



**Board of Riley County
Commissioners
Regular Meeting
Agenda
July 01, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Sign Riley County Personnel Action Form(s)
4. Approve payroll/accounts payables (when completed)

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Jun 28, 2021 8:30 AM

Review Tentative Agenda

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

9:00 AM

Gary Fike, County Extension Director

8. Riley County K-State Research and Extension Budget Filing

9:15 AM

Michael Boller, Noxious Weed Director

9. Staff Update Riley Co Noxious Weed

9:30 AM

Greg McHenry, Appraiser

10. Appraiser's Office Report

9:55 AM

Break

10:00 AM

Amanda Smeller, Planning/Special Projects Director

11. Planning & Development - Staff Update

10:15 AM**Clancy Holeman, Counselor/Director of Administrative Services**

12. Administrative Work Session
13. Executive session to discuss a performance matter involving non-elected personnel

10:35 AM**Tami Robison, Budget and Finance Officer**

14. 2022 Budget Work Session

11:15 AM**John Ellermann, Public Works Director/County Engineer**

15. Request to fill an open Equipment Operator II Position

Adjournment**Announcements**

Riley County Offices will be closed on Monday, July 5th due to the observance of the Independence Day holiday.

The Board of County Commissioners will not be in session Monday, July 5th.

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
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: July 1, 2021

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2021-06 A Bowyer - Contact Tracer (green) (PDF)
- 2021-06 T Joahmnes - Operator II (green) (PDF)
- 2021-06 K Procopio - As-needed Museum (green)(PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date	06/25/2021
☒ Change		Employee #	

☐ New Hire	☐ Rehire	☐ Transfer	☐ Promotion	☒ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☐ Full Time	☐ Regular	☐ As-Needed	☐ Seasonal
☐ Part Time	☒ Grant Funded	☐ Intern	☒ Temporary

Bowyer	Aaron		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Covid-19 Contact Tracer	HD	400-0337
Position Title	Department	Fund

6/25/2021	☐	☒		☐ Yes	☒ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?	

B	09	\$15.49	☒ Hour	\$	☐ Bi-weekly	☐ 40	☐
Grade/Step		Pay Rate				Hours Per Workweek	

Comments:

Approvals:

Department:

Date:

Personnel:

BOCC:

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date 06/23/2021
☒ Change		Employee #

☐ New Hire	☐ Rehire	☐ Transfer	☐ Promotion	☒ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☒ Full Time	☐ Regular	☐ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☐ Temporary

Johannes	Travis	J	
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

PW Operator II	Public Works	0001-00040
Position Title	Department	Fund

7/5/2021	☐ Exempt	☒ Non-Exempt		☒ Yes	☐ No
Effective Date			Ending Date For Temporary	Is this a budgeted position?	

I	3	\$18.58	☒ Hour	\$	☐ Bi-weekly	☒ 40	☐
Grade/Step		Pay Rate				Hours Per Workweek	

Comments:

Approvals:

Department:

Date:

Personnel:

BOCC:

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date	06/25/2021
☒ Change		Employee #	

☐ New Hire	☐ Rehire	☐ Transfer	☐ Promotion	☒ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☐ Full Time	☐ Regular	☒ As-Needed	☐ Seasonal
☐ Part Time	☒ Grant Funded	☐ Intern	☐ Temporary

Procopio	Kassandra		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

As Needed Museum Asst	Museum	0001-000017
Position Title	Department	Fund

7/2/2021	☐	☒		☐ Yes	☒ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?	

As Need 3	\$11.11	☒ Hour	\$	☐ Bi-weekly	☐ 40	☒ 20
Grade/Step	Pay Rate	Hours Per Workweek				

Comments:

Approvals:

Department:

A Cheryl Collins

Date:

6/25/2021

Personnel:

E. B. Ward

6/28/2021

BOCC:

Chairman:

Member:

Member:



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
July 08, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss Joint City/County/County Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:20 AM

Break

9:30 AM

Tami Robison, Budget and Finance Officer

3. Proposal of funding for Fairmont Heights Sewer Project

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

4. Economic development update

10:00 AM

Julie Gibbs, Health Department Director

5. Staff update
6. Smoke free Riley County Parks
7. Airport COVID testing

10:50 AM

Budget and Planning Committee - Tami Robison, Budget and Finance Officer

8. Monthly Cash Flow Reports

Attachment: 07-08-21 tentative agenda (10467 : Tentative Agenda)

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.



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
July 12, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

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. USD 383 Primary Election - Rich Vargo (1-2 minutes)

9:50 AM

Greg Vahrenberg, Raymond James & Associates

3. Proposal of refinancing the 2013 and 2018 bond issuances

10:10 AM

John Ellermann, Public Works Director/County Engineer

4. Project update

10:40 AM

Clancy Holeman, Counselor/Director of Administrative Services

5. Administrative Work Session

11:00 AM

Cheryl Collins, Museum Director

6. Staff update

12:00 PM

County Officials Luncheon

Attachment: 07-12-21 tentative agenda (10467 : Tentative Agenda)

Adjournment**Announcements**

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

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, July 13, 2021 (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: 07-12-21 tentative agenda (10467 : Tentative Agenda)



EXTENSION
Budget

Gary Fike
County Extension
Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6350

COMMISSION AGENDA REPORT

FROM: Gary Fike
MEETING: July 1, 2021
SUBJECT: Riley County K-State Research and Extension Budget Filing
PRESENTER: Gary Fike

Riley County K-State Research and Extension is filing their 2022 budget.

Enclosures:

- 2022 Budget for BOCC with signatures (PDF)

BUDGET FOR THE Riley **COUNTY EXTENSION COUNCIL**
 For the period from January 1, 2022 to December 31, 2022 This budget is prepared
 in accordance with K.S.A. 2-610 as amended.

EXPENDITURES

Printing, Audit, Treasurer Bond, Liability Insurance.....	\$8,000
Telephone.....	\$5,000
Rent, Heat and Lights.....	\$0
Supplies, Stationery, and Postage.....	\$7,000
Equipment	\$10,000
Educational Program Support.....	\$9,000
Travel.....	\$11,000
Subsistence.....	\$3,500
Salaries and Wages.....	\$554,000
Employee Benefits.....	\$137,500
.....	\$0
.....	\$0
Sub-Total.....	\$745,000
Nonappropriated Funds (Reimbursable Transactions).....	\$150,000
Capital Outlay Reserve	\$0
TOTAL EXPENDITURES.....	\$895,000

Receipts

Unencumbered Cash balance.....	\$43,300
Kansas State University.....	\$69,420
County Appropriation.....	\$599,645
Interest	\$200
Other	\$32,435
Sub-Total.....	\$745,000
Nonappropriated Funds (Reimbursable Transactions).....	\$150,000
Capital Outlay Reserve	\$0
TOTAL RECEIPTS.....	\$895,000

Proposed *Sarah K Reasoner*
 Representing County Extension Council

Date 6/23/21

Proposed
 and
 Approved* *Carla Demecsek*
 Representing the Director of Extension

Date 6/22/2021

Approved _____
 Representing Board of County Commissioners

Date _____

*The signature of the Director of Extension or the Director's representative constitutes approval
 of expenditures in accordance with K.S.A. 2-615 and K.S.A. 2-610 as amended.

