



**Board of Riley County
Commissioners
Regular Meeting
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

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Highway Use Permit, 2025-009 Evergy W 52nd St
4. Sign Riley County Employee Action Form(s)

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Jul 3, 2025
8:30 AM

Review Tentative Agenda

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

9:00 AM

Kaylyn Speth, WIC Supervisor

8. FFY 2026 WIC Application and Budget

9:15 AM

Russel Stukey, Emergency Management Director

9. Staff Update

9:30 AM

Press Conference

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

9:35 AM

John Ellermann, Public Works Director/County Engineer

11. Request to fill an open Facility & Grounds Technician I or II

12. Commission Chambers Remodel

9:55 AM

Brittany Phillips, Budget and Finance Officer

13. 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.



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: July 7, 2025

SUBJECT: Highway Use Permit, 2025-009 Evergy W 52nd St

PRESENTER: John Ellermann, Director Public Works

BACKGROUND

Evergy has requested permission to install new service line across W 52nd St., according to the details shown on the attached maps.

POSSIBLE MOTION(S)

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

Enclosures:

- 2025-009 EvergyW 52nd St Service line (PDF)

Permit No. 2025-009

APPLICATION FOR HIGHWAY USE PERMIT

Riley County, Kansas

Evergy	Electrical distribution line		
Applicant Name	Type of Construction		
818 S Kansas Ave	Topeka	KS	66612
Applicant Mailing Address	City	State	Zip

Applicant hereby requests permission to install new service line across W 52nd St as shown on attached map along and/or across the public roads of Riley County, Kansas, according to the details and route shown on the attached plans and standards for said construction.

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: _____

Submitter's signature

Lisa Beattie, Permitting and Compliance Analyst

Printed Name & Title

660-582-1160

Submitter's Telephone Number

lisa.beattie@evergy.com

Submitter's Email Address

7/10/25

Proposed Date of Construction

6/19/25

Date

Evergy (Tyler Gardner)

Contractor Name

785-844-0677

Contractor Telephone Number

3 days

Estimated Duration of Construction

RECOMMENDED BY: _____

Riley County Engineer

Permit granted this _____ day of _____, 20____.

BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY, KANSAS

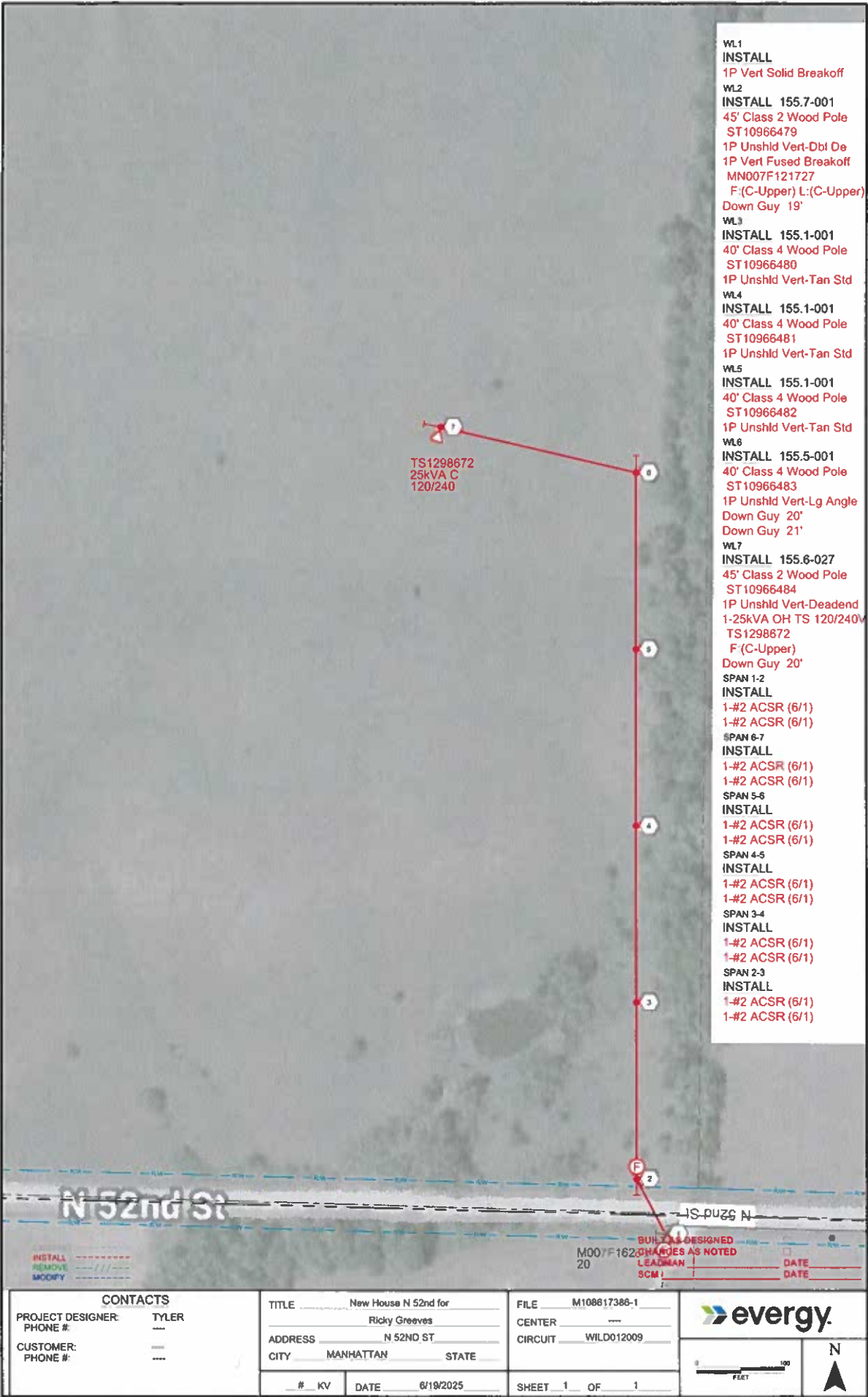
Chairperson

OFFICE USE ONLY:

Application Fee: 100\$1,000 Deposit _____ Bond ☒ Letter _____Receipt No. 13591 Date: 6.25.25Signature: AR

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



800.0 TRAFFIC CONTROL

801.0 Traffic Control at Work Sites

801.1 Minimum Requirements:

- 801.1.1 The worker in charge shall assess the traffic and roadway conditions and select the appropriate safety measures by exercising good judgment and considering:
 - A. Amount of traffic flow.
 - B. Speed of traffic flow.
 - C. Terrain.
 - D. Road conditions.
 - E. Visibility.
- 801.1.2 Additional precautions such as additional light, flares, and/or additional signs should be utilized at night.
- 801.1.3 Other devices, including flaggers, may be added to supplement the minimum requirements and device spacing may be adjusted to provide additional reaction time for motorists.
- 801.1.4 The use of law enforcement personnel to close a roadway is a substitute for all minimum requirements for emergencies only. For scheduled work, road closures must be approved by KDOT/MDOT.

801.2 Flaggers:

- 801.2.1 Shall wear Company issued high-visibility safety apparel and hard hat cover.
- 801.2.2 Shall use either:
 - A. A Stop/Slow Paddle
 - B. A Red Flag (Emergency Only)
- 801.2.3 Shall always face traffic,
- 801.2.4 Shall stand alone,
- 801.2.5 Shall not stand near equipment or vehicles,
- 801.2.6 Shall stand at the right edge of the roadway,
- 801.2.7 Shall be located as indicated by the following tables and figures.
- 801.2.8 Shall not leave their post unless properly replaced,
- 801.2.9 Shall be trained.

- 801.3 Signs:
- 801.3.1 Shall be 4' wide for highway use,
 - 801.3.2 Shall be located at right edge of the roadway,
 - 801.3.3 Shall be spaced according to the following tables and figures.
 - 801.3.4 Shall be made to remain in an upright position,
 - 801.3.5 Shall be reflective or illuminated for night use.
- 801.4 Cones:
- 801.4.1 Shall be at least 28" high and equipped with reflective material.
 - 801.4.2 Shall be made to remain upright,
 - 801.4.3 Spacing shall not exceed a distance in feet apart equal to half the speed limit when used for taper channelization.
- 801.5 Truck Warning Lights:
- 801.5.1 Shall be used during the day and at night.

MATRIX FOR PROPER TRAFFIC CONTROL

Work Site Location	Truck Lights	Reflective Cones (min. 4)	Utility Work Ahead Sign	Flagger Ahead Sign	Lane Closed Ahead Sign	Yield to Oncoming Traffic Sign	Yield Ahead Sign	End Road Work Sign	Stop/Slow Sign or Red Flag	1 or 2 Flaggers	Co. Issued Vest	Lights for Flagger @ Night	Permit or Standing Permit	Arrow Board
1 Lane of 2 Lane State and Federal Highways	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	
Shoulder of State and Federal Highways	✓	✓	✓					✓			✓		✓	
Work Beyond the Shoulder on State & Federal Hwys	✓	✓	✓					✓			✓		✓	
Work Beyond the Shoulder on all Other Roads & Hwys	✓	✓									✓			
1 Lane of 4 Lane State and Federal Highways	✓	✓	✓		✓						✓		✓	✓
1 Lane of 2 Lane Residential Streets														
-Be there more than 1 hour	✓	✓	✓								✓			
-Be there less than 1 hour	✓	✓									✓			
1 Lane of 2 Lane Urban Streets														
-Be there more than 1 hour	✓	✓	✓								✓			
-Be there less than 1 hour	✓	✓									✓			
1 Lane of Urban 4 Lane														
-Be there more than 1 hour	✓	✓	✓								✓			✓
-Be there less than 1 hour	✓	✓									✓			
1 Lane of 2 Lane County Road High Traffic														
-Be there more than 1 hour	✓	✓	✓	✓	✓				✓	✓	✓	✓		
-Be there less than 1 hour	✓	✓									✓			
1 Lane of 2 Lane County Road Low Traffic														
-Be there more than 1 hour	✓	✓	✓								✓			
-Be there less than 1 hour	✓	✓									✓			
1 Lane of 2 Lane Intersection														
-Be there more than 1 hour	✓	✓	✓								✓			
-Be there less than 1 hour	✓	✓									✓			
1 Lane of 4 Lane intersection														
-Be there more than 1 hour	✓	✓	✓								✓			
-Be there less than 1 hour	✓	✓									✓			

NOTES: Additional precautions such as additional lights, flares, and/or additional signs should be utilized at night.

Signs shall be of the 4' X 4' variety on all major State, Federal and County highways.

Environmental conditions such as slippery road conditions and poor visibility should involve taking extra precautions.

When possible do not use the street as the work location.

