



**Board of Riley County
Commissioners
Regular Meeting
Agenda
July 10, 2025**

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

Cindy Kabriel
785-565-6200

FCRC 2101 Claflin Rd

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Notice to All White Canyon Property Owners
4. Surplus Equipment Transfer from EMS to RCFD #1
5. Review and Approval of Indemnification and Hold Harmless Agreement
6. Hargrave - Salzman Fence View Order
7. Re-appoint Dana Martinez to the Joint Corrections Advisory Board (juvenile appointment) and approve resolution
8. Sign Riley County Employee Action Form(s)
9. Discuss Joint City/County/County Meeting Agenda
10. Discuss Intergovernmental Luncheon
11. Approve payroll/accounts payables (when completed)

Review Minutes

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

Review Tentative Agenda

13. Tentative Agenda

Press Conference Topics

14. Discuss Press Conference

9:00 AM

Jacob Hansen, Interim County Counselor

15. Administrative Work Session

9:20 AM

Evan McMillan, Assistant County Engineer

16. Bid opening for University Park Utility Extension Project

9:30 AM Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer

17. Monthly Cash Flow Report for June 2025

9:45 AM Jason Smith, Manhattan Area Chamber of Commerce

18. Economic development update

10:00 AM Diane Creek, Health Department Director

19. Monthly update

10:30 AM Cory Meyer, IT/GIS Director

20. Request to Fill Position - Network/Security Systems Engineer

10:45 AM Anna Burson, Appraiser and Cory Meyer, IT/GIS Director

21. Request for Approval – Professional Services Agreement with Schneider Geospatial/ Beacon

11:05 AM Vivienne Leyva, PIO

22. NACo High Performance Leadership Academy and Flint Hills Regional Leadership Program Nominees

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.



**COUNTY
COUNSELOR/ADMINISTRATIVE SERVICES**
Letter

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

COMMISSION AGENDA REPORT

FROM: Jacob Hansen, Interim County Counselor

MEETING: July 10, 2025

SUBJECT: Notice to All White Canyon Property Owners

PRESENTER: Jacob Hansen, Interim County Counselor

The Board requested the County Counselor draft a letter to the residents of White Canyon in February. Once signed, the letter will be filed with the Register of Deeds and mailed to current property owners.

POSSIBLE MOTION(S)

1. "Move the Board to approve and sign letter as written."
2. "Move the Board to approve and sign letter after the following changes are made..."

Enclosures:

- Notice to Residents - White Canyon - Final (PDF)



BOARD OF COMMISSIONERS

115 N. 4th Street, 3rd Floor
 Manhattan, Kansas 66502
 Phone: 785-565-6844
 Fax: 785-565-6847
 Email: boccc@rileycountyks.gov

July 10, 2025

NOTICE TO ALL WHITE CANYON PROPERTY OWNERS

This notice intends to provide information regarding County improvements to Main Road in the White Canyon subdivision, as well as background information to assist current and future property owners for future planning.

In February 2025 the Board of Riley County Commissioners approved one-time assistance for repairs to Main Road in White Canyon. Although the County was not legally responsible for maintaining this road, the Board chose to support the community by providing a temporary improvement to help address concerns and improve access. The total cost of this work was \$6,040.12, which was paid entirely by the County.

White Canyon was platted in 1964 by Tuttle Creek Cabin Site, Inc., with right-of-way dedicated to the public. However, the roads within the subdivision were not constructed to County or Township standards and never accepted into the public road system. Sherman Township is also not responsible for road maintenance. At the time of development, the area was intended for seasonal use rather than year-round residency.

Portions of the roadways are located on U.S. Army Corps of Engineers property. The original easement for road access has expired, and the Corps will not grant a new easement as these are private roads.

As part of the February 2025 decision, the Board of Commissioners also agreed that Riley County will not provide any future maintenance or repairs to roads in this subdivision. As of the

time of this notice, property owners will need to work together to explore private options for road maintenance, snow removal, and future improvements.

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

Greg McKinley, Chairman

ATTEST

Rich Vargo, Riley County Clerk

(seal)