KSU 8-1 (2011)

Attachment: 2022 Budget for BOCC with signatures (10944 : Riley County K-State Research and Extension Budget Filing)



NOXIOUS WEED/HHW
Staff Update

Michael Boller
Noxious Weed Director
6245 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-539-3202

STAFF REPORT

FROM: Michael Boller- Director Riley Co Noxious Weed Dept

MEETING: July 1, 2021

SUBJECT: Staff Update Riley Co Noxious Weed

PRESENTER: Michael Boller- Director Riley Co Noxious Weed Dept

Enclosures:

- 7-1-21 Staff Report (DOC)

Riley County Noxious Weed/HHW Department
Michael Boller, Director
July 1, 2021

Staff Report

Noxious Weed/Mowing:

- All county roads have been sprayed for Musk Thistle and Field Bindweed one time and we are now doing follow-up spot spraying for Field Bindweed and Johnson grass.
- Township spraying for the three townships we have contracted with has been completed.
- KDOT spraying is continuing starting this week since we are now in the new state year that began July 1st. Spraying will continue for Bindweed and Johnson grass.
- The first round of mowing on county roads is complete and the second round started. Normally second round does not start until July 15th so we are ahead of schedule.
- We increased our prices to rent our field sprayers. This was due to high maintenance costs. In addition we are requiring chemical to be purchased in order to rent equipment as the sprayers are to be used for the treatment of noxious weeds.

HHW:

- HHW collection at Howie's Recycling will be held Saturday July 10, 2021 from 8:00am to 12:00 noon. No business waste will be accepted at this event nor will large truck loads of material.
- The Riley County HHW Facility has recycled latex paint to give away. We have one gallon and five gallon containers available. Our office is open Monday – Friday from 7:30am to 4:00pm for assistance.
- Carts remain available outside the HHW for drop off of HHW material 24/7.



COUNTY APPRAISER'S OFFICE
Staff Update

Greg McHenry
County Appraiser
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6310

STAFF REPORT

FROM: Greg McHenry, County Appraiser
MEETING: July 1, 2021
SUBJECT: Appraiser's Office Report
PRESENTER: Greg McHenry, County Appraiser

APPRAISER'S OFFICE REPORT
BOCC

July 1st, 2021

APPRAISER'S OFFICE OVERVIEW:

- Julieann is processing the returned ag use surveys and field checking any changes in ag use identified on the surveys.
- We've begun our commercial property sales reviews & analysis. Land analysis & neighborhood analysis are the first phases, followed by income & expense surveys.
- We're holding a disaster/damage assessment training with the City of Manhattan Code Department July 19th.
- Myself and Counselor Holeman met with Commissioner Ford and Representative Dodson to discuss "dark store" legislation.
- We hosting another appraisal class in August. I'm hoping to have 1-2 of our appraisers in the class.

- The Kansas County Appraiser's Association annual conference will be held in Topeka July 26-28. Five from our office will be attending & participating. There will be at least one session about recently legislation and several about the recent updates to the Orion system.
- I'll be meeting with various community groups during the next few months, to share news about the current real estate market.
- We've had 749 real estate sales in 2021 through June 30th, with 661 of those being home sales. The median sale price for homes was \$194,000. The average sale price was \$216,371. In addition there have been 165 building permits in 2021 through June 30th.
- We have several Board of Tax Appeals (BOTA) cases currently docketed for trial. Pending cases include: Central National Bank (2019, 2020), Genesis (2020, 2021), Hilton Garden Inn (2020), Holiday Inn-Campus (2021), Holiday Inn Express (2021), Home Depot (2020), Houston St Ballroom (2020, HyVee (2020), IHOP (2019), Icon (2020, 2021 3 parcels), Little Apple Honda/Toyota (2020), Manhattan Marketplace (2020), Midtown Plaza (2020, Parkwood Hotel (2020, 2021), Target (2020, 2021), Walgreens (Anderson Ave, 2020, 2021), Walgreens (Bluemont Ave, (2020, 2021), Westloop (2020, 2021).

Enclosures:



PLANNING & DEVELOPMENT
Staff Update

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

STAFF REPORT

FROM: Amanda Smeller

MEETING: July 1, 2021

SUBJECT: Planning & Development - Staff Update

PRESENTER: Amanda Smeller

Enclosures:

- July PD Update (PDF)
- 7 - July Staff Update (PDF)



PLANNING & DEVELOPMENT

Date: July 1, 2021

To: Riley County Board of County Commissioners

From: Amanda Smeller, Planning & Special Projects Director

Re: Planning & Development June Staff Report

Please see the attached project spreadsheet for more details.

June Highlights:

- Land Development Regulations: The sub-consultant has been working on transitioning the document into Adobe InDesign with staff input.
- NG911: On June 25, staff sent residents on the unnamed portion off Johnson Road a letter notifying them of proposed road name and associated address. They have 30 days to submit petition for alternative road names.
- Keats Sewer Benefit District:
 - Staff sent an informational letter and associated flier to all Keats sewer benefit district property owners on June 15, 2021.
 - Income survey took place June 14 - June 25 (contracted with GAS). There was a slight delay as we needed to wait for additional approval from USDA.
- CDBG-CV Grant:
 - We are working with agencies to administer remaining meals program funds.
 - We are also providing additional funding to already-assisted businesses and coordinating with two new businesses for assistance.
- Planning/Fire/Public Works coordination meeting was held on June 22.
- The Planning Compliance Specialist position (formerly the Zoning Enforcement Officer, Steve's position) was approved to refill & advertise. The position was posted on the County website, Kansas Association of Floodplain Managers, Association of State Floodplain Management, Kansas Association of County Planning & Zoning Officials, Indeed, and LinkedIn. We have requested the job be posted on the Kansas Association of Counties job board as well.
- Riley County Planning Board held a regular meeting on June 14 to review the following:
 - A Replat request by Zahners to combine lots 122, 123, and 124 of University Park.
 - A request by Greg and Theresa LLC to modify an existing borrow pit Conditional Use.
 - A Conditional Use request by the City of Manhattan for a borrow pit.
 - A Conditional Use request by Rockin Kansas for a limestone quarry.
 - The Comprehensive Plan annual review.
- Permits issued:
 - Building/floodplain development permits: 8