Warning signs shall be displayed from both directions when appropriate.

Requirements as presented should be considered the minimum.

Guidelines for Location of Flagger Station

POSTED SPEED (mph)	DISTANCE FROM WORK SPACE
20	115 feet
25	155 feet
30	200 feet
35	250 feet
40	305 feet
45	360 feet
50	425 feet
55	495 feet
60	570 feet
65	645 feet
70	730 feet
75	820 feet

Suggested Advance Warning Sign Spacing

Roadway Type	Distance A	Distance B	Distance C
Urban (40 mph or less)	100 feet	100 feet	100 feet
Urban (45 mph or greater)	350 feet	350 feet	350 feet
Rural (60 mph or greater) (55 mph or less)	750 feet 500 feet	750 feet 500 feet	750 feet 500 feet
Expressway / Freeway	1000 feet	1500 feet	2640 feet

Distance from End of Taper to Vehicle

POSTED SPEED (mph)	2 S
20	40 feet
25	50 feet
30	60 feet
35	70 feet
40	80 feet
45	90 feet
50	100 feet
55	110 feet
60	120 feet
65	130 feet
70	140 feet

Formulas for L

Speed	L	Where:
40mph or less	$L = \frac{WS^2}{60}$	L = Length of taper in feet W = Lateral shift of traffic due to closure of lane S = Posted speed limit
45 mph or more	$L = WS$	

The following figures are from the *Manual on Uniform Traffic Control Devices -2009 Edition*.

Figure 6H-22. Right-Hand Lane Closure on the Far Side of an Intersection (TA-22)

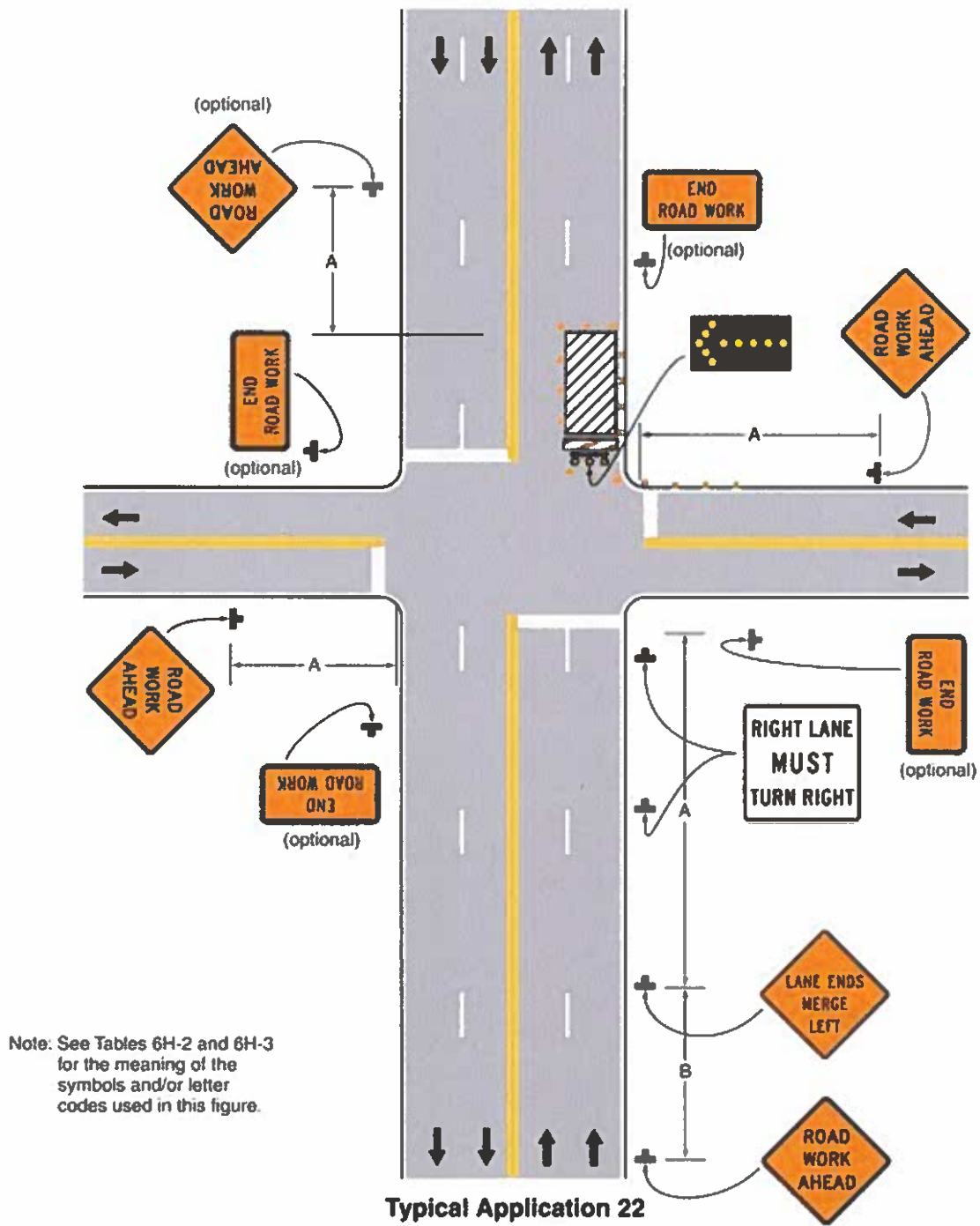


Figure 6H-33. Stationary Lane Closure on a Divided Highway (TA-33)

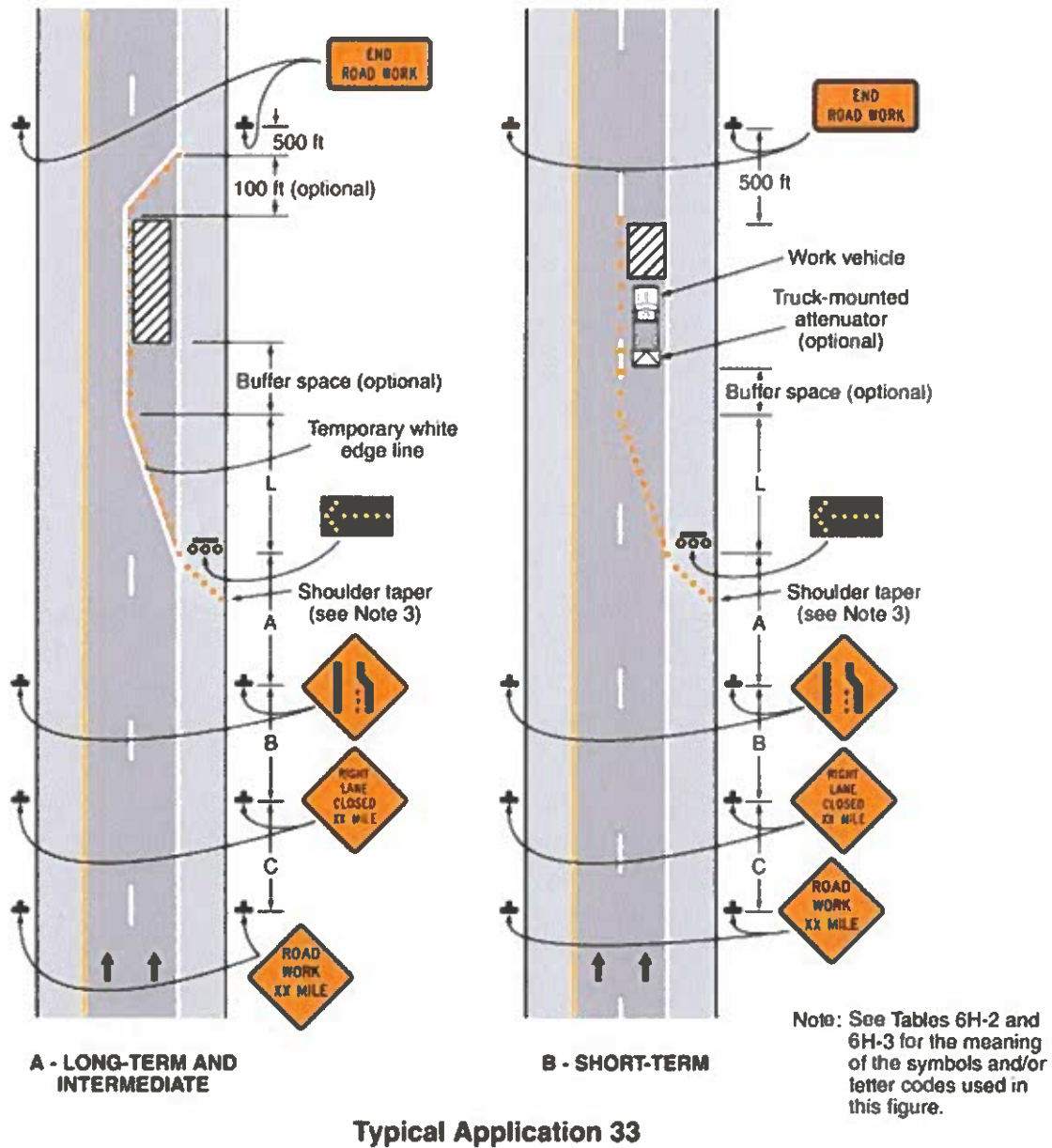


Figure 6H-12. Lane Closure on a Two-Lane Road Using Traffic Control Signals (TA-12)