EXHIBIT A

Property Address	Quick Ref	CAMA	Legal Description
12312 Main Road	R2310	1110201001003000	WHITE CANYON, BLOCK J, Lots 5 - 9
00000 Main Road	R2311	1110201001005000	WHITE CANYON, BLOCK J, Lots 3 & 4
12324 Main Road	R2312	1110201001008000	WHITE CANYON, BLOCK J, Lots 1 & 2
12330 Main Road	R2313	1110201001010000	WHITE CANYON, BLOCK H, Lots 1 - 5
12315 Main Road	R2314	1110201001017000	WHITE CANYON, BLOCK H, Lots 6 - 11
00000 Main Road	R2315	1110201001018000	WHITE CANYON, BLOCK H, Lots 18 & 19
12217 Cove Overlook Drive	R2316	1110201001020000	WHITE CANYON, BLOCK H, Lots 12 - 17
00000 Cove Overlook Drive	R2317	1110201002001000	WHITE CANYON, BLOCK G, Lots 1 - 3
12220 Cove Overlook Drive	R2318	1110201003001000	WHITE CANYON, BLOCK B, Lots 1 & 2
00000 Main Road	R2319	1110201003003000	WHITE CANYON, BLOCK B, Lot 3
00000 Main Road	R2320	1110201003004000	WHITE CANYON, BLOCK B, Lot 4
00000 Cove Overlook Drive	R2321	111020100300500A	WHITE CANYON, BLOCK B, Lot 6
00000 Cove Overlook Drive	R2322	111020100300500B	WHITE CANYON, BLOCK B, Lot 7
00000 Cove Overlook Drive	R2323	111020100300500C	WHITE CANYON, BLOCK B, Lot 8
00000 Cove Overlook Drive	R2324	111020100300500D	WHITE CANYON, BLOCK B, Lot 9
00000 Cove Overlook Drive	R2325	111020100300500E	WHITE CANYON, BLOCK B, Lot 10
00000 Main Road	R2326	1110201003005000	WHITE CANYON, BLOCK B, Lot 5

Attachment: Notice to Residents - White Canyon - Final (16027 : Notice to White Canyon Property Owners)



**EMERGENCY
MANAGEMENT/FIRE**
Request

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

COMMISSION AGENDA REPORT

FROM: Russel Stukey EM / FIRE Director

MEETING: July 10, 2025

SUBJECT: Surplus Equipment Transfer from EMS to RCFD #1

PRESENTER: Business meeting

BACKGROUND

Riley County EMS has completed their move to their new facility and has offered the listed surplus equipment from their old HQ Station to RCFD #1.

DISCUSSION

Since Riley County EMS no longer has a use for the listed equipment RCFD #1 is able and willing to utilize the equipment.

FISCAL IMPACT

The listed equipment won't be placed in the next county surplus equipment auction.

RECOMMENDATION(S)

Staff recommends transferring the listed equipment from Riley County EMS inventory to RCFD #1 inventory.

Item and inventory # (if applicable)

1. Air Compressor - 46640
2. Commercial (washing machine) - 46652
3. Commercial Dryer - 46643
4. Speed Queen commercial washer dryer stack - 46639
5. Refrigerator - 46672
6. Conference table - 46697
7. 5 gear lockers - 46657, 46658, 46659, 46665

8. Assorted Hose/ Cord Reels

POSSIBLE MOTION(S)

Move to approve transfer of listed surplus property from Riley County EMS inventory to RCFD #1 inventory.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:



**COUNTY
COUNSELOR/ADMINISTRATIVE SERVICES**
Agreement

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

COMMISSION AGENDA REPORT

FROM: Jacob Hansen, Interim Riley County Counselor

MEETING: July 10, 2025

SUBJECT: Review and Approval of Indemnification and Hold Harmless Agreement

PRESENTER: Jacob Hansen, Interim Riley County Counselor

BACKGROUND

Presented today is the annual “Indemnification and Hold Harmless Agreement.” This is used by the BOCC for the Kaw Valley Rodeo and the beer sales in the arena during the Riley County Fair.

DISCUSSION

The purpose of this agreement is to make the beer vendor’s insurer financially responsible in the unlikely event there are injuries (followed by a claim including litigation) alleged to have occurred as a result of beer sales at the Kaw Valley Rodeo during the County Fair.

This agreement provides that, in the event such claims are brought against Riley County, the Riley County Fair Board, Riley County Extension and the Kaw Valley Rodeo Association, or against any of the individual members of those entities, the vendor’s insurer will be required to “hold harmless” both those entities and the individual members. That is, all those entities and individuals will have protection from the vendor’s insurer if the entities or individual members are sued.

FISCAL IMPACT

N/A

RECOMMENDATION(S)

I move the Board sign the agreements as presented.

POSSIBLE MOTION(S)

- A. “I move the Board to sign the agreements as presented.”
- B. “I move the Board sign the agreements, with the following changes... .”
- C. “I move the Board **not** sign the agreements.”

Enclosures:

- Indemnification and Hold Harmless Agreement (PDF)

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

THIS AGREEMENT is made and entered into on this _____ day of _____ 2025, by and between Riley County, Kansas (hereinafter referred to as "County"), Riley County Fair Board (hereinafter "Fair Board"), Riley County Extension (hereinafter "Extension"), Nick Powers, DBA RC McGraws, LLC (hereinafter "Provider") and Kaw Valley Rodeo Association.