Attachment: July PD Update (10941 : Staff Update)

- Preliminary approval environmental health permits: 15
 - Final/use environmental health permits: 16
- Staff held the following pre-application conferences:
 - Potential replat to enlarge an existing platted lot for purposes of building a future home.
 - Replat for lots 78, 79, 80 of Blue River Hills Addition.
 - Residential Use Designator – Reconversion Lot/Concurrent Plat for an unplatted tract, zoned AG with an existing home on site.
- I attended the following meetings:
 - Downtown Manhattan Inc.
 - Intergovernmental luncheon
 - County Officials luncheon
 - Master Food Planning Committee
 - Waste CAT (Community Action Team)
 - Flint Hills Regional Council
 - Served on the Military Installation Resiliency Study & Action Plan for Fort Riley RFP selection committee
 - DCIP funding opportunities

Upcoming of note in July:

- The Riley County Planning Board/Board of Zoning Appeals will hold their next meeting on July 12, 2021 to review the following:
 - A Special Use request by Bluestem Electric for a solar farm.
 - A Variance request by Mertz for the restoration of a historical structure within a floodplain.
 - A Variance request (3x) by Dodd for a front yard setback reduction off Deibler, front yard setback reduction off Rannells, and side yard setback reduction.
 - The Comprehensive Plan annual review.
- The July 8, 2021 Manhattan Urban Area Planning Board meeting will include:
 - A request for a Residential Use Designator/Extraneous Farmstead and plat by Pottorf.
- Staff and consultant are targeting a July Kansas Interagency Advisory Committee (KIAC) meeting for the Keats Sewer Benefit District. The CDBG and USDA applications are slated for submittal by September.

Further Upcoming:

- Issue Request for Proposals for new electronic permitting system.

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
Long Range Planning						
Land development regulations	Amanda Smeller, Bob Isaac & Steve Higgins	Public review drafts of all Articles completed. Received final edits of illustrations.	Work with consultant to migrate document into InDesign (software).	5/1/2016		9/1/2021
Keats Sewer District	Amanda Smeller & Perry Piper	Informational meeting held 5/27/21. Mailed letter 06/15/2021. GAS has started the income surveys.	Seeking alternative funding. Complete income survey by end of June. Targeting July KIAC meeting.	11/1/2014		12/31/2021
Sewer agreement for County shop area	Amanda Smeller & Perry Piper	Met with City staff to discuss report and agreement. City staff analysis reveals that the sanitary system has adequate capacity for the proposed development area.	Wait on City and County Counselors to draft agreement. Investigate water options. Update BOCC on process.	2/1/2014		TBD
NG911 - Private Road Naming	Amanda Smeller & Lisa Daily	Committee met on 1/26/21 and decided to present new commissioners with background on NG911 private road naming project. Will gather information and meet again. BOCC presentation on 2/25/21 completed. BOCC approved committee to proceed on with project and allow more notification time to property owners. Committee choose to move forward with next item on priority list, Johnson Road. Prenotification letters were mailed certified on 5/24/21.	Follow up in 30 days with letter providing suggested road name and re-addressing.	8/1/2015		6/25/2021
Develop Riley County - historic land use changes in Wildcat Creek Watershed	Steve Higgins	Information gathering from NASA complete for report. Report has been finalized. Waiting for end product.	Present report to all participating entities.	6/1/2020		9/1/2021
Regulations						
Manhattan Unified Development Ordinance	Bob Isaac & Amanda Smeller	Reviewed UDO subdivision regulations and met with City staff to discuss modifications.	Await revised draft from City.	4/11/2011		TBD
Grants						
Keats Sewer District	Amanda Smeller	Awaiting on income survey results for the CDBG and USDA grants	Seeking alternative funding. Complete income survey by end of June. Targeting July KIAC meeting.	TBD		TBD
CDBG-CV	Amanda Smeller & Lisa Daily & Anita Bloom	Grant awarded for meal program and job retention program. Applications have been received for both programs. Grant is coming to a close and there is remaining funds.	Contact previous applicants to provide additional funding on job retention and contact school and church meal programs. Waiting on invoices, receipts from applicants.	7/27/2020		6/30/2021
Current Planning						
KDOT - Rezoning	Bob Isaac	BOCC approved		3/18/2021		6/3/2021
Kraemer - RUD & Plat	Bob Isaac	Plat filed.		3/18/2021		6/7/2021
Sharp - Plat, Replat & Rezone	Bob Isaac	Plat filed		3/29/2021		6/11/2021
Rockin Kansas - Conditional Use	Bob Isaac	BZA approved		4/28/2021		6/14/2021
City of Manhattan - Conditional Use	Bob Isaac	BZA approved		5/3/2021		6/14/2021
Greg and Theresa LLC - Conditional Use	Bob Isaac	BZA approved		5/3/2021		6/14/2021
Blecha - Final Plat	Bob Isaac	BOCC approved final plat.	Roads need to be constructed to county standard and file plat. Obtain signatures from County Counselor and County Engineer.	1/4/2021		3/18/2022
Friedrich - Replat	Bob Isaac	BOCC approved	File plat	3/29/2021		6/30/2021
Zahner - Replat	Bob Isaac	RCPB approved	Conduct BOCC hearing	4/28/2021		6/24/2021
Pottorff - RUD-EF/Plat	Bob Isaac	NOPH published	Conduct MUAPB hearing	5/28/2021		7/8/2021
Bluestem Electric - Special Use	Bob Isaac	NOPH published	Conduct RCPB hearing	5/26/2021		7/12/2021
Mertz - Variance	Bob Isaac	NOPH published	Conduct BZA hearing	5/28/2021		7/12/2021
Dodd - Variance (Front yard - Deibler Pl)	Bob Isaac	NOPH published	Conduct BZA hearing	5/27/2021		7/12/2021
Dodd - Variance (Side yard)	Bob Isaac	NOPH published	Conduct BZA hearing	5/27/2021		7/12/2021
Dodd - Variance (Front yard - Rannells RD)	Bob Isaac	NOPH published	Conduct BZA hearing	5/27/2021		7/12/2021
Permits						
21-0103-XAGB Larson	Steve Higgins & Perry Piper	Application received and entered into LAMA. Contacted property owner to pump septic tank. Property owner explained the permit is actually for the renter. Property owner said they want to withdraw the permit. Pumping report received, tank okay.	Building permit issued.	5/11/2021		6/10/2021
21-0104-OFLD Pottorff	Steve Higgins	Application entered into LAMA. Fee collected on 5/21/2021.	Issued permit.	5/10/2021		6/10/2021
21-0072-OSPE Fasse	Perry Piper	Application received and entered into LAMA.	Await property owner to complete soil profile.	3/19/2021		TBD
21-0076-OFLD Mertz	Steve Higgins	Application received and entered into LAMA.	Property owner to complete variance request.	3/26/2021		7/12/2021
21-0100-OFLD Nielson	Steve Higgins	Application received and entered into LAMA.	Awaiting information from DWR.	5/6/2021		6/15/2021
21-0120-NBLD Wege	Steve Higgins & Craig Cox	Application entered into LAMA; septic tank and lateral field not on the same lot as house.	Waiting on counsel to draft restrictive covenant.			
Unpaid Fees						
L20AIR-0113 HMH LLC	Craig Cox	Inspection of the Alternative Private Wastewater System completed on 12/10/20. Repairs completed and re-inspected on 1/15/21. Inspection fee of \$100.00 and Re-inspection fee of \$75.00 have not been paid by the property owner. Tried reaching property owner by telephone but no response.	Referred to Counsel for collection.	4/29/2021		TBD
Complaints						
Property Maintenance Code Violations						
Kilner - Unsafe structure	Craig Cox	Counsel filed Motion and Order to Show Cause. Service to Mr. Kilner by RCPD. Site visit with Judge Bosch on July 6 @ 3:30pm and hearing on July 19 at 2:30pm.	Monitor contempt compliance.	8/18/2016		7/19/2021
21-0025 US Bank National Association - Dangerous Structure	Steve Higgins	Notification Letter mailed	Await response from property owner.	4/27/2021		6/2021
Hermesch - Unsafe structure	Clancy Holeman	Counselor met with P&D staff for Property Maintenance Code application. Photos of property taken.	Counsel put property in 2018 tax case for 2014 & 2015 delinquent taxes.	11/24/2015		TBD
Zoning Violations						
Doyle - Illegal mobile home storage (Mobile Gardens) Violation #10-0050	Craig Cox	Staff conducted site visit on 6/25/18. Owner agreed to obtain repair permit, reconfigure to two bedrooms only and test septic system with report to staff.	Staff will issue permit upon verification of agreed upon alteration and verification that the septic system is functioning properly. Conduct another site visit upon notification from owner.	12/17/2010	4/17/2012	TBD
Doyle - Illegal salvage at residence Violation #05-0007	Craig Cox	Counsel and staff conducted site visits on 6/25/18 and 7/20/18. Mr. Doyle removed 600 tires and 3 mobile homes. March 19, 2021 conference with Mr. Doyle. He agreed to remove vehicles from the property. Set site visit for May 4, 2021. Mr. Doyle has moved about 90% of the tires and multiple vehicles to a staging area across from his residence for a salvage company to pick up, and will continue with this method. Next site visit 08.11.2021.	Counsel to meet with staff to discuss prosecution.	4/15/2013	5/1/2014	8/11/2021
Zeller/Thomas - Illegal sign	Craig Cox	Owner has limited signage to MHK Airport (governmental entity).	Counsel to schedule meeting with staff to discuss case status.	12/1/2011	9/27/2012	7/16/2021
Kilner - Unsafe structure	Craig Cox	Counsel filed Motion and Order to Show Cause. Service to Mr. Kilner by RCPD. Site visit with Judge Bosch on July 6 @ 3:30pm and hearing on July 19 at 2:30pm.	Monitor contempt compliance	8/18/2016		6/10/2021
19-0017 Engert - Illegal salvage	Craig Cox	Mr. Engert was served with summons and petition on September 19, 2019. Answer date was October 10, 2019. Failed to answer. Property eligible for 2020 tax auction. Case dismissed.	Inform new buyer of existing violations.	10/4/20218		Dismissed 1/8/2020
20-0063 - Satterlee: Inoperable vehicles and campers	Steve Higgins	Determined to be a violation. Notification letter sent. Property owner agreed to abate by 1/1/2021. Working with property owner.	Monitor progress.	9/16/2020		TBD

