



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

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Sign Riley County Employee Action Form(s)

Review Minutes

4. Board of Riley County Commissioners - Regular Meeting - Jul 6, 2023
8:30 AM

Review Tentative Agenda

5. Tentative Agenda

Press Conference Topics

6. Discuss Press Conference

9:00 AM

Craig Cox, Deputy County Counselor

7. Resolution for Private Placement of County's General Obligation Bonds on \$92,500 for High Plains Ranch Road Benefit District

9:15 AM

Pat Collins, Bala Township Clerk

8. County Property in Old Bala

9:30 AM

Press Conference

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

9:35 AM

David Willis, Parks Manager

11. Recommendation to Include the Friends of Zeandale Community in the

Community Park Program

9:45 AM

Amanda Webb, Planning/Special Projects Director

12. Planning & Development - Staff Update

10:00 AM

John Ellermann, Public Works Director/County Engineer

13. Request to Fill Public Works Operator II - Solid Waste Position

14. Public Works Project Update

10:25 AM

Katharine Hensler, Museum Director

15. Museum Staff Report - July 2023

10:40 AM

Clancy Holeman, Counselor/Director of Administrative Services

16. Administrative Work Session

17. Pending County Projects County Counselor

11:00 AM

Rich Vargo, County Clerk

18. 2024 Budget Work Session

Adjournment**Announcements**

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

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

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



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 10, 2023

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2023-07 HD PGatica EAF (DOCX)
- 2023-07 HD CManwarren EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Paulina Gatica**Status Change Date:** 07/21/2023**Status Change:** Separation**Date of Hire:** 02/13/2023**Seniority:** 4 Month(s)**Position:** Medical Reserve Corps Unit Leader**Position Type:** Part-Time/Temporary**Pay Range:** Range 7**Pay Type:** Hourly**Base Rate:** \$21.73**Annualized Pay:** \$45,198.40**Funds Codes:** 30-Health Department**Supervisor:** Skylar German**Department Head:** Julie Gibbs

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-07 HD PGatica EAF (13565 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Chelsea Manwarren**Status Change Date:** 06/27/2023**Status Change:** Transfer**Date of Hire:** 07/20/2020**Seniority:** 2 Years, 11 Month(s)**Position:** Outreach and Engagement Coordinator **Position Type:** Full-Time**Pay Range:** Range 11**Pay Type:** Hourly**Base Rate:** \$26.68**Annualized Pay:** \$55,494.40**Funds Codes:** 30-Health Department**Supervisor:** Jan Scheideman**Department Head:** Julie Gibbs

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-07 HD CManwarren EAF (13565 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
July 13, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

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

Clancy Holeman, Counselor/Director of Administrative Services

4. Administrative Work Session

9:20 AM

Break

9:30 AM

Shilo Heger, Treasurer

5. Monthly Revenue Reports

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

6. Economic development update

10:30 AM

Budget and Planning Committee - Rich Vargo, County Clerk

7. Monthly Cash Flow Reports

10:50 AM

Rich Vargo, County Clerk

8. 2024 Budget Work Session

Attachment: 07-13-23 tentative agenda (12852 : Tentative Agenda)

1:30 PM Leave for Fence View in north county

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: 07-13-23 tentative agenda (12852 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
July 17, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Rich Vargo, County Clerk

1. Year to date budget and expenditure reports

9:15 AM

David Adams, EMS/Ambulance Director

2. Staff update

9:30 AM

Press Conference

3. Public Notice - Evan McMillan (1-2 minutes)

Break

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

4. Administrative Work Session

12:00 PM

Law Enforcement Agency Meeting

Adjournment

Attachment: 07-17-23 tentative agenda (12852 : Tentative Agenda)

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



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Project Update

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

COMMISSION AGENDA REPORT

FROM: Jana Chingway, Senior Legal Assistant

MEETING: July 10, 2023

SUBJECT: Resolution for Private Placement of County's General Obligation Bonds on \$92,500 for High Plains Ranch Road Benefit District

PRESENTER: Craig Cox, Deputy County Counselor

BACKGROUND

High Plains Ranch Road paving project is complete. Temporary financing of the project was provided by a local bank (private placement). With the project completed, permanent financing of the project will be by general obligation bonds.

DISCUSSION

Because the project cost (\$92,500) is small, bond counsel recommends using local financing (private placement) for the general obligation bonds used to pay off the project costs since the larger financial firms will not show interest.

Bond counsel is requesting authorization to take action to complete private placement of the bonds.

FISCAL IMPACT

Bonds will be paid off by the High Plains Ranch Road property owners.

RECOMMENDATION(S)

Grant Bond Counsel authorization for private placement of the High Plains Ranch Road General Obligation Bonds.

POSSIBLE MOTION(S)

- A. “I move the Board approve the resolution authorizing private placement of the County’s General Obligation Bonds of \$92,500 for High Plains Ranch Road.”
- B. “I move the Board not approve the resolution authorizing private placement of the County’s General Obligation Bonds of \$92,500 for High Plains Ranch Road.”

Enclosures:

- Resolution No. 071023- (DOC)

RESOLUTION NO. 071023-__

A RESOLUTION OF RILEY COUNTY, KANSAS AUTHORIZING AND PROVIDING FOR THE PRIVATE PLACEMENT OF THE COUNTY'S GENERAL OBLIGATION BONDS, SERIES A, 2023 IN THE PRINCIPAL AMOUNT OF \$92,500.

WHEREAS, Riley County, Kansas (the "County") has previously issued its General Obligation Temporary Notes, Series 2023 (the "Notes") for the purpose of paying the costs of paving and improvement of High Plains Ranch Road (the "Project"); and

WHEREAS, the governing body of the County finds it necessary and desirable to issue \$92,500 of its general obligation bonds (the "Bonds") to retire the Notes, permanently finance the Project and pay costs of issuing the Bonds; and

WHEREAS, the County desires to authorize the private placement of the Bonds and take such other actions as are necessary to issue the Bonds.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS:

SECTION 1. Authorization of Bond Offering. The County is authorized to offer for sale at private placement its County's General Obligation Bonds, Series A, 2023 in the principal amount of \$92,500 to retire the Notes, permanently finance the Project, and pay costs of issuing the Bonds.

SECTION 2. Authorization of Additional Actions as Required. The Chair and the County Clerk, and Triplett Woolf Garretson, LLC, as Bond Counsel to the County, are each authorized and directed to take all such other actions as are necessary to complete the private placement of the Bonds, including, but not limited to, publication of any necessary notice of intent to seek private placement of the Bonds, as required by K.S.A. 10-106(b) and execution of a purchase agreement with the financial institution purchasing the Bonds.

SECTION 3. Effective Date. This Resolution shall be in force and take effect from and after its adoption and approval.

[Remainder of Page Intentionally Left Blank]

Attachment: Resolution No. 071023- (13561 : High Plains Ranch Benefit District)

ADOPTED AND APPROVED by the governing body of Riley County, Kansas, on July 10, 2023.

BOARD OF COUNTY COMMISSIONERS,
RILEY COUNTY, KANSAS

By _____
Kathryn Focke, Chair

[seal]

By _____
John Ford, Vice Chair

By _____
Greg McKinley, Member

ATTEST:

By _____
Rich Vargo, County Clerk

Attachment: Resolution No. 071023- (13561 : High Plains Ranch Benefit District)



OUTSIDE AGENCY
Request

Outside Agency
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Pat Collins, Bala Township Clerk
MEETING: July 10, 2023
SUBJECT: County Property in Old Bala
PRESENTER: Board of Bala Township

DISCUSSION

Request of Bala Township Officers concerning present condition of the 4.6 acre tract of land along Railroad Avenue. Members of Bala Township for years have been receiving concerns about the personal items, junk, and building supplies stored on the county owned property. This was brought to the County Counselor's attention by the County Commissioner Rodriguez. It continues to grow in stored items and appears to be a blight on the community and misuse of county owned property.

We do not follow the BOCC actions and may have missed action taken to lease the property. We were lead to believe that the BOCC was working to vacate some of the roads in Bala and thought this might be the time to address our citizens' concerns.

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:



PUBLIC WORKS
Recommendations

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

COMMISSION AGENDA REPORT

FROM: Mary L Graham, Admin Asst II

MEETING: July 10, 2023

SUBJECT: Recommendation to Include the Friends of Zeandale Community in the Community Park Program

PRESENTER: David G Willis, Parks Manager

BACKGROUND

On December 5, 2022 representatives Diane Hoobler and Randy James from the organization known as Friends of Zeandale Community made a presentation to the Riley County Park Advisory Board requesting to become a member of the Community Parks Program. A school building in Zeandale Township had been demolished and the property deeded to Zeandale Township. The community of Zeandale expressed interest in creating a park on this property. Becoming a member makes them eligible to receive funds from the Community Park line item within the Public Works budget. Acceptance also allows for a representative of this organization to be placed on the Riley County Park Advisory Board.

It was placed on the agenda for discussion at the June 13th Park Advisory Board meeting. The Board unanimously voted to recommend to the BOCC they be allowed to join the Park Advisory Board and included in the Park Board Allocations.

DISCUSSION

Should Friends of the Zeandale Community become part of the Riley County Community Parks Program?

The Park division is comfortable with the addition of Friends of Zeandale Community into the Riley County Community Parks System.

FISCAL IMPACT

Funds will be dispersed to eight community parks instead of seven out of line item 4210 Community Park Maintenance and Construction.

RECOMMENDATION(S)

Currently that area of Riley County has no public parks. Because of the location of the proposed park along the K18 corridor, it is believed they will serve many people passing through that area as well as the local community.

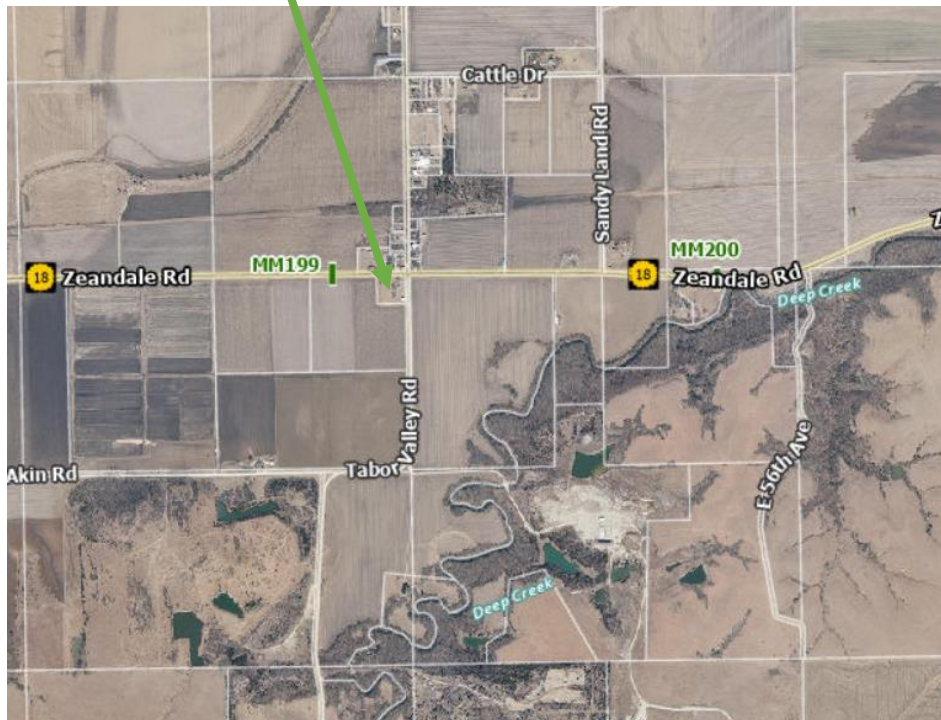
County staff recommends Friends of the Zeandale Community be included in the Riley County Community Park Program.

POSSIBLE MOTION(S)

"I move the Board of County Commissioners approve Friends of the Zeandale Community be included in the Riley County Community Park Program and appoint a representative to the Park Advisory Board."

Enclosures:

- Zeandale Community Park (DOCX)





PLANNING & DEVELOPMENT
Staff Update

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

STAFF REPORT

FROM: Amanda Webb, Planning Director

MEETING: July 10, 2023

SUBJECT: Planning & Development - Staff Update

PRESENTER: Amanda Webb, Planning Director

Enclosures:

- June PD Update (PDF)
- 2022 Annual Report (PDF)



PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

Date: July 10, 2023

To: Riley County Board of County Commissioners

From: Amanda Webb, Planning & Special Projects Director

Re: Planning & Development June 2023 Staff Report

Keats sewer benefit district

- The search for property to evaluate lagoon feasibility continues. We've sent a new letter to several adjacent property owners. Commissioner Focke has made follow up phone calls.
- We submitted our pre-application for the Small Town Water and Wastewater Infrastructure grant through KDHE. The state will make decisions by August 31 and any "awardees" must complete additional information. KDHE will have contracts in place by year's end.
- Provided a monthly update to the community which included a memo from Commissioner Focke and Brian Foster (BG Consultants Engineer) regarding alternatives and their recommendation.

Short Term Rentals (STR):

- We have now received applications from all property owners on the original spreadsheet.
- When updated STR regulations were adopted last May, the BOCC gave property owners a one-year grace period so they may have time to bring their properties into compliance with the new criteria. That grace period ended May 5, 2023.

Solid Waste Management Committee

- We will have a booth at the fair this year. While the main theme is battery recycling, we'll likely include general solid waste disposal information as well. I've had several committee members and county staff volunteer to help staff the booth and am working on a few more. The booth must be staffed (minimum) from 5-9 pm on July 27, 28, 29, and 30 and from 5-8 pm on July 31.
- Additional committee members are always needed and welcome (up to 30 as per state statute; we currently sit at 17), including a representative from a third-class city. We've received two more applications – one needs appointment by the city before BOCC appointment and one only needs BOCC approval.
- Gearing up for 5-year update, due May 2024. We will kick off those discussions with the committee in fall.

Comprehensive Plan update:

- Comprehensive Plan update webpage: <https://www.rileycountyks.gov/2032/Comprehensive-Plan-Update>
- There are currently 26 people that make up the Comprehensive Plan Committee. More are always welcome.
- The following public-facing departments will also participate: Emergency Management, Emergency Medical Services, Public Works, Parks, Health, Treasurer, Clerks, Household

Attachment: June PD Update (13480 : Staff Update)

Hazardous Waste, Register of Deeds, Museum, Appraisers, and PIO. Some of these departments will also influence sections within the document.

- Comprehensive Plan Committee kick-off meetings are scheduled. There are three options as it was not possible to find a day and time that worked for everyone:
 - July 10, 6-7 pm
 - July 17, 9-10 am
 - July 21, 2-3 pm
- The survey should be live the week of July 10 and be available for a minimum of eight weeks in the hopes of getting as much public input as possible. The survey will be set up electronically and we will utilize a QR code for people to directly access the survey through email signature lines, signage in the lobby and other customer service areas, news releases, social media, county subscription groups, and a postcard mailing to a random sample of addresses. We will also have hard copies available should there be a request. A big thank you to Vivienne and Shanika for all their help!
- Next full update will be 9:40 AM on Monday, July 24.
- Staff will discuss the required Comprehensive Plan annual review with the planning board at their July meeting. Discussion and recommendation will be before the BOCC at a subsequent meeting.

Current Planning:

- At their June 8, 2023 meeting, the Manhattan Urban Area Planning Board approved a request from Albert Wood and Walnut Grove Land LLC to replat Lot 1, Walnut Grove, together with a portion of a contiguous unplatted tract and amend the existing Residential Use Designator – Extraneous Farmstead.
- At their June 12, 2023 meeting, the Riley County Planning Board (RCPB) approved the Final Plat submitted by David Adkins and Summit Ridge LLC to replat Lots 15, 16, 17, and 18 of Block 3, Lakeside Heights into a single lot.
- At the July 10 meeting, the RCPB will:
 - Review a request by Lee and Brenda Isom to replat Lots 4-10 Blue River Hills 2nd Addition into a single lot. They will then forward a recommendation to the BOCC who will make the final determination at their July 20 meeting.
 - Discuss the comprehensive plan annual review memo.
- Three agricultural exemptions issued:
 - Jarred & Jenny Anderes to subdivide acreage from a tract containing an existing home.
 - John Avellar to subdivide acreage from a tract containing an existing home.
 - Andrew & Hillary Rombeck to subdivide acreage from a tract containing an existing home.
- Four pre application meetings held:
 - Mark Bachamp: plat & rezone
 - Lori Rogge: plat
 - Ben Burton: replat
 - Mason Schlegel: replat

Other planning topics:

- The 2022 Annual Report has been distributed. This report details all the permits, licenses, and development applications submitted and issued in 2022.
- Staff continued discussion with the Riley County Planning Board regarding proposed code amendments. In May, we brought several potential options before them, and they agreed they'd like to review everything. We plan to bring each of the proposed code amendments to a separate meeting to allow for discussion and input. Once all the code amendments have been addressed by the planning board, we will bring the full discussion before the BOCC. Following are the two items we discussed in June:
 - Adding "Non-Transferable" language to all licenses: Licenses should only be valid to the applicant listed and should not be transferable. New property owners/operators should have

- to apply for their own specific license. These licenses include Short Term Rentals, Excavation, Mobile Home Parks, and Agritourism.
- Adding language to allow administrative authority to correct clerical errors without having to bring simple code amendments before the boards.

Environmental Health services:

- Our new Environmental Health Technician will start on August 21, 2023.
- I attended the Colorado Professionals in Onsite Wastewater (CPOW) soils workshop June 7 and 8 in Golden, Colorado. The course provided an immensely helpful foundation for soil evaluations and aided in my understanding of wastewater system functionality and why things are done how they are. There was a hands-on exercise as well as real-world examples in the field. I learned of several resources that will help both with our procedures and the technical aspects. Based on what I learned, I have come up with a few ideas on how to improve our applications, forms, and procedures that I hope will be more useful both to staff and the public. This workshop was absolutely worth attending and I appreciate the BOCC approving my travel request.
- Very grateful to Dr. Presley for her continued assistance with soil evaluations. She's been easy to work with and communicates with staff, contractors, and applicants as needed.

Battery recycling educational program:

- Evan McMillan, Michael Boller, and I gave a battery recycling presentation at a Fire Safety Training put on by the Institute of Scrap Recycling Industries (ISRI).
- There are many stickers and flyers still available for distribution. Anyone is welcome to pick up stickers and/or flyers. We are always looking for volunteers to help get stickers on trash totes.
- Website address: <https://www.rileycountyks.gov/2024/Battery-Recycling>

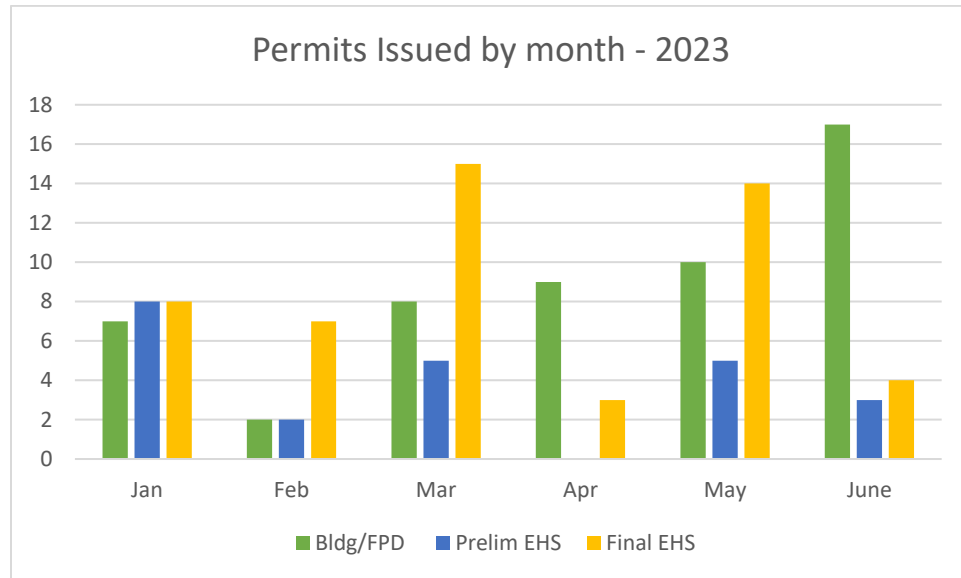
New permit software implementation:

- GovBuilt is Planning & Development's new permit software program. It is fully online and can be found here: <https://rileycountyks.govbuilt.com/>. All permitting can be done online, but people can still submit paper copies and pay over the counter here in our office.
- P&D staff continue to work with GovBuilt to tailor the system to our needs.

Also attended/participated in:

- Joint City/County Meeting
- Employee Training Day Committee
- Downtown Manhattan, Inc.
- Bi-State APA conference planning committee
- Department Head Committee
- Legal roundtable

June 2023 permits issued:	
Building/Sign permits:	16
Floodplain development permits:	1
Environmental Health Permits (Preliminary Approval)	3
Environmental Health Permits (Final/Use)	4



ANNUAL REPORT

January - December
2022



PLANNING & DEVELOPMENT
ENVIROMENTAL HEALTH

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**BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS**

Chair

Greg McKinley
District 2

Vice-Chair

Kathryn Focke
District 3

Member

John Ford
District 1



PLANNING AND DEVELOPMENT

OFFICE STAFF

110 Courthouse Plaza
Manhattan, Kansas 66502
Phone: (785) 537-6332
Fax: (785) 537-6331

Director

Amanda Webb
Extension: 7501
Email: awebb@rileycountyks.gov

Planner

Robert “Bob” Isaac
Extension: 7502
Email: risaac@rileycountyks.gov

Planning Compliance Specialist

Darrin Hobbs
Extension: 7503
Email: dhobbs@rileycountyks.gov

Environmental Health Specialist

Perry Piper, REHS/RS
Extension: 7505
Email: ppiper@rileycountyks.gov

Administrative Assistant II

Lisa Daily
Extension: 7506
Email: ldaily@rileycountyks.gov

Clerical Assistant

Stefanie Kastner
Extension: 7504
Email: skastner@rileycountyks.gov



RILEY COUNTY PLANNING BOARD/ BOARD OF ZONING APPEALS

MEMBERS

The Riley County Planning Board was established by the BOCC on December 17, 1973. The Board consists of 5 members who shall be residents of the County and a majority of which must live outside the corporate limits of any incorporated city in the County. This Board conducts public hearings on zoning, platting and special use requests and makes recommendations to the BOCC. They also review the Riley County Comprehensive Plan on an annual basis and recommend changes to the BOCC.

The Board of Zoning Appeals was established by the BOCC on September 15, 1965 as a board of not less than 3 members and not more than 7 members. This Board considers applications for variances and conditional uses. They also hear appeals from administrative decisions of the Planning and Development Department.

Resolution No. 021810-12 – A resolution relating to the designation of the Riley County Planning Board as the Riley County Board of Zoning Appeals for Riley County, Kansas; dissolving the existing Riley County Board of Zoning Appeals; and calling the first meeting for Riley County Board of Zoning Appeals was adopted February 18, 2010.

Chair

Diane Hoobler
1239 Sandy Land Rd
Manhattan, KS 66502
Terms Served:
Aug 2009-2010
2011-2013
2014-2016
2017-2019
2020-2022

Vice Chair

John Wienck
7990 Swede Creek Rd
Randolph, KS 66554
Terms Served:
2012-2014
2015-2017
2018-2020
2021-2023

Members

Nathan Larson
15400 Madison Rd
Riley, KS 66531
Terms Served:
2018-2020
2021-2023

Joe Gelroth
2810 McDowell Creek Rd
Manhattan, KS 66502
Terms Served:
Feb 2018-Dec 2018
2019-2021
2022-2024

Rita Cassida
11204 Briar Ln
Manhattan, KS 66503
Terms Served:
2022-2024

Location of Members Riley County Planning Board/Board of Zoning Appeals



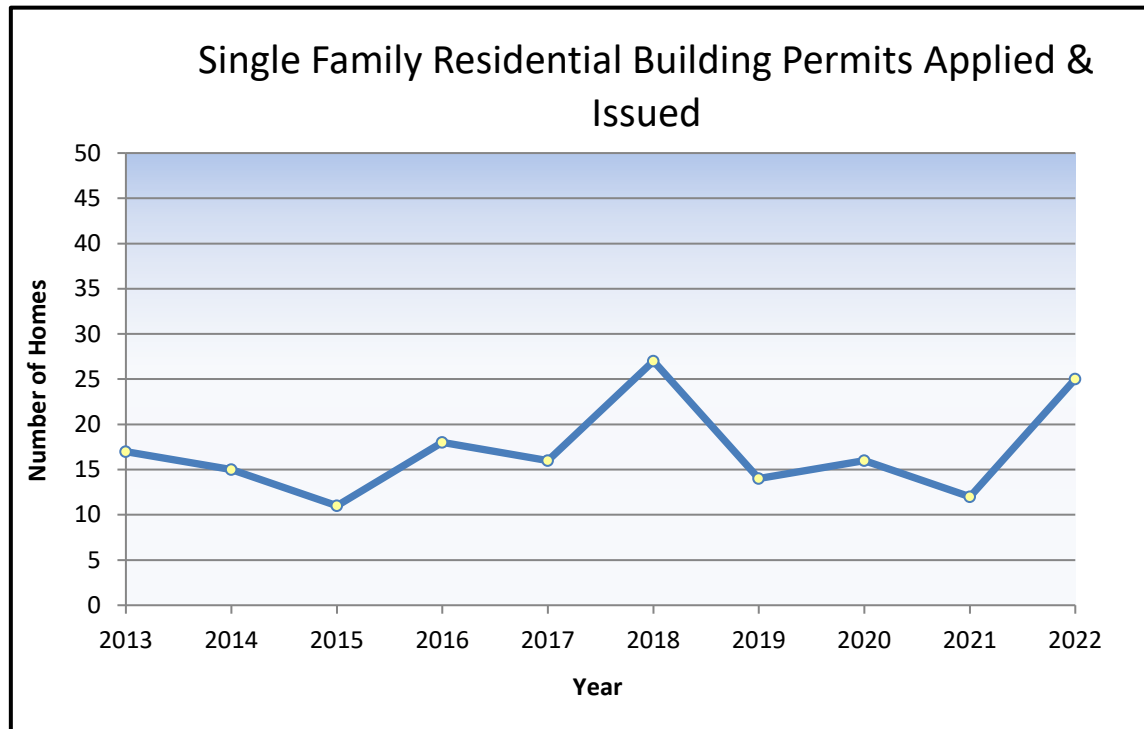
January 29, 2023

Attachment: 2022 Annual Report (13480 : Staff Update)

SUMMARY OF BUILDING PERMITS ISSUED IN 2022

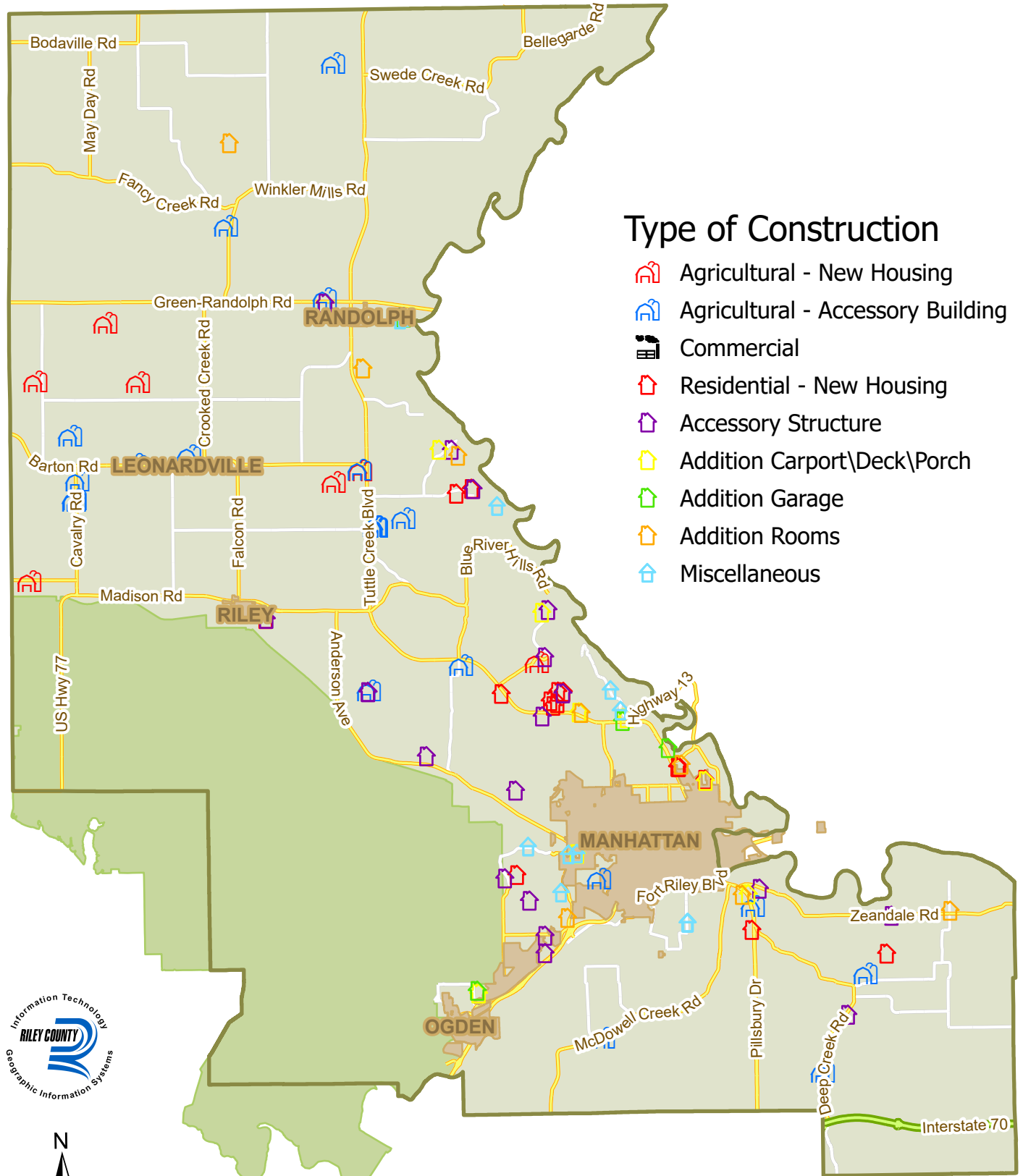
TYPE OF CONSTRUCTION	PERMITS APPLIED & ISSUED 2021	PERMITS APPLIED & ISSUED 2022	% OF CHANGE
Residential - New Housing	7	18	157%
Agricultural - New Housing	5	7	40%
Residential - Accessory Structure	23	20	-13%
Residential - Addition Carport\Deck\Porch)	8	9	13%
Residential - Addition Garage	6	4	-33%
Residential - Addition Room(s)	7	8	14%
Agricultural - Accessory	20	23	15%
Commercial	3	0	-100%
Miscellaneous: Remodels, Change of Use, Swimming pools and temporary storage	2	11	450%
TOTAL PERMITS ISSUED	81	100	23%