WHEREAS, there does exist a non-profit corporation known as The Kaw Valley Rodeo Association (hereinafter "Association"), which has been designated by the Fair Board as an entertainment committee. Association's objective is to promote an annual rodeo in conjunction with the Fair Board and to promote youth and other equestrian activities as more fully set forth in Association's Articles of Incorporation; and

WHEREAS, County owns certain real property within CICO Park; and Fair Board has established facilities on such real property for the performance of rodeos in conjunction with the Riley County Fair; and

WHEREAS, Fair Board has approved Association's sale of cereal malt beverages (as defined by K.S.A. 41-2701, and/or beer (K.S.A. 41-102(d)) containing not more than 6% alcohol by volume during the described rodeo in 2025.

NOW THEREFORE, it is hereby agreed by and between County, Fair Board, Extension, Association and Provider as follows:

1. Association will assume the responsibilities for promoting and conducting a PRCA rodeo at the Riley County Fair rodeo facilities, in conjunction with the Riley County Fair at least three (3) nightly performances in 2025. Association's responsibilities shall include all management, production, and promotion of such rodeo.
2. If Association or its members, volunteers or Provider provide for the sale, gift, distribution, serving or furnishing of cereal malt beverages (as defined by K.S.A. 41-2701, and/or beer (K.S.A. 41-102(d)) containing not more than 6% alcohol by volume during the described rodeo, such provider shall supply to the Board of Riley County Commissioners (10 calendar days in advance of such rodeo) a certificate of insurance demonstrating:

- a. Provider has in place General Liability and Liquor Liability Coverage in the amount of at least \$1,000,000 (one million dollars) per occurrence /\$2,000,000 (two million dollars) aggregate.
 - b. Provider's insurance carrier is admitted to transact business in the state of Kansas and is an "A" rated carrier.
 - c. Provider's insurance coverage is effective and in force during the foregoing rodeo.
 - d. Riley County, Kansas and its Board of County Commissioners and its members in their individual and representative capacities, Kaw Valley Rodeo Association and its members in their individual and representative capacities, Extension and its Director and members in their individual and representative capacities and Fair Board and its members in their individual and representative capacities are an additional named insured.
3. Association and Provider hereby agree to indemnify, defend and save County and its members in their individual and representative capacities, Kaw Valley Rodeo Association and its members in their individual and representative capacities, Extension and its Director and members in their individual and representative capacities and Fair Board and its members in their individual and representative capacities harmless of and from any and all claims, demands, losses, expenses, reasonable attorney fees, causes of actions, judgments, and liability relating in any way to Association's or its members', volunteers', or Provider's provision of cereal malt beverage (as defined by K.S.A. 41-2701, and/or beer (K.S.A. 41-102(d)) containing not more than 6% alcohol by volume) during the Riley County Fair of 2025.

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

Greg McKinley, Chairman

Kathryn Focke, Vice-Chairman

John Ford, Member

ATTEST:

Rich Vargo, County Clerk

(seal)



Neil Boyer, President
Kaw Valley Rodeo Association

6-24-25

Date

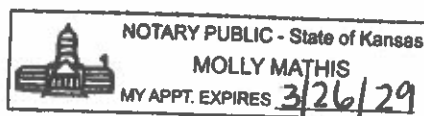
State of Kansas)
County of Riley)

This instrument was acknowledged before me on 6/24/25 by Neil Boyer ~~Molly Mathis~~ mm.



Notary Public

My appointment expires: 3/26/29




Brenda Jordan, Chair
Riley County Fair Board

6-20-2025

Date

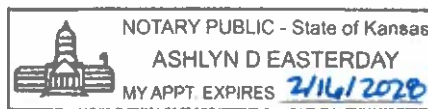
State of Kansas)
County of Riley)

This instrument was acknowledged before me on June 20th, 2025 by Brenda Jordan, Chair.



Notary Public

My appointment expires: 2/16/2028



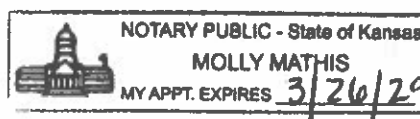
Michelle Taylor
 Michelle Taylor
 Riley County Extension Council

6/26/2025
 Date

State of Kansas)
 County of Riley)

This instrument was acknowledged before me on 6/26/2025 by Michelle Taylor.

Molly Mathis
 Notary Public Molly Mathis



My appointment expires: 3/26/29

Nick Powers
 Nick Powers, DBA RC McGraws, LLC
 Provider

7-7-25
 Date

State of Kansas)
 County of Riley)

This instrument was acknowledged before me on 7/7/2025 by Nick Powers
Molly Mathis mm.