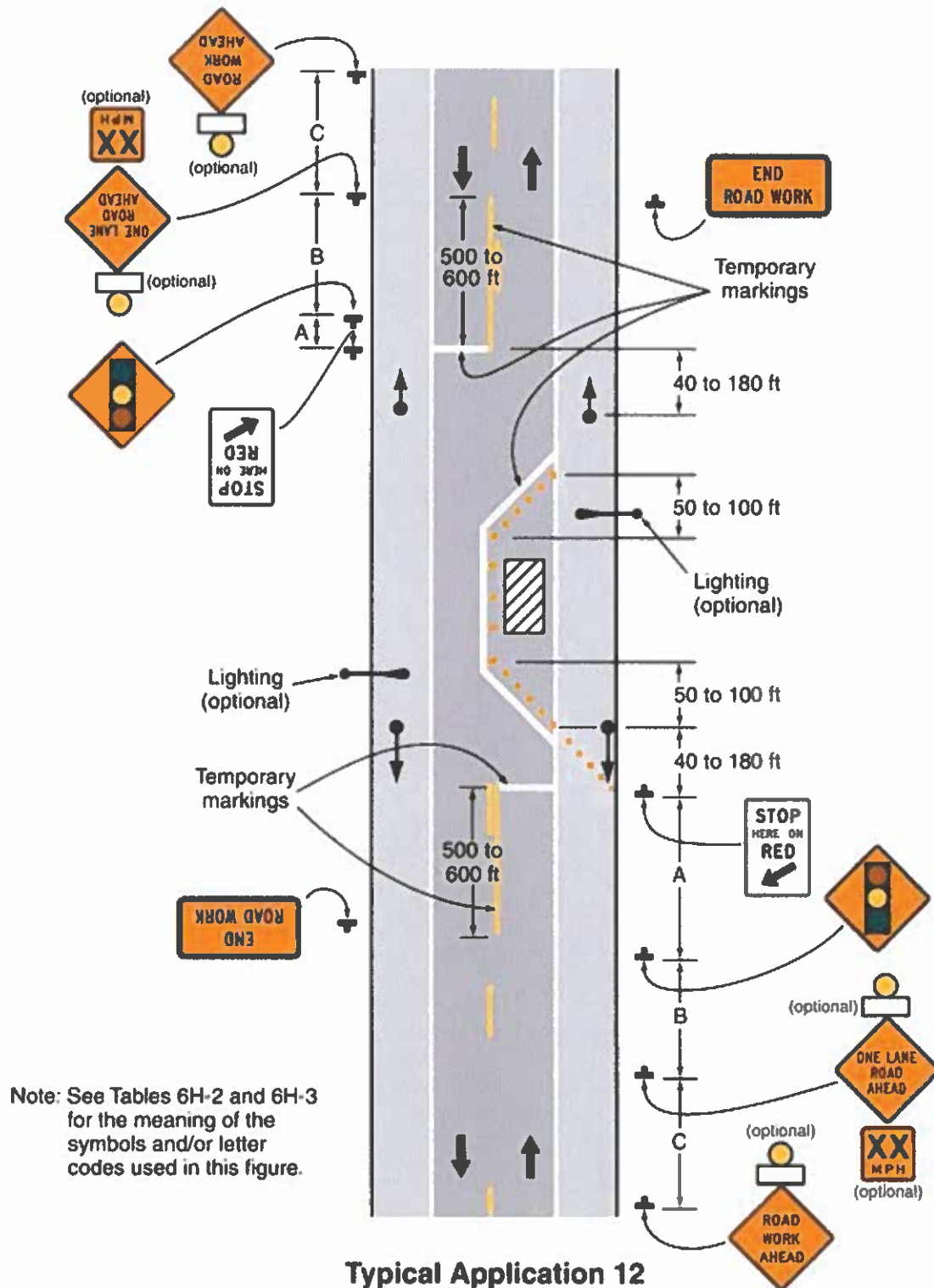
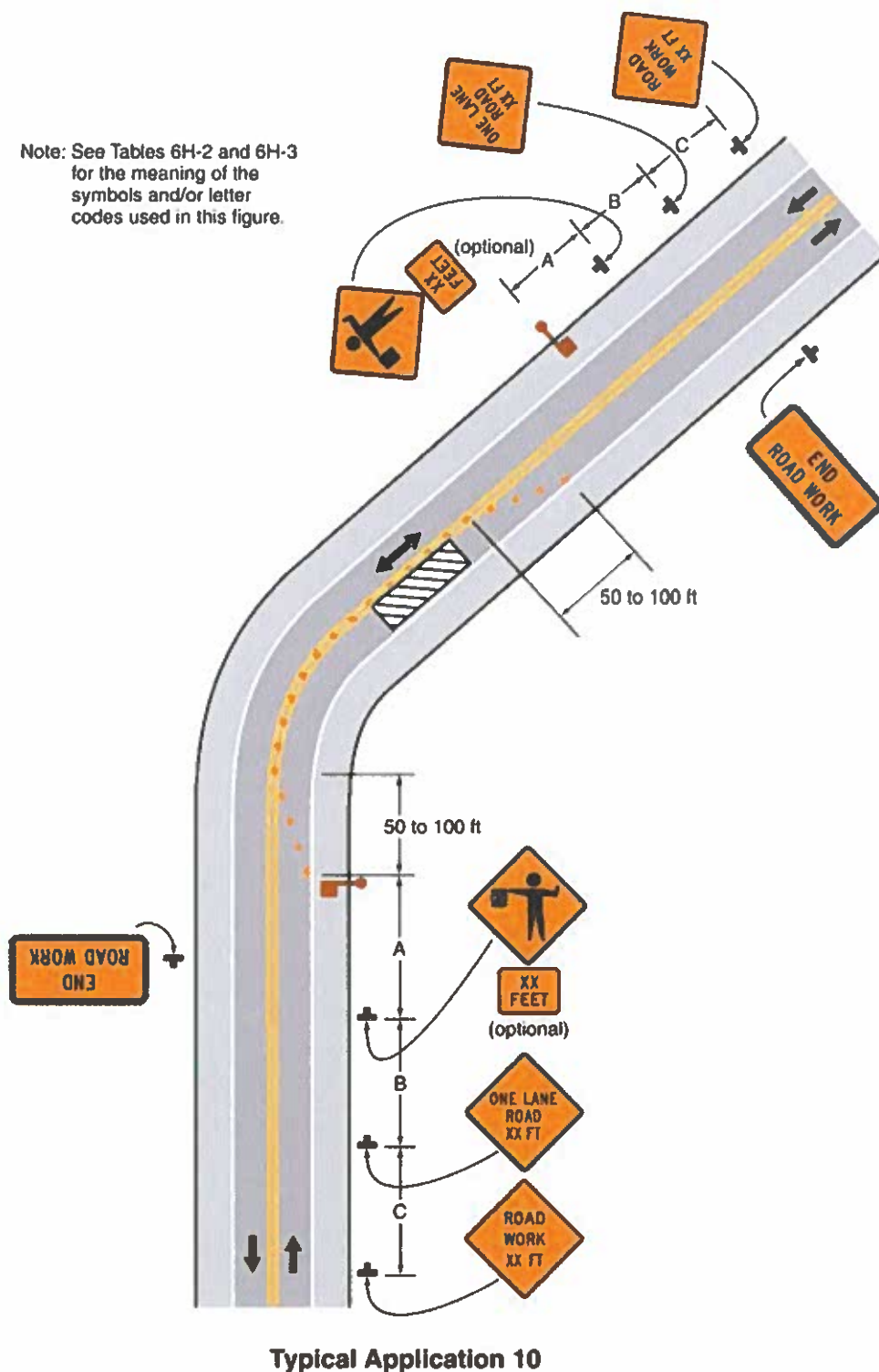


Figure 6H-10. Lane Closure on a Two-Lane Road Using Flaggers (TA-10)





CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
 10/16/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER McGriff Insurance Services, LLC 2000 International Park Drive Suite 600 Birmingham, AL 35243	CONTACT NAME: PHONE (A/C, No, Ext): 1-800-476-2211 FAX (A/C, No): E-MAIL: ADDRESS:																					
INSURED Everyy Inc. including Everyy Kansas Central, Inc. 1200 Main St. Kansas City, MO 64105-2122	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr> <tr> <td>INSURER A :Assoc. Elec. & Gas Ins. Serv. Ltd. (AEGIS) AA-3190004</td><td></td><td></td></tr> <tr> <td>INSURER B :Self-Insured</td><td></td><td></td></tr> <tr> <td>INSURER C :Everest National Insurance Company</td><td></td><td>10120</td></tr> <tr> <td>INSURER D :</td><td></td><td></td></tr> <tr> <td>INSURER E :</td><td></td><td></td></tr> <tr> <td>INSURER F :</td><td></td><td></td></tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A :Assoc. Elec. & Gas Ins. Serv. Ltd. (AEGIS) AA-3190004			INSURER B :Self-Insured			INSURER C :Everest National Insurance Company		10120	INSURER D :			INSURER E :			INSURER F :		
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INSURER F :																						

COVERAGES **CERTIFICATE NUMBER:** EEMF7XTX **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L SUBR INSD / WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:		EN4GL00088241	11/01/2024	11/01/2025	EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 5,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COM/OP AGG \$ 10,000,000 \$
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY		SELF-INSURED UP TO \$5M	10/19/2024	10/19/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ n/a BODILY INJURY (Per accident) \$ n/a PROPERTY DAMAGE (Per accident) \$ n/a \$
A	☐ UMBRELLA LIAB ☐ OCCUR ☒ EXCESS LIAB ☒ CLAIMS-MADE ☐ DED ☒ RETENTION \$5,000,000		XL5761507P	10/19/2024	10/19/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☐ N / A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ \$ \$ \$ \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER RILEY COUNTY PUBLIC WORKS 110 COURTHOUSE PLAZA MANHATTAN, KS 66502	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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**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: July 7, 2025

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2025-06 NDecker EAF (DOCX)
- 2025-07 JCampbell EAF (DOCX)
- 2025-07 WAnderson EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Nick Decker**Status Change Date:** 07/07/2025**Status Change:** New Hire**Date of Hire:** 07/07/2025**Seniority:** 0 Year(s), 0 Month(s)**Position:** Seasonal - Parks**Position Type:** Temp**Pay Range:** TASND**Pay Type:** Hourly**Base Rate:** \$14.42**Annualized Pay:** \$7,210.00**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 NDecker EAF (15982 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: James Campbell**Status Change Date:** 07/11/2025**Status Change:** Separation**Date of Hire:** 02/14/2025**Seniority:** 0 Year(s), 4 Month(s)**Position:** Facility & Grounds Tech I**Position Type:** Full Time**Pay Range:** 4**Pay Type:** Hourly**Base Rate:** \$18.90**Annualized Pay:** \$39,312.00**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: 2025-07 JCampbell EAF (15982 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Wendell Anderson**Status Change Date:** 07/02/2025**Status Change:** Separation**Date of Hire:** 04/08/1985**Seniority:** 40 Year(s), 2 Month(s)**Position:** Volunteer Firefighter**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Stipend**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183- Fire District #1/ 183- Fire District #1**Supervisor:** Jake Konrardy**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-07 WAnderson EAF (15982 : Employee Action Form (Green Sheet))



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

1. Discuss Joint City/County/County Meeting
2. Discuss Intergovernmental Luncheon
3. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Jacob Hansen, Interim County Counselor

4. Administrative Work Session

9:20 AM

Evan McMillan, Assistant County Engineer

5. Bid opening for University Park Utility Extension Project

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

6. Economic development update

10:00 AM

Diane Creek, Health Department Director

7. Staff update

10:45 AM

Anna Burson, Appraiser and Cory Meyer, IT/GIS Director

8. Professional Services Agreement

11:05 AM

Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer

Attachment: 07-10-25 tentative agenda (15834 : Tentative Agenda)

9. Cash Flow Reports

11:15 AM

Brittany Phillips, Budget and Finance Officer

10. 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.