Attachment: 7 - July Staff Update (10941 : Staff Update)

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
20-0065 Caley - City of Riley illegal fill in a floodplain	Steve Higgins	Property owner has applied for DWR permit.	Waiting on DWR to issue permit.	12/2/2020		6/15/2021
20-0077 - Scott - Illegal salvage operation in residential zoning	Steve Higgins	Inspection completed and sent notification letter to property owner. Met with property owner on site and will be removing some items by 3/1/2021.	Mointor progress.	12/8/2020		6/15/2021
20-0079 Miller - Illegal auto repair and salvage operation 1382 Pillsbury Dr	Steve Higgins	Inspection completed and sent notification letter to property owner. Property owner is making progress but no contact. Staff met with property owner and agreed to provide a plan to abate violations by 1/29/2021. Final notice of violation sent to property owner. Sent violation, final notice, property owner met with staff and agreed to provide a plan to abate the violation. No response or plan received.	Send request to prosecute to Deputy County Counselor.	12/8/2020		6/15/2021
20-0087 Miller - Illegal auto repair and salvage operation 1420 Pillsbury Dr	Steve Higgins	Inspection completed and sent notification letter to property owner. Property owner is making progress but no contact. Staff met with property owner and agreed to provide a plan to abate violations by 1/29/2021. Final notice of violation sent to property owner. Sent violation, final notice, property owner met with staff and agreed to provide a plan to abate the violation. No response or plan received.	Send request to prosecute to Deputy County Counselor.	12/21/2020		6/15/2021
20-0090 Fishgill LLC - Illegal auto repair and salvage operation	Steve Higgins	Inspection completed and sent notification letter to property owner. Property owner wants an extension to remove tenant. Vehicles being removed. Sent notice of violation. No response.	Send final notice.	12/22/2020		6/15/2021
L21MHP-0004 TDJ Stables	Steve Higgins, Perry Piper & Craig Cox	Renewal applications and fees received. License can't be issued until property is compliance sanitary code.	Counsel to schedule staff meeting with Mr. Jones to discuss resolution.	11/20/2020		7/8/2021
21-0018 Greg and Theresa LLC - non compliance with Excavation License	Steve Higgins	Notification letter sent to license holder. Property owner is working to abate the violation. KDHE has an open case for discharge of industrial waste at the prperty.	Await response from property owner.	4/6/2021		6/15/2021
21-0019 Britt - non compliance in flood hazard area/floodway	Craig Cox	Temporary Agreed Injunction filed with the Court. Review dates: July 15-DWS, August 15-No Rise, September 15-Riley County permit, November 1-Remove trees.	Court case 6/3/2021	4/6/2021		11/1/2021
21-0023 Nelson - Non-permitted use of a commercial business in "AG" district	Steve	Inspection completed and sent notification letter to property owner. Property owner called. Agreed to abate violation.	Monitor progress.	4/19/2021		6/15/2021
21-0024 Flores - Filling floodway without permits	Steve Higgs	Notification Letter mailed	Await response from property owner.	4/20/2021		6/15/2021
Sanitary Code Violations						
20-0082 Carroll - failed septic tank	Perry Piper & Craig Cox	Contacted from an installer to come review the site. Failed septic tank was discovered. Counsel has advised Environmental Health Specialist to work with new property owner. Homeowner has attorney involved, referred back to legal.	ABATED	9/25/2020		6/15/2021
21-0001 Zieber - failed alternative system	Perry Piper	Notice of Violation sent. Property owner has contracted with Cat Cans to do repair. Repairs have been done.	ABATED	1/6/2021		6/26/2021
TDJ Stables - illegal repair	Perry Piper & Craig Cox	Property owner applied for repair permit and made repairs himself and is not a licensed installer.	Counsel to schedule staff meeting with Mr. Jones to discuss resolution.	4/7/2020		7/22/2021
21-0022 Goss/Masterson - undersized lagoon	Perry Piper & Craig Cox	Violation letter sent to previous owener, property has changed hands, legal to send letter.	Counsel to send letter.	4/14/2021		7/31/2021
21-0038 Worrell - Sanitation Violation	Perry Piper	Spoke to property owner and mailed repair application with no response, additionally latteral field installed unlawfully.	Send violation letter.	6/23/2021		7/8/2021