Molly Mathis
 Notary Public



My appointment expires: 3/26/29



**COUNTY
COUNSELOR/ADMINISTRATIVE SERVICES**
Fence View Order

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

COMMISSION AGENDA REPORT

FROM: Jacob Hansen, Interim County Counselor

MEETING: July 10, 2025

SUBJECT: Hargrave - Salzman Fence View Order

PRESENTER: Jacob Hansen, Interim County Counselor

The Board determined the maintenance responsibility of the partition fence between Parcel A and Parcel B on May 19, 2025.

POSSIBLE MOTION(S)

- 1) "Move to sign Order as presented."
- 2) "Move to sign Order once the following changes are made..."

Enclosures:

- Fence View Order (PDF)

ORDER ASSIGNING PARTITION FENCE RESPONSIBILITY

WHEREAS, on April 18, 2025, pursuant to a written application filed by Gary Hargrave and Diana Hargrave, landowners, the Riley County Commissioners, in their capacity as fence viewers, viewed the proposed partition fence line between the real property of Gary & Diana Hargrave (hereinafter, "Parcel "A") and the real property of Steve Salzman and Renee Salzman (hereinafter, "Parcel "B"); and

WHEREAS, the location of the proposed partition fence is located at the northern boundary line with respect to Parcel A and the southern boundary line with respect to Parcel B, which such boundary line is located between Parcel A and Parcel B; and

WHEREAS, attached hereto and incorporated by reference is "Exhibit 1," an aerial photo showing the relative locations of Parcel "A" and Parcel "B" and the partition fence line in controversy, as described above; and

WHEREAS, Parcel "A" is located generally south of the above-described partition fence, and the legal description for the relevant portion of Parcel "A" is contained within a deed filed with the Riley County Register of Deeds at Book 884, Page 2442, as:

A tract of land in the North Half (N1/2) of Section Four (4), Township Eight (8) South, Range Six (6) East of the 6th P.M., in Riley County, Kansas, described as follows: Beginning at the Northwest Corner of said Section 4; thence N 89°58'09" E 2638.44 feet along the North Line of said Section 4 to the Northeast Corner of Government Lot 3; thence S 00°29'00" W 1262.58 feet to the Southwest Corner of Government Lot 3; thence S 89°53'08" W 2654.20 feet to the Southwest Corner of Government Lot 4; thence N 01°11'40" E 1266.69 feet to the point of beginning, containing 76.8 acres.

WHEREAS, Parcel “B” is located generally north of the above-described partition fence and the legal description for the relevant portion of Parcel “B” is contained within a deed filed with the Riley County Register of Deeds at Book 831, Page 6222, as:

The Southwest Quarter and the West Half of the Southeast Quarter of Section 33, Township 7 South, Range 6 East of the 6th P.M., in Riley County, Kansas, LESS tract taken for highway purposes by Condemnation Case No. 12964 in the District Court of Riley County, Kansas.

WHEREAS, reasonable notice of this view was given to the owners of Parcel “A” and Parcel “B” prior to an April 18, 2025 viewing wherein each party was allowed to present their position to the fence viewers for fifteen (15) minutes; and

WHEREAS, K.S.A. 29-304 authorizes the fence viewers, to assign to each adjoining land owner(s) an equal share or part of a partition fence that each is to keep up and maintain in good repair; and

WHEREAS, on May 19, 2025, the Board of County Commissioners of Riley County determined, pursuant to Kansas law, the maintenance responsibility of the partition fence between Parcel A and Parcel B and this Assignment has been created to memorialize that decision.

NOW, THEREFORE, THE BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS, hereby find as follows:

1. That the assignment of responsibility for the construction, upkeep, maintenance and repair of the partition fence line described above shall be as follows:
 - a. The owners of Parcel “A,” are hereby assigned responsibility for the construction, upkeep, maintenance and repair of the west one-half of such partition fence.
 - b. The owners of Parcel “B,” are hereby assigned responsibility for the construction, upkeep, maintenance and repair of the west one-half of such partition fence.
 - c. Each landowner shall only be obligated to contribute equal funds to the construction and maintenance of a legally sufficient fence consistent with K.S.A. 29-101 *et. seq.*
2. That the partition fence described above shall be maintained and kept in at least as good a condition and state of repair as is required by Kansas law.

This Assignment shall be recorded by the Register of Deeds of Riley County, Kansas, pursuant to K.S.A. 29-304, upon the receipt of the recording fees paid by the owners of Parcel A.

ORDERED this 10th day of July, 2025.