Attachment: 07-10-25 tentative agenda (15834 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
July 14, 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

Rich Vargo, County Clerk

1. Year to date budget and expenditure reports

9:30 AM

Press Conference

9:40 AM

Amanda Webb, Planning/Special Projects Director

2. Wastewater presentation

10:10 AM

John Ellermann, Public Works Director/County Engineer

3. Project update

10:40 AM

Jacob Hansen, Interim County Counselor

4. Administrative Work Session

11:00 AM

Katharine Hensler, Museum Director

5. Staff update

Adjournment

Announcement

Attachment: 07-14-25 tentative agenda (15834 : Tentative Agenda)

Riley County Planning Board/Board of Zoning Appeals meeting will be held tonight at 7:00 p.m. in Room #124 at the Family and Child Resource Center, 2101 Claflin.

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.



HEALTH DEPARTMENT
Budget

Diane Creek
Health Department Director
2030 Tecumseh Rd
Manhattan, KS 66502
Phone: 785-776-4779

COMMISSION AGENDA REPORT

FROM: Kaylyn Speth - WIC Supervisor
MEETING: July 7, 2025
SUBJECT: FFY 2026 WIC Application and Budget
PRESENTER: Kaylyn Speth - WIC Supervisor

BACKGROUND

The Kansas WIC Program receives funding from the U.S. Department of Agriculture (USDA) on a Federal Fiscal Year (FFY) basis (October 1 through September 30). Local WIC Agencies (LA) are funded by these federal funds for the costs needed to administer the program.

LA are required to submit a WIC Local Agency Application and Budget to the State Agency (SA) each FFY. The SA will review the budget, and once the budget review process is complete, funding amounts are determined based on the availability of federal funds and allocated to the LA through contracts. LA allocations may be adjusted during the FFY due to funding changes.

The deadline to submit the FFY2026 application and budget to the State Agency is Tuesday, July 8th.

DISCUSSION

We plan to request a total of \$1,245,522 in the FFY2026 WIC Budget which is 11% more than our anticipated FFY2025 WIC expenses. We plan to request a total of \$98,974 in the FFY2026 BFPC Budget which is 10% more than anticipated FFY2026 BFPC expenses.

The reasons for initial increase compared to anticipated expenses include:

- Increased employee salary expenses in FY2026 (potential COLA, merit increases, and benefits)
- Reduced spending in FY2025 on line items like training, advertising, education supplies, and equipment due to State Agency funding

The State Agency provided guidance that there will be a new funding formula applied to local agencies that is focused on caseload and number of clinics served.

FISCAL IMPACT

We plan to request a total of \$1,245,522 in the FFY2026 WIC Budget which is 11% more than our anticipated FFY2025 WIC expenses. We plan to request a total of \$98,974 in the FFY2026 BFPC Budget which is 10% more than anticipated FFY2026 BFPC expenses.

The request to the State Agency includes ideal budget to maintain high level of services.

USDA reports that every \$1.00 spent on WIC has saved as much as \$3.13 in health care costs during the first two months after an infant's birth. WIC infuses over \$1.5 million in federal funds into the program area's retail food economy each year. The benefits of this economic boost extend beyond WIC families to the local economy. There are 10 grocery stores authorized to accept WIC in the Riley County program area, including 5 within Manhattan.

RECOMMENDATION(S)

I recommend the FFY2026 WIC Local Agency Application and Budget is approved to be submitted.

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:

- Federal Fiscal Year 2026 (FFY2026) Application1 (PDF)

- Riley County Health Department_Grants_WIC FFY2026 (PDF)

Reset Saved

Federal Fiscal Year 2026 (FFY2026) Application

This application is required for all WIC contract renewals for FFY2026. Please review each question carefully before answering. Applications are due by **July 8, 2025**. *If your agency has not submitted an application by **July 1, 2025** the State Agency will reach out to confirm if your agency does not wish to pursue renewal of their WIC services contract.*

The State Agency is attempting to gather this data from all local agencies and sub-agencies. All Local Agencies and Sub-Agencies should fill out their own submission. Clinic locations do not contract with the State Agency and are not required to submit this application, as their clinic agreements are made at the local level.

For all questions, please respond with only WIC specific information.

For all uploaded documents, only one file may be uploaded per question. If you have more than one file and are unable to consolidate them, please email your documents to the [KS WIC Fiscal](#) team with the subject line, "Additional Contract Renewal Documents" .

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Attachment: Federal Fiscal Year 2026 (FFY2026) Application1 (15983 : FFY 2026 WIC Application and Budget)

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Federal Fiscal Year 2026 (FFY2026) Application

General Information:

Agency Overview: ▾

WIC Agency Name:*

Riley County WIC

Address of Agency:*

 2101 Claflin Road, Manhattan KS 66502Looking for **2101 Claflin Rd, Manhattan, Kansas, 66502?**

Is all agency address and staff contact information in KWIC up to date?*

If you need to update that information, please refer to policy [ADM 07.03.00](#).☒ Yes

Agency Type:*

☒ Parent Agency☐ Sub-Agency☐ Stand-Alone Agency

Saved

How many clinic locations does your agency serve:

If your agency only has operations at the primary facility, your answer will be one (1) clinic. If your agency serves multiple clinic locations, please indicate the total number of agencies.

This question is not asking about sub-agency agreements or locations. Do not include sub-agency locations or clinics operated by a sub-agency in your response.

1² 2

Name and Location of Clinic(s):*

Please provide the operational name and address of all clinics that are not within the primary facility.

If there are clinics that are listed in KWIC associated with your facility that are no longer operational, please include their information and closure date in this field.

Irwin Army Community Hospital, 650 Huebner Road Fort Riley KS 66442
Pottawatomie County, 1911 Grandview St Wamego KS 66547

133

Name of All Sub-Agencies Associated:*

N/A

997

Upload Documents: Sub-Agency Agreements*

Please attach a copy of any and all sub-agency agreements.

If your agency holds multiple sub-agency agreements, you will need to make a single document containing all agreements for submission.

DOCX Sub Agency Agreements.docx

12.8KB ...

Saved

Does your agency employ any external contractors?*☐ Yes☒ No**Does your agency have an inter-agency agreement for sub-contracted clinic services?***

Sub-contracted services for additional clinic sites is outlined in section 8 of your local agency contract.

☐ Yes☒ No**Does your agency have an inter-agency agreement to share staff with another agency?***

This question is not referring to temporary agreements that have already expired.

If your agency employs any staff that travel to another agency, e.g. a Registered Dietitian, there should be an agreement in place between the agencies to ensure that staff member remains eligible for reimbursement.

☐ Yes☒ No**Does your agency operate as part of a joint facility (e.g., a health department)?***

Saved

☐ No

Upload Documents: Floor Plans*

Please upload a copy of the floor plan for the joint facility where the WIC agency is located. Mark all WIC-use spaces in **Yellow**.

If your agency has multiple clinic sites, please include this document for all clinic locations.

PDF Riley Co WIC Floor Plans - MHK-IACH-POTT.pdf 5.3MB ...

Upload Documents: WIC Space Use Calculator(s)*

Please upload a copy of the WIC Space Use Calculator that can be found on our website here: [WIC Space Use Calculator](#).

If your agency has multiple clinic sites, please include this document for all clinic locations.

If your agency has a separate agreement with the facility listing the average utilities and rent and an agreed upon rate, that is an acceptable substitute for the WIC Space Use Calculator for those expenses. If there are other shared expenses that your agency would like to claim, the WIC Space Use Calculator is still required for those items.

XLSX WIC Space Use Calculator.xlsx 24.6KB ...

Does your agency certify clients via remote appointments?*

☐ Yes, all clients are certified remotely☒ Yes, some clients are certified remotely☐ No, clients are not certified remotely

Saved

Does your agency intend to apply for BFPC funding in FFY2026?*

Breastfeeding Peer Counseling [BFPC]

☒ Yes, We intend to reapply for BFPC funds☐ Yes, We intend to apply for BFPC funds for the first time or reapply after a pause☐ No**For New or Returning Applicants**

Please contact the State Agency BFPC Coordinator to begin your application. The BFPC application is separate from this contract renewal application.

Cassandra Florea

Cassandra.Florea@ks.gov

785-631-0864

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Attachment: Federal Fiscal Year 2026 (FFY2026) Application1 (15983 : FFY 2026 WIC Application and Budget)

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Federal Fiscal Year 2026 (FFY2026) Application

Contracts:

The FFY2026 contracts will be due back to the State Agency by September 26, 2025.

If any information contained within this section changes prior to the contract being signed, the Local Agency is responsible for notifying the State Agency of any updates.

Are you applying for a Public Facility or Other Authorized Facility?*

A Public Facility is a Local Agency run by a County like a Health Department.

An Other Authorize Facility is a Local Agency run by a private entity like an Federally Qualified Health Center [FQHC] or Hospital.

☒ Public Facility

☐ Other Authorized Facility

For Public Facilities: ▾

For Public Facilities [e.g. Health Departments] the authorized signer will be the Facility Director.

Authorized Signatory Name: Facility Director*

Please provide the name of the Facility Director for the Primary Facility.

For Coalitions operating as Parent/Sub-Agency partners, the Primary Facility is the Parent Agency.

Diane Creek

Authorized Signatory Title: Facility Director*

Please provide the correct title of the facility director.

Health Director

Saved

Authorized Signatory Email: Facility Director

Please provide the email address of the facility director.

 dcreek@rileycountyks.gov**Would your office like to receive a draft contract for review?***☒ Yes☐ No**Name and email to send the draft copy to:***

If the draft needs to be sent to multiple people, please separate individuals with a vertical slash | .

Kaylyn Speth kspeth@rileycountyks.gov | Diane Creek dcreek@rileycountyks.gov | Erin Kurtz ekurtz@rileycountyks.gov

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What date would your agency need a draft by?*

What date do you need the draft by in order to submit a signed copy of the agreement before September 26, 2025?

 8/29/2025**Name, Title and Email of person(s) for contract non-compliance notifications:***

The notice of non-compliance is an email that notifies the local agency that a contract violation has occurred. To ensure that the appropriate staff are notified when this happens, please provide the name(s) of individual(s) such as a program supervisor or director.

Saved

Kaylyn Speth kspeth@rileycountyks.gov | Diane Creek dcreek@rileycountyks.gov

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Federal Fiscal Year 2026 (FFY2026) Application

FFY2024 Historical Data

This page will cover data from FFY2024.

Answers will be cross referenced with the State Agency records to ensure program integrity.

Client Participation Across FFY2024: ▾

This number should be unique clients during the timeframes listed. Unique clients are defined as clients that have visited at least once during the timeframe listed and are only counted once. If you do not know how to pull this information, please review [ADM 02.00.00](#) for instructions.

