <u>ACTUAL</u>	2025 <u>BUDGET</u>	2025 <u>Estimates</u>	2026 <u>BUDGET</u>
BEGINNING CASH BALANCE				
Fund Balance	\$340,086	\$327,243	\$327,243	\$65,623
TOTAL BEGINNING CASH BALANCE	\$340,086	\$327,243	\$327,243	\$65,623
REVENUE				
603 Transfer from General Fund	\$107,100	\$136,229	\$136,229	\$ 183,021
TOTAL REVENUE	\$107,100	\$136,229	\$136,229	\$ 183,021
TOTAL RESOURCES AVAILABLE	\$447,186	\$463,472	\$463,472	\$248,644
EXPENDITURES				
604 Transfer to Bond & Interest Fund	\$52,153	\$52,153	\$52,153	52,153
4990 Other Capital Outlay	67,790	272,208	345,696	196,491
TOTAL EXPENDITURES	\$119,943	\$324,361	\$397,849	\$ 248,644
TOTAL ENDING FUND BALANCE	\$327,243	\$139,111	\$65,623	\$0

<u>PROJECT ESTIMATES:</u>	<u>2024</u>	<u>2025</u>	<u>2025 Est</u>	<u>2026</u>
Future TBD Projects	\$-			
Flint Hills Veteran's Coalition	1,015	1,000	1,000	1,000
Governor's Military Council	-			
Konza Water Project	52,153	52,153	52,153	52,153
Chamber of Commerce	55,000	55,000	55,000	55,000
Downtown Manhattan, Inc.	5,000	5,000	5,000	5,000
Riley Co General Eco Devo	-	132,850		132,850
Auto Lane Development	12,114	-		
Cost Benefit Analysis, Corridor Study	-		133,333	
Flint Hills Regional Council (FHRC) Contribution	-	-		
MPO Contribution	3,780	3,358	3,358	2,641
MATC Facilities Project (Request to be for 5 years)	-			
Comprehensive plan update	1,995	75,000	148,005	
Sunflower Children's	-			
TOTAL	\$131,057	\$324,361	\$397,849	\$ 248,644

FIVE YEAR EXPENDITURE HISTORY

Attachment: Updated from June 26 meeting 2026 Budget Development WS (15970 : 2026 Budget Work Session)