**BOARD RILEY COUNTY COMMISSIONERS,
SITTING AS FENCE VIEWERS, pursuant to
K.S.A. 29-201**

Greg McKinley, Chairman

Kathryn Focke, Vice Chairwoman

John Ford, Member

ATTEST:

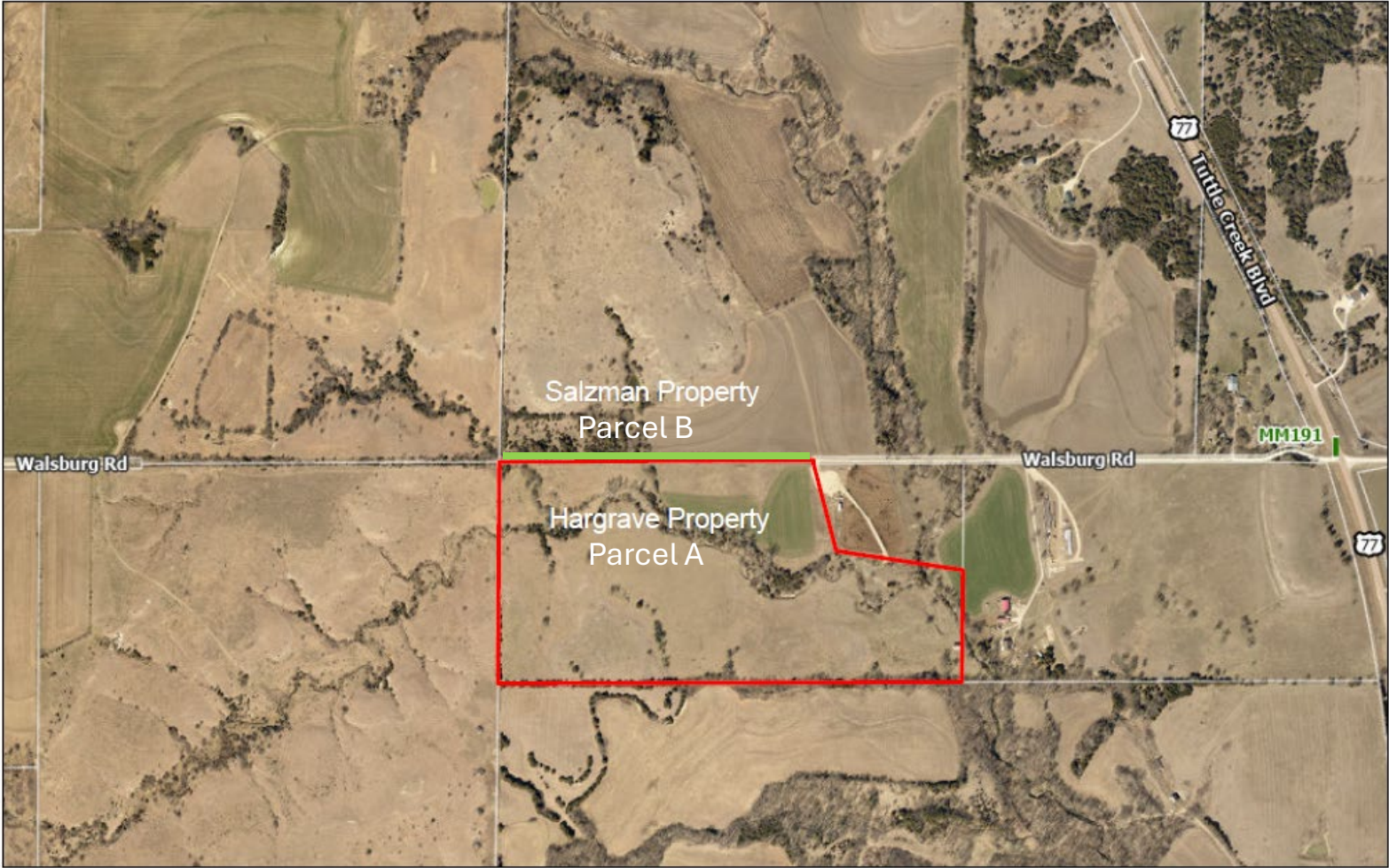
Rich Vargo, County Clerk

(seal)

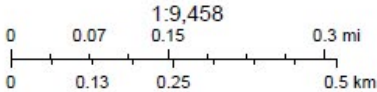
Attachment: Fence View Order (16019 : Hargrave - Salzman Fench View Order)

EXHIBIT 1

Hargrave - Salzman Fence View



4/9/2025



Attachment: Fence View Order (16019 : Hargrave - Salzman Fence View Order)



**COUNTY CLERK &
ELECTIONS**
Appointment

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Senior Administrative Assistant

MEETING: July 10, 2025

SUBJECT: Re-appoint Dana Martinez to the Joint Corrections Advisory Board (juvenile appointment) and approve resolution

PRESENTER: Cindy Kabriel

Move to re-appoint Dana Martinez to the Joint Corrections Advisory Board (juvenile appointment) and approve "Resolution No. 071025- , A Resolution re-appointing a juvenile representative to the Joint Corrections Advisory Board."