Attachment: 7 - July Staff Update (10941 : Staff Update)



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Tami Robison, Budget & Finance Officer

MEETING: July 1, 2021

SUBJECT: 2022 Budget Work Session

PRESENTER: Tami Robison, Budget & Finance Officer

Presenting the attached memo, 2022 Budget Developmental Worksheet and Riley County Appropriation Request and History.

Enclosures:

- July 1 Budget Work Session memo (PDF)
- 2022 prelim Budget Development WS updated 06222021 (PDF)
- 2022 Appropriation Requests Summary (PDF)



CLERK'S OFFICE

Tami Robison
 Budget & Finance Officer
 110 Courthouse Plaza
 Manhattan, Kansas 66502-0109
 Phone: 785-537-6359
 Fax: 785-537-6394
 E-mail: trobison@rileycountyks.gov

To: Board of County Commissioners
 From: Tami Robison; Budget & Finance Officer
 Re: 2022 Budget Work Session
 Date: July 1, 2021

During this work session, the 2022 Budget Development Worksheet and the Riley County Appropriation Request and History will be presented for further review and discussion.

The 2022 Budget Development Worksheet is a two page document. The first page is expenditures consisting of the 2020 Actual Expenditures, 2021 Budget and 2022 Requested Budget for all mill levied funds: General, Bond & Interest, County Building and RCPD funds. The second page, left side column is revenues for the same mill levied funds. The right side is the equation of mill levied fund expenditures of \$50,374,005 less mill levied fund revenues of \$19,824,688 equaling required ad valorem tax plus RCPD calculated delinquency of \$62,486 totaling \$30,611,803. The value of a mill, \$677,488 is provided as well as the mill levy of 45.184 to fund the 2022 proposed budget. This is a 2.899 mill increase from the 2021 budgeted mill levy and is more than the calculated Revenue Neutral Rate.

The Riley County Appropriation Request and History spreadsheet is also included. It provides history from each agency's appropriation request and approved amount from 2019 thru 2021 as well as their 2022 request. Each section is segregated by the fund the appropriation is paid from: General, RCPD, and Economic Development. Each appropriation is paid with ad valorem tax dollars. As requested at the last work session, the amount in the approved column reflects the 2021 approved amount except for ATA Bus, RCPD and Riley County General Eco Devo appropriations.

The transfer from General Fund to CIP consists of \$819,805 for the annual radio project lease, annual hardware refresh reserve, annual motor grader lease payment and the payment transferred annually from CIP to Bond and Interest for the Facilities & Bridge Projects in the 2017 Refunding G.O. Bond. The remaining \$2,900,000 requested is for future requested & approved CIP projects.

With requests made to date and excluding the ARP funding which is both a budgeted revenue and expense, total general fund expenditures have increased by \$1,338,346. The three C's make up an increase of \$821,333, personnel increased \$487,013 and appropriation requests increased \$30,000 due to ATA bus. Of the three C's increase, \$250,000 is an adjustment to the reserve balance. Largely due to the adjustment of wages for incoming Department Heads replacing long-term employees and the health insurance moratorium, wages did not increase the full calculated percentage for STEP and COLA.



CLERK'S OFFICE

14.a

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General Fund departments – Voluntary decreases

Register of Deeds \$700
Fair \$450
District Court \$5,000
Ambulance \$28,450
Emergency Management \$8,000
Elections \$4,000
Clerk \$7,300
Treasurer \$9,000
Admin Services \$900
Museum \$275
IT \$31,258
Planning & Development \$20,000
PW \$145,500
General-General (due to flat indigent attorney adjustment) \$23,801
Economic Development transfer (due to level appropriation request change) \$14,500
Appropriations (due to level appropriation request change) \$58,378
BOCC wages (from 2021 mid-year decrease exclusion) \$2,121

Total voluntary decreases \$359,633

Actual factors to general fund mill increase after changes:

Excluding ARP funding, budgeted revenue decrease \$740,614
Budget stabilization increase \$250,000
Wage increase (STEP & COLA) \$487,013
IT-Open.Gov contract, Aerial flight, tech equipment increases \$177,000
Attorney-Odyssey software, Lexis Nexis subscription cost increases \$32,000
Clerk-SB13 mailings \$18,500 increase
Elections-print/postage/supply cost for advance voters, election equip maintenance increase \$91,000
PW-fuel/lubricant, asphalt & bridge construction cost increases \$165,000
Liability/Work Comp/Auto/Property Insurance-5% increase from 2021 expected costs \$57,000
Gen-Gen-wage study, utility costs increase \$53,000
ATA Bus increase \$30,000
Other departments decrease netted (\$52,336)

Total actual factors of mill increase \$2,048,791

Estimated adjustments not captured in mill increase of general fund:

--Unable to increase mill by capturing value of new improvements (\$8,179,197), taxes not collectible due to Revenue Neutral taxation \$289,331
--Estimated revenue loss in general fund from 2020 affecting 2021 and 2022 budget/actuals based on average growth factor of 6.95% from 3 years prior to COVID \$618,263

Uncaptured New Improvements	\$ 289,331
Estimated Revenue Loss 2020	<u>\$ 618,263</u>
	\$ 907,594
Mill Equivalent	1.340

Attachment: July 1 Budget Work Session memo (10932 : 2022 Budget Work Session)

2022 Budget Development Worksheet

14.b

Attachment: 2022 prelim Budget Development WS updated 06222021 (10932 : 2022 Budget Work Session)