For all agencies, client participation will include clinic locations but will not include Sub-Agencies. Sub-Agencies have their own participation assignments.

Assigned Participation from October 2023:*

1²³ 2551

Q1 October 2023 Participants:*

1²³ 2627

Q1 November 2023 Participants:*

1²³ 2580

Q1 December 2023 Participants:*

1²³ 2497

Q2 January 2024 Participants:*

Saved

-

Q2 February 2024 Participants:* $1\frac{2}{3}$ 2568**Q2 March 2024 Participants:*** $1\frac{2}{3}$ 2540**Revised Mid-Year Participation (April-Sept. 2024):*** $1\frac{2}{3}$ 2551**Q3 April 2024 Participants:*** $1\frac{2}{3}$ 2493**Q3 May 2024 Participants:*** $1\frac{2}{3}$ 2623**Q3 June 2024 Participants:*** $1\frac{2}{3}$ 2595**Q4 July 2024 Participants:***

Saved

-

Q4 August 2024 Participants:*¹²³ 2751**Q4 September 2024 Participants:***¹²³ 2752**FFY2024 Budget: ▾****What was your total Nutrition Services and Administration (NSA) Award in FFY2024?***

This number will be your base budget award from the FFY2024 contract plus any budget revisions you were awarded during FFY2024.

¹²³ 1070740**How much of your FFY2024 NSA Award was spent and reimbursed?***¹²³ 1057164**Did your agency receive funds to support a Breastfeeding Peer Counselor (BFPC) position in FFY2024?***☒ Yes☐ No

Saved

What was your total BFPC award in FFY2024:

This number will be your base BFPC award from the FFY2024 contract plus any budget revisions you were awarded during FFY2024.

How much of your FFY2024 BFPC award was spent and reimbursed?***BFPC: Client Participation Across FFY2024**

This question is asking specifically about Women who were Pregnant and/or Breastfeeding during the months requested. If you do not know how to pull this information, please review [ADM 02.00.00](#) for instructions.

Q1 October 2023 Participants:***Q1 November 2023 Participants:*****Q1 December 2023 Participants:*****Q2 January 2024 Participants:***

Saved

Q2 February 2024 Participants: 10^3 564**Q2 March 2024 Participants:*** 10^3 562**Q3 April 2024 Participants:*** 10^3 558**Q3 May 2024 Participants:*** 10^3 568**Q3 June 2024 Participants:*** 10^3 545**Q4 July 2024 Participants:*** 10^3 589**Q4 August 2024 Participants:*** 10^3 594**Q4 September 2024 Participants:***

Saved

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Federal Fiscal Year 2026 (FFY2026) Application

Compliance: Financial Documentation

In this section, you will be asked about financial submissions from the last 12 months. Please fill out all entries to the best of your abilities. Responses will be checked against state records for accuracy.

Submissions: Affidavits of Expenditures

Submissions: Affidavits of Expenditures:

Indicate whether your affidavits from the last 12 months were submitted on time [by the 20th of the following month] or late. If late, provide a brief explanation. Indicate if a budget revision was requested.

	On Time	Late	Budget Revision Requested
May 2024	☒	☐	☐
June 2024	☒	☐	☐
July 2024	☒	☐	☐
August 2024	☒	☐	☐
September 2024	☐	☐	☒
October 2024	☒	☐	☐
November 2024	☒	☐	☐
December 2024	☒	☐	☐
January 2025	☐	☐	☒

Saved

February 2025	☐	☐	☒
March 2025	☐	☒	☐
April 2025	☒	☐	☐

Reason For Late Submission (March 2025)*

March 2025 was submitted 4/22/25 - there was staffing change in finance team and correc

Corrections: Affidavits of Expenditures: ▾

Corrections: Affidavit of Expenditures:

Indicate whether your agency was asked to submit any affidavit corrections. If corrections were required, provide a brief explanation.

	Corrections Not Submitted	Corrections Submitted
May 2024	☒	☐
June 2024	☒	☐
July 2024	☒	☐
August 2024	☒	☐
September 2024	☒	☐
October 2024	☒	☐
November 2024	☒	☐

Saved

December 2024	☐	☐
January 2025	☐	☒
February 2025	☒	☐
March 2025	☒	☐
April 2025	☒	☐

Reason for Corrected Submission (January 2025)*

It was requested on 2/3/25 to be resubmitted in Excel per updated policy.

Did your agency submit the annual time study/time sheet report for FFY2025 by the deadline of March 20, 2025?*

☒ Yes

☐ No

Submission of BFPC Reports: ▼

Did your agency receive funds to support a Breastfeeding Peer Counselor (BFPC) position in both FFY2024 and FFY2025?*

☒ Yes

☐ No

Saved

Submission of BFPC Reports.

If your agency received funds for a BFPC position, did you submit quarterly BFPC reports in the last 12 months? If not, provide reasons.

	Record Submitted	Record Not Submitted
FFY2024 Q3 (Apr 24-Jun 24)	☒	☐
FFY2024 Q4 (Jul 24-Sep 24)	☒	☐
FFY2025 Q1 (Oct 24-Dec 24)	☒	☐
FFY2025 Q2 (Jan 25-Mar 25)	☒	☐

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Federal Fiscal Year 2026 (FFY2026) Application

Compliance: Office Operations

Management Evaluations ▾

When was your last Management Evaluation?*

 3/5/2025 

During your last Management Evaluation, was your agency required to submit a Corrective Action Plan?*

☒ Yes☐ No

Did your agency submit the Corrective Action Plan within 90 days?*

☒ Yes☐ No, Submitted Late☐ No, Did Not Submit

Was your agency able to successfully implement that Corrective Action Plan within 60 days?*

Saved

☐ No**Are any staff members part of WIC led committees?***

Examples: WAC or The Modernization Committee

☒ Yes☐ No**If yes, provide the details below (Staff Member, Title, Committee Name):***

Lori Fortin, Dietitian, Nutrition Education Committee
Abby Barr, Dietitian, Modernization Committee
Cathy Jones, Dietitian, Breastfeeding Advisory Committee
Kaylyn Speth, Dietitian/Supervisor, WIC New Food Rule Committee / KWIC Super User Group

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Are any staff members part of Non-WIC led committees?*

These Non-WIC led committees can include any workgroup or committee that is relevant to WIC action items.

Example: Member of an NWA Committee, DCF SNAC workgroup

☒ Yes☐ No

Saved

If yes, provide the details below (Staff Member, Title, Committee Name):*

Kaylyn Speth, Dietitian/Supervisor, Military WIC Office Council
Kaylyn Speth, Dietitian/Supervisor, MT Plains Regional Local Agency Committee / Voting Member

Additional Roles:

Kaylyn Speth, Dietitian/Supervisor, Riley County Perinatal Coalition
Kaylyn Speth, Dietitian/Supervisor, Greater Manhattan Interagency Coordinating Council
Cathy Jones, Dietitian, Riley County Food & Farm Council

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Federal Fiscal Year 2026 (FFY2026) Application

More Information:

This page is entirely optional.
These questions will help to inform the State Agency about opinions held by the Local Agencies. Any information you want to provide on this page is greatly appreciated.

The Future of Kansas WIC:

The State Agency has determined that the State of Kansas has a large number of operational agencies by comparison to our caseload.

In FFY2024, in all the United States, there were approximately 1900 Local Agencies, roughly 10,000 clinic locations and the program served roughly 6.7 million people. In the state of Kansas, we have a total of 94 Local Agencies and Sub-Agencies. That means Kansas has roughly **4.9% of all** Local Agencies despite serving only 81,615 unique clients, or **1.2%** of the total clients participating in the program.

With a monthly participation of 47,776 reported in FFY2024, Kansas's participation numbers are below states with similar populations across the nation.

	Population	Participation
Kansas	2.9 m	47,776
Mississippi	2.9 m	59,383
Arkansas	3.0 m	60,585
Nevada	3.2 m	55,090
Iowa	3.2 m	59,522

Kansas also spends more per participant than the national average. In FFY2024, Kansas reported an NSA award cost per participant of \$424.22, while the national average is \$343.54/participant. With this information in hand, the State has determined that a new funding formula was necessary for FFY2026. This formula will be heavily influenced by participation at your Local Agency.

Attachment: Federal Fiscal Year 2026 (FFY2026) Application1 (15983 : FFY 2026 WIC Application and Budget)

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Do staff regularly attend or review the monthly LA Update presentations?

☒ Yes☐ No☐ Sometimes

Would your WIC Director or WIC Coordinator be interested in receiving information regarding how Federal Awards are provided to the State Agency?

☒ Yes☐ No

Would your WIC Director or WIC Coordinator be interested in receiving information about Local Agency consolidation?

The State Agency wants to gauge potential interest from Local Agencies about whether or not they would be interested in learning how to convert from a Local Agency or Sub-Agency to a Clinic location.

☒ Yes☐ No

Saved

Would your agency be interested in joining the Funding Formula Workgroup?

Answering this question does not obligate your agency to join the workgroup. The State Agency will send invitations directly to interested agencies after the start of FFY2026.

☒ Yes

Supporting Breastfeeding Efforts Across Kansas:

Please select all relevant options.

☒ Our agency participates in a local or regional breastfeeding coalition☒ Our agency participates in the Kansas Breastfeeding Coalition (Section meetings, newsletters, conferences, etc.)☒ Our agency has committed to achieving the Breastfeeding Friendly Local Health Department designation☐ Our agency has committed to helping your community achieve the Community Supporting Breastfeeding Plus designation

Would your agency like additional information on how to support breastfeeding efforts across Kansas?

☒ Yes

If there is any information you would like to provide to the state agency, please use this text box.