Enclosures:

- 07-10-25 Dana M reappt letter and resol (PDF)

Name of Council/Board Member: Dana Martinez

Board: Joint Corrections Advisory Board (juvenile term)

Date of Term Expiration: June 30, 2025

Council/Board Member: Please check the following applicable boxes regarding your interest in serving another term on the Council/Board. Please sign the form and return it as soon as possible in the stamped envelope enclosed.

- ☒ I am interested in serving another term.
- ☐ I am not interested in serving another term.
- ☐ I am not eligible to serve another term.
- ☐ I am interested in serving on a different council, board or committee. Please send me an application.

Signed:

Dana Martinez
Council/Board Member

7/3/2025
Date

Attachment: 07-10-25 Dana M reappt letter and resol (16023 : Joint Corrections Advisory Board)



BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
 Manhattan, Kansas 66502
 Phone: 785-565-6844
 Fax: 785-565-6847
 E-mail: boccc@rileycountyks.gov

July 10, 2025

Dana Martinez
 4871 Eureka Drive
 Manhattan, KS 66503

Dear Dana:

This is to confirm your appointment to the Joint Corrections Advisory Board (juvenile term). We greatly appreciate your willingness to serve on this Council/Board and know that the Joint Corrections Advisory Board (juvenile term) will benefit from your contribution. Your term appointment is through June 30, 2028.

Sincerely,

Riley County Board of County Commissioners

 Chair

 Member

 Member

Attachment: 07-10-25 Dana M reappt letter and resol (16023 : Joint Corrections Advisory Board)

RESOLUTION NO. 071025-**A RESOLUTION RE-APPOINTING A JUVENILE REPRESENTATIVE
TO THE JOINT CORRECTIONS ADVISORY BOARD**

WHEREAS, Riley County has two adult representatives on the Joint Corrections Advisory Board, and

WHEREAS, Dana Martinez, who is eligible to be re-appointed and has indicated her willingness to serve another term; and

WHEREAS, the Board of Commissioners of Riley County, Kansas, desire to appoint her to a three year term.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of Riley County, Kansas, that Dana Martinez is hereby re-appointed to the Joint Corrections Advisory Board for the period from July 10, 2025 through June 30, 2028.

ADOPTED this 10th day of July, 2025.

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

CHAIR

MEMBER

MEMBER

ATTEST:

RICH VARGO
Riley County Clerk

Attachment: 07-10-25 Dana M reappt letter and resol (16023 : Joint Corrections Advisory Board)



**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, 2025

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2025-07 KMangum EAF (DOCX)
- 2025-07 ATaves EAF (DOCX)
- 2025-07 TGordon EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Katie Mangum**Status Change Date:** 08/08/2025**Status Change:** Separation**Date of Hire:** 09/29/2023**Seniority:** 1 Year(s), 9 Month(s)**Position:** Legal Secretary**Position Type:** Full Time**Pay Range:** 8**Pay Type:** Hourly**Base Rate:** \$24.09**Annualized Pay:** \$50,107.20**Funds Codes:** 1-General, 1-Attorney**Supervisor:** Kimberly Lenhart**Department Head:** Barry Wilkerson

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-07 KMangum EAF (16026 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Ashley Taves**Status Change Date:** 07/19/2025**Status Change:** Separation**Date of Hire:** 06/11/2025**Seniority:** 0 Year(s), 1 Month(s)**Position:** Child Care Provider**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Hourly**Base Rate:** \$20.00**Annualized Pay:** \$3,120.00**Funds Codes:** Health Dept [30], HD-Raising [444]**Supervisor:** Breva Spencer, Jan Scheideman**Department Head:** Diane Creek

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-07 A Taves EAF (16026 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Travis Gordon**Status Change Date:** 07/08/2025**Status Change:** Separation**Date of Hire:** 07/08/2025**Seniority:** 19 Year(s), 4 Month(s)**Position:** System Analyst/Administrator**Position Type:** Full Time**Pay Range:** 13**Pay Type:** Salary**Base Rate:** \$3,608.00**Annualized Pay:** \$93,308.00**Funds Codes:** 1 – General, 29 - IT**Supervisor:** Cory Meyer**Department Head:** Cory Meyer

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-07 T Gordon EAF (16026 : Employee Action Form (Green Sheet))

From: [Chelsea Johnson](#)
To: [Cindy Kabriel](#); [Chad Kinsley](#)
Cc: [City Clerk's Office](#)
Subject: 07/17/25 Joint City/County/County meeting items
Date: Monday, July 7, 2025 3:53:29 PM
Attachments: [071725-Ci.docx](#)

Good afternoon,

The next Joint City/County/County meeting is scheduled for Thursday, July 17, at the City. Attached is the draft agenda. Please let the City Clerk's Office know if something needs to be added to the agenda before noon on Thursday, July 10, 2025.

Thank you!!