5



SINGLE FAMILY RESIDENTIAL BUILDING PERMITS APPLIED & ISSUED	
# of Homes	Year Built
25	2022
12	2021
16	2020
14	2019
27	2018
16	2017
18	2016
11	2015
15	2014
17	2013

Building Permits Issued - 2022

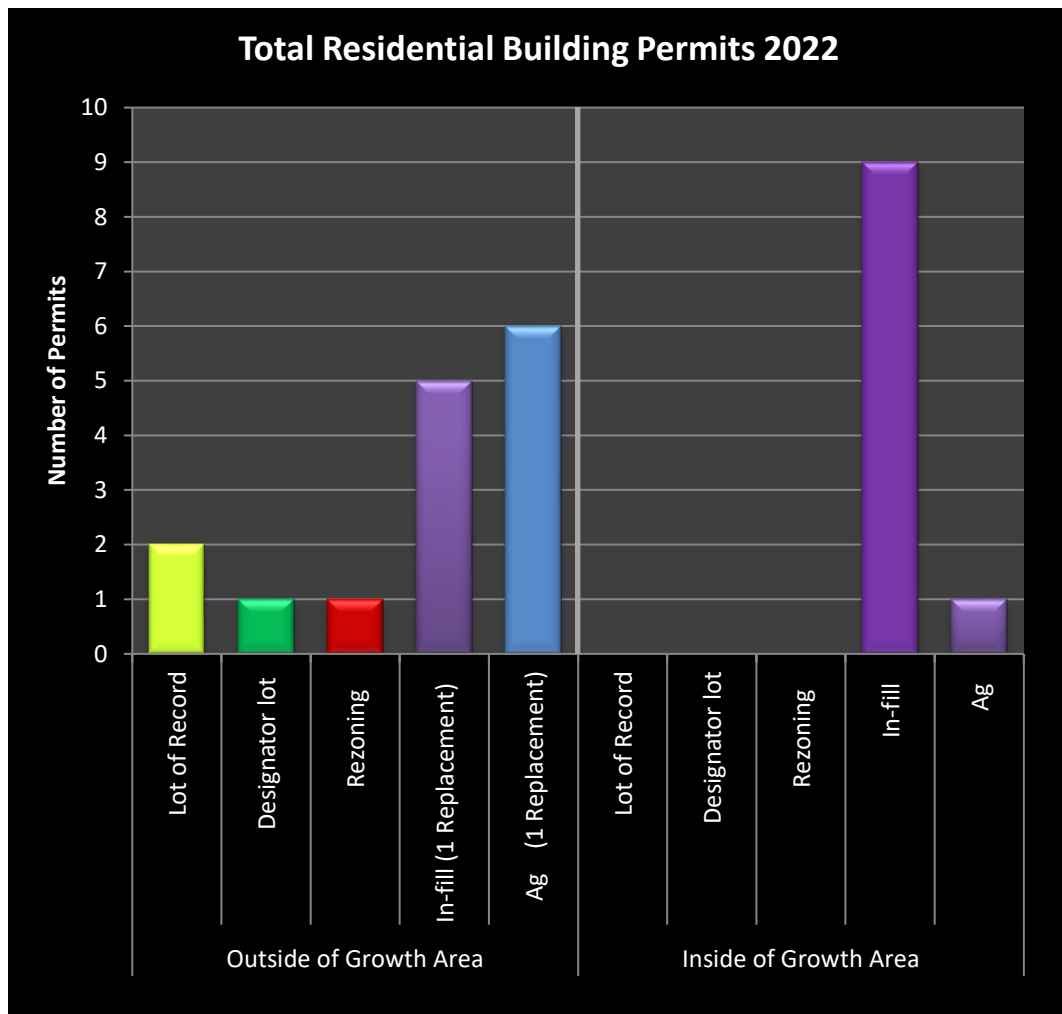


Attachment: 2022 Annual Report (13480 : Staff Update)



January 29, 2023

100 Permits Issued in 2022

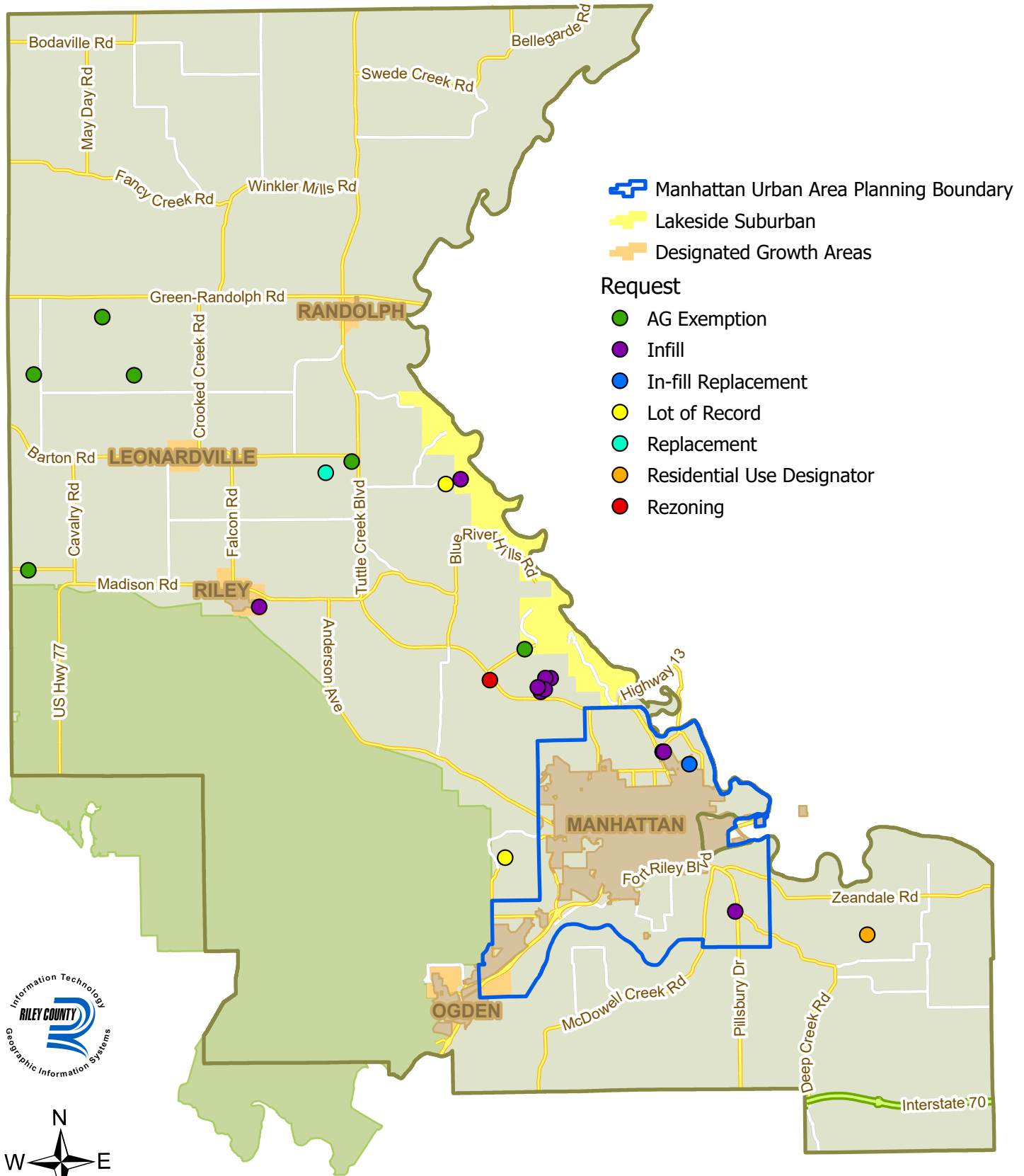


Principal Building Permits Issued			% of Total Non-Ag BPs
Outside of Growth Area	Lot of Record	2	50%
	Designator lot	1	
	Rezoning	1	
	In-fill (1 Replacement)	5	
	Ag (1 Replacement)	6	
	Sub-Total Non-Ag	9	
Inside of Growth Area	Lot of Record	0	50%
	Designator lot	0	
	Rezoning	0	
	In-fill	9	
	Ag	1	
	Sub-Total Non-Ag	9	

Total Building Permits Issued: 25
Total BPs Non-Ag Residence Issued: 18

- * Rezoning = building permit for principal structure for tracts rezoned AFTER May 21, 2012
- * In-fill = building permit for principal structure for tracts rezoned BEFORE May 21, 2012

Residential Building Permits Issued - 2022



January 29, 2023

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SIGN PERMITS ISSUED IN 2022

SIGN CLASSIFICATION	PERMITS ISSUED IN 2021	PERMITS ISSUED IN 2022
Advertising	0	0
Business - Awning	0	0
Business - Freestanding	0	0
Business - Wall	0	0
Business - Roof	0	0
Bulletin Board	0	0
Subdivision Identification	1	0
TOTAL PERMITS ISSUED	1	0

Attachment: 2022 Annual Report (13480 : Staff Update)

FLOODPLAIN DEVELOPMENT PERMITS ISSUED IN 2022

PERMIT #	PROPERTY LOCATION	OWNER	S-T-R	TYPE OF DEVELOPMENT
22-0039-OFLD	Parcel: 2752200000001000	Brian & Kimberly Weber	22-11-8	Low water crossing
22-0104-OFLD	Parcel: 2041920000008000	R E Jr & Angela Britt	19-10-8	Filling
22-0147-OFLD	4001 Zeandale Rd	Gary Niehaus	30-10-9	Filling
22-0157-OFLD	2020400000002000 (1315-1355 Knox Ln	Kansas Gas Service	4-10-8	Replacement of gas pipeline
22-0167-OFLD	Road Right of Way	Board of Commissioners of Riley County	20-10-9	Bridge Replacement
22-001-FLD	Hwy 77 and Mill Creek	Kansas Department of Transportation	27-8-6	Bridge Replacement
22-002-FLD	320 Wildcat Creek Rd	Penben Properties LLC	15-10-7	Substantial Improvement

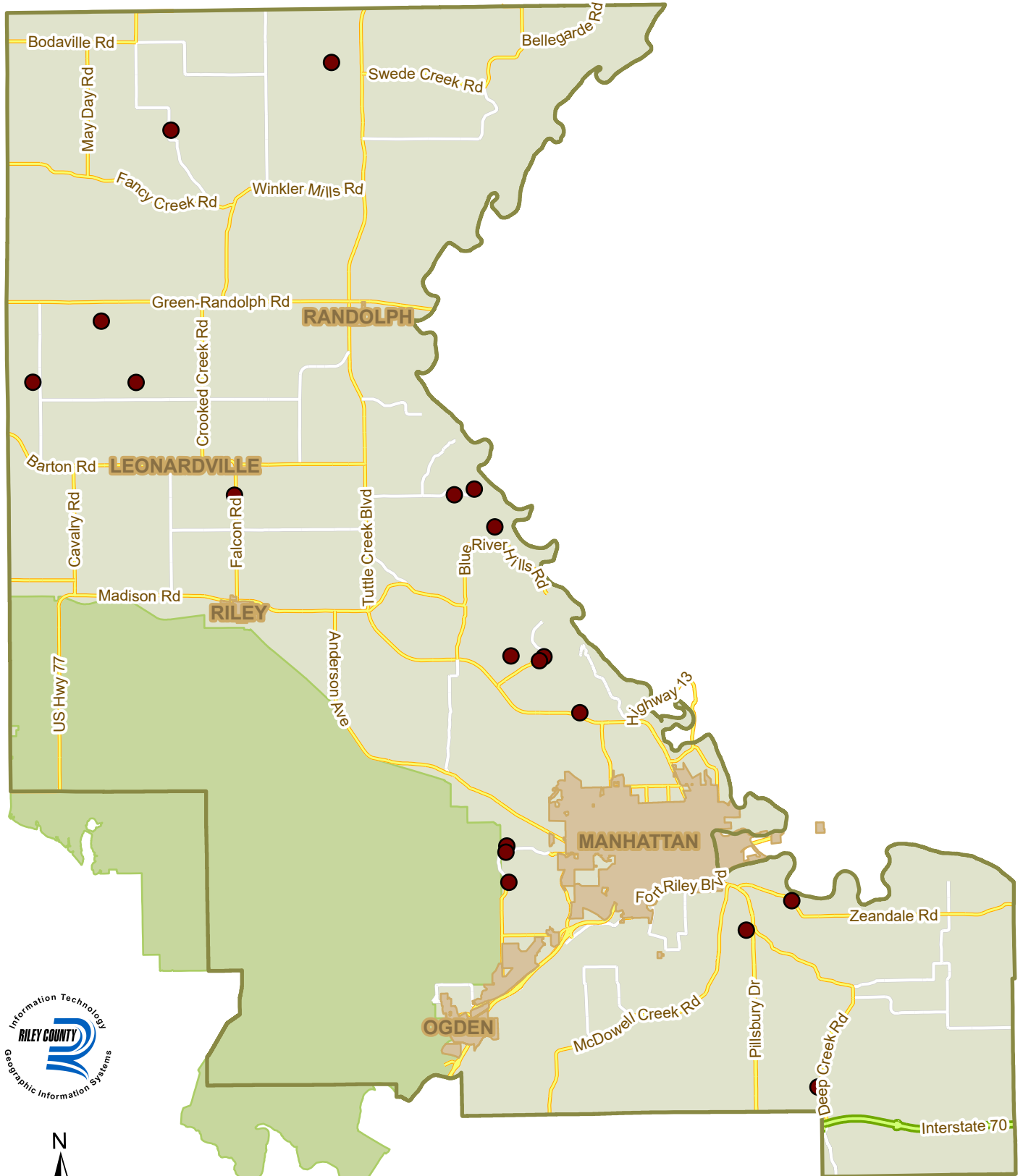
Attachment: 2022 Annual Report (13480 : Staff Update)

SOIL PROFILE EVALUATIONS IN 2022

PERMIT #	PROPERTY ADDRESS	S-T-R	LAND USE
22-0006-OSPE	6501 Golden Shores Dr	18-8-7	Single Family Detached
22-0010-OSPE	6006 Tuttle Ter	22-9-7	Single Family Detached
22-0011-OSPE	19018 Ober Rd	22-6-5	Single Family Detached
22-0025-OSPE	2938 Wildcat Creek Rd	17-10-7	Single Family Detached
22-0029-OSPE	1929 Wildcat Creek Rd	8-10-7	Single Family Detached
22-0030-OSPE	1745 Wildcat Creek Rd	8-10-7	Agri-Tourism
22-0034-OSPE	7015 University Park Rd	13-8-6	Single Family Detached
22-0041-OSPE	14151 Alert Rd	19-7-5	Single Family Detached
22-0052-OSPE	9214 Blue Ridge Rd	19-8-7	Single Family Detached - failed system
22-0070-OSPE	12821 Madison Creek Rd	32-7-5	Single Family Detached
22-0099-OSPE	5150 Prairie Falls Ln	16-9-7	Single Family Detached
22-0126-OSPE	20650 Liberty Ln	9-6-6	Agricultural
22-0152-OSPE	1540 Zeandale Rd	22-10-8	Single Family Detached
22-0172-OSPE	12801A Lasita Rd	35-7-4	Single Family Detached
22-0183-OSPE	10051 Falcon Rd	14-8-5	Single Family Detached - failed system
22-0204-OSPE	6677 W 59th Ave	9-9-7	Single Family Detached
22-002-OSPE	101 Waterbridge Rd	15-10-7	Agricultural
22-003-OSPE	10 Gehrt Rd	29-10-8	Single Family Detached
22-005-OSPE	4851 Thomas Wiard Rd	21-9-7	Single Family Detached
22-006-OSPE	3409 Top of the World Dr	35-9-7	Single Family Detached - failed system

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Soil Profile Evaluations - 2022



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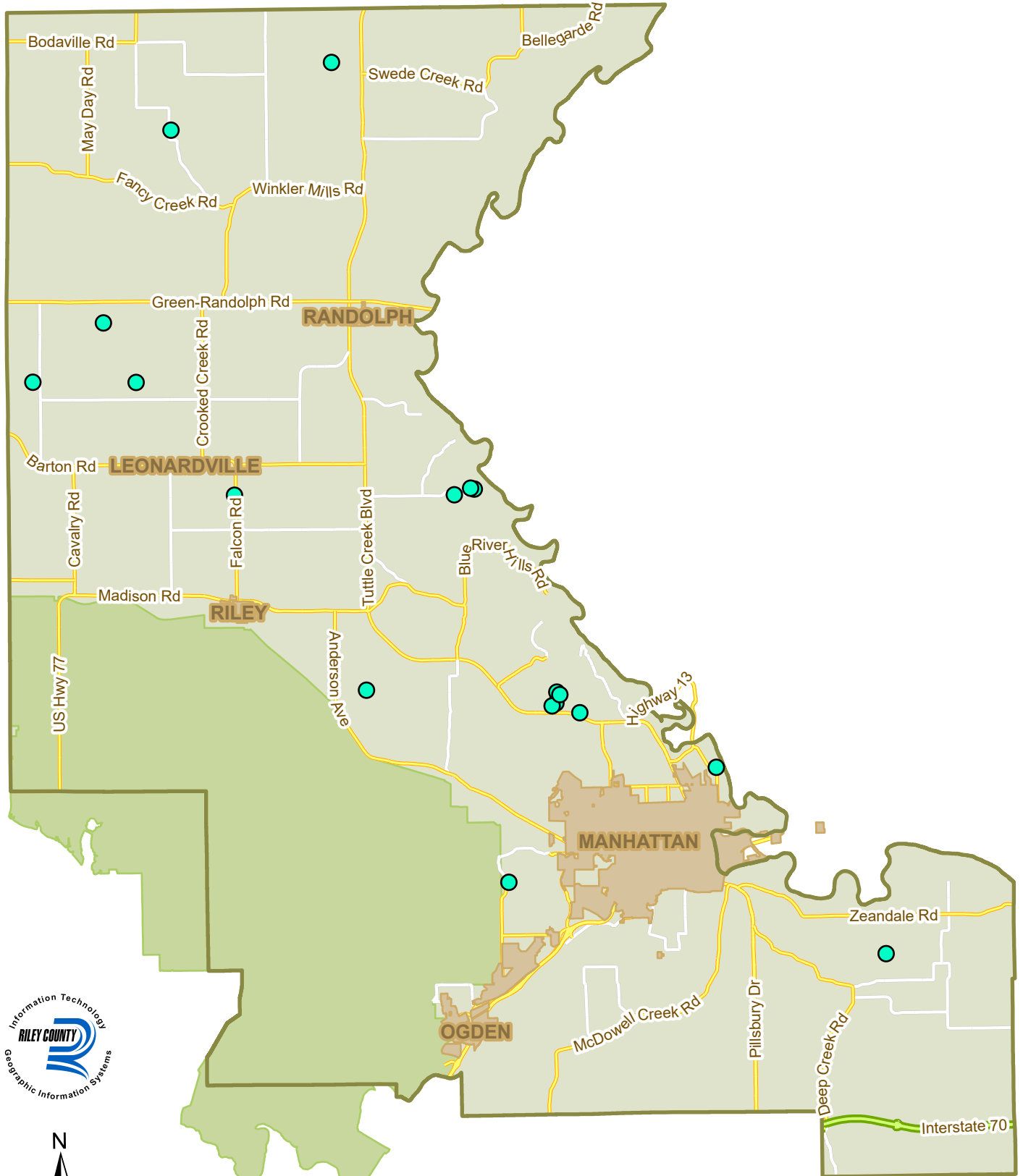
January 29, 2023

NEW WASTEWATER DISPOSAL SYSTEM PERMITS ISSUED IN 2022

PERMIT #	PROPERTY ADDRESS	S-T-R	TYPE OF SYSTEM INSTALLED
22-0005-OWWD	19018 Ober Rd	22-6-5	Stablization Pond
22-0036-OWWD	6006 Tuttle Ter	22-9-7	Standard
22-0050-OWWD	1867 Pleasant Valley Rd	31-10-9	Standard
22-0059-OWWD	7015 University Park Rd	3-8-6	Stabilization Pond
22-0071-OWWD	6501 Golden Shores Dr	18-8-7	Stablization Pond
22-0075-OWWD	4848 Thomas Wiard Rd	21-9-7	Alternative - Eljen GSF Raised Bed
22-0087-OWWD	12821 Madison Creek Rd	32-7-5	Alternative - Eljen GSF
22-0118-OWWD	14151 Alert Rd	19-7-5	Alternative - Eljen GSF Raised Bed
22-0124-OWWD	5070 Thomas Wiard Cir	21-9-7	Alternative - Eljen GSF Raised Bed
22-0140-OWWD	9680 N 52nd St	16-9-6	Standard
22-0150-OWWD	5079 Thomas Wiard Cir	21-9-7	Alternative - Eljen GSF Raised Bed
22-0151-OWWD	20650 Liberty Ln	9-6-6	Standard
22-0154-OWWD	4962 Thomas Wiard Rd	21-9-7	Alternative - Eljen GSF
22-0180-OWWD	10051 Falcon Rd	14-8-5	Stablization Pond
22-0184-OWWD	6813 Martin Ave	18-8-7	Stabilization Pond
22-0201-OWWD	12801A Lasita Rd	35-7-4	Stablization Pond
22-0202-OWWD	2938 Wildcat Creek Rd	17-10-7	Stablization Pond
22-004-OWWD	3370 Casement Rd	31-9-8	Standard

Attachment: 2022 Annual Report (13480 : Staff Update)

New Wastewater Disposal Systems - 2022



Attachment: 2022 Annual Report (13480 : Staff Update)

January 29, 2023

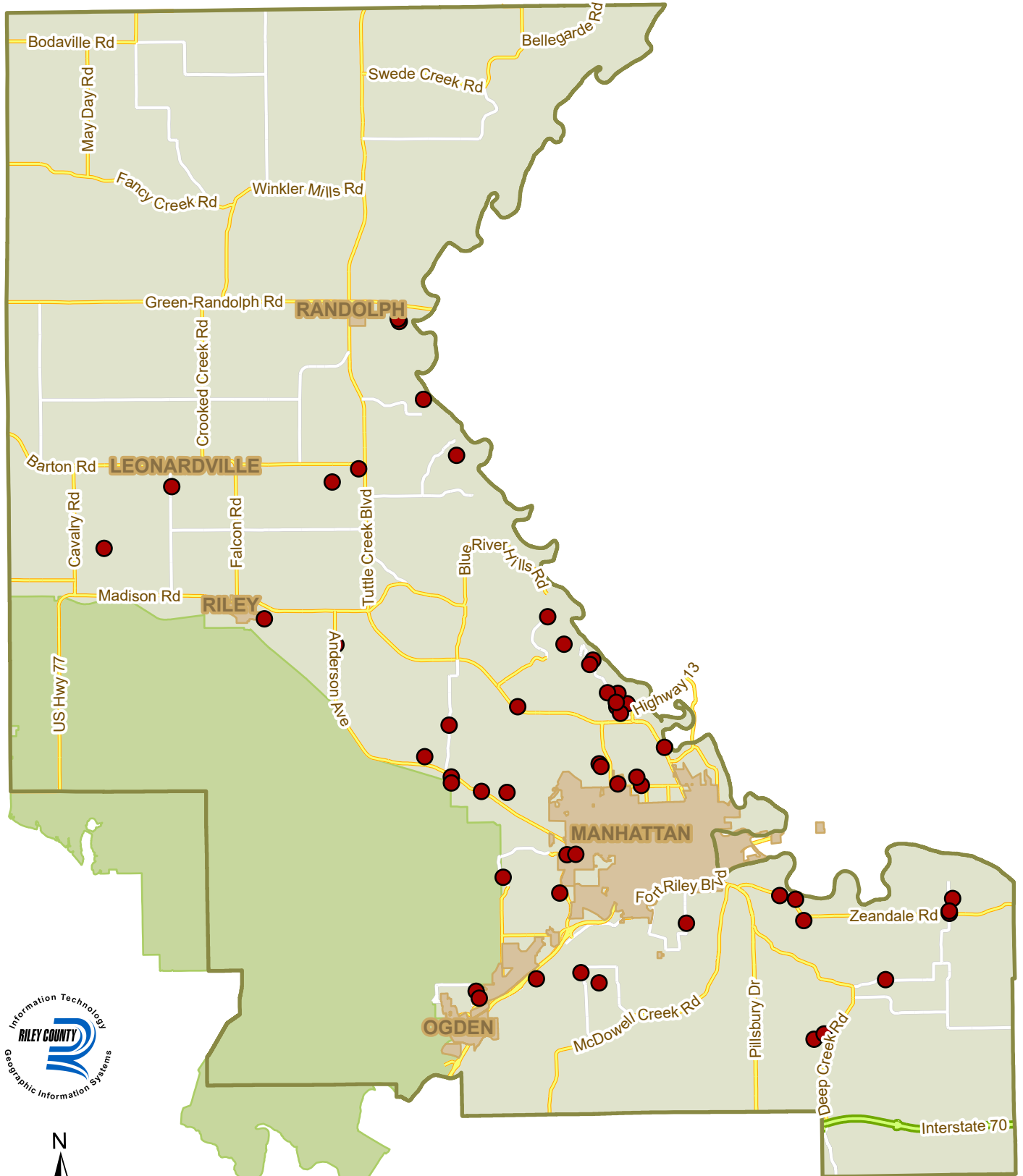
**REPAIR OF WASTEWATER SYSTEM PERMITS
ISSUED IN 2022**

PERMIT #	PROPERTY ADDRESS	S-T-R	TYPE OF REPAIR
22-0001-MRWW	2805 Lakewood Dr	23-9-7	Minor
22-0004-MRWW	2099 Zeandale Rd	27-10-8	Major
22-0009-MRWW	3600 S 24th St	34-10-7	Major
22-0017-MRWW	7001 Mill Cove Dr	4-9-7	Major
22-0018-MRWW	7024 Pheasant Ridge Rd	1-9-5	Major
22-0024-MRWW	6462 Anderson Ave	6-10-7	Major
22-0027-MRWW	10260 Alembic Rd	15-8-5	Major
22-0033-MRWW	2161 W 40th Ave [Ashland Bottoms Shed #1]	34-10-7	Major
22-0035-MRWW	3701 Rocky Ford Ave	30-9-8	Major
22-0040-MRWW	2929 Wildcat Creek Rd	17-10-7	Major
22-0045-MRWW	4171 Deep Creek Rd	11-11-8	Major
22-0051-MRWW	3761 Cumberland Rd	15-10-7	Major
22-0053-MRWW	4355 Harbour View Rd	10-9-7	Minor
22-0054-MRWW	5100 Vista Acres Dr	23-9-7	Major
22-0057-MRWW	11930 Anderson Ave	9-9-6	Minor
22-0063-MRWW	5601 Powercat Pl	21-10-7	Major
22-0064-MRWW	160 Moore's Ln	22-10-8	Major
22-0068-MRWW	2956 Marlatt Ave	35-9-7	Major
22-0072-MRWW	2242 W 52nd Ave	33-10-7	Major
22-0074-MRWW	4921 Cattle Dr	21-10-9	Major
22-0077-MRWW	14302 Hillside Dr	23-7-6	Major
22-0080-MRWW	5811 Tuttle Cove Rd	15-9-7	Major
22-0085-MRWW	2550 Woodside Ln	6-11-7	Major
22-0090-MRWW	4441 Kitten Creek Rd	24-9-6	Major
22-0093-MRWW	2745 Brookhollow Ct	6-11-7	Major
22-0101-MRWW	820 Tabor Valley Rd [Zeandale Community Church Building]	21-10-9	Major
22-0102-MRWW	5700 Zeandale Rd	21-10-9	Major
22-0110-MRWW	1221 Zeandale Rd	21-10-8	Major
22-0117-MRWW	10371 Country Rd	17-8-6	Major
22-0120-MRWW	3308 Corral Cir	23-9-7	Major
22-0121-MRWW	3606 Silver Creek Rd	26-9-6	Major
22-0129-MRWW	2520 Pleasant Valley Rd	31-10-9	Major
22-0130-MRWW	12330 Main Rd	2-8-6	Major
22-0131-MRWW	5100 Vista Acres Dr	23-9-7	Major