	2020 Actual Contractual Services, Commodities & Capital	2020 Actual Personnel Services (Includes STEP/COLA)	2020 Actual Total	2021 Budgeted Contractual Services, Commodities & Capital	2021 Budgeted Personnel Services	2021 Budgeted Total	2022 Proposed Contractual Services, Commodities & Capital	2022 Proposed Personnel Services (Includes STEP)	2022 Proposed Budget Total	Percent change of 3 C's	
1 Administrative Services	43,737	552,410	596,147	55,771	571,718	627,489	44,358	597,372	641,730	-20.46%	1
2 Ambulance	312,240	3,197,221	3,509,461	354,275	3,320,095	3,674,370	325,825	3,486,746	3,812,571	-8.03%	2
3 Appraiser	170,009	1,507,244	1,677,253	148,555	1,520,484	1,669,039	148,515	1,565,293	1,713,808	-0.03%	3
4 Attorney	153,929	1,843,172	1,997,101	181,795	1,945,280	2,127,075	221,966	1,996,479	2,218,445	22.10%	4
5 Clerk	36,145	871,730	907,875	67,250	888,435	955,685	87,500	994,610	1,082,110	30.11%	5
6 Commissioners	36,110	175,196	211,306	47,480	191,721	239,201	47,480	196,995	244,475	0.00%	6
7 Coroner	99,571	0	99,571	107,000	0	107,000	107,000	0	107,000	0.00%	7
8 District Court	169,470	0	169,470	168,175	0	168,175	174,330	0	174,330	3.66%	8
9 Elections	232,610	366,800	599,410	186,300	395,435	581,735	277,650	419,128	696,778	49.03%	9
10 Emergency Management	63,221	229,429	292,650	53,282	212,184	265,466	53,450	215,284	268,734	0.32%	10
11 Fair	97,921	0	97,921	102,400	0	102,400	102,400	0	102,400	0.00%	11
12 General Services	1,068,438	157,430	1,225,868	4,267,550	117,620	4,385,170	11,772,898	87,863	11,860,761	6.94%	12 *
13 Information Systems/GIS	840,769	855,524	1,696,293	679,832	940,016	1,619,848	856,732	881,874	1,738,606	26.02%	13
14 Insurance	590,446	0	590,446	681,849	0	681,849	739,289	0	739,289	8.42%	14
15 Juvenile Detention	85,358	0	85,358	95,000	0	95,000	95,000	0	95,000	0.00%	15
16 Museum	11,361	414,130	425,491	15,215	413,100	428,315	15,215	434,909	450,124	0.00%	16
17 Noxious Weed	199,541	503,728	703,269	216,210	468,464	684,674	221,210	486,404	707,614	2.31%	17
18 Planning & Development	46,699	557,830	604,529	53,345	539,484	592,829	57,795	538,658	596,453	8.34%	18
19 Register of Deeds	49,917	440,882	490,799	55,210	460,743	515,953	58,410	406,404	464,814	5.80%	19
20 Public Works	3,345,196	4,381,988	7,727,184	3,474,600	4,627,295	8,101,895	3,645,750	4,584,676	8,230,426	4.93%	20
21 Treasurer	53,341	806,594	859,935	51,080	825,616	876,696	51,280	857,058	908,338	0.39%	21
22 Juvenile Supervision fees	540	0	540	1,794	0	1,794	1,318	0	1,318	-26.53%	22
23 Transfer to Health Dept. Fund	1,154,526	0	1,154,526	1,154,526	0	1,154,526	1,154,526	0	1,154,526	0.00%	23
24 Transfer to Landfill Close	30,000	0	30,000	30,000	0	30,000	30,000	0	30,000	0.00%	24
25 Transfer-Economic Dev.	300,000	0	300,000	300,000	0	300,000	285,500	0	285,500	-4.83%	25
26 Transfer-Benefit District	15,067	0	15,067	0	0	0	0	0	0	0.00%	26
27 Transfer-Disaster Fund	6,501	0	6,501	0	0	0	0	0	0	0.00%	27
28 Transfer - Capital Improvement	3,766,936	0	3,766,936	3,716,027	0	3,716,027	3,719,805	0	3,719,805	0.10%	28
29 Non-Appropriated	0	0	0	580,000	0	580,000	580,000	0	580,000		29
30 COST OF COLA	0	0	0	0	0	0	0	174,950	174,950		30
SUBTOTAL:	\$12,979,599	\$16,861,308	\$29,840,907	\$16,844,521	\$17,437,690	\$34,282,211	\$24,875,202	\$17,924,703	\$42,799,905	4.88%	
										821,333	
Appropriations:										42,799,905	
31 Big Lakes Developmental	217,260	0	217,260	217,260	0	217,260	217,260	0	217,260	0.00%	31
32 Animal Shelter / Contractual	60,000	0	60,000	60,000	0	60,000	60,000	0	60,000	0.00%	32
33 Council on Aging	275,000	0	275,000	275,000	0	275,000	275,000	0	275,000	0.00%	33
34 ATA Bus	50,000	0	50,000	70,000	0	70,000	100,000	0	100,000	42.86%	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	599,645	0	599,645	599,645	0	599,645	0.00%	36
37 Pawnee Mental Health	300,000	0	300,000	300,000	0	300,000	300,000	0	300,000	0.00%	37
38 Riley Cty Genealogical Soc.	3,500	0	3,500	3,500	0	3,500	3,500	0	3,500	0.00%	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	7,081	0	7,081	7,081	0	7,081	0.00%	40
SUBTOTAL:	\$1,578,622	\$0	\$1,578,622	\$1,598,622	\$0	\$1,598,622	\$1,628,622	\$0	\$1,628,622	1.88%	
										\$30,000	
GENERAL TOTAL:	\$14,558,221	\$16,861,308	\$31,419,529	\$18,443,143	\$17,437,690	\$35,880,833	\$26,503,824	\$17,924,703	\$44,428,527	3.73%	
										1,338,346	
41 Bond & Interest	527,092	0	527,092	598,752	0	598,752	615,303	0	615,303	2.76%	41
42 County Building	392,814	0	392,814	393,000	0	393,000	393,000	0	393,000	0.00%	42
43 RCPD	5,393,492	0	5,393,492	4,712,215	0	4,712,215	4,937,175	0	4,937,175	4.77%	43
SUBTOTAL:	\$6,313,398	\$0	\$6,313,398	\$5,703,967	\$0	\$5,703,967	\$5,945,478	\$0	\$5,945,478		
TOTAL:	\$20,871,619	\$16,861,308	\$37,732,927	\$24,147,110	\$17,437,690	\$41,584,800	\$32,449,302	\$17,924,703	\$50,374,005		
44 Capital Improvement	5,406,963	0	5,406,963	9,070,167	0	9,070,167	8,904,156	0	8,904,156	-1.83%	44
45 Economic Development	306,816	0	306,816	401,322	0	401,322	409,048	0	409,048	1.93%	45