Chelsea Johnson

Assistant City Clerk
City Manager's Office
785-587-2405





AGENDA
JOINT CITY/COUNTY/COUNTY MEETING
City Commission Room
City Hall
1101 Poyntz Avenue
Manhattan, KS 66502

Thursday, July 17, 2025
4:00 P.M.

1. City Manager Update



This meeting is being held in the City Commission Room at City Hall, 1101 Poyntz Avenue, Manhattan, KS 66502. Public participation is solicited without regard to race, sex, familial status, military status, disability, religion, age, color, national origin, ancestry, sexual orientation, or gender identity. In accordance with the Americans with Disabilities Act, persons with disabilities needing special accommodation to participate in this meeting, or those requiring language assistance (free of charge) should contact the City of Manhattan ADA Coordinator, Deann Tiede, no later than forty-eight (48) hours prior to the meeting, at (785) 587-2442 or 7-1-1 (Relay).



INTERGOVERNMENTAL LUNCHEON

Monday, July 28, 2025
12:00-1:00 p.m.

Rockin K's
1880 Event Space
1880 Kimball Avenue
Manhattan, KS

AGENDA

- I. Gather and luncheon (11:30 a.m. – 12:00 p.m.)
- II. Convene and Introductions
- III. Agenda Topics
 - A.
- IV. Legislative Items of Interest
- V. Miscellaneous Discussion Items and Announcements
- VI. Discussion about Potential Agenda Topics for Next Meeting
- VII. Next Meeting Date: Monday, August 25, 2025
- VIII. Adjournment

For those who have RSVP'd for lunch, food will be served starting at 11:30 a.m.

Payments will be collected on site by Rockin K's.



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
July 14, 2025**

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

Cindy Kabriel
785-565-6200

FCRC 2101 Claflin Rd

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

3. Discuss Press Conference

9:00 AM

Rich Vargo, County Clerk

4. Year to date budget and expenditure reports

9:15 AM

Katharine Hensler, Museum Director

5. Staff update

9:30 AM

Press Conference

9:35 AM

Amanda Webb, Planning/Special Projects Director

6. Wastewater presentation

9:55 AM

John Ellermann, Public Works Director/County Engineer

7. Project update

10:10 AM

Jacob Hansen, Interim County Counselor

8. Administrative Work Session

Attachment: 07-14-25 tentative agenda (15835 : Tentative Agenda)

11:15 AM **Brittany Phillips, Budget and Finance Officer**

9. 2026 Budget Work Session

Adjournment

Announcement

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

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

Attachment: 07-14-25 tentative agenda (15835 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
July 17, 2025**

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

Cindy Kabriel
785-565-6200

FCRC 2101 Claflin Rd

8:30 AM

[District 1 – John Ford, Member](#)

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

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

- 9:00 AM** **Call to Order**
- Pledge of Allegiance**
- Public Comment**
- Commission Comments**
- Business Meeting**
- Review Minutes**
- Review Tentative Agenda**
- Press Conference Topics**
- 9:30 AM** **Jacob Hansen, Interim County Counselor**
1. Administrative Work Session
- 9:50 AM** **Shilo Heger, Treasurer**
2. Staff update
- 10:00 AM** **Daniel Skucius, Extension Director**
3. Staff update
- 10:15 AM** **Brian Peete, RCPD Director**
4. RCPD update
- 10:30 AM** **Amanda Webb, Planning/Special Projects Director**
5. Draft Economic Development Goals
- 11:00 AM** **Brittany Phillips, Budget and Finance Officer**
6. 2026 Budget Work Session
- 4:00 PM** **Joint City/County/County Meeting (at City Offices)**

Attachment: 07-17-25 tentative agenda (15835 : Tentative Agenda)

Adjournment**Announcement**

The July Policy Breakfast will be held today 7:15 a.m. - 8:30 a.m. at the DoubleTree by Hilton, 530 Richards Drive.

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
Budget

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

MEMORANDUM

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: July 10, 2025

SUBJECT: Monthly Cash Flow Report for June 2025

PRESENTER: Brittany Phillips, Budget & Finance Officer

Cash Flow Reports for the Economic Development Fund, County Building Fund, Capital Improvement Fund, Road & Bridge 1/2 Cent Sales Tax Fund and Road & Bridge 0.2 Cents Sales Tax Fund.