Saved

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Attachment: Federal Fiscal Year 2026 (FFY2026) Application1 (15983 : FFY 2026 WIC Application and Budget)

Riley County Health Department
2030 Tecumseh Road
Manhattan, Kansas 66502-3541

Grant: WIC
Grant Period: WIC FFY2026

8.b

County : Riley
Form Name: WIC FFY2026

Administrator: Brittany Phillips , Diane Creek & Erin Kurtz

Fiscal Officer: Brittany Phillips , Laurie Harrison & Michelle Horstmeier

WIC Coordinator Name

Kaylyn Speth

WIC Coordinator Telephone

7857764779

WIC Coordinator Email

kspeth@rileycountyks.gov

Attachment: Riley County Health Department_Grants_WIC FFY2026 (15983 : FFY 2026 WIC Application and Budget)

Employee Services (Salary)

Description	Request	Total (Request + Match)
Rebecca Potvin	\$87,870.77	\$87,870.77
Jennifer McCowan	\$54,438.00	\$54,438.00
Amelia Posligua	\$25,546.98	\$25,546.98
Charity Robinson	\$47,118.00	\$47,118.00
Kaylyn Speth	\$88,235.20	\$88,235.20
Cathrine Jones	\$87,870.77	\$87,870.77
Deborah Banks	\$54,438.00	\$54,438.00
Lori Fortin	\$108,108.27	\$108,108.27
Abigail Barr-Donnelly	\$72,708.80	\$72,708.80
Khristi Shell	\$59,492.00	\$59,492.00
Kristi Legarreta	\$82,829.00	\$82,829.00
	\$768,655.79	\$768,655.79

Employee Services (Benefits)

Description	Request	Total (Request + Match)
KPERS	\$81,357.00	\$81,357.00
FICA	\$58,771.00	\$58,771.00
Health Insurance	\$162,331.00	\$162,331.00
Unemployment	\$999.00	\$999.00
	\$303,458.00	\$303,458.00

BFPC Employee Services (Salary)

Description	Request	Total (Request + Match)
Amelia Posligua BFPC	\$19,880.40	\$19,880.40
Earlisha Killen	\$43,992.28	\$43,992.28
	\$63,872.68	\$63,872.68

BFPC Employee Services (Benefits)

Description	Request	Total (Request + Match)
KPERS	\$6,764.00	\$6,764.00
FICA	\$4,886.00	\$4,886.00
Health Insurance	\$13,496.00	\$13,496.00
Unemployment	\$83.00	\$83.00
	\$25,229.00	\$25,229.00

Direct Costs (Agency Operations)

Description	Request	Total (Request + Match)
Training	\$8,000.00	\$8,000.00
Mileage	\$600.00	\$600.00
Advertising	\$1,000.00	\$1,000.00
Medical Supplies	\$7,500.00	\$7,500.00
Office Supplies	\$2,000.00	\$2,000.00

Attachment: Riley County Health Department_Grants_WIC FFY2026 (15983 : FFY 2026 WIC Application and Budget)

Description	Request	Total (Request + Match)	8.b
Educational Supplies	\$2,000.00	\$2,000.00	
Equipment Under \$1500	\$1,500.00	\$1,500.00	
Equipment Over \$1500	\$4,000.00	\$4,000.00	
Repairs & Servicing	\$750.00	\$750.00	
Communications (Phone & Internet)	\$2,000.00	\$2,000.00	
Postage	\$200.00	\$200.00	
Printing	\$6,000.00	\$6,000.00	
Rent	\$720.00	\$720.00	
Interpreter	\$5,000.00	\$5,000.00	
Insurances (Liability/Vehicle)	\$7,900.00	\$7,900.00	
	\$49,170.00	\$49,170.00	

Indirect Costs (Agency Operations)

Description	Request	Total (Request + Match)
WIC Indirects	\$124,238.24	\$124,238.24
BFPC Indirects	\$9,872.46	\$9,872.46
	\$134,110.70	\$134,110.70

Consultant and Contractual Services (WIC only)

Description	Request	Total (Request + Match)
No data to display		
	\$0.00	\$0.00

Request	Grand Total
\$1,344,496.17	\$1,344,496.17



**EMERGENCY
MANAGEMENT/FIRE**
Staff Update

Russel Stukey
Emergency Management Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6333

STAFF REPORT

FROM: Russel Stukey Emergency Services Director

MEETING: July 7, 2025

SUBJECT: Staff Update

PRESENTER: Russel Stukey Emergency Services Director

EM/Fire/911 monthly Staff Update

Enclosures:

- 6, 2025 June staff time (1) (DOCX)



Monthly staff time report to BOCC, for the month of **June 2025**

911- Russel

- Constantly working on radio system management, analyzing opportunities to lower the annual operating costs of the 911 system.
- Preparing for the APCO conference that I am presenting at in Baltimore the first week of August

Emergency Management-Russel

- Attended department head meetings
- Attended several commission meetings
- Working with IT and dispatch staff on the MCP CIP upgrade project
- Monitored and advised about severe weather affecting the area
- Participated in Employee Training Committee meetings
- Presented staff update to BOCC
- Working with committee, architect and BHS to finalize plans for EM/EOC remodel of old EMS building
- Participated in KSU EM advisory committee
- Attended Intergovernmental luncheon meeting
- Moved our department to the Konza space.
- Participated in statewide radio system working group meetings
-

Assistant Director Laurie Harrison activity EM/911

Kansas Emergency Management Association (KEMA):

Serve as Treasurer

Participating in Conference Committee planning meetings

Attend Board meeting

Attend NE KEMA meeting

Public Notification, Everbridge, Integrated Public Alert and Warning System (IPAWS):

Conduct monthly siren test, Everbridge test, IPAWS test

Update contacts

Serve as NE regional account administrator

Provide training to RCPD dispatch

Comprehensive Resource Management and Credentialing System (CRMCS):

Update resource list

Serve as account administrator

Northeast Regional Homeland Security Council (NERHSC):

Serve as project manager for Everbridge

Serve as project manager for CRMCS

Serve as KEMA representative

Emergency Management fund and 911 fund:

Oversee invoice payment process

Pay invoices



Track expenses and income

Provide 911 budget overview for 911 working group

Exercises:

Volunteer Management:

Training:

Attend Kansas Heritage Alliance Emergency Preparedness webinar

Community Outreach:

Misc:

Attend KSU EM advisory group meeting

Attend 911 working group meeting

Attend Hazard Mitigation plan mid-term meeting

Presented emergency preparedness at Kansas County Treasurer Association Conference

Hazardous Materials Emergency Planning Grant (HMEP):

Serve as grant admin for commodity flow study project

Complete and submit reports

EM Planner-Robert Cox

COOP:

Reviewed all County Department COOP plans

Developed method for reviewing COOP plans

- lowest grade to highest and
- waiting on those moving or getting new Key personnel

Met with 3 out of 18 DH's to review plans and discuss updates and ideas

LEPC:

Met with 3 out of 20 voting members to review process and discuss/identify their needs

- Regulatory
- Rule/Law
- Grant
- Other

Creating spreadsheet to help align identified whole community's requirements and needs

TIER II:

Updated with all submitted Tier II's as of 3/12/2025

Plans:

Reviewed and updated LEOP Archive. Updated Maintenance Tab with updates

Identified and reviewed all MOU's and MOA's associated with EM (expired and need updating)

Reviewed Farm Bureau Dam Plan. Scheduling meeting to update plan and schedule regulatory exercise.



Reviewed and updated partners about upcoming Mitigation Plan meeting (Apr 2nd)
 Reviewed Debris Mgmt Plan (needs updating)
 Reviewed Pre identified Shelter location folder (needs updating)
 Helping identify preparedness priorities

EOC :

Built out PIO/JIC board on WebEOC for better communication capabilities and situational awareness.

Developed SITREP with Community Lifelines board on WebEOC for better situational awareness.

Training:

Attended Staging Area Manager on Mar 26 & 27
 Scheduling G2300 Intermediate EOC Functions (Sept 25-27, 2025)
 CERT Train the Trainer Course (Mid-May or June)

Fire-Russel

- Continue to accept and process applications for volunteer firefighters
- Covered emergency calls
- Participated in RCFD#1 fire trainings
- Reviewing RCFD policies/SOG's
- Attended area Fire Chiefs meeting
- Gathering information on items for county auction
- Request from the City of Riley to attend their August meeting to discuss fire department status and operations
- Preparing for quarterly Fire Advisory Board meeting
- Items offered by EMS to Fire
 - Items that will stay at EM/Fire HQ
 1. Air Compressor
 2. Commercial Extractor (washing machine)
 3. Commercial Dryer
 - Items that will go to Stations
 4. Speed Queen commercial washer dryer stack
 5. Refrigerator
 6. Conference table
 7. 5 gear lockers.
 8. Assorted Hose/ Cord Reels
- Discuss training in old EMS HQ

**Admin. Asst. Makenzie McGinnis****Fire:**

Tracked and recorded controlled burns

Created and distributed Monthly Fire newsletter

Processed invoices and tracked expenses

Learned the onboarding process and onboarded three new VFF

Organized all the fire gear

EM:

Processed invoices and tracked expenses

Learned CRMCS and Everbridge

June FF Stats	Total Number
New Applications	3
Rejected/Withdrawn Candidates	0
Hired Candidates	3
Probationary Firefighters	20
Trained Firefighters	111
Total Active Members	131
Terminations	0
Resignations	0
Retirements	0

Deputy Chief Doug Russell

- Responding to multiple incidents.
- Dealing with personnel issues.
- Working through new applications for FFs.
- Station 110
 - Waiting on water and sewer.
 - Dirt for rough grade is on site.
 - Riley Construction completed doing final punch list.
 - Building is wired power is on.



- Station members are getting inside set up and ready.
- Working with Admin Assistant to outfit new FFs.
- Reprogrammed pagers.
- Station maintenance items.
- Assisted EMS with moving larger items.
- Working with DC of Admin on First Due software implementation items.
- Multiple truck repairs.
- Office move.

Deputy Chief Jake Konrardy

- County Trainings
- Respond to Calls
- Dealing with personnel issues
- Review of New Hire Applications
- Assist DCO with truck repairs
- Assist DCO with finishing new truck builds
- Submit NFIRS report to The Office of The State Fire Marshal
- Continue to work on new software conversion
- Reprogram pagers for new alerting
- Move office to temporary location
- Area Chief's Meeting
- Onboard 3 new firefighters while training new Admin Assistant
- Meeting with all local Public Safety on future technology use in vehicles
- Attend Ribbon Cutting of new EMS Headquarters
- Assist EMS with moving items into new building
- New volunteer firefighter interview

Submitted by:
Russel Stukekey
EM Director/ Fire Chief
Riley County



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 7, 2025

SUBJECT: Request to fill an open Facility & Grounds Technician I or II

PRESENTER: John Ellermann

BACKGROUND

We are here today to request approval to fill a vacant Facility & Grounds Technician I or II position in the Public Works Department/Parks Division. The position is open due to an employee resigning his position. This position is supervised by the Parks Supervisor.

The Facility & Grounds Technician I or II is a skilled position responsible for performing park and grounds maintenance and construction activities. A person in this position will operate park maintenance and construction equipment, apply pesticides and fertilizers.

This employee works under the direction of the Parks Supervisor and Parks Manager and is expected to carry out and complete work details as directed. Supervision is provided through consultations and review of the work performed.

DISCUSSION

Discuss advertising for a Facility & Grounds Technician I or II position within the Public Works Department/Parks Division.

FISCAL IMPACT

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

RECOMMENDATION(S)

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 for the open Facility & Grounds Technician I or II position.