REPAIR OF WASTEWATER SYSTEM PERMITS ISSUED IN 2022

[illegible]

Wastewater System Repairs - 2022



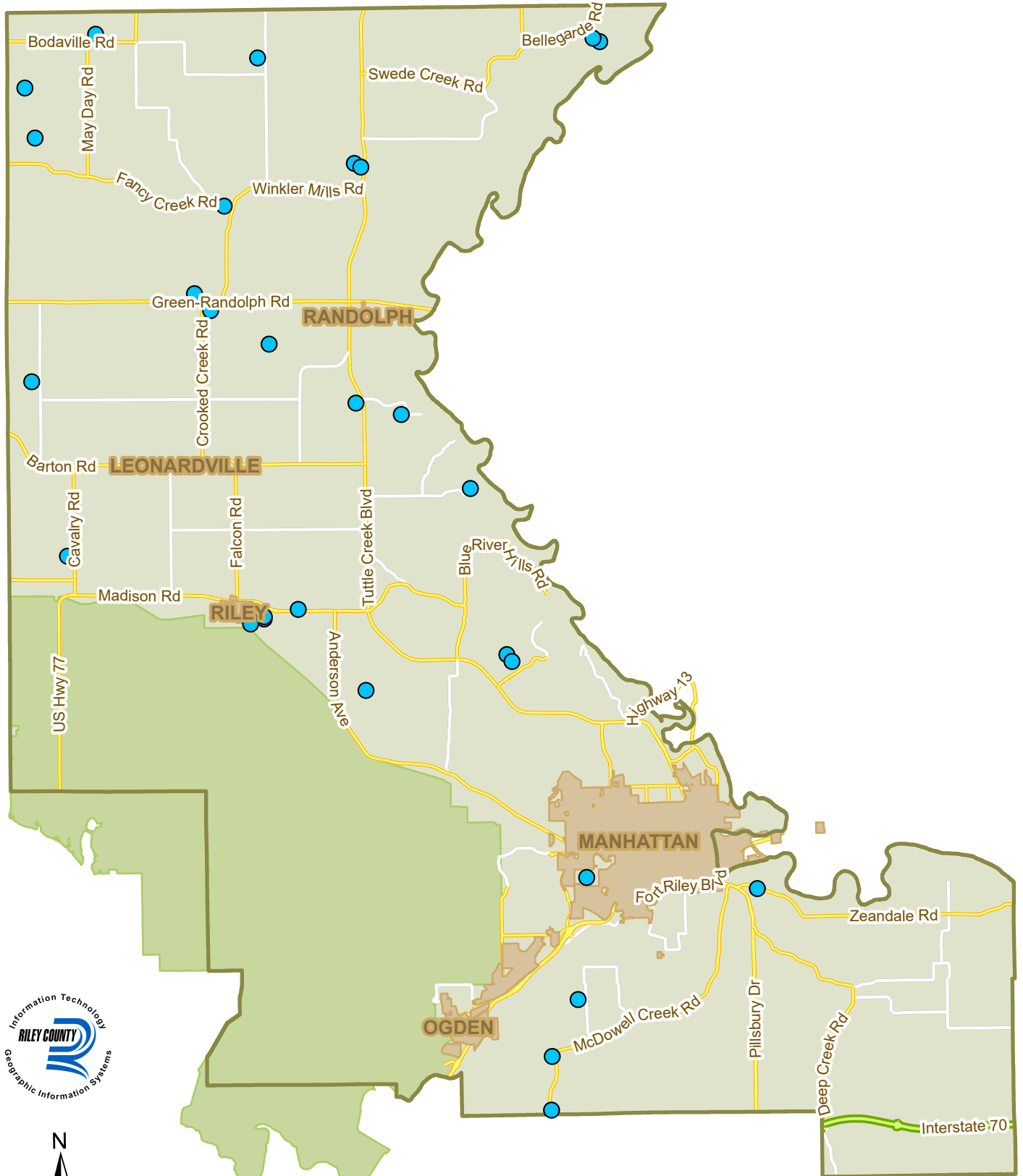
January 29, 2023

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PRIVATE WATER SUPPLY WELL PERMITS ISSUED IN 2022

PERMIT #	PROPERTY ADDRESS	S-T-R
22-0002-OPWS	7024 Pheasant Ridge Rd	1-9-5'
22-0019-OPWS	101 Waterbridge Rd	15-10-7
22-0043-OPWS	9680 N 52nd St	16-9-6
22-0048-OPWS	Parcel: 1372500000003000	25-8-4
22-0058-OPWS	Parcel: 2651600000001000	16-11-7
22-0062-OPWS	7074 Pheasant Ridge	1-9-5'
22-0076-OPWS	Parcel: 2652100000004020	21-11-7
22-0083-OPWS	641 Zeandale Rd	21-10-8
22-0094-OPWS	Parcel: 0751500000005000	15-7-5
22-0095-OPWS	14690 Crooked Creek Rd	23-7-5
22-0097-OPWS	8321 Baldwin Park Rd	2-8-6'
22-0119-OPWS	4690 S 33rd St	3-11-7'
22-0125-OPWS	13760 Union Rd	30-7-6
22-0134-OPWS	Parcel: 211100000002000	11-6-7'
22-0139-OPWS	9545 Walsburg Rd	4-8-6'
22-0163-OPWS	6010 W 63rd Ave	8-9-7'
22-0166-OPWS	Parcel: 1741700000001050	17-9-7
22-0171-OPWS	12801A Lasita Rd	35-7-4
22-0173-OPWS	Parcel: 562300000001000	23-6-4
22-0174-OPWS	Parcel: 561400000001000	14-6-4
22-0175-OPWS	Parcel: 710200000003000	2-7-5'
22-0194-OPWS	6813 Martin Ave	18-8-7
22-0195-OPWS	Parcel: 1372500000003000	25-8-4
22-0210-OPWS	21211 Vilander Rd	2-6-7'
22-0211-OPWS	707 S Chestnut Ln	1-9-5'
22-0214-OPWS	10830 Madison Rd	6-9-6'
22-0222-OPWS	Parcel: 382800000006000	28-6-6
22-0223-OPWS	20717 Peach Grove Rd	12-6-5'
22-002-OPWS	18111 Tuttle Creek Boulevard	28-6-6
22-003-OPWS	15860 Bodaville Road	6-6-5'
22-004-OPWS	Parcel: 1361300000003010	13-8-4

Private Water Supply Well Permits Issued - 2022



January 29, 2023

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SUMMARY OF ACTIONS DURING 2022

Manhattan Urban Area Planning Board, Riley County Planning Board, Board of County Commissioners and Board of Zoning Appeals

Type of Request	Total Requests Submitted	MUAPB				RCPB				BOCC				BZA			
		Approved	Denied	In Process	Withdrawn	Approved	Denied	In Process	Withdrawn	Approved	Denied	In Process	Withdrawn	Approved	Denied	In Process	Withdrawn
Regulation Amendment	1	1				1				1							
Planned Unit Development	2	1				1				2							
Rezoning	4	2				2				4							
Special Use	1					1				1							
Plat	7	3				4				7							
Replat	5					5				5							
Residential Use Designator	4	1				3											
Conditional Use	1													1			
Variance	2													2			
Zoning Appeal																	
Total:	27																

ZONING APPEALS SUBMITTED IN 2021

PETITION #	PETITIONER	S-T-R	TOWNSHIP	APPEAL REQUEST	DATE AND DECISION OF MEETING
	No zoning appeals submitted.				

Attachment: 2022 Annual Report (13480 : Staff Update)

REGULATION AMENDMENTS SUBMITTED IN 2022

PETITION #	PETITIONER	REGULATIONS AFFECTED	CHANGE	DATES AND DECISIONS OF MEETINGS		
				RCPB	MUAPB	BOCC
22-0020	Board of Commissioners of Riley County	Land Development Regulations for Riley County, Kansas	Section 1.1-Title; Section 4.7 - Agricultural District-Residential Use Designator; Section 4.8 - Single Family Residential (SF-1); Section 4.9 - Single Family Residential (SF-2); Section 4.10 - Single Family Residential (SF-3); Section 4.11 - Two-Family Residential (TF); Section 4.12 - Multi-Family Residential (MF); Section 5.2 Use- Specific Standards; and Article 9 - Definitions	4/11/2022 Approved	4/4/2022 Approved	5/2/2022 Approved

REZONING REQUESTS SUBMITTED IN 2022

PETITION #	PETITIONER	S-T-R	ACRES	ZONING CHANGE	NAME OF SUBDIVISION	DATES AND DECISIONS OF MEETINGS	
22-0003	Riley County Board of Commissioners	11-11-7		SPECIAL USE	To permit the construction and operation of a rural fire station.	RCPB 1/10/2022 Approved	BOCC 1/27/2022 Approved
22-0017	No Stone Unturned Foundation	25-9-7		PUD Amendment	Amending preliminary and final development plans for an existing Commercial Planned Unit Development.	MUAPB 4/4/2022 Tabled MUAPB 7/7/2022 Approved	BOCC 7/25/2022 Approved
22-0022	David & Danielle Tegtmeier LAW E LLC	8-10-7		PUD Amendment	Amend the Preliminary and Final Development Plans associated with an existing Agri-Business Planned Unit Development and replat Lot 1 of Tegtmeier Addition Unit 2 into two (2) lots.	RCPB 5/9/2022 Approved	BOCC 6/2/2022 Approved
22-0032	Deborah S. Fleming	17,10-10-8E		MHP to SF-3	Rezone an unplatted tract of land from "MHP" (Manufactured Home Park) to "SF-3" (Single Family Residential) and plat the tract together with a contiguous unplatted tract into two (2) residential lots.	MUAPB 7/7/2022 Approved	BOCC 7/25/2022 Approved
22-0034	Robert J & Joanne M. Springer Trust	20-9-7		AG to SF-1	Rezone a tract of land from "AG" (Agricultural District) to "SF-1" (Single Family Residential) and plat the tract into a single lot.	RCPB 7/11/2022 Approved	BOCC 7/28/2022 Approved
22-0037	Skyway Crossing LLC	28-10-7 & 33-10-7		AG to C-2	Rezone a tract of land from "AG" (Agricultural District) to "C-2" (Highway Business) into two (2) lots and plat the tract together with Lot 1 of Landmark Addition into two (2) lots.	MUAPB 8/1/2022 Approved	BOCC 8/18/2022
22-0039	Dennis & Carolyn Hoard	28-7-6		AG to SF-1	Rezone an unplatted tract of land and a portion of a contiguous unplatted tract of land from "AG" (Agricultural District) to "SF-1" (Single Family Residential) and plat the tracts into a single lot.	RCPB 8/8/2022 Approved	BOCC 8/25/2022 Approved

Attachment: 2022 Annual Report (13480 : Staff Update)

PLATS/REPLATS SUBMITTED IN 2022

PETITION #	PETITIONER	S-T-R	ACRES	# OF LOTS	NAME OF SUBDIVISION	DATES AND DECISIONS OF MEETINGS	
22-0001	Mark Lott	6-10-7	2.62	1	Crowl Addition Unit Two	RCPB 1/10/2022 Approved	BOCC 1/20/2022 Approved
22-0009	Gillespie Family Living Trust	23-7-6	1.1	1	Bridge View Heights, Unit 7	RCPB 2/14/2022 Approved	BOCC 2/24/2022 Approved
22-0010	Kyle Spurlock	19-8-7	2.03	1	Blue River Hills Unit Six	RCPB 2/14/2022 Approved	BOCC 2/24/2022 Approved
22-0021	Albert D. Wood	33-10-7	3.3	1	Walnut Grove Addition	MUAPB 5/2/2022 Approved	BOCC 5/16/2022 Approved
22-0022	David & Danielle Tegtmeier	8-10-7	36.9	2	Tegtmeier Addition, Unit 3	RCPB 5/9/2022 Approved	BOCC 6/2/2022 Approved
22-0033	Etienne Baudoin & Tina Gassen	12-8-6	4.6	1	Lakeside Heights Unit Five	RCPB 7/11/2022 Approved	BOCC 7/25/2022 Approved
22-0032	Deborah Fleming	17 & 20-10-8	6.75	2	Fleming-Weiser Addition	MUAPB 7/7/2022 Approved	BOCC 7/25/2022 Approved
22-0034	Bob & Joanne Springer	20-9-7	3.211	1	Payne Estates	RCPB 7/11/2022 Approved	BOCC 7/25/2022 Approved

Attachment: 2022 Annual Report (13480 : Staff Update)

PLATS/REPLATS SUBMITTED IN 2022

PETITION #	PETITIONER	S-T-R	ACRES	# OF LOTS	NAME OF SUBDIVISION	DATES AND DECISIONS OF MEETINGS	
22-0037	Skyway Crossing LLC	28-10-7 & 33-10-7	10.75	2	Skyway Crossing Addition	MUAPB 8/1/2022 Approved	BOCC 8/18/2022 Approved
22-0039	Dennis & Carolyn Hoard	28-7-6	2.3	1	Hoard Addition	RCPB 8/8/2022 Approved	BOCC 8/21/2022 Approved
22-0041	Douglas & Rebecca Pishney	5-6-7	2.7	1	Pishney Addition	RCPB 9/12/2022 Approved	BOCC 9/22/2022 Approved
22-0045	Rodney & Cheri Simmer	2 & 11-7-6	13.56	1	Simmer Plat	RCPB 10/17/2022 Approved	BOCC 10/27/2022 Approved

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RESIDENTIAL USE DESIGNATOR REQUESTS SUBMITTED IN 2022

PETITION #	PETITIONER	S-T-R	ACRES	DESIGNATOR TYPE	NAME OF SUBDIVISION	DATES AND DECISIONS OF MEETINGS
22-0002	Hilary Swindler	31-10-9	21.9	Isolated Homesite		RCPB 1/10/2022 Approved
22-0021	Albert D. Wood	33-10-7	3.3	Extraneous Farmstead	Walnut Grove	MUAPB 5/2/2022 Approved
22-0041	Douglas & Rebecca Pishney	5-6-7	2.7	Extraneous Farmstead	Pishney Addition	RCPB 9/12/2022 Approved
22-0045	Rodney & Cheri Simmer	2 & 11-7-6	13.56	Extraneous Farmstead	Simmer Plat	RCPB 10/17/2022 Approved

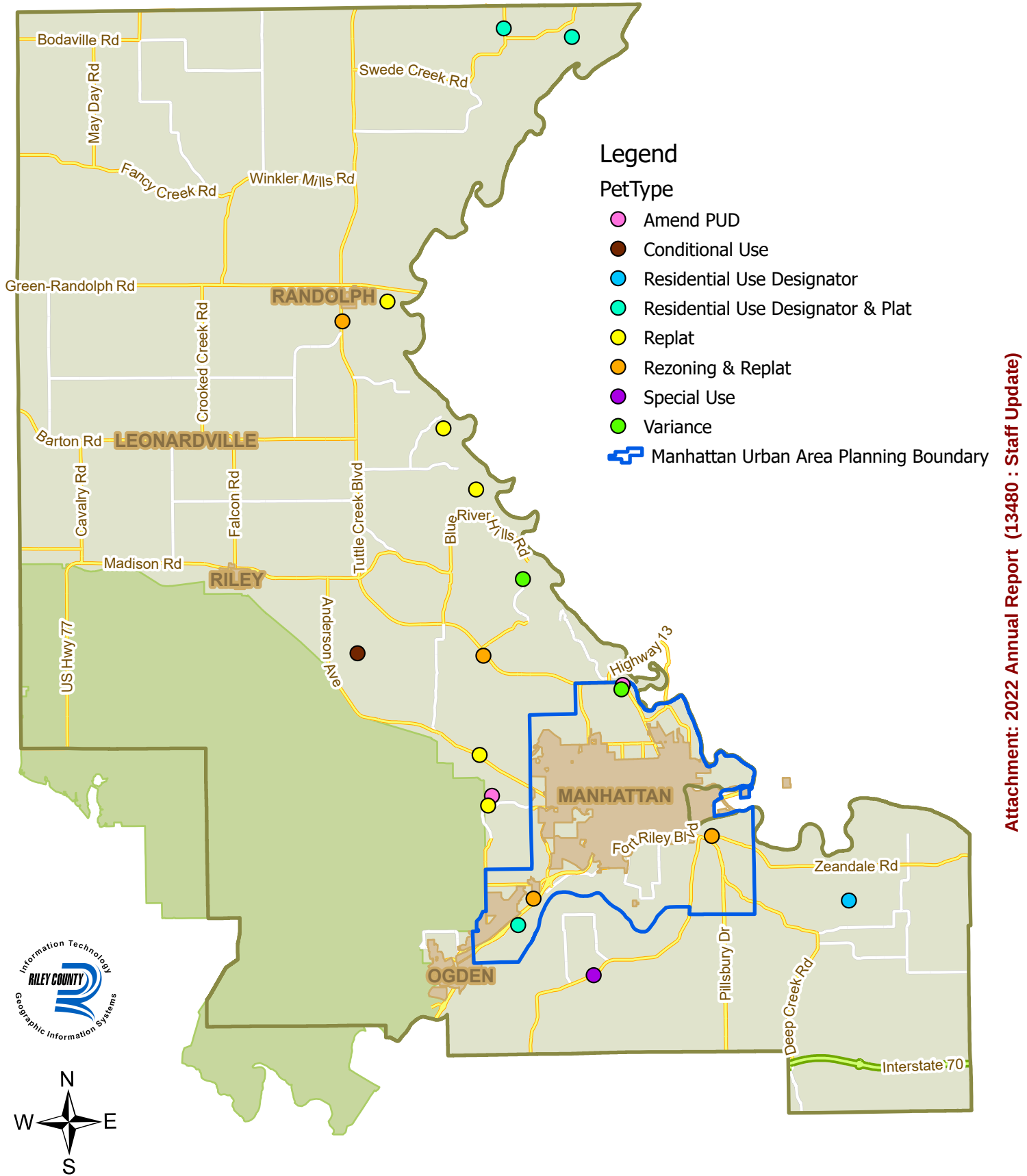
Attachment: 2022 Annual Report (13480 : Staff Update)

CONDITIONAL USES/VARIANCES SUBMITTED IN 2022

PETITION #	PETITIONER	S-T-R	VARIANCE/ CONDITIONAL USE	REQUEST	DATE AND DECISION OF MEETING
22-0027	No Stone Unturned Foundation LLC	25-9-7	VARIANCE	A variance to reduce the building setback, as required in Section 6.6.D of the Riley County Land Development Regulations for a principal arterial, interstate or State Highway, from 50 feet to 40 feet from the south right-of-way line of Tuttle Creek Boulevard.	BZA 6/13/2022 Approved
22-0038	Jaron Gerber	4-9-7	VARIANCE	A variance to reduce the required front yard setback from 25 feet to zero (0) feet.	BZA 8/8/2022 Approved
22-0041	Servicemember Agricultural Vocation Education Corp, The SAVE Farm	16-9-6	CONDITIONAL USE	A conditional use to allow a private vocational school in the "AG" (Agricultural District) zoning district.	BZA 9/12/2022 Approved

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Applications Submitted - 2022



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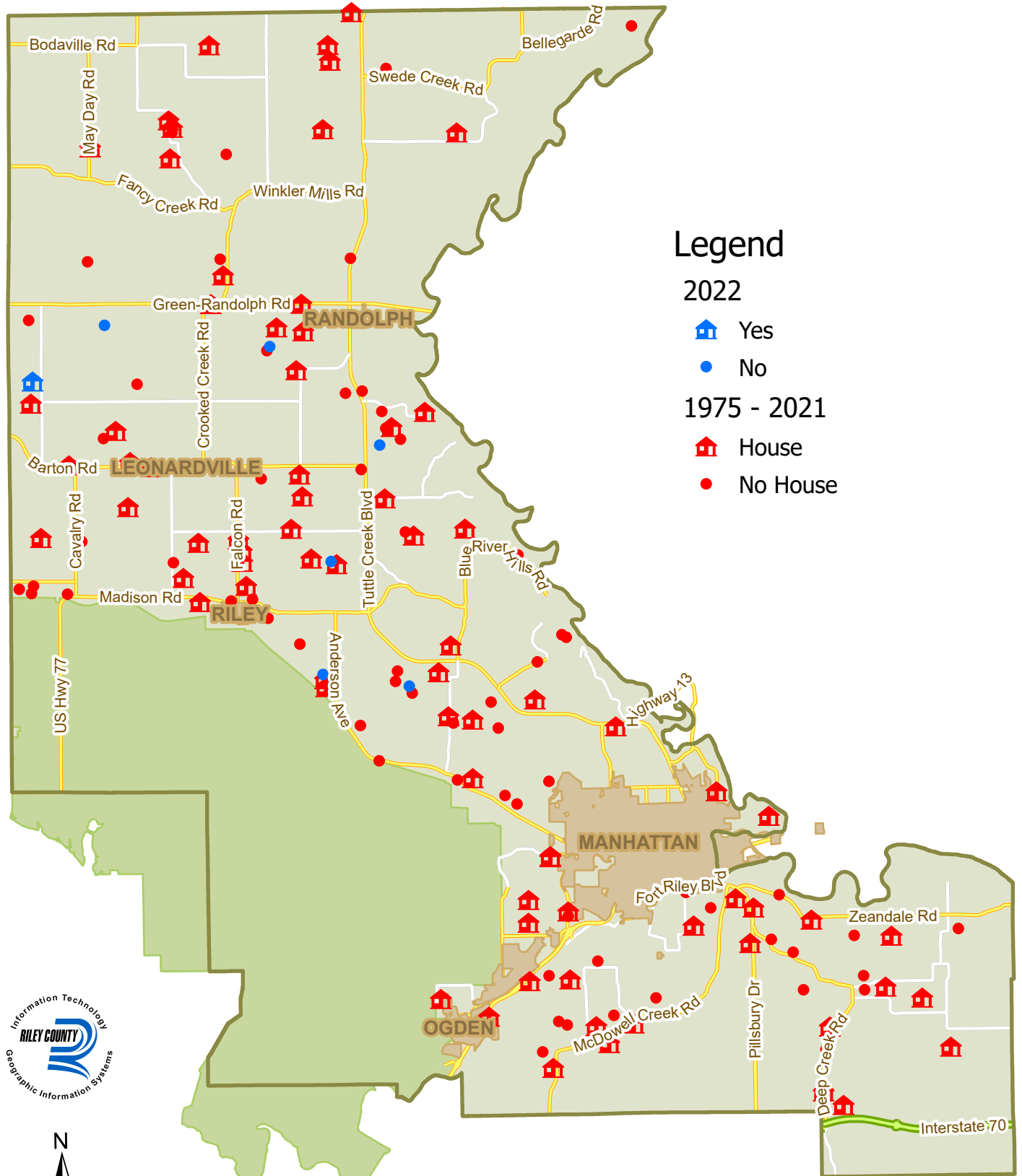
January 29, 2023

AGRICULTURAL EXEMPTIONS IN 2022

REQUEST #	APPLICANT	PROPERTY OWNER	S-T-R	ACRES	AGRICULTURAL EXEMPTION	DATE APPROVED/ DENIED
22-0014	Sharon & Lee Tucker	Sharon & Lee Tucker	19-7-5	3	Agricultural Exemption for a Residence, with or without Subdivision	Preliminary Approval 2/17/2022 Granted 4/22/2022
22-0015	Matt & Brandi Crubel	Nancy C & Glen A Nelson Trust	14-9-6	3	Agricultural Exemption for a Residence, with or without Subdivision	Denied 2/24/2022
22-0026	Brad White	Kenneth E White Trust & Martha Ann White Trust		25	Agricultural Exemption for a Residence, with or without Subdivision	Preliminary Approval 4/22/2022 Granted 7/27/2022
22-0040	Dean Nelson	Dean Nelson	30-7-6	4.5	Agricultural Exemption for a Residence, with or without Subdivision	Preliminary Approval 7/28/2022 Granted 4/12/2023
22-0043	Matt & Rachael Sullivan	Matt & Rachael Sullivan	35-7-4		Agricultural Exemption For an Additional for Family Member or Farm/Ranch Employee	Granted 8/11/2022
ZAG-22-002	Jacob & Grace Hagenmeier	Summer Jordan	10-8-6	60	Agricultural Exemption for a Residence, with or without Subdivision	Preliminary Approval 10/25/2022 Granted 12/1/2022
ZAG-22-001	Elise & Justin Keister	Darrel Altwegg Trust	29-8-6	20	Agricultural Exemption for a Residence, with or without Subdivision	Preliminary Approval 11/16/2022

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Agricultural Exemptions Granted 1975 - 2022



January 29, 2023

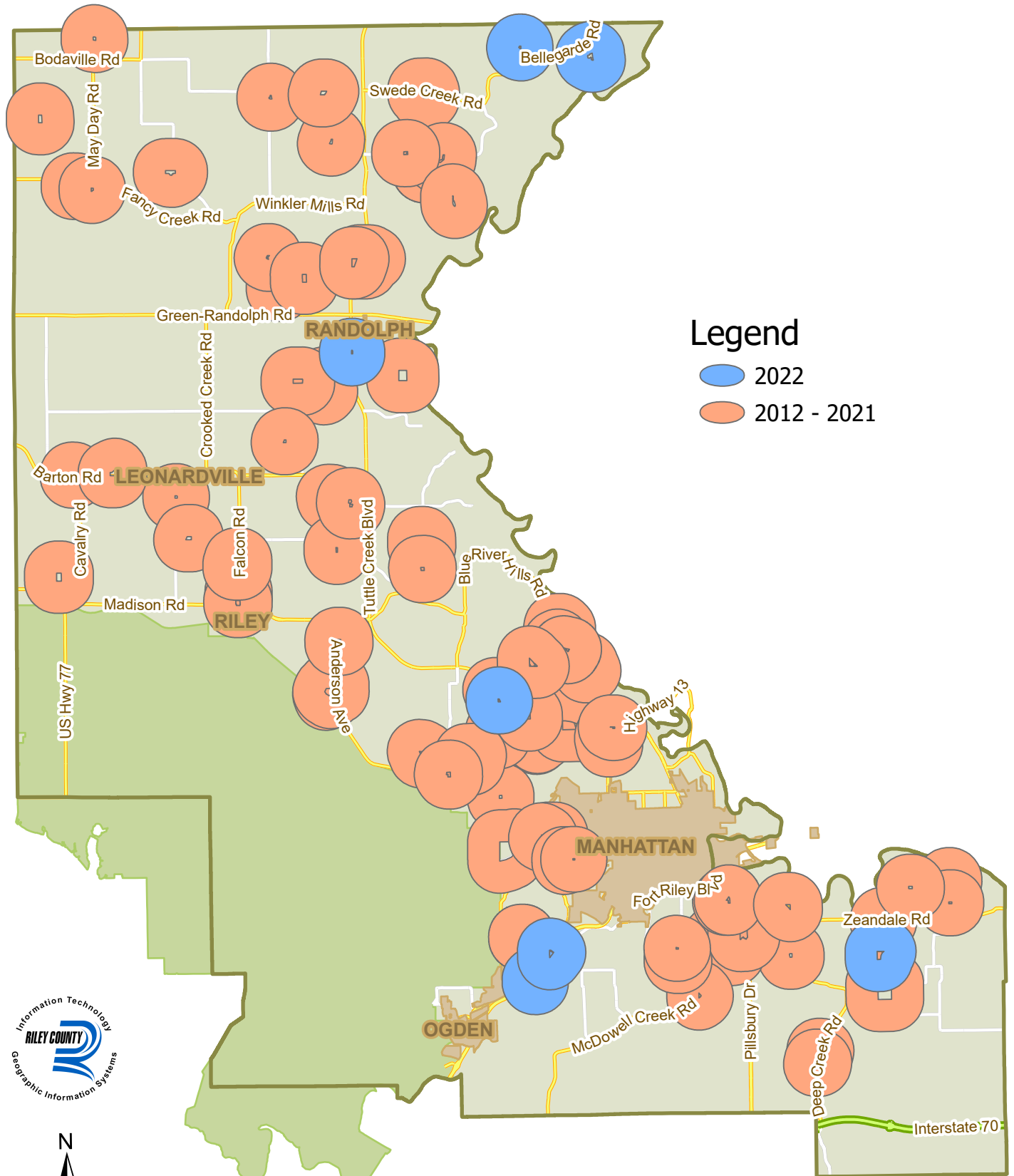
Attachment: 2022 Annual Report (13480 : Staff Update)