* removed ARP funds from calculation

2022 BUDGET DEVELOPMENT WORKSHEET**14.b****BUDGETED REVENUE****BUDGETED EXPENDITURES**

COUNTY TREASURER	2020 BUDGET	2021 BUDGET	2022 BUDGET		2020	2021	2022	% chg	Ad Valorem per Fund	Tax Ra per Fur
Motor Vehicle Tax	2,329,188	2,499,298	2,421,547	General	\$35,296,802	\$35,880,833	\$44,428,527	3.73%	25,729,895	37.9
Recreational Vehicle Tax	20,555	22,383	22,568	Bond & Interest	657,092	598,752	615,303	2.76%	-	0.0
16/20M Vehicle Tax	20,336	20,116	21,820	County Building	383,000	393,000	393,000	0.00%	356,151	0.5
Commercial Vehicle Fees	103,790	103,657	96,835	RCPD Fund	5,136,455	4,712,215	4,937,175	4.77%	4,525,757	6.6
Special City & County Highway Fund	1,105,011	1,105,010	947,152						30,611,803	45.1
Investment Income	450,000	200,000	25,000	TOTAL EXPENDITURES	\$41,473,349	\$41,584,800	\$50,374,005			
Sales Tax	1,500,000	1,500,000	1,600,000							
Intangible Tax	206,594	199,173	243,862							
Vehicle Rental Excise Tax	39,018	42,415	27,831							
Interest on Taxes	125,000	200,000	250,000	(Budget)Value of a MILL =	657,136	669,563	677,488			
Watercraft	12,785	13,602	14,379							
SUBTOTAL:	\$ 5,912,277	\$ 5,905,654	\$ 5,670,994							
DEPARTMENT FEES & OTHER				MINUS						
				TOTAL REVENUE	13,233,688	13,355,954	19,824,688			
				EQUALS						
Unencumb. Cash Bal.-General	3,690,534	4,355,279	3,875,160							
Unencumb. Bal.-County Building	30,595	18,956	5,251	AMT. AD VALOREM TAX REQUIRED	\$28,297,344	\$28,312,598	\$30,611,803			Add delinquency for RCPD
Unencumb. - Bond & Interest	167,209	161,104	196,559							
Unencumb. - RCPD	625,649	125,736	80,904	TOTAL MILLS NEEDED	43.062	42.285	45.184			
Bond & Interest Special Assessment	203,925	185,409	183,112							
Recording Fees - ROD	275,000	275,000	275,000	Mill levy difference from previous budget year	2.145	(0.776)	2.899			
21st Judicial Dist Case Receipts-DC	45,000	45,000	45,000							
Payment in Lieu of Taxes (PILT) Program/Fed Grant	35,000	37,000	7,246,348		General	B&I	Building	RCPD	Total	
Franchise Fees	40,000	40,000	38,000	Revenue Neutral Mill Rate (28,312,598/677,488)	34.954	0.025	0.507	6.305	41.791	
Ambulance Fees	1,185,462	1,110,422	1,203,688	Revenue Neutral \$\$	\$23,681,104	\$16,723	\$343,395	\$4,271,376	\$28,312,598	
Fees-Attorney (Diversion)	50,000	52,000	55,000							
<i>Fees-Clerk</i>	3,500	3,500	3,000	Overage on Neutral Mill Rate	3.024	-0.025	0.019	0.375	3.393	
<i>Fees-Elections</i>	2,000	2,000	5,000	Revenue Neutral \$\$ Overage	\$2,048,791	-\$16,723	\$12,756	\$254,381	\$2,299,205	
<i>Fees-Fair</i>	30,000	30,000	20,000							
<i>Grant - Emergency Management</i>	0	30,000	0	One mill of taxation is equal to \$1 on each \$1,000 of assessed value.						
<i>Fees-Noxious Weed</i>	130,000	120,000	100,000	Assessed valuation	677,488,007					
<i>Fees-Public Works/Parks</i>	480,000	480,000	480,000	Value of one mill (677,488,007/1000)	\$ 677,488					
<i>Fees-Planning & Development</i>	33,000	35,000	35,000							
<i>Fees-Juvenile Supervision</i>	567	500	300							
<i>Fees-Appraiser</i>	14,000	14,000	15,600							
<i>Fees- Treasurer</i>	7,000	7,500	7,500							
<i>Fees - Register of Deeds</i>	20,000	20,000	20,000							
Heritage Trust	25,000	25,000	25,000							
Transfer from MV to General	0	45,527	4,177							
Transfers from Economic Development to B&I	46,025	44,975	43,925							
Transfer from CIP to Bond & Interest	181,945	186,392	190,170							
SUBTOTAL	\$ 7,321,411	\$ 7,450,300	\$ 14,153,694							
TOTAL REVENUE	\$ 13,233,688	\$ 13,355,954	\$ 19,824,688							