Move to deny the Public Works Department advertise for the open Facility & Grounds Technician I or II position.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Facility Grounds Technician I Position Description (PDF)
- Facility Grounds Technician II Position Description (PDF)
- 2025-06 Facility and Grounds Tech I_II PAF (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	FACILITY AND GROUNDS TECHNICIAN I	
Department:	Parks	Division:
Reports To:	Park Supervisor	
Pay Range:	4	Status: Fulltime
FLSA Status:	Non-Exempt	

Position Summary: Facilities and Grounds Technician I is responsible for maintaining facilities, buildings and other county property. Performs general and specialized maintenance and construction work. This employee exercises considerable discretion in carrying out work details.

ESSENTIAL FUNCTIONS

- Maintains trees, turf, and ornamentals.
- Applies Pesticides & fertilizers.
- Maintains and repairs park and recreation facilities, buildings and grounds.
- Operates park maintenance and construction equipment.
- Helps train seasonal employees to safely operate park and facility maintenance equipment.
- Maintains daily labor, equipment, and material use records to report time worked and equipment used for cost accounting and accounts receivable processing. Charges out material used on projects and parts used on equipment.
- Pottorf Caretaker assignment - Maintains, makes repairs, sets up and breaks down for events renting Pottorf and CICO Park.
 - On call for Pottorf Hall for anything needed
 - Cleaning restrooms daily as needed.
 - Checking Dog Park- trash in Dog Park and throughout the park.
 - Mowing 2 or 3 days per week in season.
 - Assist set up and break down of the fair.
 - Assist in overseeing seasonal and fulltime staff during the fair.
 - Assisting vendors, 4-H's throughout the day during the fair.
- Assists in training and supervision of seasonal employees.

SECONDARY FUNCTIONS:

- Occasionally coordinates building scheduling for public access and use of fairgrounds facilities.
- Performs snow and ice removal to provide safe roads, parking lots, and sidewalks in adverse weather conditions as needed
- Performs work during and after regular hours, any day of the week, including holidays as needed.
- Performs other duties as assigned.

POSITION REQUIREMENTS:

Education: High school diploma or equivalent required.

License(s)/Certification(s): Valid driver's license required.

Experience: One to three seasons experience in grounds maintenance preferred not required. Considerable knowledge of materials, equipment, methods and practices. Some knowledge and skill in using standard methods, practices, tools and equipment of the building trades. Experience interacting with the public required.

Abilities: Ability to make minor repairs and adjustments, and to maintain medium duty construction and maintenance equipment. Ability to safely operate ground maintenance equipment efficiently and safely. Ability to work with materials, equipment, and practices essential to the maintenance of turf, trees, ornamentals, buildings, facilities, and park equipment. Ability to understand and follow oral and written instruction. Must maintain effective working relations with employees and the public. Ability to maintain daily labor and equipment records. Willingness to work in unpleasant weather conditions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is required to stand, walk, sit, use hands to finger, handle, or feel; reach with hands and arms climb or balance, talk or hear. Must frequently lift 20-50lbs and constantly lift 10-25lbs. Vision requirements include close, distance, color, and peripheral. The work requires sufficient body flexibility and strength to complete a project. Exposure to machinery, heights, excessive noise, corrosive solvents pesticides, flammable liquids and work in extreme temperature, humidity, wind and cold are expected.

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

Work involves everyday risks or discomforts typical of such places as offices, meeting or training rooms. Work in an office setting can require visual attention and dexterity in computer operation. Majority of the work is performed in the field where conditions will vary greatly. The employee is exposed to wet and/or humid conditions, moving mechanical parts, high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; vibration. The noise level can vary from normal to very loud. On occasion, protective clothing such as a hard hat, safety vest, ear protection, boots, gloves, safety glasses or face shield may be required.

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.

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	FACILITY AND GROUNDS TECHNICIAN II	
Department:	Parks	Division:
Reports To:	Park Supervisor	
Pay Range:	6	Status: Fulltime
FLSA Status:	Non-Exempt	

Position Summary: This is skilled work performing park and grounds maintenance and construction activities. Work involves performing general and specialized maintenance tasks, operating various mechanical tools and equipment to perform general and specialized work in tree, turf, building maintenance and construction. This position assists with the maintenance of buildings, fairgrounds, and other county property. This employee exercises considerable discretion in carrying out work details.

Essential Functions:

- Maintains trees, turf, and ornamentals, including mowing, planting, pruning, fertilizing, watering, and pesticide application, underground sprinkler system operation.
- Operates maintenance/construction equipment: utility trucks, commercial mowers, tractors, trimmers, tillers, compactors, power brooms, boom trucks, sprayers, chain saws, heavy duty dump trucks, backhoes, large loaders, air compressors, snow removal equipment, snow blowers, jackhammers, fertilizer applicators, floor cleaning and building maintenance equipment etc.
- Maintains and repairs park and recreation facilities, buildings, and grounds.
- Assists in inspecting and repairing playground equipment, building structures, plumbing systems, electrical systems, irrigation systems, appliances, roofing systems, HVAC systems, public address systems and other building systems.
- Paints, cleans restrooms, buffs floor, cleans carpets and other routine maintenance.
- Maintains preventative maintenance for buildings, generators, fire extinguishers, emergency lighting, and other systems.
- Sets up for park events
- Maintains and repairs park maintenance tools and equipment.
- Diagnoses and basic repairs equipment, sprayer and pump repairs.
- Assists with earthwork and grading of landscaped areas, open park space, parking lots, and internal park roads, alignment, shape, profile, and finish.
- Pottorf Caretaker assignment - Maintains, repairs, set-up and break down for events
 - On-call for Pottorf Hall for anything needed
 - Cleaning restrooms daily as needed.
 - Checking Dog Park- trash in Dog Park and throughout the park.
 - Mowing 2 or 3 days per week in season.
 - Assist set up and break down of the fair.
 - Assist in overseeing seasonal and full-time staff during the fair.
 - Assisting vendors, 4-H's throughout the day during the fair.
- Assists in training and supervision of seasonal employees.

Secondary Functions:

- Occasionally coordinates building scheduling regarding public access.
- Maintains daily labor, equipment, and material use records to report time worked and equipment used for cost accounting and accounts receivable processing.
- Performs snow and ice removal operations on roads, parking lots, and sidewalks.
- Purchases, stores, organizes, inventories, and utilizes parts, tools, maintenance supplies and other commodities used for park and facility maintenance.
- Loads, hauls, and stockpiles materials to rebuild grounds, fill washouts, construct landscapes,

and repair roads and parking lots.

- Installs and maintains signs, barricades, fencing and other delineation.
- Performs other duties as assigned.

POSITION REQUIREMENTS:

Education: High school diploma or equivalent required. Class A Commercial License and tanker endorsement preferred.

Certified turf and ornamental pesticide applicator's license (Class 3A & 3B) within 6 months of hire. Kansas arborist's certification and a certified playground safety inspector classification preferred.

Experience: 1 year experience in building maintenance required, 3 years' experience in tree and turf maintenance required, basic computer skills required (i.e., Microsoft office). Experience working with fertilizers and their safe and effective application.

Abilities: Ability to make minor repairs and adjustments, and to maintain medium duty construction and maintenance equipment. Ability to safely operate ground maintenance equipment efficiently and safely. Ability to work with materials, equipment, and practices essential to the maintenance of turf, trees, ornamentals, buildings, facilities, and park equipment. Ability to understand and follow oral and written instruction. Must maintain effective working relations with employees and the public. Ability to maintain daily labor and equipment records. Willingness to work in unpleasant weather conditions.

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Requisition Approval Process

- Submitted by Lori Muir on 07/01/2025 at 11:31 AM
- Elizabeth Ward, Final Approval

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template Facility & Grounds Tech I [FACGRNDI]	Work Location Public Works Building
Job ID 3386144	Salary \$18.90 - \$23.40	Supervisor Position No
Pay Grade RANGE 4 [RANGE 4]	EEO Class Service - Maintenance [8]	Workers Compensation 9015 [9015]
Cost Center 1 County General [1]	Cost Center 2 Public Works [40]	Cost Center 3 --
1 Job Slot FACILIT-1		

Supervisor: David Willis

Department Head: John Ellermann

☒ No changes to Position or Budget

☒ Budgeted

☐ New request for budget (details attached)

☒ Position Description attached

☐ New or updated position description

Total annual hours: 2080

Salary: \$ 48,672.00

Budget for Benefits: \$ 19,225.44

Total proposed annual budget: \$67,897.44

Additional Position Comments: _____

BoCC Chair

Date: _____

BoCC Member

Date: _____

BoCC Member

Date: _____



PUBLIC WORKS
Project

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, PE, Public Works Director

MEETING: July 7, 2025

SUBJECT: Commission Chambers Remodel

PRESENTER: John Ellermann

BACKGROUND

The Courthouse Plaza East window replacement project will be starting in the next few weeks. Since the Board has relocated to the FCRC, there is a possibility to have the Commission Chambers remodeled before moving back to the CPE.

DISCUSSION

Discussion of the extent of the remodel. Depending in the extent of the project we will need an architect for the design and then engage a contractor. By doing the remodel now may extent the time the Board conducts meetings at the FCRC.

FISCAL IMPACT

Unknown at this time.

RECOMMENDATION(S)

Now is a good time to do the remodel since the Board is already relocated, preventing a second move later.

POSSIBLE MOTION(S)

Move to approve remodeling the Commission Chambers and hiring an architect to begin the design.

Move to deny remodeling the Commission Chambers.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:



**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: July 7, 2025

SUBJECT: 2026 Budget Work Session

PRESENTER: Brittany Phillips, Budget & Finance Officer

Presenting the attached memo and 2026 Budget Developmental Worksheet.