AGRICULTURAL PROTECTION EASEMENTS FILED IN 2022

PETITION/ REQUEST #	PETITIONER/APPLICANT	REZONING OR RESIDENTIAL USE DESIGNATOR/REZONING	DATE APPROVED	S-T-R	DATE FILED	BOOK/PAGE
22-0001	Hilary Swindler	Isolated Homesite	1/10/2022	31-10-9	2/18/2022	889/5683
22-0021	Albert D. Wood	Extraneous Farmstead	5/2/2022	33-10-7	6/9/2022	891/106
22-0034	Bob & Joanne Springer	AG to SF-1	7/28/2022	20-9-7	8/5/2022	891/6522
22-0037	Skyway Crossings LLC	AG to C-2	8/18/2022	28-10-7	9/7/2022	892/57
22-0039	Dennis & Carolyn Hoard	AG to SF-1	8/25/2022	28-7-6	9/16/2022	892/902
22-0041	Douglas & Rebecca Pishney	Extraneous Farmstead	9/12/2022	5-6-7	9/28/2022	892/1621
22-0045	Rodney & Cheri Simmer	Extraneous Farmstead	10/17/2022	2 & 11-6-7	10/31/2022	892/4048

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Agricultural Protection Easements 2012 - 2022



January 29, 2023

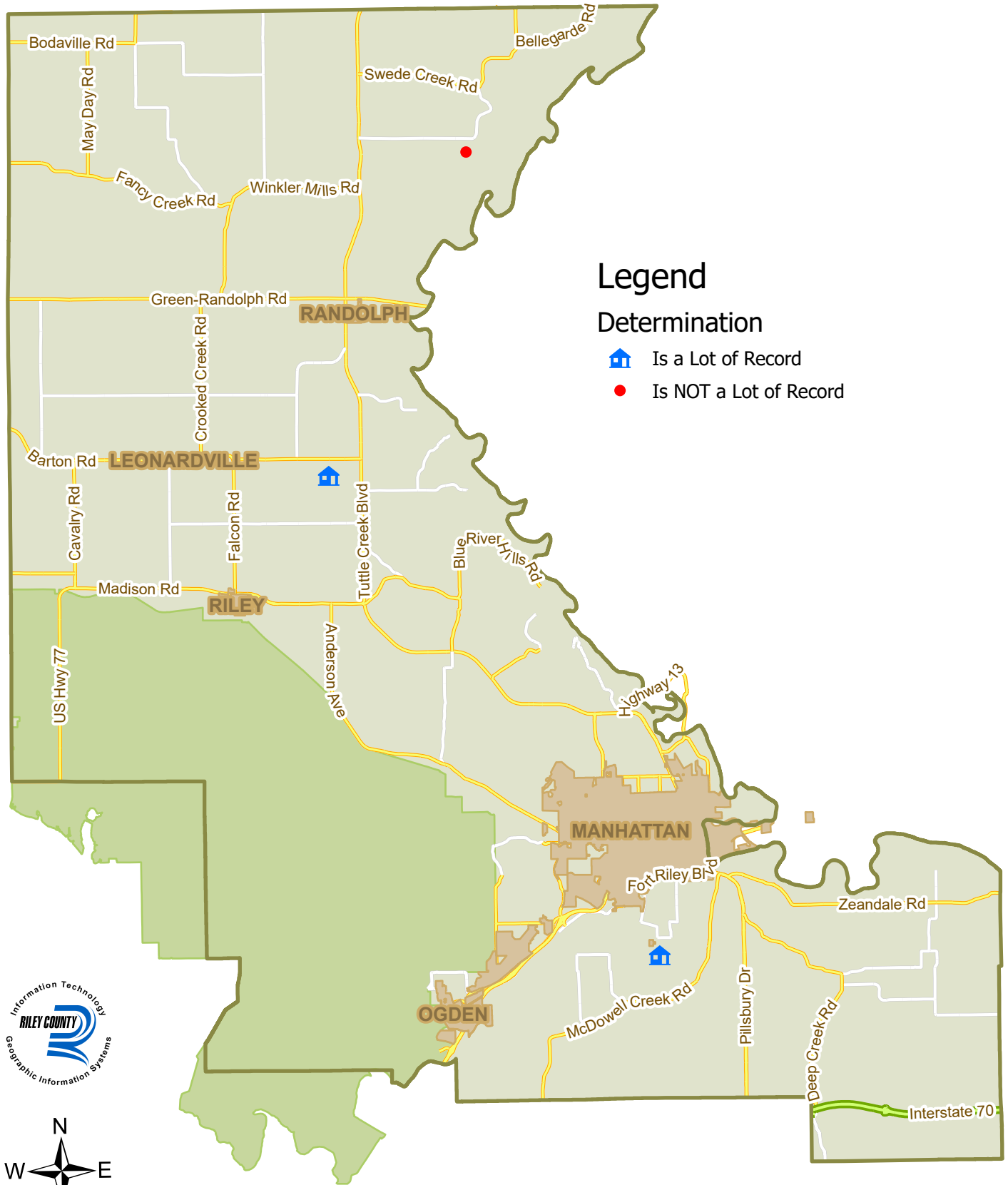
Attachment: 2022 Annual Report (13480 : Staff Update)

2022 LOT OF RECORD DETERMINATIONS

REQUEST #	APPLICANT	PROPERTY OWNER	S-T-R	ACRES	LOT OF RECORD DETERMINATION	DETERMINATION DATE
22-0025	Rodney & Victoria Dugan	Rodney & Victoria Dugan	17-8-6	2.31	IS a Lot of Record	Determined 4/13/2022
22-0044	Jeff Ruckert	Ericka Pratt	31-10-8	1.86	IS a Lot of Record	Determined 8/22/2022
22-001-LRD	Staff	Erich & Debra Brinkerhoff	30-6-7	25.5	IS NOT a Lot of Record	Determined 12/5/2022

Attachment: 2022 Annual Report (13480 : Staff Update)

Lot of Record Determinations - 2022

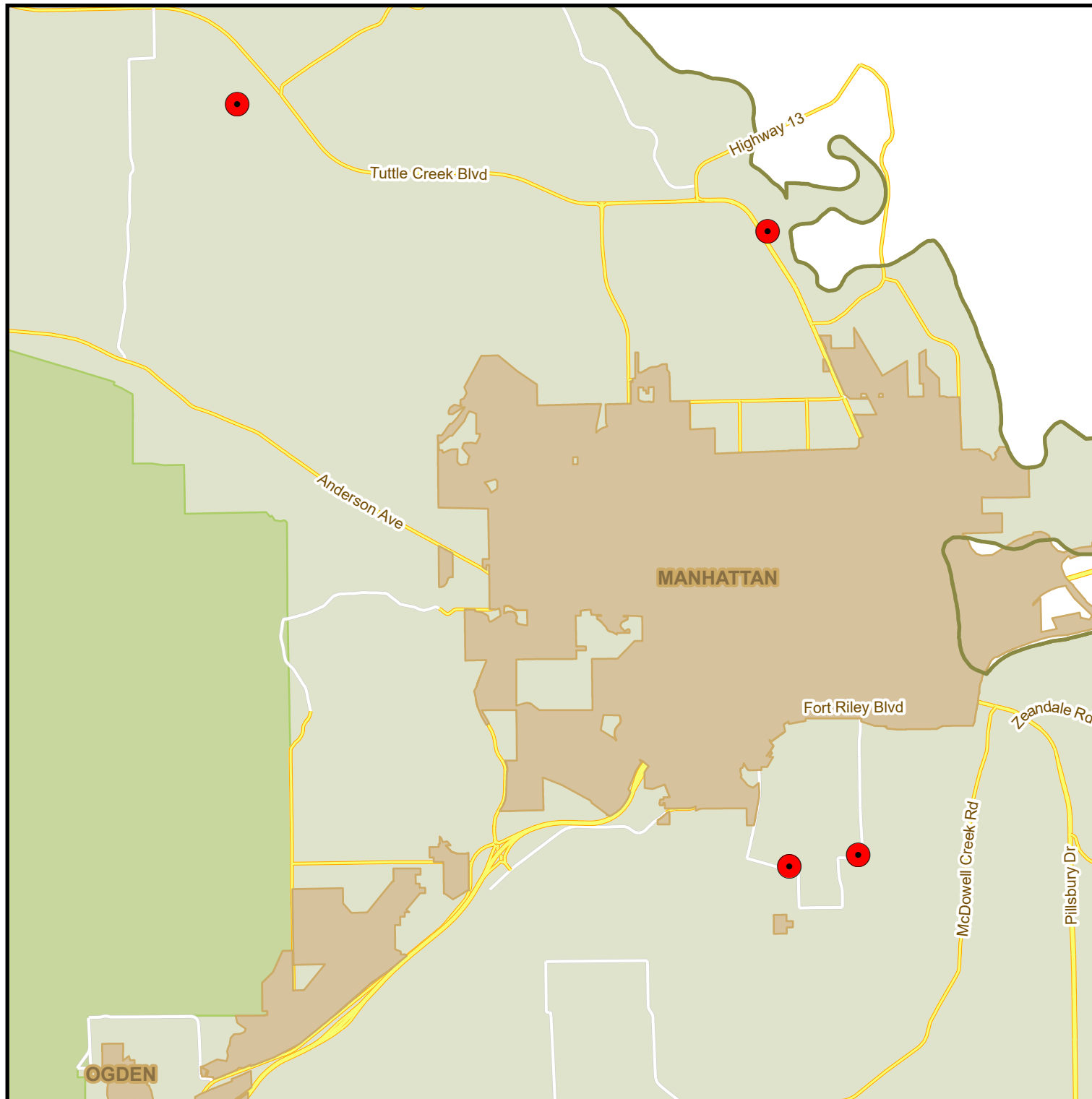


January 29, 2023

Attachment: 2022 Annual Report (13480 : Staff Update)

MANUFACTURED HOME PARKS LICENSED IN 2022

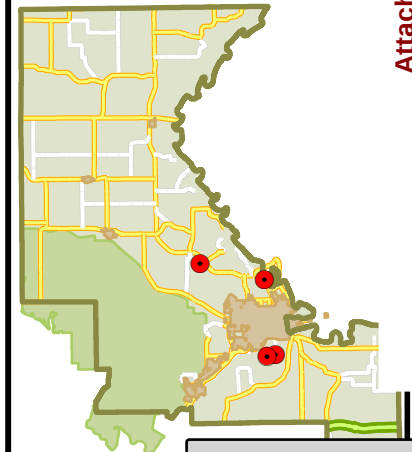
NAME OF PARK	PARK ADDRESS	S-T-R	ZONING	OWNER	MANAGER	# OF SPACES
Sedalia	6320 N 52nd St	18-9-7	AG	Sherri Engle & Terry Umscheid-McAfee	Sherri Engle	5
Riverchase	4440 Tuttle Creek Blvd	25-9-7	R-PUD	Riverchase LLC	Stacy Wedel-Bryant	162
Northcrest I	1726 S Manhattan Ave	30-10-8	B-3	Roger Nauerth	Rodney Dembkowski	12
O'Callaghan's Place	2750 Moehlman Rd	25-10-7	AG	Carlos Aviles	Carlos Aviles	8



MANUFACTURED HOME PARK LICENSES 2022



VICINITY



EXCAVATION LICENSES ISSUED IN 2022

PROPERTY ADDRESS	OWNER	CONTRACTOR	S-T-R	TOWNSHIP	ZONING	TYPE	SIZE
1330 Temple Lane	Greg & Theresa LLC	Greg & Theresa LLC	19-10-8	Manhattan	AG CU	Borrow Pit	>5 acres
McDowell Creek Road	Tri-Lake Dist LLC	Hartford Sand & Gravel	30-10-8	Manhattan	AG CU	Borrow Pit	>5 acres
Temple Lane	Greg & Theresa LLC	ESI Contracting Corp	19-10-8	Manhattan	AG CU	Borrow Pit	>5 acres
Tabor Valley Lane	RAW Ventures LLC	McCoy Landscape LLC	16-11-9	Zeandale	AG CU	Quarry	
5580 Tabor Valley Lane	Routh Family LLC	Routh Rock Ridge Ranch	15-11-9	Zeandale	AG CU	Quarry	

Excavation Licenses - 2022



January 29, 2023

Attachment: 2022 Annual Report (13480 : Staff Update)

2022 LICENSED PRIVATE WASTEWATER DISPOSAL SYSTEM INSTALLERS

INSTALLER	PROFILE HOLE	SEWER TAP	STANDARD WASTEWATER SYSTEM INSTALLATION	WASTEWATER STABILIZATION POND	WASTEWATER SYSTEM REPAIR	ALTERNATIVE WASTEWATER SYSTEM INSTALLATION	ALTERNATIVE WASTEWATER MAINTENANCE & INSPECTION
A. McNeilly Excavating LLC	X		X	X	X		
Alternative Septic & Excavation	X		X		X		
BAM Excavation & Trucking LLC	X	X	X	X	X	Eljen (GSF)	Eljen (GSF)
Brenner's Excavation LLC	X	X	X	X		Eljen (GSF)	
Cat Cans Portable Services, LLC	X		X	X	X	Infiltrator ATL Bio Microbics "FAST"	Infiltrator ATL Bio Microbics "FAST" Pentair "Delta"
CL Backhoe Service LLC	X	X	X	X	X	Eljen (GSF)	
CCS Corp	X		X	X	X	Eljen (GSF)	Eljen (GSF)
Gideon Excavating Inc	X			X			
J & G Plumbing, Heating & AC	X	X			X		
Jay White Excavating Inc				X			
Johnson Excavation	X		X	X			
Josh Connet Excavation LLC	X	X	X	X	X		
Larson Construction Inc	X	X	X		X		
Lee Plumbing Heating & AC		X	X		X		
Leonard Backhoe Service Inc	X		X	X	X	X	
Mid-American Water & Plumbing		X	X				
Midwest Concrete Materials	X	X	X	X			

**2022 LICENSED
PRIVATE WASTEWATER DISPOSAL SYSTEM INSTALLERS**

INSTALLER	PROFILE HOLE	SEWER TAP	STANDARD WASTEWATER SYSTEM INSTALLATION	WASTEWATER STABILIZATION POND	WASTEWATER SYSTEM REPAIR	ALTERNATIVE WASTEWATER SYSTEM INSTALLATION	ALTERNATIVE WASTEWATER MAINTENANCE & INSPECTION
Parthemer Septic Solutions							Bio Microbics "FAST" Pentair "Delta" Infiltrator ATL Eljen (GSF) Orenco Sand/Shale
Reid Plumbing Heating & Air Conditioning					X		
Tim's Backhoe Service Inc	X		X		X	X	
Thunder Pump & Plumbing LLC	X		X	X	X		

2022 LICENSED SEPTAGE HAULERS

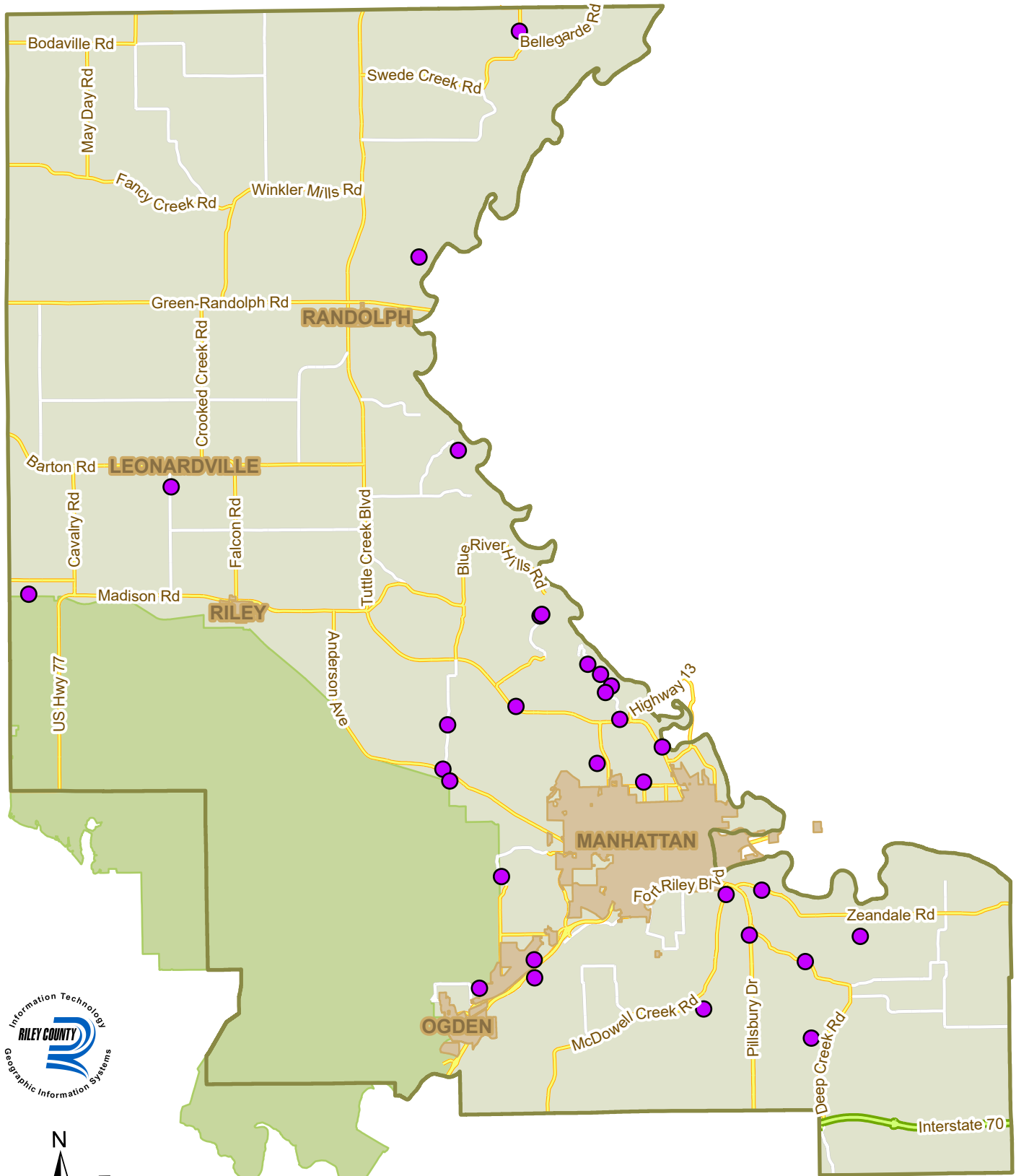
BUSINESS NAME
A-1 Rental Inc
Cat Cans Portable Services of Manhattan, LLC
Parthemer Septic Solutions

2022 ENVIRONMENTAL SYSTEM EVALUATIONS

PERMIT #	PROPERTY ADDRESS	CITY	S-T-R
22-0008-OENV	6825 Summit Ridge Dr	Manhattan	12-8-6
22-0014-OENV	10260 Alembic Rd	Leonardville	15-8-5
22-0015-OENV	2929 Wildcat Creek Rd	Manhattan	17-10-7
22-0016-OENV	3701 Rocky Ford Ave	Manhattan	30-9-8
22-0023-OENV	110 Gehrt Rd	Manhattan	29-10-8
22-0060-OENV	5811 Tuttle Cove Rd	Manhattan	15-9-7
22-0082-OENV	7009 Deer Run	Manhattan	4-9-7
22-0089-OENV	1400 Rock Springs Ln	Manhattan	25-10-8
22-0096-OENV	4441 Kitten Creek Rd	Manhattan	24-9-6
22-0100-OENV	821 Zeandale Rd	Manhattan	21-10-8
22-0113-OENV	3308 Corral Cir	Manhattan	23-9-7
22-0115-OENV	2487 Brookfield Dr	Manhattan	6-11-7
22-0138-OENV	17520 Railroad Ave	Riley	35-8-4
22-0148-OENV	17520 Railroad Ave	Riley	35-8-4
22-0160-OENV	16401 Axelton HL	Randolph	11-7-6
22-0191-OENV	3115 Driftwood Dr	Manhattan	14-9-7
22-0192-OENV	1308 Deep Creek Rd	Manhattan	34-10-8
22-0196-OENV	1718 S Airport Rd	Manhattan	33-10-7
22-0197-OENV	4445 Freeman Rd	Manhattan	23-9-7
22-0218-OENV	3411 Top of The World Dr	Manhattan	35-9-7
22-002-OENV	7291 Blue Spruce Ln	Manhattan	36-9-6
22-003-OENV	5210 Swede Creek Rd	Blue Rapids	5-6-7
22-004-OENV	7214 Neef Dr	Manhattan	36-9-6
22-005-OENV	5601 N 48th	Manhattan	20-9-7
22-006-OENV	2909 College Ave	Manhattan	36-9-7
22-007-OENV	2242 W 52nd	Manhattan	33-10-7
22-008-OENV	1437 Fearon Ln	Manhattan	10-11-8
22-009-OENV	744 Crestline Dr	Manhattan	22-10-8
22-010-OENV	7022 Deer Run	Manhattan	4-9-7
22-011-OENV	3085 Shane Creek Ln	Manhattan	6-11-8
22-012-OENV	5512 High Meadow Cir	Manhattan	14-9-7

Attachment: 2022 Annual Report (13480 : Staff Update)

Environmental Systems Evaluation - 2022



Attachment: 2022 Annual Report (13480 : Staff Update)

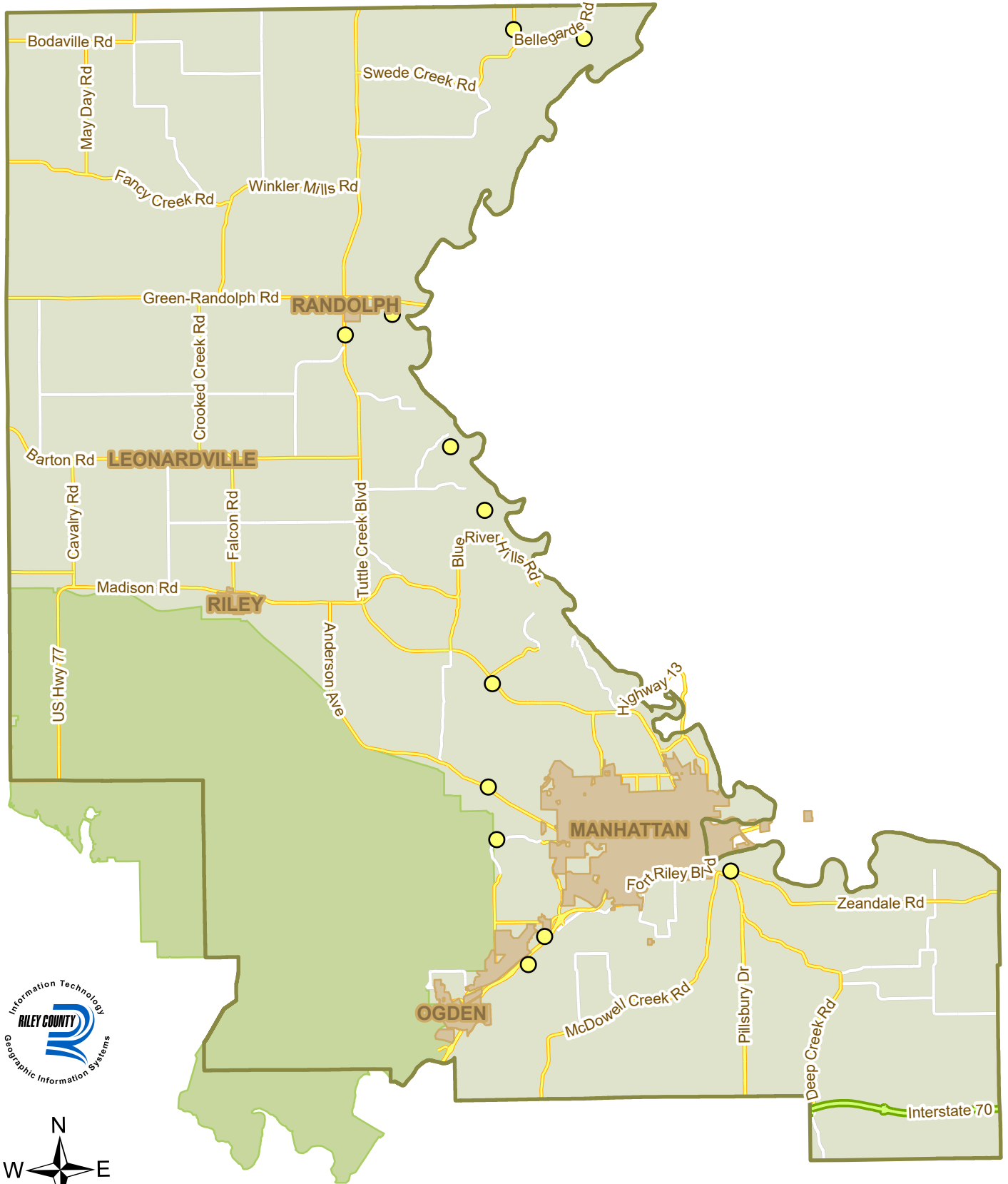
January 29, 2023

2022 UTILITIES REVIEW

SUBDIVISION/PUD/RUD	S-T-R
Crowl Addition, Unit Two	6-10-7
Bridge View Heights, Unit 7	23-7-6
Blue River Hills, Unit Six	19-8-7
Walnut Grove Addition	33-10-7
Tegtmeier Addition, Unit 3	8-10-7
Lakeside Heights, Unit Five	12-8-6
Fleming-Weiser Addition	17-10-8 & 20-10-8
Payne Estates	20-9-7
Skyway Crossing Addition	28-10-7 & 33-10-7
Hoard Addition	28-7-6
Pishney Addition	5-6-7
Simmer Plat	2-11-6 & 11-7-6

Attachment: 2022 Annual Report (13480 : Staff Update)

Utilities Review - 2022



Attachment: 2022 Annual Report (13480 : Staff Update)



January 29, 2023

ENVIRONMENTAL HEALTH SUMMARY

PERMITS	2021	2022
Alternative Private Wastewater Disposal System	0	6
Standard Wastewater Disposal System	5	5
Wastewater Stabilization Pond	4	7
Wastewater System Repair	97	55
Private Water Supply Well	5	31
Environmental Site Evaluation (ESE)	45	31
Utilities Review	10	12
Mobile Home Park Environmental Evaluation	0	0
LICENSES		
Private Wastewater Disposal System Installer	21	21
Alternative Private Wastewater Disposal System Installer	3	3
Septage Hauler	3	3
REPORTS		
Septage Pumping	379	315
Inspection - Alternative Private Wastewater Disposal System	93	114
TESTING		
Private Water Well (coliform screen, hardness, nitrates, iron, total alkalinity, chloride, fluoride, pH and sulfate)	69 In County 64 Out of County	45 In County Out of County
Soil Profile Evaluations	13	20

Attachment: 2022 Annual Report (13480 : Staff Update)



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 10, 2023

SUBJECT: Request to Fill Public Works Operator II - Solid Waste Position

PRESENTER: John Ellermann, Public Works Director

BACKGROUND

A Transfer Station has an immediate need to refill a Public Works Operator II - Solid Waste position. This employee serves as an Equipment Operator II and is one of two fulltime Operators at the Transfer Station. Both Operators work four 10 hour days per week on staggered shifts. This allows us to have at least one operator in the yard daily during the Monday through Saturday Transfer Station schedule.

The Public Works Operator II - Solid Waste is responsible for maintaining the closed landfill, the tree and brush disposal area, the scrap metal and appliance area, facility grounds, facility buildings, equipment, and processing the compost. Additionally, they assist the public and fill in as the scale house as necessary.

This position works under the direct supervision of the Assistant Public Works Director/Assistant County Engineer and is expected to carry out work assignments with little supervision.

DISCUSSION

Two operators are necessary to maintain and operate the Solid Waste Facility. There is no other person on staff available to assume these duties.

FISCAL IMPACT

This is a current budgeted position within the Solid Waste Division.

RECOMMENDATION(S)

Staff recommends filling the position

POSSIBLE MOTION(S)

Move to approve the Solid Waste Division advertise to hire the Public Works Operator II - Solid Waste position.

Move to deny the Solid Waste Division advertise to hire the Public Works Operator II - Solid Waste position.