Agency	2019 Requested	2019 Approved	% Change *	2020 Requested	2020 Approved	% Change *	2021 Requested	2021 Approved	% Change *	2022 Requested	2022 Approved	% Change *	Fund Paid Fro
Emergency Shelter	\$11,000	\$11,000	0.00%	\$22,000	\$11,000	100.00%	\$11,000	\$11,000	0.00%	\$11,000	\$11,000	0.00%	General Fund
Genealogical Society	\$3,500	\$3,500	0.00%	\$3,500	\$3,500	0.00%	\$3,500	\$3,500	0.00%	\$3,500	\$3,500	0.00%	General Fund
Animal Shelter	\$65,000	\$65,000	0.00%	\$65,000	\$60,000	0.00%	\$65,000	\$60,000	8.33%	\$60,000	\$60,000	0.00%	General Fund
Extension	\$576,000	\$574,600	0.24%	\$599,645	\$599,645	4.36%	\$599,645	\$599,645	0.00%	\$608,645	\$599,645	1.50%	General Fund
Riley County Area Agency on Aging	\$279,198	\$266,527	4.75%	\$283,757	\$275,000	17.72%	\$289,147	\$275,000	5.14%	\$287,694	\$275,000	4.62%	General Fund
--HVAC request				\$30,000	\$15,000					--			General Fund
Pawnee Mental Health	\$559,838	\$265,120	111.16%	\$531,395	\$300,000	100.44%	\$300,000	\$300,000	0.00%	\$300,000	\$300,000	0.00%	General Fund
Big Lakes Development	\$213,000	\$213,000	0.00%	\$217,260	\$217,260	2.00%	\$217,260	\$217,260	0.00%	\$221,605	\$217,260	2.00%	General Fund
Community Corrections	\$0	\$0	0.00%	\$13,875	\$7,081		\$11,795	\$7,081	66.57%	\$19,420	\$7,081	174.26%	General Fund
Soil Conservation	\$55,136	\$55,136	0.00%	\$55,136	\$55,136	0.00%	\$55,136	\$55,136	0.00%	\$55,136	\$55,136	0.00%	General Fund
ATA Bus (Line 2780)	\$20,000	\$20,000	0.00%	\$20,000	\$20,000	0.00%	\$20,000	\$20,000	0.00%	\$20,000	\$20,000	0.00%	Public Works
ATA Bus	\$100,000	\$100,000	0.00%	\$100,000	\$100,000	0.00%	\$70,000	\$70,000	-30.00%	\$100,000	\$100,000	42.86%	General Fund
General Fund Total:	\$1,882,672	\$1,573,883		\$1,941,568	\$1,663,622		\$1,642,483	\$1,618,622		\$1,687,000	\$1,648,622		
RCPD Fund:	\$4,291,380	\$4,291,380	5.86%	\$4,420,348	\$4,420,348	3.01%	\$4,391,746	\$4,391,746	-0.65%	\$4,597,175	\$4,597,175	4.68%	RCPD Fund 17
Downtown Manhattan, Inc.	\$10,000	\$0	0.00%	\$5,000	\$5,000		\$5,000	\$5,000	0.00%	\$10,000	\$5,000	100.00%	Economic Dev.
Manhattan Chamber of Commerce	\$61,500	\$60,000	2.50%	\$60,000	\$55,000	0.00%	\$55,000	\$55,000	0.00%	\$55,000	\$55,000	0.00%	Economic Dev.
Governor's Military Council	\$5,000	\$5,000	0.00%	\$5,000	\$5,000	0.00%	\$0	\$0	-100.00%	\$0	\$0	#DIV/0!	Economic Dev.
Aggieville Business Association	\$0	\$0	0.00%	\$4,800	\$0		\$9,500	\$0		\$9,500	\$0	#DIV/0!	Economic Dev.
Riley County General Eco Devo	\$50,000	\$50,000	-3.25%	\$50,079	\$49,879	0.16%	\$74,190	\$74,190	48.74%	\$232,850	\$232,850	213.86%	Economic Dev.
Flint Hills Regional Transit Admin	\$0	\$0	-100.00%	\$0	\$0		\$0	\$0		\$0	\$0		Economic Dev.
Friends of Peace Memorial Auditorium	\$0	\$0	-100.00%	\$0	\$0		\$0	\$0		\$0	\$0		Economic Dev.
Flint Hills Veteran's Coalition	\$1,000	\$1,000	0.00%	\$1,000	\$1,000	0.00%	\$1,015	\$1,100	1.50%	\$1,015	\$1,015	-7.73%	Economic Dev.
Eco. Devo. Total:	\$127,500	\$116,000		\$125,879	\$115,879		\$144,705	\$135,290		\$308,365	\$293,865		
GRAND TOTAL:	\$6,301,552	\$5,981,263		\$6,487,795	\$6,199,849		\$6,178,934	\$6,145,658		\$6,592,540	\$6,539,662	7.27%	
ADD'L REQUEST:													
Three Rivers Inc.	\$25,000	Not approved		20,000	Not approved		-	\$0	N/A	8,000	\$0	N/A	Economic Dev.
Indigent Attorney Panel	\$401,700	\$400,000	4.07%	\$433,819	\$407,550	8.45%	\$400,550	\$400,550	0.14%	\$424,351	\$400,550	4.12%	General Fund
NEW REQUEST TOTAL	\$426,700	\$400,000		\$453,819	\$407,550		\$400,550	\$400,550		\$432,351	\$400,550		
NEW GRAND TOTAL WITH NEW AGENCY A	\$6,728,252	\$6,381,263		\$6,941,614	\$6,607,399		\$6,579,484	\$6,546,208		\$7,024,891	\$6,940,212	7.31%	

* Percentage of change is based on difference from prior year final to current year requested.

Prepared By:
Tami Robison
Budget Finance Officer



PUBLIC WORKS
Personnel

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, Public Works Director

MEETING: July 1, 2021

SUBJECT: Request to fill an open Equipment Operator II Position

PRESENTER: John Ellermann

BACKGROUND

We are here today to request approval to fill an Equipment Operator II position in the Public Works Department/Operations Division. The position is open because of a resignation effective July 5th. This position is supervised by the Operations Manager or Crew Supervisor.

The Equipment Operator II is responsible for operating construction equipment, maintenance equipment, other tools and equipment and performs manual tasks as needed to maintain roads, bridges, culverts, drainage structures and road right-of-way in conformance with plans, specifications and procedures as directed, to assure high quality safe public works facilities and infrastructures are properly maintained for the use by the general public.

This employee works under the direction of the supervisor in charge of the activity and is expected to carry out and complete work details as directed. Supervision is provided by the Supervisor through consultations and review of the work performed.

DISCUSSION

Discuss filling the Equipment Operator II position within the Public Works Department/Operations Division.

FISCAL IMPACT

This is a current budgeted position within the Public Works Department.

RECOMMENDATION(S)

Current staff does not have the capacity within their workload to absorb these additional duties. Therefore, staff recommends filling this position.

POSSIBLE MOTION(S)

Move to approve the Public Works Department advertise to hire the open Equipment Operator II position.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2021-06 PW Operator II (gold) (PDF)

Department Public Works / Operations Div Date 06/29/2021 Job Title Public Works Operator II

☒ Full Time	☒ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade <u>I</u>	Hours per ☒ Week ☐ Month	Start Date <u>07/01/2021</u>	☒ Non-Exempt
☐ Part Time	☐ As Needed	☐ Intern	☐ Temporary	<u>40</u>		End Date <u>N/A</u>	☐ Exempt

TYPE OF REQUEST

(Check one box and follow instructions in box – attach new job description if applicable)

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement-same duties	☐ Request to change budgeted hours	☐ Request to create a new position for current fiscal year only	☐ Request to create a new position which will be included in future annual budgets
☐ Request to hire replacement-new duties	☐ Request to change position status	☐ Request for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee: Travis Johannes	2. Effective date of promotion, transfer, termination, or change: 07/01/2021	1. Are there current budgeted funds available to pay for this position? ☒ Yes ☐ No ☐ Grant Funded	2. Requested hours per year: 2080
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	3. Estimated cost per year (financial impact):	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☒ No
5. Has this position been "On Hold"? ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position: No	5. If applicable, what is the ending date for the position?: N/A	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? Maintain normal operations

2. Is it possible to fill this position internally? If no, why not? No internal interest in this section

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:
High School Graduate or equivalent. Class A Commercial License and tanker endorsement within first 90 days of employment. Five years of experience operating equipment.

Additional comments:

Approval by:

Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:

Date:

6-29-20216/27/2021