Enclosures:

- July 7th Budget Work Session (DOCX)
- July 7th WS Presentation (PDF)
- 2025 Appropriation Requests Summary (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%, as defined per Riley County Procedures Manual. This is a financial impact of \$736,870 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 \$57,516,104 less mill levied fund revenues of \$23,305,189 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 40.103 to fund the 2026 proposed budget. This is a 2.150 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 since BoCC presentation on July 3rd:

- Public Works reduced by \$50,000;
- Reduce Treasurer by \$62,908;
- Increased MV Transfer by \$70,000;
- Reduce Museum by \$4,550;
- COLA reduced by \$6,655.80;



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County Clerk
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- Health Department reduction (made for July 3rd meeting)
 - \$188,976 increase in Federal Grant line due to Workforce Development being budgeted to use all in 2026 instead of over the next two years. All Hands on Deck Grant was extended until 2026, originally projected to end in 2025.
 - Increase in FP Grant by \$8,176
 - Cutting overtime in multiple divisions \$15,109
 - MCH/OPEI \$36,782 by leaving position vacant
 - WIC reduction \$15,000
 - CCL reduction \$250
 - Family Planning reduction \$4,300
 - IAP reduction \$1,800
 - OPEI reduction \$10,905
 - Raising Riley reduction \$7,855
 - State Formula reduction \$4,120

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

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>



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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 Range: Appraiser I –5, Appraiser II-7, Appraiser III - 11	(\$48,152) (\$51,875) (\$62,982)	(\$19,020) (\$20,491) (\$24,878)	(\$67,172) (\$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: July 7th Budget Work Session (16018 : 2026 Budget Work Session)

2026 Budget Development Worksheet

13.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	376,615	6,248,104	6,624,719	3.27%
3 Appraiser	164,887	1,593,989	1,758,876	175,920	1,844,910	2,020,830	208,295	1,849,727	2,058,022	18.40%
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	288,400	667,455	955,855	30.09%
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	5,799,400	237,040	6,036,440	-0.72%
13 Information Systems/GIS	817,216	938,781	1,755,997	868,630	1,054,363	1,922,993	961,130	1,087,870	2,049,000	10.65%
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	7,359	513,344	520,703	-48.44%
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	4,565,100	5,960,365	10,525,465	0.43%
21 Treasurer	55,413	1,348,328	1,403,741	63,680	1,465,099	1,528,779	70,480	1,404,353	1,474,833	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	1,901,919	0	1,901,919	-1.18%
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		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		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		200,000	0.00%
29 Non-Appropriated			0	580,000		580,000	580,000	0	580,000	
30 Cost of COLA						93,477		736,870	736,870	
31 New & Expanded Positions								312,320	312,320	
SUBTOTAL:	\$26,199,125	\$21,246,462	\$47,445,587	\$21,111,140	\$25,286,222	\$46,490,839	\$21,471,867	\$26,722,171	\$48,194,037	1.71%

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	35,000	0	35,000	-41.67%
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	\$1,929,607	\$0	\$1,929,607	3.59%

GENERAL TOTAL:	\$27,874,264	\$21,246,462	\$49,120,726	\$22,973,822	\$25,286,222	\$48,353,521	\$23,401,474	\$26,722,171	\$50,123,644	3.66%
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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	\$30,793,934	\$26,722,171	\$57,516,104	
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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	28.28%

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

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	400,000
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	\$ 13,905,700

TOTAL REVENUE	\$ 32,925,161	\$ 24,097,598	\$ 23,305,189
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	2025	2026
General	\$ 48,353,521	\$ 50,123,644
Bond & Interest	470,467	302,018
County Building	433,000	438,000
RCPD Fund	6,180,206	6,652,442
TOTAL EXPENDITURES	\$ 55,437,194	\$ 57,516,104

(Budget)Value of a MILL =	827,863	853,082
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MINUS

TOTAL REVENUE	24,097,598	23,305,189
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EQUALS

AMT. AD VALOREM TAX REQUIRED	\$ 31,419,679	\$ 34,210,916
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TOTAL MILLS NEEDED	37.953	40.103
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Mill levy diff. from previous budget year	2.150
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Revenue Neutral Mill Rate	36.821
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Revenue Neutral \$\$	\$ 31,411,403
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Overage on Neutral Mill Rate	3.282
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Overage on RNR Tax Rate	\$ 2,799,513
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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

0 2017-Bonding Refunding -Facilities/Bridge Proj CIP - final 2025

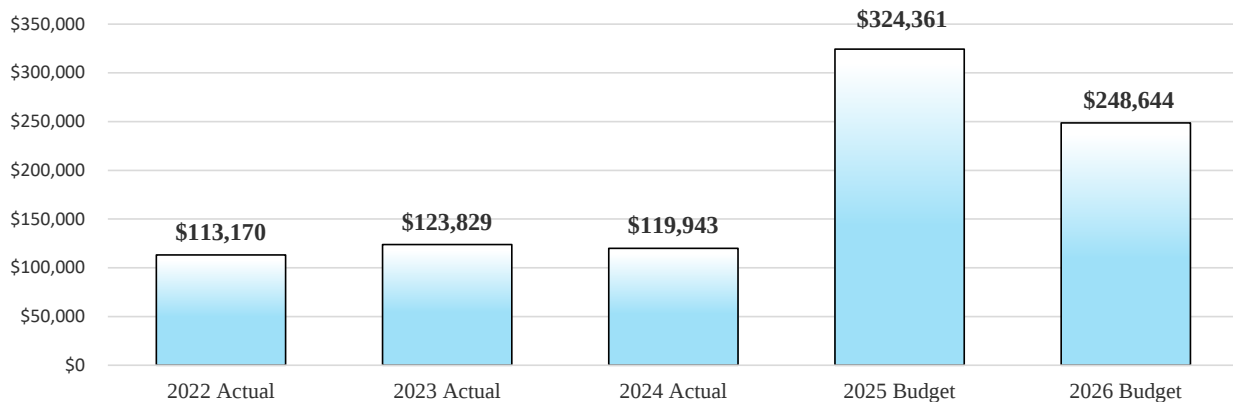
	Ad Valorem per Fund	Tax Rate per Fund
	27,712,288	32.485
	-	0.000
	242,086	0.284
	6,256,542	7.334
	34,210,916	40.103

2026 Budget Development Worksheet**13.b**

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

	2024	2025	2025	2026
BEGINNING CASH BALANCE	<u>ACTUAL</u>	<u>BUDGET</u>	<u>Estimates</u>	<u>BUDGET</u>
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: July 7th WS Presentation (16018 : 2026 Budget Work Session)

Riley County Agency Appropriation Request and History

Agency	2022 Requested	2022 Approved	% Change	2023 Requested	2023 Approved	% Change	2024 Requested	2024 Approved	% Change	2025 Requested	2025 Approved	% Change	2026 Requested	2026 Approved	% Change	Fund Paid From
			*			*			*			*				
Emergency Shelter	\$11,000	\$11,000	0.00%	\$11,000	\$11,000	0.00%	\$25,000	\$11,000	127.27%	\$25,000	\$16,000	127.27%	\$ 25,000		56.25%	General Fund
Genealogical Society	\$3,500	\$3,500	0.00%	\$3,500	\$3,500	0.00%	\$5,000	\$3,500	42.86%	\$5,000	\$3,500	42.86%	\$ 5,000		42.86%	General Fund
Animal Shelter	\$60,000	\$60,000	0.00%	\$60,000	\$60,000	0.00%	\$0	\$0	-100.00%	\$60,000	\$60,000	#DIV/0!	\$ 35,000		-41.67%	General Fund
Extension	\$608,645	\$599,645	1.50%	\$671,594	\$637,500	12.00%	\$700,600	\$667,380	9.90%	\$667,380	\$667,380	0.00%	\$ 667,380	\$ 667,380	0.00%	General Fund
Riley County Area Agency on Aging	\$287,694	\$275,000	4.62%	\$306,338	\$275,000	11.40%	\$310,105	\$275,000	12.77%	\$327,981	\$327,981	19.27%	\$ 337,252		2.83%	General Fund
Pawnee Mental Health	\$300,000	\$300,000	0.00%	\$315,000	\$300,000	5.00%	\$600,000	\$300,000	100.00%	\$600,000	\$350,000	100.00%	\$ 385,000		10.00%	General Fund
Big Lakes Development	\$221,605	\$217,260	2.00%	\$223,778	\$217,260	3.00%	\$228,123	\$228,123	5.00%	\$232,685	\$232,685	2.00%	\$ 237,339		2.00%	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%	\$ 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%	\$ 20,000		0.00%	Public Works
ATA Bus	\$100,000	\$100,000	42.86%	\$115,000	\$100,000	15.00%	\$150,000	\$105,000	50.00%	\$150,000	\$150,000	42.86%	\$ 172,500		15.00%	General Fund
General Fund Total:	\$1,687,000	\$1,648,622		\$1,850,541	\$1,738,998		\$2,181,288	\$1,752,463		\$2,293,066	\$2,032,566		\$1,939,607	\$667,380		
RCPD Fund:	\$4,597,175	\$4,597,175	4.68%	\$ 5,000,016	\$ 5,000,016	8.76%	\$ 5,336,092.00	\$ 5,336,092.00	6.72%	\$ 5,704,456.00	\$ 5,704,456.00	6.90%	\$ 6,017,692.40	\$ 6,017,692.40	5.49%	RCPD Fund 17
Downtown Manhattan, Inc.	\$10,000	\$5,000	100.00%	\$ 5,000	\$ 5,000	0.00%	\$ 5,000	\$ 5,000	0.00%	\$ 5,000	\$ 5,000	0.00%	\$ 5,000		0.00%	Economic Dev.
Manhattan Chamber of Commerce	\$55,000	\$55,000	0.00%	\$ 55,000	\$ 55,000	0.00%	\$ 55,000	\$ 55,000	0.00%	\$ 55,000	\$ 55,000	0.00%	\$ 55,000		0.00%	Economic Dev.
Riley County General Eco Devo	\$232,850	\$132,850	213.86%	\$ 132,850	\$ 132,850	0.00%	\$ 132,850	\$ 132,850	0.00%	\$ 132,850	\$ 132,850	0.00%	\$ 132,850		0.00%	Economic Dev.
Flint Hills MPO													\$ 2,641		100.00%	
Flint Hills Veteran's Coalition	\$1,015	\$1,015	-7.73%	\$ 1,015	\$ 1,015	0.00%	\$ 1,015	\$ 1,015	0.00%	\$ 1,000	\$ 1,000	-1.48%	\$ 1,000		0.00%	Economic Dev.
Eco. Devo. Total:	\$308,365	\$193,865		\$203,865	\$193,865		\$193,865	\$193,865		\$193,850	\$193,850		\$196,491	\$0		
GRAND TOTAL:	\$6,592,540	\$6,439,662		\$7,054,422	\$6,932,879		\$7,711,245	\$7,282,420		\$8,191,372	\$7,930,872		\$ 8,153,790	\$ 6,685,072		
ADD'L REQUEST:																
Indigent Attorney Panel	\$424,351	\$400,550	4.12%	\$ 425,000	\$ 425,000	6.10%	\$ 520,000	\$ 520,000	22.35%	\$ 492,000	\$ 492,000	-5.38%	\$ 625,000		21.28%	General Fund
NEW REQUEST TOTAL	\$432,351	\$400,550		\$426,200	\$425,000	0.064037	\$520,000	\$520,000		\$492,000	\$492,000		\$625,000	\$0		
NEW GRAND TOTAL WITH NEW AGENC	\$7,024,891	\$6,840,212		\$7,480,622	\$7,357,879	0.093624	\$8,231,245	\$7,802,420		\$8,683,372	\$8,422,872		\$8,778,790	\$6,685,072		