Enclosures:

- Operator II -Transfer Station position description (PDF)
- PW Operator II-Solid Waste PAF (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	Public Works Operator II – Solid Waste	
Department:	Public Works	Division: Solid Waste
Reports to:	Assistant County Engineer	
Pay Grade:	7	Status: Full Time
FLSA Status:	Non-Exempt	

Position Summary: This position is responsible for the operations of the Riley County Transfer Station to include operating construction equipment, maintaining equipment and tools, performing manual tasks and operating the scale house . Work assignments include maintaining the closed County landfill, tree and brush disposal area, the composting area, the scrap iron and appliance areas, grounds, equipment and assisting the customer service representatives when needed.

ESSENTIAL FUNCTIONS:

- Provides regular predictable attendance and fosters a cooperative work environment.
- Opens and closes transfer station and gates, secures area at close of business.
- Maintains the solid waste buildings by making minor repairs.
- Maintains the transfer station grounds.
- Operates heavy equipment.
- Performs light maintenance and servicing on equipment.
- Maintains the composting areas, monitors the area for non-compostable materials, stockpiles materials, turns the windrows, moves windrows, and loads out finished product.
- Maintains the wood chip area, accepts, or rejects wood chips in accordance to pre-established criteria, stockpiles wood chips, loads chips.
- Maintains the tree and brush area.
- Maintains the scrap iron and appliance areas.
- Maintains daily labor, equipment, and material use records.
- Transports heavy equipment to and from the Solid Waste facility.
- Maintains parking areas, paved/rock roads.
- Maintains the cap on the closed county landfill.
- Monitors activities within Solid Waste grounds and assists the public.
- Meets periodically with the Assistant County Engineer
- Performs other duties as assigned.

SECONDARY FUNCTIONS:

- Operates the scale house.
- Picks up litter and trash along highways leading to the transfer station.
- Pulls magnet over roads and parking areas to pick up nails.
- Performs daily operator maintenance to fuel, lubricate and clean equipment.
- Removes snow and ice from interior roads & lots.
- Assists Road & Bridge Division in snow removal activities.
- Coordinates and participates in special projects.
- Clean interior and exterior of scale house as needed.
- Attends meetings and training.
- May be required to work during and after hours, any day of the week, including holidays.

POSITION REQUIREMENTS:

Education: High school diploma or equivalent required

Updated June 2023

Attachment: Operator II - Transfer Station position description (13560 : Request to Fill Public Works Operator II - Solid Waste Position)

License(s)/Certificate(s): Commercial Class A Driver's License required.

Experience: 5 years' experience operating construction equipment required. 1 year of customer service-related work required. 1 year computer experience (Microsoft products) required. Organizational interpersonal and communications skills required. Experience with care and safe operation of construction and maintenance equipment required.

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

Skills:

- Requires initiative and independent judgment.
- Possess a safe work record.
- Ability to use hand tools, power tools, small portable and self-propelled power tools.
- Ability to deal tactfully with people.
- Ability to write or print legibly.
- Ability to perform independently following current procedures.
- Ability to understand and follow oral and written communication.
- Ability to maintain daily labor and equipment records.
- Ability to establish and maintain effective working relations with employees, supervisors, other government agency officials, and the public.
- Ability to make mathematical computations.
- Ability to work independently with little supervision.
- Basic computer skills
- Willingness to work in unpleasant weather conditions and holidays.

Physical Demands/Effort: 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.

This work can be physically demanding or sedentary where the employee may sit comfortably in a controlled environment to perform tasks. While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and smell. The employee must regularly lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment/Conditions: Approximately 40% of work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting, or training rooms. 60% of work is performed in the field where conditions are frequently hot or rainy during summer months and cold or snowy during winter months. A person in this position is exposed to many safety hazards while working adjacent to traffic, near power tools, large moving equipment, gases, corrosive solvents, petroleum fluids and other flammable liquids. This employee may be required to use protective clothing such as a hard hat, safety vest, boots, goggles, gloves, safety glasses, face mask or shield.

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

Updated June 2023

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 POSITION ACTION FORM

Requisition Approval Process

Submitted by Julie Winter on 07/05/2023 at 04:49 PM

Internal Position Details (not displayed on job posting)

Company

Riley County, KS

Job ID

1813697

Pay Grade

RANGE 7 [RANGE 7]

Cost Center 1

Solid Waste [150]

1 Job Slot

PUBLIC -1

Position Template

Public Works Operator II-Solid Waste [PWOPSW]

Salary

Salary Range \$20.50 - \$22.38

EEO Class

Craft Workers [6]

Cost Center 2

Solid Waste [150]

Work Location

Riley County Solid Waste Facility

Supervisor Position

No

Workers Compensation

9403 [9403]

Cost Center 3

--

Supervisor: Evan McMillan

Department Head: John Ellermann

☒ No changes to Position or Budget

☒ Position Description attached

Total annual hours 2080

☒ Budgeted

☐ New or updated position description

☐ New request for budget (details attached)

Salary: \$46,550.40

Budget for Benefits: \$18,387.41

Total proposed annual budget: \$64,937.81

Additional Position Comments: _____

BoCC Chairwoman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

RILEY COUNTY POSITION ACTION FORM



PUBLIC WORKS
Project Update

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

MEMORANDUM

FROM: John Ellermann, Public Works Director

MEETING: July 10, 2023

SUBJECT: Public Works Project Update

PRESENTER: John Ellermann

Update on the projects and activities by the Public Works staff and crew.

Enclosures:

- 071023 Project Update (PDF)
- Breakdown of Auction Funds (PDF)
- Organization Chart of Public Works Employee Positions Rev. 6-16-23 (PDF)
- Location Map (PDF)

Project Update

Public Works Department

7/10/2023

Keats Sewer District

- Preliminary Engineer Report – BG Consultants
- BOCC granted use of ARPA funds.
- Looking for grants and property for lagoons

Kitten Creek Culvert Replacement (N.5-22.5)

- Approximately 1.5 mi N. of Anderson Ave.
- Olsson and Associates
- Working on easements

Winkler Mills Bridge (H.0-5.9)

- Approximately 0.1 mi. N. of Fancy Creek Rd.
- Bartlett & West
- [Bid documents and bid date.](#)

Fancy Creek Bridge (K.0-6.2)

- Approximately 1.25 mi. W. of Tuttle Creek Blvd.
- Schwab-Eaton
- Considered Historic by State Historic Preservation Office
- SHPO approval of documentation of bridge
- [Permits and Easements – Bid date.](#)

Parallel Rd. Culvert (C.7-0.0)

- Approximately 0.2 mi E. of May Day Rd.
- Schwab-Eaton
- Office check plans and permits.

Flat Rock Rd. Culvert (O.3-1.3)

- Approximately 0.5 mi. W. of Swede Creek Rd.
- SMH
- [Ebert low bid. – Mid October start w/ 80 working days.](#)

Union Rd Culvert (I.0-0.9)

- Approximately 0.9 mi. S. of Green-Randolph Rd.
- SMH
- [Reece low bid – Mid August w/40 working days.](#)

Marlatt Rd Improvement

- [Benesch proposal review](#)
- [Dennison to Seth Child](#)

- Cost share with City

Parks:

- Preparing for the Fair
- Mowing
- Sprayed bag worms
- Cleaned up brush pile at museum

Operations:

- Asphalt crew shoulder repairs on Skyway.
- Bridge crew cleaned ditches and Valleywood drainage. Mowed around lagoons.
- Gravel crew grading roads and cleaning ditches
- Schilling has not started overlay.
- Skyway Dr. concrete patch started today – open to traffic. 1 week
- Daniels Dr. Culvert Tomorrow – Road closed for the day.
- Chip sealing to begin July 17th.

Miscellaneous

- Dump Trucks: Hopefully soon
- RCPS Headquarters Station –Exterior and MEP meeting.
- North County Station – Schultz Construction. Bldg framed and sheeted. Concrete work scheduled end of July.
- University Park Lagoon Project-Lagoon size determined. Land search has begun. Continue to work on grant and funding applications. Search for lagoon property.
- UP Board meeting July 11
- Open Positions: Purchasing Agent, Traffic Control Tech, PW Operator II-Transfer Station
- Working with Clancy to get a Transfer Station contract with Hamm. Lithium-Ion batteries and unacceptable waste have been the biggest hurdle.
- Attended Fairgrounds Task Force Meeting.
- Organization Chart Updated
- Purple Wave Auction Results

Fire Department

1995 Freightliner FL80 Pumper Fire Truck	\$ 7,800.00
Hurst Jaws of Life Rescue Equipment	\$ 775.00
1993 International 4900 Tanker Fire Truck	\$ 7,200.00
Ford Bumpers	\$ 70.00
1995 Dodge Ram 3500 Utility Bed Pickup Truck	\$ 5,900.00
Hurst Jaws of Life Rescue Equipment	\$ 525.00
Ladders (3)	\$ 375.00
Tools - Light bar, pole lights, smoke tube test kit, deck gun	\$ 30.00
Hard Suction Hoses (2)	\$ 30.00
Tools - flashlights, bulbs	\$ 22.50
Medical Equipment	\$ 160.00
Ladders (4)	\$ 160.00
Hoses (10)	\$ 140.00
Firefighting Equipment	\$ 1,250.00
Tools - SuperVac vent fan, Craftman generator	\$ 110.00
2022 Chevrolet 2500 Front Bumper	\$ 110.00
Automotive Parts	\$ 10.00
	\$ 24,667.50

Noxious Weed Department

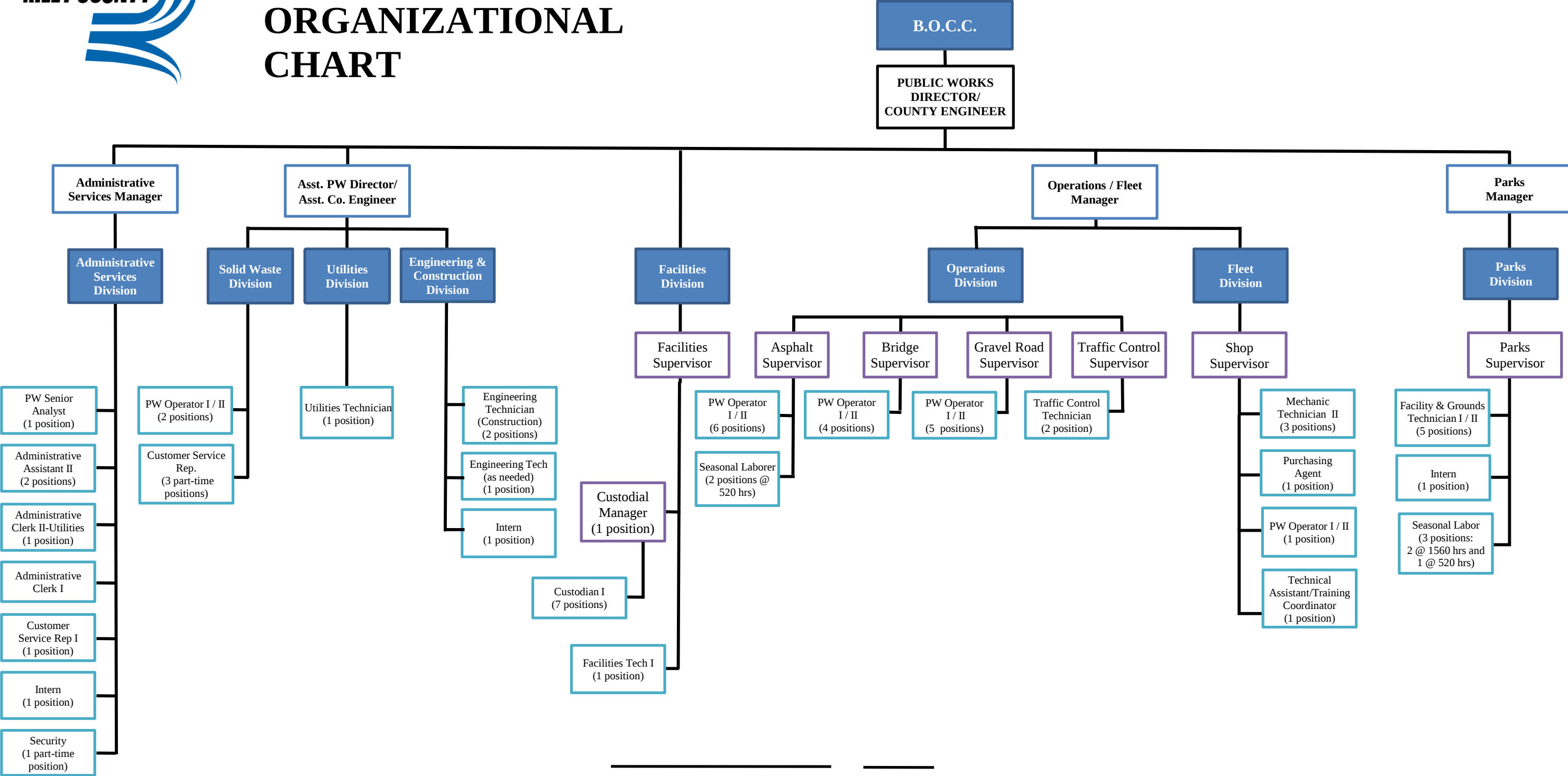
Grill Guard	\$ 95.00
SnowEx V-Maxx 8500 Spreader	\$ 750.00
Disks (2) Off-set disk	\$ 750.00
Tiger Mowers	\$ 725.00
Coast 40-40SA Tire Machine	\$ 650.00
Lawn & Garden Equipment	\$ 45.00
Automotive Accessories	\$ 35.00
Chainsaws (4)	\$ 300.00
Lawn & Garden Equipment	\$ 275.00
Bean Sprayer	\$ 2,300.00
Case IH Maxxum 110 MFWD Tractor	\$ 20,500.00
Toolboxes (2)	\$ 170.00
Tires (2)	\$ 150.00
SnowEx V-Maxx 8500 Spreader	\$ 130.00
	\$ 26,875.00

Public Works Department

2010 Ford F250 Super Duty XL SuperCab Pickup Truck	\$ 9,200.00
2010 Ford F250 Super Duty XL SuperCab Pickup Truck	\$ 8,100.00
2012 Chevrolet Silverado 2500HD Ext. Cab Pickup Truck	\$ 6,400.00
2012 Chevrolet Silverado 2500HD Ext. Cab Pickup Truck	\$ 5,900.00
2007 Chevrolet Impala LS	\$ 2,600.00
	\$ 32,200.00
	\$ 83,742.50

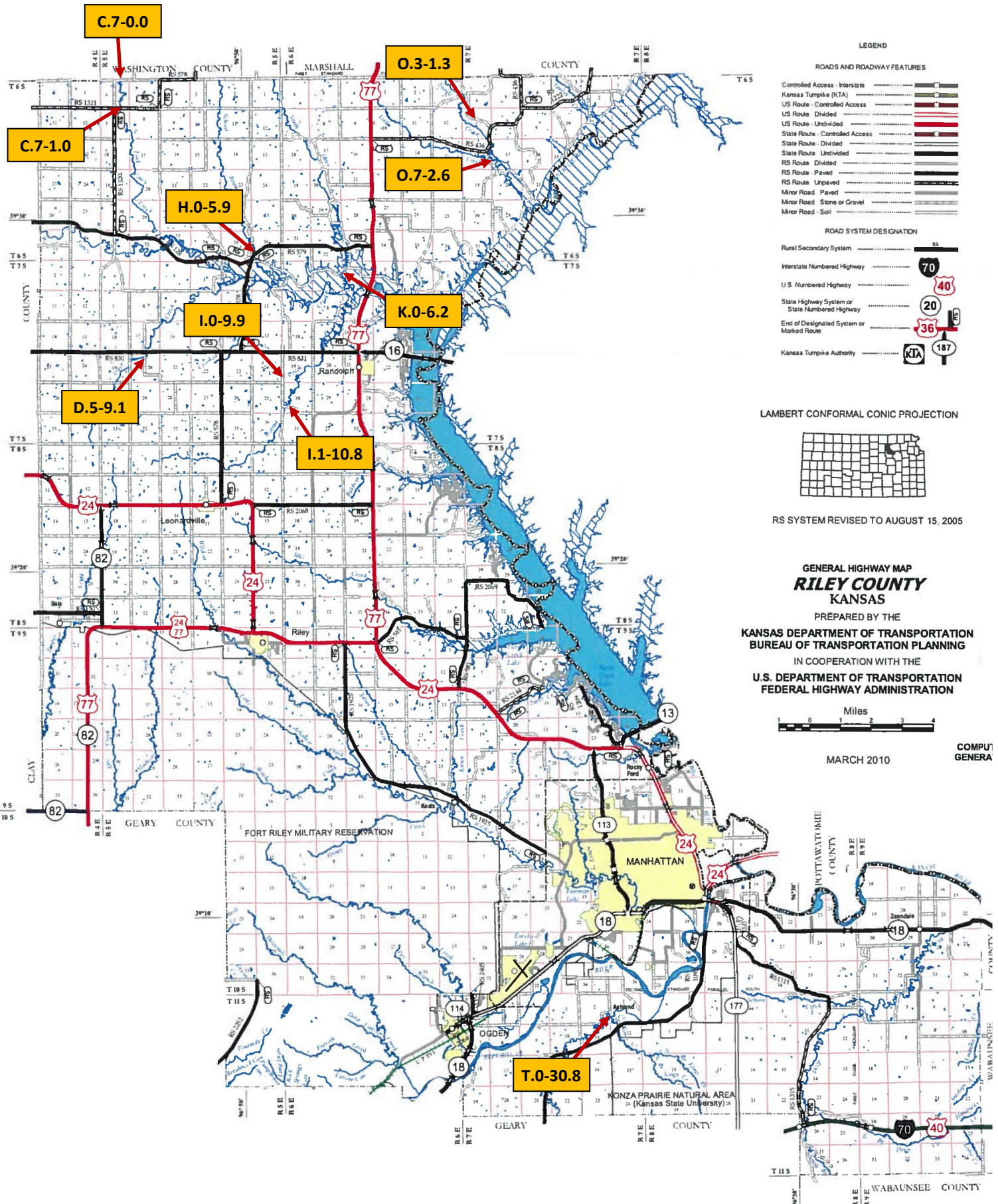


PUBLIC WORKS ORGANIZATIONAL CHART



COMMISSION CHAIR

DATE





MUSEUM
Staff Update

Katharine Hensler
Museum Director
2309 Claflin Rd
Manhattan, KS 66502
Phone: 785-565-6490

STAFF REPORT

FROM: Katharine Hensler, RCHM Director

MEETING: July 10, 2023

SUBJECT: Museum Staff Report - July 2023

PRESENTER: Katharine Hensler, RCHM Director

Riley County Historical Museum - Director's Report

July 10, 2023

1. Visitation and Tours - In the month of June, there were 175 visitors to the Museum and 72 to the Goodnow House, 27 at the Wolf House Museum, and the Pioneer Log Cabin attendance is being collected at the time of this report.

Volunteer hours for the month totaled 86.5 hours and were generated by 20 volunteers. Our RCHS Board of Directors contributed an additional minimum of 38.0 hours. The Museum also had one community service worker in June who assisted with outdoor cleanup of the site with 2 hours.

2. Education and Outreach - On June 8, Curator Highsmith provided a historic downtown walking tour of the Poyntz Business District to faculty of KSU's Global Campus program. There were 8 guests in attendance. Walking tours are always available by appointment and are free to our community.

On June 13, Curator Highsmith and Director Hensler attended the grand re-opening of the US Cavalry Museum on Fort Riley. The Museum is now open regular hours and is accessible to the public. Admission is free. Their other museum, the Museum of the First ID is scheduled to reopen later this year.

That same day, we held our monthly Fireside Chat in collaboration with Flight Crew Coffee. The topic of discussion was Lost Communities of Riley County presented by Kevin Larson. 64 guests attended and the Museum received very positive feedback on the program. The next program

will be held on July 11 and the topic will be, "Television: the Entertainment of the Future." Director Hensler and Curator Glasgow will be presenting on the topic. The chats are designed to engage the audience and memory share. We hope that this topic will generate meaningful and memorable discussion amongst the presenters and attendees. These programs are always free and open to the public.

The June 19 KMAN In-Focus segment was a collaborative program by Curator Highsmith, former County Emergency Management Director Pat Collins, and Dave Lewis discussing the flood of 1993. Due to the amount of content, Mr. Lewis offered us his air-time after our segment so we could run parts 1 and 2 consecutively.

The RCHS hosted their quarterly meeting and presentation at the Manhattan Public Library on June 20. Marla Day, Curator of the KSU Historic Costumes and Textiles Museum, along with one of her staff members Heather Bigwood, and our RCHM Assistant Derrick Doty provided an excellent program on clothing worn by Kansas pioneers. The program was free and open to the public. Attendance was 27 and light refreshments were provided by the RCHS. At these programs, we ask our attendees to submit a survey afterward to let us know how they received the program, and ask them to share ideas for future programming - both types of programs and topics they would be interested in learning about.

Curator Highsmith spent much of the month continuing work on the new temporary exhibit at the Museum to replace the "Votes for Women," which has been up since 2020. The new exhibit, "Faces of Innovation: Medical Pioneers of Riley County," opened to the public this past weekend. *"From its pioneer days to modern times, Kansas has served as a bastion of innovation in various fields due to its geographic location and the strong-willed residents who have called it home. Regarding medicine, prolific doctors and surgeons such as Dr. E.L. Pattee, Dr. William Clarkson, and Dr. Belle Little operated state-of-the-art facilities which implemented novel treatments that greatly benefited life in the Flint Hills. By focusing on the accomplishments of these professionals, the exhibit will also highlight early ambulances, door-to-door wellness checks, and responses to past pandemics such as the Flu of 1918."* Admission to the RCHM and our exhibits is always free.

Curator Highsmith coordinated volunteers to assist her in the installation of the exhibit to include professional staff from the Geary County Historical Society and others. We thank all of the contributors, including Melanie, for their assistance and expertise.

3. Collections - In the month of June, 6 donations of items came into the Museum. Amongst those donations, 10 individual items were recorded for acquisition. Curator Munger was able to process 9 backlogged collections which totaled 123 individual items acquisitioned into the collection.

Munger has been working tirelessly to clean up the Dallas Gallery and I am happy to announce that the space can now be used for staff meetings, committee meetings, RCHM Board of Trustee meetings, and RCHS board meetings. That space continues to be cleaned out of collection items and exhibits.

4. Archives and Library - Curator Glasgow managed 8 new incoming patron requests for the public and 1 request for research support internally in the month of June. There were 3 appointments

made to use the research library and 6 walk-in patrons. She continues to follow up with outstanding requests submitted previously.

Curator Glasgow continues to prepare "Through the Camera Lens," articles for the REACH newsletter and she is preparing a presentation for the upcoming Fireside Chat on July 11 where she will be a co-presenter.

5. Building and Grounds - The giant brush pile on the Goodnow House grounds has been picked up and removed by the Parks staff under Public Works. Thank you very much for completing that task. This pile has been accumulating for years, so its removal has greatly improved the appearance of the property. The same team has been systematically removing the invasive honeysuckle and trumpet vines from the south-side hill on the Museum grounds. This too, in addition to the work they have done to clean up our landscaping has really helped the appearance of the property. We are very grateful for that support.

There was a City water line break on June 18 in the housing development off of College/Bailey Avenues, up the hill and on the west side of the Museum building. The break occurred over a holiday weekend so the response time was very slow. A resident of the neighborhood reported the break to the City at 9:45pm on June 18. The water ran down the hill into the backside of the Museum which did cause a fair amount of seepage into the permanent storage area of the Museum. We were alerted of the issue around 9am on the morning of June 19 by the RCPD. Our team took rotating turns visiting the Museum every few hours throughout the day to empty out collection containers and contain the seeping water. The issue was resolved by 6:30pm that evening. No permanent damage occurred.

6. Special Projects - The Goodnow Interpretive Kitchen Garden was planted on the evening of June 6 by Derrick Doty, Director Hensler, and 5 additional volunteers coordinated by Doty. Due to dedicated volunteers and staff watering, weeding, and monitoring the garden, it is thriving. The next step with the garden project is to begin the implementation of associated educational programs. Staff is currently conducting research and will meet within the next few weeks to establish and begin building those programs.

The staff of the RCHS recognize the need of broadening our programs and visitation numbers and one of the ways we intend to facilitate that is to begin working on a Spanish translation of our tours - both the Wolf House and the Goodnow House will be our pilot programs. We hope to have this accomplished by the end of 2023.

7. RCHS - The Riley County Historical Society Board of Directors is on recess for the remainder of the summer. Regular board meetings will resume in September, 2023.
8. Upcoming Events - Fireside Chat with the Museum on Tuesday, July 11 at 5:30pm. The presenters will be Curator Glasgow and Director Hensler. The topic is "Television: the Entertainment of the Future." (at Flight Crew Coffee); Free and open to the public.

Lemonade on the Lawn on Tuesday, July 11 at 10am (at the Goodnow House State Historic Site), An event for current and potential volunteers; free.

Quarterly meeting of the RCHM Board of Trustees. Tuesday, July 18 at 4pm (at the Riley County Historical Museum's Dallas Gallery).

Staff Report (ID # 13566)

Meeting of July 10, 2023

Fireside Chat with the Museum on Tuesday, August 8 at 5:30pm. The presenter and topic TBA (at Flight Crew Coffee); Free and open to the public. Genealogy and History Fair on Saturday, August 19 from 10am-4pm (at Pottorf Hall, CICO Park); Free and open to the public.

Enclosures:



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

STAFF REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: July 10, 2023

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman

Enclosures:

- FINAL Commission List 07.10.2023 (DOCX)

PENDING COUNTY PROJECTS ▪ January, 2023 and through July 5, 2023 Submitted by Clancy Holeman, Riley County Counselor

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

COMMISSION LIST

I. Projects By Category:

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

Board of Riley County Commissioners: Consult with Deputy Counselor on scheduled annexation hearing. (1-3-23) Review animal control issues. (1-27-23) Prepare for upcoming work session week of 1-30-23. (1-27-23) Attend and participate in BOCC public meetings (1-26-23; 1-30-23) Attend and participate in BOCC public meetings. (2-2-23;2-6-23) Forward KORA request to this department’s staff for response. (2-6-23) Work on reimbursement agreements for small cities. (2-7-23) Review and route incoming litigation documents to relevant parties, including our insurer and insurer-provided counsel. Prepare CAR and discuss with Budget and Planning Committee, for approval of form of small cities’ sales tax reimbursement agreement. (2-8-23) Review and approve as to form upcoming resolution for G.O. bond issuance on Public Works road project. (2-21-23) Work on hiring process for Deputy Position at retirement of incumbent scheduled for 9-30-23. (2-16-23;2-21-23; 2-22-23) Prepare for BOCC public meeting scheduled for 2-23-23. (2-21-23;2-22-23) Attend and participate in BOCC public meetings of February 23rd, February 27th, March 2nd, March 6th, 2023, March 9, 2023. Legal research on issues related to upcoming scheduled Township Officer Meeting. (2-23-23;2-24-23;2-27-23;2-28-23) Mail to counsel for respective small cities sales tax loss reimbursement agreements. (3-3-23) Prepare for annual township officers meeting scheduled for 3-8-23. (3-7-23) Return call from member of Tattarrax Homeowners Association regarding Lot 70. (3-7-23) Schedule executive session for March 9, 2023 meeting. (3-7-23) Attend and participate in annual Township Officers’ meeting. (3-8-23) Conversation with after phone call from City of Ogden. Discuss timeframe for return of the agreement to Riley County. (3-13-23) Work on environmental issue. (3-13-23;3-14-23) Voicemail left with bond counsel on short term financing question different project. (3-14-23) Work to schedule 2 agenda items for Thursday, March 16th public meeting. (3-14-23). Assist Departments and counsel with pending litigation claim. (3-14-23; 3-15-23) Exchange of information on pending litigation with outside counsel. (3-16-23;3-17-23) Staffing with multiple county office representatives on real property ownership issue.(3-17-23) Meeting with township official as result of Township Officers Meting Contract discussion.(3-17-23) Prepare for BOCC public meeting scheduled 3-20-23 (3-19-23) Attend and participate in BOCC public meetings 3-16-23; 3-20-23) At request of county staff deponent in pending litigation matter, arrange to attend deposition preparation meeting. (3-22-23) At request of architect, review and approve as to form draft construction agreement for North County ambulance station in Leonardville. (3-22-23) Work on defense of appeal to District Court by Prairiewood Holdings, LLC. (3-26-23) Attend and participate in BOCC regular public meeting. (3-23-23; 3-27-23) Sit in on deposition preparation of county witness, at request of county witness, conducted by county’s insurance-provided outside counsel on pending litigation. (3-27-23) Communication from

Attachment: FINAL Commission List 07.10.2023 (13564 : Clancy's Commission List)

insurance-provided outside counsel on different pending litigation. (3-28-23) Discuss with Deputy Counselor last week's City/County/County meeting. (3-28-23) Attend and participate in BOCC evening public meeting at City of Riley. (3-30-23) Work on hiring of Deputy Counselor to fill vacancy to be created by Fall retirement of incumbent. Discuss with HR staff. (3-30-23; 3-31-23) Prepare for 4-3-23 public meeting (4-2-23) Attend and participate in BOCC public meeting of 4-3-23. Attend and participate in BOCC public meetings. (4-6-23; 4-10-23) Review matter before Planning Board. (4-10-23) Draft CAR and Place "Interlocal Service Agreement" signed by City of Leonardville on BOCC agenda for signature during 4-13-23 public meeting (small city reimbursement agreement for sunset of county "road and bridge" sales tax 12-31-22). (4-11-23) Legal research on animal control services and RCPD. Memo prepared. (4-9-23; 4-10-23; 4-11-23; 4-12-23) Attend and participate in BOCC public meetings (4-13-23; 4-17-23) Attend Law Board Meeting discussion of Animal Control and RCPD. (4-17-23) Draft and file Local Disaster Emergency Declaration as requested by Department and authorized by Chairwoman of BOCC. (4-18-23)) Attend and participate in City/County/County meeting on animal control and RCPD. (4-20-23) Discuss with Treasurer upcoming scheduled Teams meeting with representatives of City of Ogden on proposed "Interlocal Services Agreement" (Small Cities Sales Tax Reimbursement Agreement). (4-26-23) Attend and participate in previously described "Teams" meeting discussion with representatives of City of Ogden and County Treasurer. Plan by Ogden representatives is to present agreement to Ogden City Council for review and possible signature during its public meeting next week. (4-26-23) Discuss with Cindy Kabriel and soil conservation contact addition of locations to agenda of upcoming 'field trip' by BOCC on May 4, 2023. (4-26-23; 4-27-23) Prepare for public hearing on special use authorization on BOCC agenda 5-1-23. (4-30-23) Attend and participate in 5-1-23 BOCC public meeting. (5-1-23) Return 5-2-23 call from citizen requesting a "fence view." Leave voicemail. (5-3-23) Discuss with citizen their return call requesting a "fence view." I'll send packet for citizen to complete and return, cautioning this matter may not be subject to fence view process. Citizen says they understand that is a possibility. (5-3-23) Attend and participate in BOCC public meeting. (5-4-23) New request for fence view. Advise packet will be mailed to them. (5-4-23) Prepare for BOCC public meeting of 5-8-23. (5-6-23; 5-7-23) Attend and participate in regular BOCC public meeting. (5-18-23; 5-22-23; 6-1-23) Work on county budget preparation information. (5-18-23; 5-19-23) Review information from a department on township legal issue. (5-21-23) Work on scheduling future executive session. (5-22-23) ***Preparation for presentation to BOCC during its June 1, 2023 meeting of City of Ogden "Interlocal Service Agreement"—fourth of those agreements presented to our 4 "small cities". Prepare correspondence to City of Ogden attorney. (5-30-23) Attend and participate in BOCC meetings. (6-1-23; 6-5-23) Mail City of Ogden attorney fully executed originals of "Interlocal Service Agreement—sales tax reimbursement. (6-5-23) Review request for letter of support from BOCC. (6-6-23) Work on county budget preparation information. (6-6-23) Work on fence view scheduling and notice. (6-5-23; 6-6-23-6-7-23) Prepare requested letters of support for telecommunications providers' applications for state of Kansas LINC grant program. (6-9-23). Email completed letter of support to contact for one provider, as requested by Cox Communications. (6-12-23) Work on 2 fence view applications. Attend and participate in BOCC public meetings. (6-8-23; 6-12-23) Conversation with opposing counsel on pending litigation in Riley County District Court. (6-14-23) Provide TVT BOCC-signed letter of support. (6-14-23) Work on scheduling fence views. Notices out to applicants and adjoining landowners served by the fence. (6-15-23) Teams meeting with Bond Counsel and Craig, Shelley and Rich about route for financing two pending county projects. I review and approve authorizing resolution and send it on to Bond Counsel for review. (6-21-23) Attend and participate in BOCC meetings. (6-22-23; 6-26-23; 6-29-23) Attend delinquent tax sale. (6-23-23) Work on scheduling of fence view. (6-22-23; 6-23-23; 6-26-23; 6-27-23) Work on and provide letter of support from BOCC for City of Ogden grant application federal program. (6-28-23; 6-29-23; 7-1-23) Work on District Court appeal by Prairiewood of BOCC approval of preliminary and final development plans for Liquid Art Winery. (6-29-23; 7-1-23) Work on county budget analysis for BOCC. (7-2-23; 7-3-23; 7-4-23) Prepare for BOCC public meeting of July 6, 2023. (7-5-23) Communicate with counsel for fence view applicant Hopkins. Request property access address detail. (7-5-23)***

"Constitutional Protection of County Home Rule":

County Counselors Association of Kansas:

County Jail Inmate Medical Care: Schedule staff discussion of contract development. (5-21-23)

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

“Dark Store”:

District Court: Discuss potential creation of “resolution docket” to reduce or eliminate COVID-caused backlog of identified criminal cases. (4-27-23; 4-28-23)

Federal Rules on Vaccination Mandate:

First Christian Church: Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure. Discuss text of journal entry proposed by counsel for Respondents. (12-9-22; 12-11-22) Request transcript of Court’s ruling. Arrange for generation of check based on invoice from court reporter. (12-20-22) Work on pending appeal by neighboring property owner. (12-27-22; 12-28-22; 12-29-22) Review transcript and notify opposing counsel I will provide revised version of her proposed journal entry—in order to conform the journal entry to the text of the transcript. (1-4-23) Provide opposing counsel proposed revised journal entry. (1-29-23) Following exchange of respective journal entries in February, 2023, counsel review proposed changes and agree on final version for filing with court. (2-28-23; 3-3-23; 3-5-23) Prepare notice of appeal, following legal research. (4-3-23; 4-4-23; 4-5-23) File Notice of Appeal in District Court. (4-5-23) Finalize notice of appeal, given appointment of Lyon County District Judge at outset of appeal. Discuss with staff of Lyon County District Court Judge and with Riley County District Court Clerk staff member. Provide copy of notice of appeal to Lyon County District Court Judge who was assigned and heard appeal. (4-6-23) **Work on appeal. (5-24-23; 5-30-23; 5-31-23; 6-1-23) Legal research on appeal. (6-2-23; 6-5-23) Work on appeal. (6-13-23; 6-14-23; 6-15-23.)**

Indigent Legal Services: Attorney contracts for 2022 were created and emailed to current attorneys under contract. (11-3-21) Notice to Riley County Bar Association of at least one attorney vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current lawyers under contracts. None returned as of 11-23-21. No indigent legal service contracts are in place for calendar year 2022. Work on various issues related to this service. (2-10-23; 2-13-23; 2-14-23; 2-15-23; 2-16-23; 2-19-23; 2-20-23; 2-21-23; 2-22-23; 2-24-23; 2-26-23; 2-27-23; 2-28-23; 3-1-23; 3-2-23; 3-3-23; 3-4-23; 3-6-23; 3-7-23; 3-8-23) Work on various issues related to this service. (3-19-23) Work at staff level on compensation for this service. (3-28-23) schedule next staff level discussion of compensation for this service. Discuss with Deputy Counselor compensation for this service. (3-29-23) **Work on project. (6-1-23) Work on project. (6-8-23) Draw up final version of CAR; RFP; and Contract. (6-19-23; 6-20-23) Obtain BOCC approval of form RFP and Contract. (6-22-23) Finalize RFP and contract and distribute to local Bar Association membership with encouragement to apply well before August 4, 2023 deadline for proposals because they will be considered**

as they are submitted. (6-29-23; 6-30-23)

Legislation: Invitations out to state delegation for December 12, 2022 legislative conference, along with copy of agenda. (12-1-22) Reminders out to legislative delegation of 12-12-22 legislative conference. (12-8-22) Preparation for legislative conference. (12-11-22) Attend and participate in legislative conference. (12-12-22) Discuss legislative issue with County Appraiser. Review information and advise. (12-27-22) Discuss with 2 other county's county counselors possibility of linking up both our respective legislative delegations and lobbyists for cooperative action on potential "nuisance abatement" statute during 2023 legislative session. (12-29-22) Discuss with County Clerk and legislative delegation member the RNR statute. (1-3-23) Drive to Topeka and pick up lobbyist badge for 2023 state legislative session. (1-3-23) Week of January 23, 2023: Work on "vacant lot" house bill (HB 2083) and discuss with our legislative delegation; Work on RNR statute modification bill (HB 2002) and provide BOCC written testimony in support. Review legislative issues identified by contract lobbyist. (1-27-23.) Work on Nuisance Abatement legislation proposal on Riley County platform. (1-25-23;1-26-23; 1-27-23) Work on SB 90 and HB 2148—Treasurers' Association auto tag fee bill. (1-26-23; 1-27-23) Review proposed schedule for temporary financing of High Plains Road project. (1-28-23) Review testimony from County Clerk's association on HB & HB involving election matters. (2-6-23) Work on SB 162 (nuisance abatement) (2-9-23;2-10-23) Complete testimony in support and deliver required 75 paper copies to lobbyist for routing to Senate Local Government committee secretary.(2-10-23) Provide Riley County state legislative delegation, contract lobbyist, and KAC Riley County's testimony in support of SB 162. (2-10-23) Route to Rep. Mike Dodson County Appraiser's input on: HB2232 (Appraiser Qualifications); HB 2319 (tax exemption on business property in competition with property owned or operated by government); HB 2201(requiring 5 years valuations listed on CVNs); HB 2200 (exemption on homestead, retired, military); HB 2220 (5yr property tax exemption on startups); HB 2231 (tax exemptions for daycare); HB2056, HB 2057, HB 2237(no position from appraisers' association or Appraiser). Provide BOCC testimony and our SB 162 to another county at that other county's request—they are struggling with a number of "nuisance" real properties. (2-10-23) Work on SB 1623 and prepare for upcoming legislative hearing. (2-13-23) Attend and participate in legislative hearing on SB 162 before Senate Local Government Committee. (2-14-23) Zoom with Treasurer and County Clerk on SB 248. (3-1-23) Work on SB 248 & 252 analysis for relay to KAC and legislative delegation. (3-2-23;3-3-23; 3-7-23; 3-8-23) Work on analyzing SB 228 (amendment of multiple statutory provisions on jail administration) in response to legislative delegation member's question; after requesting and receiving impact opinion from RCPD on any change county might support for reimbursement of jail inmate medical costs. Communicate with legislator. (3-8-23; 3-13-23;3-14-23) Communicate with contract lobbyist to work on scheduling "virtual" follow up legislative conference with delegation. Work with Cindy K. (3-15-23). Analyze and prepare for discussion of potential litigation in upcoming executive session. (3-15-23) Discuss legislative matter with member of delegation. (3-15-23) Communicate with legislative delegation to schedule virtual follow up legislative conference either April 10, 2023, or April 17, 2023. (3-16-23) Communicate with contract lobbyists. (3-17-23) Communicate with responding delegation members about their preferred dates. (3-18-23;3-19-23) Review communication from delegation member on pending bills. (3-19-23) Communicate with County Appraiser on proposed SCR freezing real property tax values at no more than 3% increase annually.(3-19-23) Work with PIO and County Appraiser on public statement regarding legislative item. (3-20-23; 3-21-23 Respond to staff communication on apparent status of SB 248 (exemption for "food" in existing and future local sales taxes) and HB 2002 (RNR notice costs paid by the state). (3-22-23) Work at county staff level on SB 248; SB 252. (3-1-23; 3-2-23; 3-3-23) Prepare for discussion with BOCC I'll suggest at tonight's public meeting in City of Riley. (3-30-2023) SB 323—requiring election of all county appraisers statewide. (3-30-23) Work on H Sub SB 42. Discuss with contract lobbyist. (4-2-23; 4-3-23) Work with PIO and County Appraiser on possible press release regarding SCR 1610. (3-21-23; 3-22-23) Prepare for March 27, 2023 Intergovernmental Luncheon and legislative update to present. (3-26-23) Attend and participate in Intergovernmental Luncheon—statutory update. (3-27-23) Work with PIO and County Appraiser on possible press release regarding SCR 1610. (3-27-23) Email delegation invitation to virtual follow up legislative conference scheduled for April 10, 2023, 10:30-11:30 a.m. (4-3-23) Review amended HB 2002—eliminating that portion of existing locally voter

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approved sales taxes generated by food sales; SCR 1611—4% ceiling on annual property valuations. (4-6-23) Draft agenda for 4-10-23 virtual legislative conference. Invitations out to contract lobbyist and KAC lobbyist. (4-7-23) Discussion with county's contract lobbyist on status of various legislative items following legislature's 4:30 a.m. adjournment Friday morning. (4-7-23) Draft agenda for virtual legislative conference. (4-7-23) Assist BOCC with conducting virtual legislative conference. (4-10-23) Review portions of 127-page Conference Committee Report on SB 8 ('competition' and a host of other legislative issues. (4-27-23)

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

Legislation:

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

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

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

Riley County Annual Legislative Conference: Discussion with County Register of Deeds to schedule meeting week of December 5th to review documentation of long-term revenue loss to Riley County caused by legislature's past elimination of the mortgage registration fee. (12-1-22) Work preparing for 12-12-22 legislative conference. (12-8-22; 12-11-22) Discuss legislative conference information with County Appraiser. (12-8-22) Discuss legislative conference information in meeting with County Register of Deeds. (12-9-22)

Riley County District Court: Discussion regarding BOCC consideration of funding potential "resolution docket" to assist with case backlog. (4-27-23)

Rural Economic Development Advisory Board:

Staff Budget and Planning Committee:

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

II. Projects by Department:

Administrative Services/County Counselor: Work on matters related to departmental transition. (1-25-

2023; 1-26-2023; 1-27-2023) Interviews of applicants for Deputy County Counselor position in transition scheduled to take place 9-29-23.-23. (3-2-23; 3-3-23)

Riley County Appraiser's Office: Assist with legal issue. (12-1-22) Discuss with County Appraiser separate legal issue. (12-2-22) Assist Department Head with legal issue and prepare for executive session on same. (12-1-22; 12-7-22) Discuss legislative conference matter with Department Head. (12-7-22) Department Head notifies of property taxpayer verbally abusive to staff. Advisee. (12-13-22) Discuss legislative issue with Department Head. (12-28-22) Discuss real property issue with Department Head and setting up staff meeting to discuss further. (12-29-22) Discuss KORA issue with Department Head and advise. (1-3-23) Review info from County Appraiser on upcoming property tax appeal. Provide additional background information to Appraiser. (1-28-23) Advise on exemption matters. (2-8-23) Meet with County Appraiser on exemption issue. (3-6-23) Meet with County Appraiser and taxpayer representatives on same exemption issue. (3-7-23) Discuss with different taxpayer representative different exemption issue. 3-7-23) Review different pending exemption request material, at request of Department Head. (3-13-23) Advise Department Head on assessment issues. (3-20-23) Discussion with Department Head of legal issue. (4-27-23) Discuss separate exemption through bond issue. (5-3-23) Analyze IRB issue and advise Department Head. (5-5-23) Advise on legal question. (5-19-23) Assist Dept. Head with legal issue. (5-30-23) Advise on separate legal issue different from immediately preceding first two issues. (5-30-23) **Discussion with Department Head. (6-13-23) Return call from Department Head. Discussion with Department Head of legal issue. (6-14-23) Meeting with County Appraisal and legal staff on nuisance property issue. (6-14-23) Communicate with Department Head on legal issue. (6-20-23)**

Riley County Attorney: Work on contract for services. (2-22-23) Work on immediately preceding contract with Department Head. (2-27-23; 2-28-23; 3-1-23; 3-2-23) Respond to Department head update on pending discussion to schedule with counsel on our BOTA cases. (4-7-23) Discuss with Department Head legislative issue. (4-7-23)

Riley County Clerk: Review form of license application and its requirements at request of Clerk's staff. (12-7-22) Review revised license application provided today by Clerk's Office staff. Approve "as to form." (12-8-22) Review and respond to bond counsel question on term sheet for short term financing. (2-6-23) Advise on release of information issue. (4-19-23) Advise and assist departmental staff on release of information issue raised by state agency. (4-21-23) Assist with KORA issue. (5-3-23) Assist with same KORA issue through communication with outside requester; communication with I.T. based on prior provision of similar information requested in 2021. (5-4-23) Work on request for electronic data. (5-22-23; 5-23-23; 5-26-23) **Discuss contract issue. (6-2-23) Discuss contract issue. (6-13-23; 6-14-23) Work on same contract issue. (6-14-23) Teams meeting with Clerk and Election Supervisor on contract issue. (6-15-23) Confirm with County Clerk and Election Supervisor vendor has agreed to contractual provisions attachment; advise to place on BOCC agenda of public meeting on 6-22-23. (6-19-23) Work on separate proposed contract. Schedule Teams Meeting with Department Head and Election Supervisor for 6-21-23. (6-20-23) Teams meeting with Department Head and Election Supervisor on contract issue. Discuss. (6-21-23)**

Riley County Community Corrections:

Riley County Emergency Management: Contacted by EM regarding a 911 service issue. Discuss with EM Director. I called resident and left message with adult in home. (12-1-22) Return 12-5-22 call from resident. I describe to resident options as I understand and staff (EM and 911) work to this point and 911's referral of issue to state's 911 coordinating council—in hopes they can obtain solution for resident from A T & T landline provider (resident reports no cell service available his location). Encourage resident to try a number available to reach 911 as short-term solution while 911's involvement with state coordinating council. Encourage resident to call me with result of his use of that landline number to reach 911. Make arrangements to speak with resident by end of this week with any results of my conversations with 911. Talk with 911 and Tyler

brings me up to speed on where this is with 911 coordinating council. (12-6-22) Call back resident and inform Tyler of 911 has been told should hear back “soon” from 911 coordinating council. I relay that information by phone to resident. He verifies his test of direct line call to 911 did work today. Understands that is an interim solution while coordinating council effort plays out. Encouraged him to call me back and check on progress of state coordinating council effort, within next 2 weeks, or whenever he wants to do so. (12-6-22) Contacted by PIO for information. Provide. Review info. (12-6-22) Follow up from 911 and PIO on interim solution is working based on test by resident. (12-7-22) Meet with Department Head on proposed EM personnel policies and Standard Operating Guidelines. (12-9-22) New information provided by Department Head on foregoing resident’s report of continued issue with 911 contact, based on info he received from his land line provider. (1-4-23) Department Head inquires about process for development of SOGs. Consult with HR who advises Department Head. (1-4-23) Request for contract assistance. (1-30-23) Information provided on scheduling training opportunity on FLSA. (1-30-23) Information provided on CPE building security. (1-30-23) Discuss litigation matter with Department Head. (2-8-23) Discuss pending legal matter with Department Head. (4-5-23) Prepare Declaration of Local Disaster Emergency; Obtain signatures of Vice-Chairman & County Clerk; File with County Clerk; Deliver to Baldwin Fisher for transmittal to KDEM. (3-20-23) Discussion with Department Head and confirm he wants existing Declaration of Local Disaster Emergency to expire by its terms this Monday, March 27, 2023 at 12:01 a.m. (3-22-23) Advise BOCC during public meeting of March 26, 2023 of immediately foregoing decision on Declaration of Local Disaster Emergency. (3-26-23)

Riley County Emergency Medical Services: City Commission has asked counsel for both entities to develop a document allowing County use and potential improvements to alley providing access to lot purchased by County for North County ambulance station. I send email to counsel for City of Leonardville advising of this and inviting him to call me to discuss. (12-7-22) City Attorney responds and confirms parties understand what’s necessary. Consultation with Craig. (12-8-22) Discuss with Department Head arrangement for site visit on 12-21-22. (12-20-22) Site visit with Department Head and Deputy County Counselor to be rescheduled. (12-21-22) Work on North County ambulance station design project. Discuss with Department Head. (1-29-23) Respond to communication from outside counsel on pending matter. (3-19-23) Prepare for teams meeting tomorrow morning on opening of alley easement for estimated September, 2023 completion of Leonardville North County Ambulance station. (5-8-23)

Riley County Extension: Work on annual authorization for controlled beer sales during rodeo at county fair. (5-31-23)

Riley County Fire District No. 1: Schedule conversation with Department Head for 4-21-23 on Ashland Bottoms and University Park fire station projects—recently rejected bids—next steps. (4-17-23) Attend staff meeting on open burning issues with: Riley County Attorney; RCPD; Fire District Chief. (4-19-23) Meeting with Fire Chief on issues related to construction of two fire stations. (4-21-23) Review material on land swap proposed between Fire District and University Park, for construction of new fire station. (4-27-23) Leave message for Department Head in response to call earlier today. (4-27-23) Discussion with Department Head regarding University Park’s agreement to contract terms for land swap as relayed previously by Department Head to University Park Advisory Board members. (4-27-23)

Riley County GIS: *Assist with provision of “shapefile” requested by company. Communicate with company representative and GIS staff. (6-5-23; 6-6-23)*

Riley County Health Department: Work with department staff member on question about insurance coverage for staff. I ask County’s insurance broker for information. (12-12-22) Follow up on question I previously asked county’s insurance provider December 12. (12-28-22) Discussion with insurance agent on insurance coverage from a department’s staff. Recontact staff member and advise agent will be contacting them for more detail—encourage staff member to check back with me next week if necessary. (12-28-22) ***Advise Department Head on issue involving small city. (6-19-23)***

Riley County Historical Museum:

Riley County Human Resources: (1-4-23) Discuss with HR Manager and advise on personnel issue. (2-6-23) Assist with contract matter involving a different department. (2-21-23) Review contract and approve as to form. (3-18-23) Schedule discussion on two HR issues. (3-22-23) Discuss with HR Manager solicitation on county property by local business. (3-29-23) Communication from outside counsel on pending discovery matter in litigation. Communicate with HR manager and outside counsel. (4-5-23) Work with HR and Department Head on personnel matter. (4-5-23) Respond to inquiry from staff working group on building environmental concern. Meet with staff working group. (4-7-23) Communicate with HR and Department Head regarding inquiry on a court interpretation of FMLA issue. (4-7-23) Discussion with staff working group on environmental issue. (4-11-23) Communicate with Department and schedule meeting on FMLA issue. (4-14-23;4-17-23) Assist HR with personnel matter. (4-19-23) Assist HR with two personnel matters. (4-20-23) Discussion with HR on personnel matter. (4-25-23) Assist HR staff with contractual issue. (4-25-23) Assist HR with benefits issue for a department's workforce. (4-25-23) Review and analyze different contractual issue. (4-25-23) Assist HR with discussion of new personnel issue. (4-26-23) Work on contract issue for HR and advise. (4-27-23) Work on personnel issue with HR and a Department. (4-28-23) Advise personnel issue involving unemployment insurance. (5-3-23) Work with HR and Department Head on personnel issue. (5-4-23) Discuss with staff "COVID" working group (Ambulance; RCHD; HR; Clerk) end of the public health emergency and benefits question raised. (5-4-23) Communicate with HR and Department Head on personnel issue. (5-4-23) Discussion with Deputy County Counselor Woodard regarding legal issues surrounding immediately preceding legal issue. (5-4-23) Work on immediately preceding issue. Communicate with HR and Department Head. Schedule meeting with HR and Department for 5-5-23 (5-4-23) Meet with HR and assist with unrelated personnel issue. (5-4-23) Meet with Department Head and Deputy Counselor Woodard on issue scheduled on 5-4-23. (5-5-23) Teams meeting with HR and department leadership on personnel issue. Follow up with HR on same personnel issue. (5-8-23) Conversation with HR on different personnel issue. (5-8-23) Discuss personnel issue with HR Director. (5-19-23) Work on personnel issue. (5-22-23) Communicate with HR on pending litigation matter. (5-22-23) Assist HR with personnel issue. (5-31-23) ***Assist HR with personnel issues. (6-6-23) Assist HR with contractual issue. (6-7-23) Assist HR and county department with personnel issue. (6-12-23) Exchange communications with HR and department about personnel issue discussion rescheduling. (6-16-23) Communication from Dept. on personnel issue. Analyze. (6-15-23) Work on legal issue for Department. (6-25-23) Assist Department with legal issue. (6-26-23)***

Riley County Information Technology/GIS: Participate in staff working group discussion of network security improvement. (12-19-22) ***Follow up on "shapefile" request from company. (6-5-23)***

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

Riley County Noxious Weeds/Hazardous Household Waste: Discuss with department head upcoming potential property leases of county ground. (5-3-23) Request Department Head provide copy of deed on one of leased properties—to review restrictions on all the leased properties. (5-4-23) Schedule discussion with Department Head on real property issue. (5-22-23)

Riley County Planning & Development: Discuss issue with after phone call from County Sanitarian. (12-5-22) Discuss immediately preceding issue with Department Head (12-6-22) Phone conference with Department Head and County Sanitarian on previous issue. Possible solution reached based on input from Department Head and Sanitarian. County Sanitarian will speak with property owner. (12-7-22) Review new form proposed by P & D staff for land use regulations. Route issue to Craig for his review. (12-8-22) Discuss benefit district issue with Department Head and Deputy County Counselor. (12-20-22) Review information on preceding provided by Department Head. Further discussion on same issue. (12-20-22) Attend pretrial in

District Court on Prairiewood appeal. (2-6-23) Approve draft pretrial order presented by opposing counsel; advise county staff witnesses of revised trial date. (2-7-23) Meeting with staff member to prepare for Prairiewood appeal. (2-28-23) Participate in zoom meeting with staff regarding upcoming Keats public meeting scheduled for 3-9-23, 7 p.m. (2-23-23) Analyze potential Memorandum of Understanding. (3-15-23) Discuss with Department Head benefit district question. (3-15-23) Work on Prairiewood District Court Appeal. (3-17-23) Communicate with Department Head and Craig about meeting next week to discuss issue relating to transition of EHS. (3-18-23) Discuss with Planning and Development Director possible contract for assistance with soil testing, given current lack of EHS. Meet with Director and Deputy Counselor on this subject in conference room, later same day. (3-22-23) Discuss potential contract development for soil inspections with temporary EHS assistance. Work toward potential contract (3-28-23) Work toward same potential contract. Discuss with Department Head. (3-29-23) Work on appellate argument in Prairiewood appeal to District Court. (3-29-23) Work on appellate argument in Prairiewood appeal to District Court. (3-30-23; 3-31-23) File appellate brief in Prairiewood appeal to District Court. (3-31-23) Advise Department Head on contract matter. (4-6-23) Discuss with Department Head contract matter. Draft contract for EHS assistance and provide to Department Head (4-10-23) Communicate with Department Head on their proposed revisions to EHS draft contract. Work on those revisions/additions. Complete revision/additions and forward to Department Head for review. (4-11-23) Answer staff question about planning board hearing. (4-11-23) Conversation with Department Head on pending contract issue. (4-25-23) Conversation with Department Head on pending public hearing matter. (4-25-23) Meet with GIS on upcoming public hearing on land use issue. (4-25-23) Assist department staff by updating them and Department head on results of immediately preceding meeting with GIS. (4-25-23) Discuss with insurance agent coverage issue related to above contract for EHS assistance. (4-27-23) Discuss with Department Head movement of Prairiewood appeal to later hearing date. (4-30-23) Prepare for District Court hearing on Prairiewood; discussion with county witness. Relay information obtained to Planning & Development. (5-3-23) Assist Dept. Head with road renumbering issue. (5-30-23) ***Draw up agreed order withdrawing my motion finding requests for admission provided appellant are admitted. File approved order electronically.*** (6-5-23; 6-6-23) ***Schedule meeting with Department Head and staff on nuisance property.*** (6-9-23) ***Work on benefit district project and its authorization.*** (6-12-23; 6-13-23) ***Communicate with staff on nuisance property.*** (6-14-23)

Riley County Public Information Officer: Work with PIO scheduling my review of 2 proposed policies. (4-5-23) Respond to PIO question to staff working group about possible informational program for county employees. (5-8-23) Further communication with PIO and working group about same informational program. (5-8-23)

Riley County Public Works: Contacted by PW staff about new owner of county park real property and continued county lease of parking space. Provide my contact information to new owner. (12-6-22) Follow up with Department Staff about proposed meeting in their conference room this Friday. (12-7-22) Meeting with Head of Department and Assistant County Engineer to prepare for upcoming discussion with transfer station operator. (12-9-22) Learn of potential grant opportunity for road projects. Provide information to Department. (12-11-22) Discuss former with Department staff member. (12-12-22) Meeting with Department Head and Assistant County Engineer to prepare for upcoming discussion with transfer station operator. (12-13-22) Work on immediately preceding item on information from provided by operator. (12-14-22) Work with Department Head on Construction Management at Risk selection process. (12-14-22) Participate in transfer station contract negotiation with Department Head, Assistant County Engineer, Operator and Operator's counsel and principals. (12-16-22) Staff discussion of issue related to preceding negotiation. (12-19-22) Teams meeting with Budget and Finance, Department Head and Assistant County Engineer regarding contract issue. (12-28-22) Continue work toward transfer station operation agreement. (1-29-23) Advise Dept. Head after review of MOU related to bridge project. (1-29-23) Refer to Department Head City of Ogden question about sharing bridge maintenance responsibility. Referred for Department Head response back to me. (2-22-23) Meeting with outside counsel at their request regarding overflow channel maintenance proposal (2-23-23) Work toward meeting to renew transfer station operation agreement. (3-6-23; 3-7-23; 3-8-

23) Work on Public Safety Headquarters Building project. (3-7-23) Provide counsel for transfer station operator County's position on remaining issues for putting agreement in place. Repeat offer of dates/times to zoom or teams meeting on subject for week of 3-13-23. (3-10-23) Counsel for operator advises week of 3-13-23 won't work for operator of transfer station. Proposes following weekdays and times. I commit will check on "county side" of negotiation and get back to counsel for operator. I relay proposed days/times week of 3-20-23 to Director and Assistant County Engineer, along with my availability. (3-13-23) Discuss contract matter question as result of Township Officers' annual meeting. (3-15-23) Work on scheduling next zoom with staff and transfer station operator—contract negotiation. Discussion with staff. (3-17-23) Work on Transfer Station agreement renewal issues. (3-18-23) Zoom negotiation with transfer station operator and department head. Separate conversation with county insurer afterward (3-21-23) Schedule 3-23 conversation with county insurer and department head on transfer station contract negotiation. (3-22-23) Conversation with attorney for transfer station operator about COLA in the proposed agreement and how it should work. (3-22-23) Conversation with City of Ogden Counsel about Cimmaron Bridge inspection and maintenance of overflow channel. (3-22-23) Discuss with our insurer transfer station insurance issue relevant to our negotiation for renewed contract with operator. (3-22-23) Discuss with insurer and Department Head insurance issue relevant to negotiation for renewed contract with operator. (3-26-23) Discussion with Department Head another Department Head and Division leader regarding scheduling of initial discussion at such staff level about environmental status of building. (3-28-23) Discuss with Department staff question on approval of contract for agenda. Confirm already provided to staff working group on contract's project. Relay confirmation. (3-30-23) Work with Department Head on Cimmaron Bridge inspection and City of Ogden's request. Speak with counsel for City of Ogden. (4-4-23) Work with Department Head on short term financing issues related to University Park and Lagoon Project. (4-4-23). Approve "as to form" contract extension with Howie's. (4-3-23) Respond to Craig's concept of potential new grant or loan opportunity for benefit district project. (4-5-23) Review University Park EPA consent order and work with Department Head on its use in possible project funding application. (4-5-23) Discuss contract issue with Department. (4-6-23) Analyze contract matter for Department. (4-6-23) Field question from bond counsel regarding the U.P. lagoon project ordered by EPA. Discuss with Department Head. Department head provides me answer to bond counsel question. (4-7-23) Relay Department Head's answer to bond counsel question about UP lagoon project. (4-9-23) Different project within Department—ongoing contract issue question forwarded by Julie Winter. (4-7-23) Discuss with Department Head and Assistant County Engineer in team meeting potential renewal of transfer station operation agreement. (4-10-23) Relay update to staff member my provision of U.P. lagoon project info to bond counsel. (4-11-23) Discuss scheduling a meeting on contract development issue. (4-17-23) Leave voicemail about scheduling meeting on contract development issue. (4-18-23) Teams meeting with Department Head and contractor on construction project issue. (4-21-23) Call from attorney for transfer station operator. Discuss upcoming potential meeting. (4-27-23) Relay information to Department Head and Assistant County Engineer. (4-27-23) Voicemail left with insurance agency on status of coverage issue on potential transfer station contract. (4-27-23) Discuss with Assistant County Engineer separate contract issues on Transfer Station and County Complex waste pickup. (4-28-23) Discuss with Department Head and Assistant County Engineer transfer station operation. (5-2-23) Work toward potential agreement on parking lot. (5-3-23) Work toward potential agreement on parking lot. (5-4-23) Discuss potential contract and bid documents on culvert replacement. Advise Assistant County Engineer. (5-5-23) Communicate with Staff on completion of review of contract issue. (5-19-23) Analyze contract issue on separate project at request of Department Head. Discuss with Department Head. (5-19-23) Teams meeting with Department Head on lease issue; and on township issue. (5-23-23) Communicate with landowner. (5-24-23) **Continue work on lease issue. (5-24-23; 6-6-23) Work on same lease issue. (6-11-23; 6-12-23) Discuss transfer station operation with Department Head and Assistant County Engineer (6-12-23; 6-13-23; 6-14-23) Work on benefit district project and its authorization (6-12-23; 6-13-23) Discuss transfer station issue with Department Head and Assistant County Engineer. (6-14-23) Communicate with Department Head and Assistant County Engineer about opportunity to Teams Meet with Operator and his counsel 6-23-23. (6-19-23) Send invitations for Teams Meeting to Operator, his counsel, Department Head and Assistant County Engineer. (6-20-23) Work on parking lot lease project. (6-19-23; 6-20-23; 6-21-23; 6-22-23; 6-26-23) Work on contract for transfer**

station. Communicate with Department Head and Assistant County Engineer. (7-1-23) Communication from KDOT on City of Ogden bridge inspection.(7-1-23) Work on contract for transfer station. (7-1-23; 7-2-23; 7-5-23)

Riley County Register of Deeds: Discuss legislative conference issue with Department Head. (12-6-22; 12-7-22) Advise on legal issue. (2-12-23) Communicate with Department head on deed issue. (3-17-23) Discuss with Deputy Counselor correction deed prepared for filing. (3-28-23)

Riley County Treasurer: Discuss with Department Head process for Opioid Settlement Fund payments routed from Attorney General's Office. Discuss with Assistant Attorney General supervising such distributions. (12-21-22)

RILEY COUNTY POLICE DEPARTMENT—Administered by Law Enforcement Agency (“Law Board”): Conversation with jail staff about medical care legal obligation regarding former inmate. Advise. Schedule Team Meetings for later this p.m. to discuss with jail staff and Budget and Finance Officer. Meeting held: advise regarding liability/no liability for medical care on specific facts. (3-22-23)

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

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

Administrative Matters: Work on annual performance reviews. (12-1-22; 12-2-22; 12-3-22; 12-4-22; 12-5-22; 12-6-22;12-7-22) Work with Clerk staff to reschedule administrative time on upcoming BOCC agenda. (12-7-22) Register for free webinar during lunch hour December 14, 2022; “Practical Law” updates from Westlaw—our computerized legal research provider. (12-7-22) Forward to Office Manager Clerk's Office info on end-of-year vendor payments by check. (12-8-22) Discuss with Craig any updates to contact info. (12-13-22) Advise staff I'll be into office after attending 8:30 a.m. meeting at Public Works. (12-13-22) Discuss with Craig teams meeting later this a.m. with Department Heads of Appraiser's office and Planning and Development. (12-13-22) Review and Approve A/P and Accounts Payable documents. (1-30-23) Advise on chairs mistakenly moved out of CPE by CASA. (2-6-23) Work on arranging for office space for any attorney hired for vacancy of incumbent Deputy. Work on temporary location of conference room table for same purpose. Work with IT on technology need in space for same purpose. (3-15-23) Review and delete spam emails quarantined (3-19-23) Review communication from Federal District Court on amendments to local rules. (3-19-23) Approve staff request. (3-30-23) Order business cards for incoming Deputy County Counselor as of May 1, 2023. (4-5-23) Assist staff with follow up on minor structural repair of desk (donated by Treasurer) moved into office for incoming Deputy Counselor. (4-7-23) Repair of desk by Public Works staff accomplished. (4-11-23) Advise staff of information provided by Clerk's office on address to use with P-Card purchases. (4-25-23) Approve annual leave request from staff.(4-26-23) Work with staff development of departmental 2024 budget request. (4-26-23) Work with office's staff on Departmental 2024 budget request. (4-21-23; 4-26-23) Prepare memo in support of office's 2024 budget request. (4-26-23) Complete departmental 2024 budget memo. Submit memo and 2024 budget request to Budget and Finance (4-27-23) Discuss with HR CAR I'll prepare for transition of Counselor position based upon my scheduled 2025 retirement. (5-19-23) Work on transition of Deputy position given incumbent's scheduled retirement. (5-22-23;5-23-23) Discuss and decide with staff on renewal of “Hawver” subscription. (5-30-23) ***Register for June 20 webinar on Title VI requirements under ARPA; to be conducted by Officer of Recovery. (6-5-23) Information to Office Manager on invoice for Westlaw. (7-5-23)***

Continuing Legal Education: *Attend online CLE program. (6-11-23) Attend CCAK CLE program. (6-16-23)*

County Counselor Association of Kansas: Contact presenter and confirm presenter availability for mid-year zoom CLE meeting of membership. Advise KAC general counsel presenter on employment law developments will attend. (February, 2023) Discuss with membership possible hypothetical for CLE presenter's use during upcoming presentation during mid-year membership meeting on ethical issue. (4-26-23) Confirm with Jay Hall presenter's availability to present during June 16th "virtual" mid-year association CLE. (4-28-23)

Department Head Committee: Attend and participate in department Head Committee Meeting. Remind Department Heads of next Monday's Legislative Conference, that they are all invited; and it is an opportunity to interact for the first time with new members of our delegation. Also described I will be inviting all delegation members to contact Department Heads throughout the legislative session when they have any questions about this county's daily operation or of counties generally. (12-7-22) Attend and participate in Committee Meeting. (12-21-22) Attend and participate in committee meeting. (2-15-23) Attend and participate in committee meeting. (3-1-23) Attend and participate in committee meeting. (4-5-23) Attend and participate in committee meeting. (4-19-23) ***Attend and participate in committee meeting. (7-5-23)***

Intergovernmental Luncheon: Attend meeting. (2-27-23)

Kansas Association of Counties:

Staff Budget and Planning Committee: Work with B & P on development of contracts for transfers to small cities for loss of funds as countywide ½ cent sales tax sunsets 12/31/22. (11-15-22) Review material for BOCC presentation to be made by Budget and Planning during the next BOCC public meeting. (11-28-22) Attend and participate in Committee meeting. (11-29-22) Ask Shilo for her opinion on draft of agreement. (2-7-23)

Staff Riley County Employee Recognition Day Planning Committee: Discuss future scheduling of committee meetings with members. (2-21-23) Attend and participate in committee meeting. (2-21-23) Discussion with County Appraiser regarding current property tax exemption status of potential venue. (2-22-23) Discussion with County Appraiser staff regarding contact information for same potential venue. (2-22-23) Discuss with venue representative potential use of facility for event. (3-6-23). Discuss with different venue's representative potential use of facility for event. (3-7-23) Messages left at possible venue with my contact information. (3-17-23;3-18-23) Communicate with possible venue and contact person. Advise will not be using facility and why. (3-20-23) Attend and participate in committee meeting. (3-21-23) Discussion with committee members about concept for employee day, proposed by committee member. (4-26-23) ***Attend and participate in committee work planning Employee Recognition Day. (6-20-23) Analyze proposed venue contract. Conversation with County's insurer. Voicemail left with PIO. (7-5-23)***

Staff Road Renaming Committee: Respond to committee member's relay of landowner's proposed rename of private road. (12-7-22)



COUNTY CLERK & ELECTIONS
Budget

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

COMMISSION AGENDA REPORT

FROM: Rich Vargo, County Clerk

MEETING: July 10, 2023

SUBJECT: 2024 Budget Work Session

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

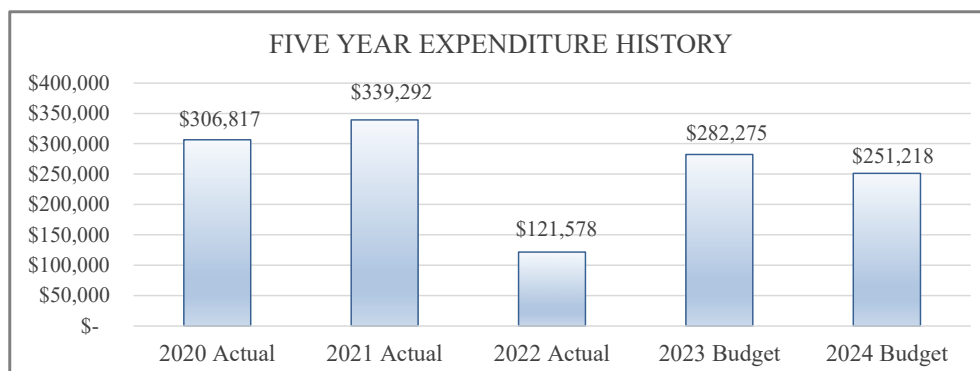
- 2024 EcoDevo (PDF)
- 2024 Gen Services Budget Book (PDF)
- 2024 CIP Budget Book (PDF)
- 2024 Budget Development WS (PDF)
- 2024 Fire Budget Book (PDF)
- 2024 Fire Capital Outlay (PDF)
- 2024 911 (PDF)
- 2024 Solid Waste (PDF)

- Copy of 2024 HD Budget Revised July 2023 (PDF)
- 2024 New and Expanded positions Memo 2023-06v2 (DOCX)

Riley County, Kansas
2024 Budget
Economic Development Fund
Fund 146

	2022	2023	2024
BEGINNING CASH BALANCE	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Fund Balance	\$ 117,718	\$ 181,640	\$ 94,118
TOTAL BEGINNING CASH BALANCE	\$ 117,718	\$ 181,640	\$ 94,118
REVENUE			
600 Miscellaneous Reimbursement	\$ -	\$ -	\$ -
603 Transfer from General Fund	\$ 185,500	\$ 182,475	\$ 157,100
TOTAL REVENUE	\$ 185,500	\$ 182,475	\$ 157,100
TOTAL RESOURCES AVAILABLE	\$ 303,218	\$ 364,115	\$ 251,218
EXPENDITURES			
604 Transfer to Bond & Interest Fund	\$ 43,925	\$ 52,153	\$ 52,153
4990 Other Capital Outlay	77,653	230,122	199,065
TOTAL EXPENDITURES	\$ 121,578	\$ 282,275	\$ 251,218
TOTAL ENDING FUND BALANCE	\$ 181,640	\$ 81,840	\$ -

<u>PROJECT ESTIMATES:</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Re-write of Riley County Zoning/Subdivision Regulation	\$ -	\$ -	
Flint Hills Veteran's Coalition	1,015	1,015	1,015
Governor's Military Council	-	-	-
Konza Water Project	43,925	52,153	52,153
Chamber of Commerce	55,000	55,000	55,000
Downtown Manhattan, Inc.	5,000	5,000	5,000
Riley Co General Eco Devo	132,850	132,850	132,850
Auto Lane Development	6,057	6,057	-
Flint Hills Regional Council (FHRC) Contribution	10,000	-	-
MPO Contribution	5,201	5,200	5,200
MATC Facilities Project (Request to be for 5 years)	-	-	-
Comprehensive plan update		25,000	-
US 24 project studies, design, engineering	50,000	-	-
TOTAL	\$ 309,048	\$ 282,275	\$ 251,218



Riley County, Kansas
2024 Budget
General Services Department
001-030

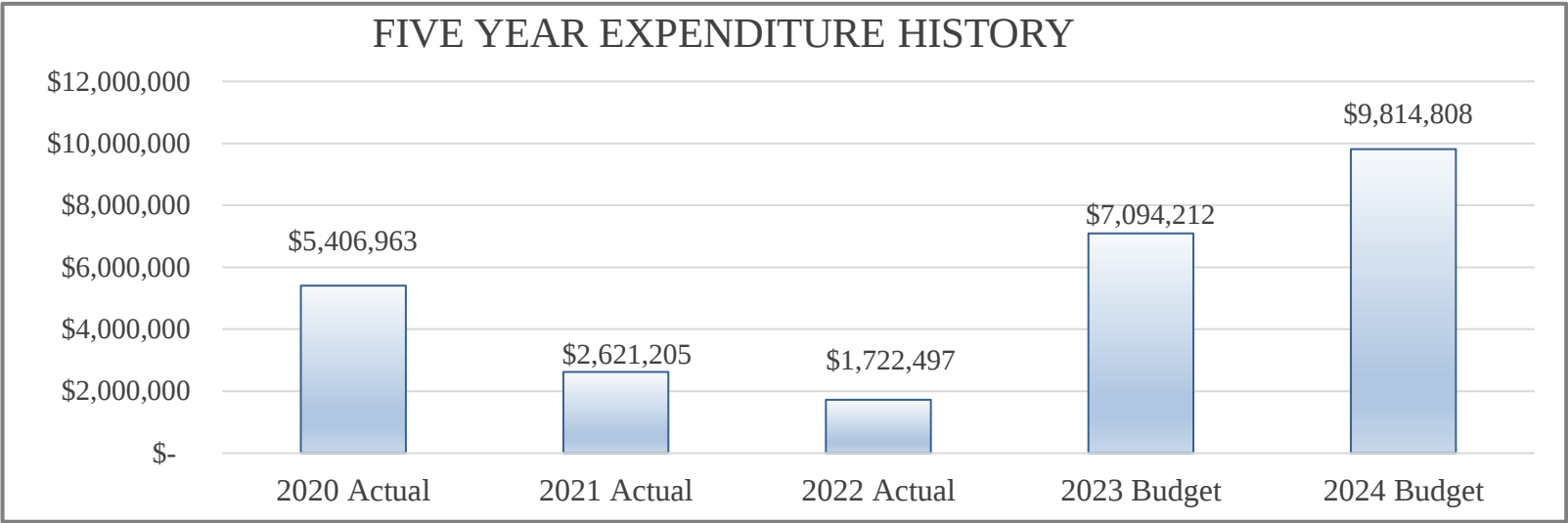
EXPENDITURES	2022	2023	2024
PERSONNEL SERVICES	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
1005 Employee Separation/Comp Time Pay	\$ 113,763	\$ 75,000	\$ 120,000
1504 FICA	8,613	5,738	9,180
1508 KPERS/KPF Retirement	6,096	7,070	12,312
1510 State Unemployment Tax	110	75	120
TOTAL PERSONNEL SERVICES	\$ 128,583	\$ 87,883	\$ 141,612
CONTRACTUAL SERVICES			
2005 Cafeteria Section 125 Benefits	\$ 1,802	\$ 3,000	\$ 3,700
2010 Postage/Freight/Shipping	107	750	195
2020 Phone Services	79,195	80,000	80,000
2040 Internet Access	71,882	82,000	60,000
-57 Internet Access	12,353	14,000	11,000
2110 Advertising & Legal Publications	1,014	500	500
2140 Appraisal Services	-	5,000	5,000
2200 Office Equipment Rental	6,108	6,900	9,000
2220 Building Space Rental	8,200	15,000	9,000
2260 Security Services	660	1,000	1,200
2300 Tax Payment	1,371	3,000	3,000
2330 Transportation Services	-	1,000	1,000
2400 Repair/Maint Co Vehicles	63	-	-
2430 Computer Software Maintenance/Support	-	-	-
2510 Mileage/Tolls/Parking/Rental	867	-	1,500
2520 Lodging	-	-	-
2530 Airfare	-	-	-
2540 Meals	-	-	-
2550 Dues & Memberships	33,051	33,000	36,000
2560 Training & Registrations	4,350		4,600
2570 Subscriptions	1,836	2,000	3,400
2640 Legal Services	-	30,000	30,000
2644 Tax Sale Fees-Counselor	8,711	16,000	17,000
2650 Physician Fees	25,529	30,000	30,000
2657 Miscellaneous Fees	8,686	10,000	10,000
2670 Indigent Attorney Fees	278,847	425,000	520,000
2755 Accountant & Auditor Fees	52,400	60,000	65,000
2760 Consulting Fees	3,759	1,000	9,000
2765 Contract Fees	-	3,000	
2810 Electric/Gas Services	333,700	305,000	350,000
2830 Water	117,954	100,000	120,000
2850 Waste Disposal	18,314	35,000	22,000
2990 Other Contract Services	358,007	30,000	100,000
TOTAL CONTRACTUAL SERVICES	\$ 1,428,766	\$ 1,292,150	\$ 1,502,095

Attachment: 2024 Gen Services Budget Book (13562 : 2024 Budget Work Session)

COMMODITIES	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
3010 Office Supplies	\$ 70	\$ -	
3020 Books & Publications	\$ -	\$ 500	\$ 500
3032 Supplies-Printers	730	2,000	2,000
3080 Fuel & Lubricants	460	-	
TOTAL COMMODITIES	\$ 1,260	\$ 2,500	\$ 2,500
CAPITAL OUTLAY			
604 Transfer Out-Benefit Districts		\$ -	\$ -
4990 Other Capital Outlay	\$ 27,882	\$ 40,000	\$ 40,000
4990 Other Capital Outlay CARES	\$ -	\$ 2,450,255	\$ -
4005 Budget Stabilization	-	3,050,000	\$ 4,000,000
TOTAL CAPITAL OUTLAY	\$ 27,882	\$ 3,050,000	\$ 4,000,000
TOTAL OPERATING EXPENDITURES	\$ 1,558,609	\$ 1,382,533	\$ 1,646,207
TOTAL EXPENDITURES LESS PERSONNEL	\$ 1,457,908	\$ 4,344,650	\$ 5,504,595
TOTAL EXPENDITURES	\$ 1,586,491	\$ 4,432,533	\$ 5,646,207

Riley County, Kansas
2024 Budget
Capital Improvement Fund
Fund 145

	2022	2023	2024
BEGINNING CASH BALANCE	ACTUAL	BUDGET	BUDGET
Fund Balance	\$ 7,501,162	\$ 8,707,906	\$ 6,610,362
TOTAL BEGINNING CASH BALANCE	\$ 7,501,162	\$ 8,707,906	\$ 6,610,362
REVENUE			
185 Delinquent Personal Property	\$ 4	\$ -	\$ -
334 Usage Fees	9,923		
402 Investment Interest	\$ 97,893	\$ 100,000	400,000
402-21 Investment Interest-radio project		-	
503 Non-Collection Revenue	423,859	-	
600 Miscellaneous Reimbursement	18,683		
602-74 Miscellaneous Collection-fair booth revenue	9,075	10,000	20,000
603-57 Transfer from PW-Fairmont Shelter			
Prior year canceled encumbrances	-	-	
603 Transfer from Auction Fund	-	-	
603 Transfer from General Fund (debt/hardware reserve)		886,668	1,034,446
603 Transfer from General Fund	2,369,805	4,000,000	1,750,000
TOTAL REVENUE	\$ 2,929,241	\$ 4,996,668	\$ 3,204,446
TOTAL RESOURCES AVAILABLE	\$ 10,430,403	\$ 13,704,574	\$ 9,814,808
EXPENDITURES			
604 Transfer to Bond & Interest Fund	\$ 190,170	\$ 185,600	\$ 182,100
2000 Contractual	99,137		
2286 Lease Payments	426,796	426,796	426,796
3000 Commodities	6,827		
4005 Future Capital Project Funding			
4990 Other Capital Outlay	999,567	4,083,139	6,659,457
4990 Other Capital Outlay Reserves	-	2,398,677	2,546,455
TOTAL EXPENDITURES	\$ 1,722,497	\$ 7,094,212	\$ 9,814,808
TOTAL ENDING FUND BALANCE	\$ 8,707,906	\$ 6,610,362	\$ (0)



2024 Budget Development Worksheet

		2022 Actual Contractual Services, Commodities & Capital	2022 Actual Personnel Services (includes mid- year incentive)	2022 Actual Total	2023 Budgeted Contractual Services, Commodities & Capital	2023 Budgeted Personnel Services (Includes STEP & COLA)	2023 Budgeted Total	2024 Proposed Contractual Services, Commodities & Capital	2024 Proposed Personnel Services (Includes STEP)	2024 Proposed Budget Total	Percent change of 3 C's	
1	Administrative Services	31,384	588,252	619,636	47,925	755,078	803,003	51,795	680,606	732,401	8.08%	1
2	Ambulance	389,426	3,657,998	4,047,424	348,225	5,045,640	5,393,865	337,850	5,254,789	5,592,639	-2.98%	2
3	Appraiser	154,886	1,411,575	1,566,461	163,329	1,715,126	1,878,455	176,334	1,713,092	1,889,426	7.96%	3
4	Attorney	191,041	1,915,058	2,106,099	210,764	2,318,535	2,529,299	219,337	2,360,557	2,579,894	4.07%	4
5	Clerk	56,457	988,136	1,044,592	95,950	1,227,042	1,322,992	109,300	1,206,235	1,315,535	13.91%	5
6	Commissioners	42,699	182,671	225,371	51,540	224,770	276,310	53,040	231,637	284,677	2.91%	6
7	Coroner	78,266	0	78,266	117,000	0	117,000	132,000	0	132,000	12.82%	7
8	District Court	178,536	0	178,536	177,000	0	177,000	185,080	0	185,080	4.56%	8
9	Elections	229,070	374,910	603,980	216,500	515,894	732,394	317,400	617,576	934,976	46.61%	9
10	Emergency Management	37,011	229,668	266,679	58,795	252,517	311,312	54,850	295,717	350,567	-6.71%	10
11	Fair	102,041	0	102,041	110,500	0	110,500	110,500	0	110,500	0.00%	11
12	General Services	1,457,908	128,583	1,586,491	4,344,650	87,883	4,432,533	5,504,595	141,612	5,646,207	26.70%	12 *
13	Information Systems/GIS	848,250	746,698	1,594,949	770,660	982,412	1,753,072	923,160	913,415	1,836,575	19.79%	13
14	Insurance	612,900	0	612,900	811,218	0	811,218	887,340	0	887,340	9.38%	14
15	Juvenile Detention	83,881	0	83,881	101,650	0	101,650	112,000	0	112,000	10.18%	15
16	Museum	11,431	356,078	367,509	16,725	449,747	466,472	15,261	479,581	494,842	-8.75%	16
17	Noxious Weed	197,923	491,247	689,170	243,330	590,667	833,997	253,330	610,831	864,161	4.11%	17
18	Planning & Development	55,465	560,238	615,702	60,002	647,390	707,392	62,298	650,158	712,456	3.83%	18
19	Register of Deeds	51,416	394,115	445,531	59,125	478,228	537,353	50,875	498,565	549,440	-13.95%	19
20	Public Works	3,210,073	4,293,866	7,503,938	4,008,900	5,089,747	9,098,647	4,102,550	5,264,362	9,366,912	2.34%	20
21	Treasurer	53,168	853,060	906,228	55,330	1,331,515	1,386,845	59,080	1,351,075	1,410,155	6.78%	21
22	Juvenile Supervision fees	0	0	0	1,400	0	1,400	1,400	0	1,400	0.00%	22
23	Transfer to Health Dept. Fund	1,154,526	0	1,154,526	1,269,979	0	1,269,979	1,473,982		1,473,982	16.06%	23
24	Transfer to Landfill Close	30,000	0	30,000	30,000	0	30,000	30,000		30,000	0.00%	24
25	Transfer-Economic Dev.	185,500	0	185,500	182,475	0	182,475	157,100		157,100	-13.91%	25
26	Transfer - Capital Improvement	2,369,805	0	2,369,805	1,786,668	0	1,786,668	2,784,446		2,784,446	55.85%	26
27	Non-Appropriated	580,000	0	580,000	580,000	0	580,000	580,000	0	580,000		27
28	Cost of COLA	0	0	0	0	0	0		1,216,847	1,216,847		28
	SUBTOTAL:	\$12,393,065	\$17,172,153	\$29,565,218	\$15,919,640	\$21,712,191	\$37,631,831	\$18,744,903	\$23,486,654	\$42,231,557	17.75%	
Appropriations:												
29	Big Lakes Developmental	217,260	0	217,260	217,260	0	217,260	228,123	0	228,123	5.00%	29
30	Animal Shelter / Contractual	60,000	0	60,000	60,000	0	60,000	0	0	0	-100.00%	30
31	Council on Aging	275,000	0	275,000	275,000	0	275,000	275,000	0	275,000	0.00%	31
32	ATA Bus	100,000	0	100,000	100,000	0	100,000	105,000	0	105,000	5.00%	32
33	Small Cities	0	0	0	160,000	0	160,000	190,000	0	190,000	18.75%	33
34	Emergency Shelter	11,000	0	11,000	11,000	0	11,000	11,000	0	11,000	0.00%	34
35	Extension	599,645	0	599,645	635,600	0	635,600	667,380	0	667,380	5.00%	35
36	Pawnee Mental Health	300,000	0	300,000	300,000	0	300,000	300,000	0	300,000	0.00%	36
37	Riley Cty Genealogical Soc.	3,500	0	3,500	3,500	0	3,500	5,000	0	5,000	42.86%	37
38	Riley County Conservation	55,136	0	55,136	55,136	0	55,136	55,136	0	55,136	0.00%	38
39	Riley Co Community Corrections	7,081	0	7,081	59,602	0	59,602	87,324	0	87,324	46.51%	39
40	Be Able	0	0	0	0	0	0		0	0	100.00%	40
41	Farm & Food Council	0	0	0	0	0	0		0	0	100.00%	41
42	Sunflower Children's Collective	0	0	0	0	0	0		0	0	100.00%	42
	SUBTOTAL:	\$1,628,622	\$0	\$1,628,622	\$1,877,098	\$0	\$1,877,098	\$1,923,963	\$0	\$1,923,963	2.50%	
	GENERAL TOTAL:	\$14,021,687	\$17,172,153	\$31,193,840	\$17,796,738	\$21,712,191	\$39,508,929	\$20,668,866	\$23,486,654	\$44,155,520	3.54%	
43	Bond & Interest	451,382	0	451,382	545,592	0	545,592	478,856	0	478,856	-12.23%	43
44	County Building	294,997	0	294,997	393,000	0	393,000	430,000	0	430,000	9.41%	44
45	RCPD	4,906,051	0	4,906,051	5,300,016	0	5,300,016	5,816,898	0	5,816,898	9.75%	45
	SUBTOTAL:	\$5,652,430	\$0	\$5,652,430	\$6,238,608	\$0	\$6,238,608	\$6,725,754	\$0	\$6,725,754	7.81%	
	TOTAL:	\$19,674,117	\$17,172,153	\$36,846,270	\$24,035,346	\$21,712,191	\$45,747,537	\$27,394,620	\$23,486,654	\$50,881,274		
46	Capital Improvement	1,722,497	0	1,722,497	7,094,212	0	7,094,212	10,564,808	0	10,564,808	48.92%	46
47	Economic Development	121,578	0	121,578	282,275	0	282,275	251,218	0	251,218	-11.00%	47

BUDGETED REVENUE

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

BUDGETED EXPENDITURES

	2023	2024	% chg	Ad Valorem per Fund	Tax Rate per Fund
General	\$ 39,508,929	\$ 44,155,520	11.76%	29,019,629	36.6
Bond & Interest	545,592	478,856	-12.23%	-	0.0
County Building	393,000	430,000	9.41%	303,416	0.3
RCPD Fund	5,300,016	5,816,898	9.75%	5,396,910	6.8
TOTAL EXPENDITURES	\$ 45,747,537	\$ 50,881,274		34,719,955	43.7

DEPARTMENT FEES & OTHER

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

MINUS		
TOTAL REVENUE	18,232,502	17,459,582
EQUALS		
AMT. AD VALOREM TAX REQUIRED	\$ 27,515,034	\$ 33,421,693
TOTAL MILLS NEEDED	42.211	42.157
Mill levy diff. from previous budget year	(0.062)	(0.054)

Revenue Neutral Mill Rate (29317322.76720,822)	38.379
Revenue Neutral \$\$	\$ 30,426,513
Overage on Neutral Mill Rate	3.778
Overage on RNR Tax Rate	\$ 2,995,180
One mill of taxation is equal to \$1 on each \$1,000 of assessed value.	
Assessed valuation	
2021B-Bond Refunding Konza Water Amount - final 2028	
2017-Bonding Refunding -Facilities/Bridge Proj CIP - final 2025	

Unencum-
bered
Ending
Cash

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

Attachment: 2024 Budget Development WS (13562 : 2024 Budget Work Session)

Riley County, Kansas
2024 Budget
Economic Development Fund
Fund 146

	2022	2023	2024
BEGINNING CASH BALANCE	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Fund Balance	\$ 117,718	\$ 181,640	\$ 94,118
TOTAL BEGINNING CASH BALANCE	\$ 117,718	\$ 181,640	\$ 94,118
REVENUE			
603 Transfer from General Fund	\$ 185,500	\$ 182,475	\$ 157,100
TOTAL REVENUE	\$ 185,500	\$ 182,475	\$ 157,100
TOTAL RESOURCES AVAILABLE	\$ 303,218	\$ 364,115	\$ 251,218
EXPENDITURES			
604 Transfer to Bond & Interest Fund	\$ 43,925	\$ 52,153	\$ 52,153
4990 Other Capital Outlay	77,653	230,122	199,065
TOTAL EXPENDITURES	\$ 121,578	\$ 282,275	\$ 251,218
TOTAL ENDING FUND BALANCE	\$ 181,640	\$ 81,840	\$ -

<u>PROJECT ESTIMATES:</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Re-write of Riley County Zoning/Subdivision Regulation	\$ -	\$ -	
Flint Hills Veteran's Coalition	1,015	1,015	1,015
Governor's Military Council	-	-	-
Konza Water Project	43,925	52,153	52,153
Chamber of Commerce	55,000	55,000	55,000
Downtown Manhattan, Inc.	5,000	5,000	5,000
Riley Co General Eco Devo	132,850	132,850	132,850
Auto Lane Development	6,057	6,057	-
Flint Hills Regional Council (FHRC) Contribution	10,000	-	-
MPO Contribution	5,201	5,200	5,200
MATC Facilities Project (Request to be for 5 years)	-	-	-
Comprehensive plan update		25,000	-
US 24 project studies, design, engineering	50,000	-	-
TOTAL	\$ 309,048	\$ 282,275	\$ 251,218

Attachment: 2024 Budget Development WS (13562 : 2024 Budget Work Session)

**Riley County, Kansas
2024 Budget
Rural Fire District #1 Fund
Fund 183**

PERSONNEL	2022	2023	2024
Position Title - Full Time	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Director	0.5	0.5	0.5
Assistant Fire Chief	1	1	1
Fire Chief	0	1	1
Office Assistant II	1	1	1
TOTAL NUMBER OF EMPLOYEES	2.5	3.5	3.5
BEGINNING CASH BALANCE			
Fund Balance	\$ 51,770	\$ 62,780	\$ 38,001
TOTAL BEGINNING CASH BALANCE	\$ 51,770	\$ 62,780	\$ 38,001
REVENUE			
102 Motor Vehicle Tax	\$ 110,942	\$ 125,792	\$ 113,711
103 Vehicle Rental Excise Tax	-	-	-
113 Recreational Vehicle Tax	1,780	2,064	1,930
130 Commercial Vehicle Fees	8,901	9,403	9,354
180 Ad Valorem Tax	1,038,463	1,086,465	-
181 Delinquent Tax	25,053	-	-
182 Oil & Gas	427	-	-
184 P.P	23,965	-	-
190 16/20 M Vehicle Tax	2,751	3,092	3,075
193 Watercraft Tax	1,315	1,700	1,794
206 State Grant	3,400	-	-
402 Investment Interest	-	-	-
503 Non-Collection Revenue	-	5,000	-
600 Miscellaneous Reimbursement	1,393	-	-
602 Miscellaneous Collection	-	-	-
TOTAL REVENUE	\$ 1,218,390	\$ 1,233,516	\$ 129,864
TOTAL RESOURCES AVAILABLE	\$ 1,270,160	\$ 1,296,296	\$ 167,865
PERSONNEL SERVICES			
1001 Salaries (Full Time)	\$ 239,093	\$ 274,896	\$ 255,190
1003 Stipends	38,836	58,363	69,000
1005 Overtime	93	553	639
1504 FICA	19,806	25,136	24,849
1506 Health Insurance	35,711	57,059	54,978
1508 KPERS/KPF Retirement	49,389	54,631	53,268
1510 State Unemployment Tax	223	328	325

Attachment: 2024 Fire Budget Book (13562 : 2024 Budget Work Session)

TOTAL PERSONNEL SERVICES	\$	383,151	\$	470,966	\$	458,249
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RURAL FIRE DISTRICT #1 FUND
CONTRACTUAL SERVICES

	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
2010 Postage/Freight/Shipping	\$ 388	\$ 500	\$ 500
2030 Cellular Phone Services	2,150	2,250	2,350
2040 Internet Access	3,945	3,750	4,000
2080 Printing/Duplication Services	386	250	400
2110 Advertising & Legal Publications	56	3,500	2,500
2120 Insurance-Property/Building	8,182	8,500	8,500
2122 Vehicle/Fleet Insurance	28,857	30,000	31,000
2124 Other Insurance	3,576	8,000	6,000
2126 Life Insurance	3,239	7,500	7,000
2200 Office Equipment Rental	2,587	3,500	3,500
2210 Machinery Equipment Rental	330	500	500
2245 Other Rental Services	1,160	4,000	3,500
2290 Debt Service-principal	127,114	130,000	130,000
2305 Debt Service-interest	53,658	55,401	55,000
2400 Repair/Maintain County Vehicles	70,242	66,678	70,000
2420 Repair/Maintain Other Equipment	2,432	12,500	12,000
2430 Computer Software Maintenance/Support	-	3,000	2,000
2450 Computer Hardware Maintenance/Support	195	250	250
2480 Repair/Maintain Buildings & Grounds	11,723	8,000	12,000
2510 Mileage/Tolls/Parking/Rental	140	750	500
2520 Lodging	1,838	2,000	2,200
2530 Air Fare	1,267	2,500	2,000
2540 Meals	3,122	5,000	5,000
2550 Dues & Memberships	381	1,250	1,000
2560 Training & Registrations	1,922	3,000	3,000
2570 Subscriptions	1,625	2,000	2,000
2635 Engineering Fees	-	2,500	1,500
2650 Physician Fees	-	6,000	5,000
2700 Bonding Services	-		
2775 Pest Control Fees	-	2,000	1,000
2810 Electric/Gas Services	17,263	18,000	19,000
2830 Water	2,769	2,000	3,000
2850 Waste Disposal	895	1,250	1,200
2890 Other Utilities	-	250	250
2990 Other Contract Services	1,910	3,500	3,000
TOTAL CONTRACTUAL SERVICES	\$ 353,350	\$ 400,079	\$ 400,650
COMMODITIES			
3010 Office Supplies	\$ 9,904	\$ 6,000	\$ 10,000
3020 Books & Publications	169	1,000	500
3040 Clothing	345	3,000	7,500

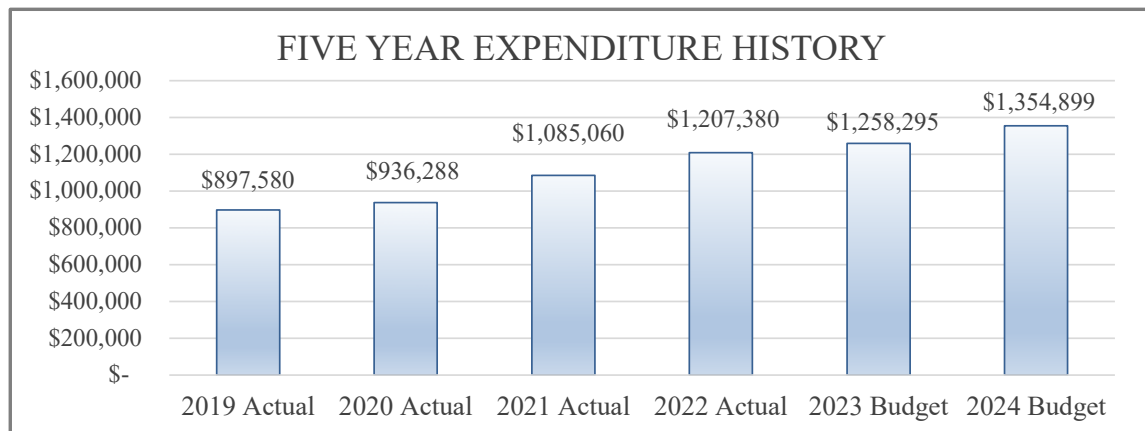
Attachment: 2024 Fire Budget Book (13562 : 2024 Budget Work Session)

3045 Protective Gear	26,038	35,000	40,000
3060 Medical Supplies	-	4,000	2,000
3080 Fuel & Lubricants	42,305	70,000	70,000
3085 Propane	12,889	16,000	15,000
3135 Furniture < \$100	-	1,000	1,000
3140 Parts & Tools < \$100	27,733	29,750	30,000
3150 Parts & Tools > \$100	129,948	70,000	110,000
3190 Sign Material	-	3,000	1,500
3990 Other Supplies/Materials	655	6,000	4,000
TOTAL COMMODITIES	\$ 249,985	\$ 244,750	\$ 291,500

CAPITAL OUTLAY			
4030 Telecommunications Equipment	\$ 9,065	\$ 15,000	\$ 12,500
4031 Technology Network Equipment	-	2,000	1,500
4050 Technology Hardware	-	2,000	1,500
4060 Computer Software	1,478	7,500	4,000
4085 Emergency Vehicles	24,500	26,000	55,000
4300 Land	-	-	-
4990 Other Capital Outlay	113,350	60,000	60,000
TOTAL CAPITAL OUTLAY	\$ 148,394	\$ 112,500	\$ 134,500

604 Transfer to Rural Fire Capital Outlay	\$ 72,500	\$ 30,000	\$ 70,000
TOTAL TRANSFERS	\$ 72,500	\$ 30,000	\$ 70,000

TOTAL EXPENDITURES	\$ 1,207,380	\$ 1,258,295	\$ 1,354,899
TOTAL ENDING FUND BALANCE	\$ 62,780	\$ 38,001	\$ (1,187,033)



Riley County, Kansas
2024 Budget
Rural Fire Capital Outlay Fund
Fund 184

	<u>2022</u>	<u>2023</u>	<u>2024</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
BEGINNING CASH BALANCE			
Fund Balance	\$ 448,366	\$ 424,935	\$ 359,229
TOTAL BEGINNING CASH BALANCE	\$ 448,366	\$ 424,935	\$ 359,229
REVENUE			
598 Temporary Note	\$ 15,075	\$ -	\$ -
603 Transfer from Rural Fire Operating	72,500	30,000	70,000
TOTAL REVENUE	\$ 87,575	\$ 30,000	\$ 70,000
TOTAL RESOURCES AVAILABLE	\$ 535,941	\$ 454,935	\$ 429,229
EXPENDITURES			
CONTRACTUAL EXPENSES			
2110 Advertising & Legal Publications	\$ -	\$ -	\$ -
TOTAL CONTRACTUAL EXPENSES	\$ -	\$ -	\$ -
COMMODITIES EXPENSES			
3150 Parts & Tools >\$100	\$ -	\$ -	\$ -
TOTAL COMMODITIES EXPENSES	\$ -	\$ -	\$ -
CAPITAL OUTLAY			
4020 Other Equipment	\$ 15,000	\$ -	\$ -
4030 Telecommunications Equipment	-	-	-
4085 Emergency Vehicles	71,006	95,706	-
4990 Other Capital Outlay	25,000	-	-
TOTAL CAPITAL OUTLAY	\$ 111,006	\$ 95,706	\$ -
TOTAL EXPENDITURES	\$ 111,006	\$ 95,706	\$ -
TOTAL ENDING FUND BALANCE	\$ 424,935	\$ 359,229	\$ 429,229

Attachment: 2024 Fire Capital Outlay (13562 : 2024 Budget Work Session)

Riley County, Kansas
2024 Budget
Emergency 911 Fund
Fund 148

	2022	2023	2024
BEGINNING CASH BALANCE	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Fund Balance	\$ 771,048	\$ 724,617	\$ 117,665
TOTAL BEGINNING CASH BALANCE	\$ 771,048	\$ 724,617	\$ 117,665
REVENUE			
207 Federal Grant	\$ -	\$ -	\$ -
402 Investment Interest	8,038	1,000	\$ 7,000
602-149 Miscellaneous Collection	364,567	300,000	\$ 360,000
600 Miscellaneous Reimbursement	3,308		18,000
TOTAL REVENUE	\$ 375,913	\$ 301,000	\$ 385,000
TOTAL RESOURCES AVAILABLE	\$ 1,146,961	\$ 1,025,617	\$ 502,665
EXPENDITURES			
CONTRACTUAL SERVICES			
2020 Phone Services	\$ 152,507	\$ 165,000	\$ 150,000
2040 Internet Access	24,125	20,000	10,000
2230 Land Rental/Lease Payments	30,018	35,000	35,000
2245 Other Rental Services	-		-
2420 Repair/Maintain Other Equipment	177,083	50,000	81,165
2450 Computer Hardware Maintenance/Support	-	177,609	178,000
2490 Other Repairs/Maintenance	-	425,843	-
2510 Mileage/Toll/Parking	1,066	-	2,000
2520 Lodging	227	2,000	2,000
2540 Meals	283	500	1,000
2560 Training & Registration	3,872	2,000	2,500
2760 Consultant Fees	-	2,500	3,000
2765 Contract Fees	3,308		-
2810 Electric/Gas Services	29,557	25,000	35,000
2990 Other Contract Services	-	2,500	3,000
TOTAL CONTRACTUAL SERVICES	\$ 422,044	\$ 907,952	\$ 502,665
COMMODITIES			
3085 Propane	\$ -	\$ -	\$ -
TOTAL COMMODITIES	\$ -	\$ -	\$ -
CAPITAL OUTLAY			
4020 Other Equipment	\$ -	\$ -	-
4030 Telecommunications Equipment	-	-	-
4050 Technology Hardware	300	-	-
TOTAL CAPITAL OUTLAY	\$ 300	\$ -	\$ -
TOTAL EXPENDITURES	\$ 422,344	\$ 907,952	\$ 502,665

Attachment: 2024 911 (13562 : 2024 Budget Work Session)

TOTAL ENDING FUND BALANCE	\$	724,617	\$	117,665	\$	(0)
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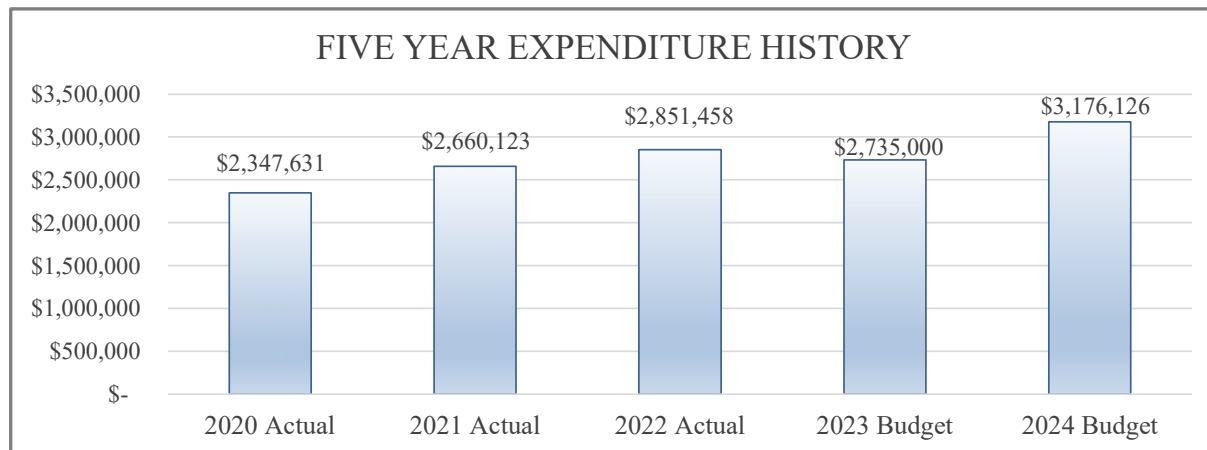
Riley County, Kansas
2024 Budget
Solid Waste Fund
Fund 150

PERSONNEL	2022	2023	2024
Position Title - Full Time	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Public Works Operator II	2	2	2
Sub-Total	2	2	2
Part-Time/Seasonal/Temporary			
Public Works Operator II	0	0	0
Customer Service Rep I	3	3	3
Sub-Total	3	3	3
TOTAL NUMBER OF EMPLOYEES	5	5	5
BEGINNING CASH BALANCE			
Fund Balance	\$ 635,360	\$ 442,458	\$ 160,626
TOTAL BEGINNING CASH BALANCE	\$ 635,360	\$ 442,458	\$ 160,626
REVENUE			
503 Non-Collection Revenue	\$ 546	\$ -	\$ -
206 State Grant	\$ 1,299		\$ -
452 Convenience Fee	\$ 10,004		\$ 9,000
600 Miscellaneous Reimbursement	5,019	-	-
602 Charges for Services-Miscellaneous Collections	2,824,780	2,349,397	3,000,000
603 Transfer in Disaster Fund	-	-	-
610 Outside Collections	-	-	-
651 Farm Income	-	5,000	6,500
850 Return Check Expense	(1,237)	-	-
TOTAL REVENUE	\$ 2,840,412	\$ 2,354,397	\$ 3,015,500
TOTAL RESOURCES AVAILABLE	\$ 3,475,772	\$ 2,796,855	\$ 3,176,126
EXPENDITURES			
PERSONNEL SERVICES			
1001 Salaries (Full Time)	\$ 122,999	\$ 113,254	\$ 183,923
1003 Seasonal/Temporary/Part Time	54,975	62,844	-
1005 Overtime	9,560	11,325	16,308
1502 Clothing Allowance	29	250	-
1504 FICA	13,243	14,338	15,318
1506 Health Insurance	57,661	56,227	43,030
1508 KPERS Retirement	17,578	17,618	20,544
1510 State Unemployment Tax	153	187	200
TOTAL PERSONNEL SERVICES	\$ 276,197	\$ 276,043	\$ 279,323
CONTRACTUAL SERVICES			

Attachment: 2024 Solid Waste (13562 : 2024 Budget Work Session)

2010 Postage/Freight/Shipping	\$	236	\$	500	\$	500
2020 Phone Services		1,577		1,200		1,500
2030 Cellular Phone Services		575		625		625
2080 Printing/Duplication Services		-		1,000		500
2110 Advertising & Legal Publications		2,315		1,500		2,500
2120 Insurance-Property/Building		4,349		4,500		4,500
2122 Vehicle/Fleet Insurance		451		500		600
2124 Other Insurance		3,458		6,100		5,500
2210 Machinery Equipment Rental		-		5,000		4,500
2400 Repair/Maintain County Vehicles		34,271		15,000		20,000
2420 Repair/Maintain Other Equipment		238		2,000		2,000
2430 Computer Software Maintenance/Support		-		2,500		2,500
2480 Repair/Maintain Buildings & Grounds		15,463		20,000		40,000
2510 Mileage/Tolls/Parking/Rental		611		200		200
2520 Lodging		-		1,000		1,000
2540 Meals		-		200		200
2560 Training & Registrations		-		500		500
2585 Miscellaneous Refunds/Reimbursements		-		100		100
2605 Administration/Clerical Fees		59,123		80,000		70,000
2635 Engineering Fees		-		3,000		3,000
2750 Credit Card Fees		13,241		10,000		15,000
2775 Pest Control Fees		718		1,000		1,000
2810 Electric/Gas Services		23,227		27,000		25,500
2830 Water		16,012		12,000		17,000
2850 Waste Disposal		2,322,771		1,990,000		2,450,000
2990 Other Contract Services		17,038		91,171		35,000
TOTAL CONTRACTUAL SERVICES \$ 2,515,674 \$ 2,276,596 \$ 2,703,725						
COMMODITIES						
3010 Office Supplies	\$	68	\$	1,500	\$	500
3030 Computer Supplies		-		-		500
3032 Supplies-Printers		-		200		500
3060 Medical Supplies		562		200		750
3080 Fuel & Lubricants		17,189		9,750		17,500
3085 Propane		1,920		2,500		3,500
3090 Custodian Supplies		-		150		100
3100 Chemical		2,079		2,500		2,500
3120 De-icing Materials		82		500		500
3140 Parts & Tools < \$100		8,173		2,000		3,500
3150 Parts & Tools > \$100		27,443		15,000		17,000
3170 Gravel Aggregates		1,455		7,500		3,500
3190 Sign Materials		174		1,000		750
3220 Seed/Fertilizer		-		100		100
3250 Asphalt Maintenance Materials		-		2,500		3,000
3990 Other Supplies/Materials		443		1,000		1,000

TOTAL COMMODITIES				\$ 59,588	\$ 46,400	\$ 57,700
CAPITAL OUTLAY	ACTUAL	BUDGET	BUDGET			
4005 Budget Stabilization	\$ -	\$ -	\$ -			
4020 Other Equipment	-	-	-			
4030 Telecommunications Equipment	-	200	200			
4040 Furniture > \$100	-	400	400			
4050 Technology Hardware	-	-	-			
4054 Technology Hardware-Printers	-	500	-			
4120 Other Heavy Equipment	-	134,861	134,778			
TOTAL CAPITAL OUTLAY	\$ -	\$ 135,961	\$ 135,378			
TOTAL EXPENDITURES				\$ 2,851,458	\$ 2,735,000	\$ 3,176,126
TOTAL ENDING FUND BALANCE				\$ 442,458	\$ 61,855	\$ 0



Riley County, Kansas
2024 Budget
Health Department Fund
Fund 30

	2022	2023	2024
BEGINNING CASH BALANCE	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Fund Balance	\$ 1,121,706	\$ 968,909	\$ 372,401
TOTAL BEGINNING CASH BALANCE	\$ 1,121,706	\$ 968,909	\$ 372,401
REVENUE			
State Grant	\$ 994,511	\$ 1,005,892	\$ 1,240,465
Federal Grant	2,033,028	1,973,964	1,784,014
Grants-Other	123,737	21,030	46,300
Fees-Self Pay	61,798	105,150	88,150
Fees-Medicaid	59,288	46,500	72,000
Fees-Other Insurance	339,206	277,500	364,000
Miscellaneous Collection	83,172	25,296	50,000
Miscellaneous Reimbursements	23,607		.
Transfer from General Fund	1,154,526	1,269,979	1,473,982
Transfer from Disaster Fund	23,011	-	-
Prior year canceled encumbrances	-	-	-
TOTAL REVENUE	\$ 4,895,883	\$ 4,725,311	\$ 5,118,911
TOTAL RESOURCES AVAILABLE	\$ 6,017,589	\$ 5,694,220	\$ 5,491,312
EXPENDITURES			
General	\$ 921,055	\$ 783,885	\$ 690,942
Wildcat Region	31,169	31,810	32,120
Emergency Response	70,407	77,645	87,840
Women, Infants, Children (WIC)	782,264	954,915	937,075
March of Dimes	9,762	7,500	7,500
KS Health Foundation	13,428	-	-
Chronic Disease Risk Reduction (CDRR)	26,685	-	-
Integrated Referral & Intake System (IRIS)	92,545	96,336	-
Child Care Licensing	289,472	327,523	375,519
Family Planning	404,216	471,288	514,872
Immunization Action Plan	423,713	445,393	536,321
Maternal Child Health	306,342	334,869	376,129
Healthy Families Contract	482,966	518,176	523,855
Raising Riley Right	898,100	908,649	1,025,362
State Formula	296,558	364,009	383,777
TOTAL EXPENDITURES	\$ 5,048,681	\$ 5,321,819	\$ 5,491,312
TOTAL ENDING FUND BALANCE	\$ 968,909	\$ 372,401	\$ (0)

Attachment: Copy of 2024 HD Budget Revised July 2023 (13562 : 2024 Budget Work Session)



HUMAN RESOURCE DIVISION

July 6, 2023

TO: Board of County Commissioners

FROM: Elizabeth Ward, Human Resource Director

RE: New and Expanded Positions Overview

In May Human Resources presented the New and Expanded position requests for Riley County. These requests must be reviewed and either approved or denied before the end of the budget cycle.

Below is a summary of those positions being requested for inclusion in the 2024 budget. These positions would require **additional funding** for each of the associated budgets.

Each position has an individual Commission Action Report individually as a separate motion as to what shall be included in the 2024 budget preparation.

The totals below include the cost of wages and benefits.

Department	Position	Per position salary	Per Position benefits	Total Request (Wage + Benefits)
Planning & Development	Environmental Health Tech - <i>New Position</i> Existing PD – Range 13, Full Time, ½ year Starting Rate, \$2,158.40/pp (\$56,118/year)	\$28,059	\$11,083	\$39,142
	Planning & Development Budget Request			\$39,142
EMS	3 Lieutenant positions – <i>Expanded positions</i> Existing PD – Range LIEUT, Full time (3080 hrs.) Average Rate, \$30.31/ph. (Each position costs \$163,603)	\$30,337 Increase from PARA	\$11,983 Increase from PARA	\$126,960 (\$42,320 x 3 positions)
	EMS/Ambulance Budget Request			\$126,960
County Attorney	Assistant County Attorney Existing PD – Range FF, Full Time Starting Rate, \$4116.55/pp	\$107,030	\$42,277	\$149,307
	Attorney Budget Request			\$149,307
Clerk - Elections	Elections Coordinator – <i>Expanded/New Title</i> New PD – Expected Range 7, Full Time Starting Rate, \$30.85/hour	\$3,806 increase	\$1,503 increase	\$5,309

Attachment: 2024 New and Expanded positions Memo 2023-06v2 (13562 : 2024 Budget Work Session)

Clerk Elections	As-Needed Clerical <i>Additional positions</i> Existing PD – Range TASND, 4000 hours Starting Rate, \$15/hour	\$60,000	\$4,590	\$64,590
Clerk – HR	Human Resources Generalist – <i>New position</i> New PD – Expected Range 12, Full Time Starting Rate, \$25.92/hour	\$53,914	\$21,296	\$75,210
Clerk – Payroll	Payroll Clerk – <i>New position</i> New PD – Expected Range 8, Full Time Starting Rate, \$21.15/hour	\$43,992	\$17,377	\$61,369
	Clerk Budget Request			\$206,478
County Counselor	County Counselor – <i>Training period</i> Existing PD – Expected Range JJ Starting Rate, \$173,840/year	\$86,920 (6 months)	\$34,334	\$121,254
	Total all New Requests			\$700,651

RECOMMENDATION(S)

Recommendation to review and approve each position request per department.