Enclosures:

- June 2025 updated cash flows (PDF)

2025 Riley County Economic Development Cash Flow Analysis

% of Year: 50%

Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Jan/Feb/Mar 2024 A/P	Total Expenditures
Jan	\$136,229.00			\$136,229.00	\$84,309.45		\$84,309.45
Feb				\$0.00			\$0.00
Mar				\$0.00	\$14,008.96		\$14,008.96
Apr				\$0.00	-\$737.08		-\$737.08
May				\$0.00	\$9,533.44		\$9,533.44
Jun				\$0.00			\$0.00
Jul				\$0.00			\$0.00
Aug				\$0.00			\$0.00
Sep				\$0.00			\$0.00
Oct				\$0.00			\$0.00
Nov				\$0.00			\$0.00
Dec				\$0.00			\$0.00
	\$136,229.00	\$0.00	\$0.00	\$136,229.00	\$107,114.77	\$0.00	\$107,114.77

Cash Reconciliation	
2025 Beginning Unencumbered Cash	\$315,128.18
2025 Revenue	\$136,229.00
Less 2024 Expenditures/Encumbrances	\$107,114.77
2025 Ending Unencumbered Cash	\$344,242.41
Less Est. Project Balance for CY	\$163,577.66
2025 Projected Unencumbered Cash	\$180,664.75

Riley County 2025 Budget Authority Summary	
2025 Budgeted Expenditures	\$324,361
Expenditures to Date	\$107,115
2025 Remaining Budget Authority	\$217,246

% Budget Expended
33.02%

Riley County 2025 Budgeted Revenue	
2025 Budgeted Revenue	\$188,382
Revenue to Date	\$136,229

% Budgeted Revenue
72.32%

Attachment: June 2025 updated cash flows (16021 : Monthly Cash Flow Reports for June 2025)

2025 Detailed Expenditures per Project and per Department

Projects	Project Estimate	Prior Year Expenditures	2025 Actual Expenditures	Jan/Feb/Mar 2024 A/P	Remaining Project Estimate Totals	Completed Projects (Over) Under Estimate
APPROPRIATIONS						
Chamber of Commerce	\$55,000.00		\$27,500.00		\$27,500.00	
Flint Hills Veterans Coalition	\$1,000.00		\$500.00		\$500.00	
Downtown Manhattan	\$5,000.00		\$2,500.00		\$2,500.00	
Riley Co. General Eco Devo	\$132,850.00				\$132,850.00	
APPROPRIATION TOTALS	\$193,850.00	\$0.00	\$30,500.00	\$0.00	\$163,350.00	\$0.00
MEMBERSHIPS						
FHMPO Contribution	\$3,358.30	\$0.00	\$3,130.64		\$227.66	\$0.00
FHRLP Underwriters & Sponsors	\$1,000.00	\$0.00	\$1,000.00		\$0.00	\$0.00
MEMBERSHIP TOTALS	\$3,358.30	\$0.00	\$4,130.64	\$0.00	\$227.66	\$0.00
DEBT OBLIGATION TRANSFER						
Konza Water Debt	\$658,501.67	\$411,657.67			\$246,844.00	\$0.00
DEBT OBLIGATION TRANSFER TOTALS	\$658,501.67	\$411,657.67	\$0.00	\$0.00	\$246,844.00	\$0.00
PROJECTS						
Comprehensive Plan Update	\$150,000.00	\$2,320.75	\$8,217.17		\$139,462.08	\$0.00
PROJECT TOTALS	\$150,000.00	\$2,320.75	\$8,217.17	\$0.00	\$139,462.08	\$0.00
TOTALS	\$1,005,709.97	\$413,978.42	\$42,847.81	\$0.00	\$549,883.74	\$0.00

Remaining Approved Projects less lease/debt payments/reserve payments/reserve \$163,577.66
(not included as these payments are subject to approval with annual budget) al with annual budget)

Completed Projects

2025 Riley County Building Cash Flow Analysis FUND 152

% of Year: 50%

Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar 2024 A/P	Total Expenditures
Jan	\$222,709.30	\$77.00		\$222,786.30	\$2,577.06		\$8,615.24	\$11,192.30
Feb				\$0.00	\$11,995.23			\$11,995.23
Mar	\$11,344.56	\$43.50		\$11,388.06	\$18,176.10			\$18,176.10
Apr		\$43.50		\$43.50	\$22,345.40			\$22,345.40
May	\$140,903.96	\$33.50		\$140,937.46	\$19,462.07			\$19,462.07
Jun		\$43.50		\$43.50	\$30,555.91			\$30,555.91
Jul				\$0.00				\$0.00
Aug				\$0.00				\$0.00
Sep				\$0.00				\$0.00
Oct				\$0.00				\$0.00
Nov				\$0.00				\$0.00
Dec				\$0.00				\$0.00
	\$374,957.82	\$241.00	\$0.00	\$375,198.82	\$105,111.77	\$0.00	\$8,615.24	\$113,727.01

Cash Reconciliation	
2025 Beginning Unencumbered Cash	\$184,082.67
2025 Revenue	\$375,198.82
Less 2024 Expenditures/Encumbrances	\$105,111.77
2025 Ending Unencumbered Cash	\$454,169.72

Riley County 2025 Budget Authority Summary		
2025 Budgeted Expenditures	\$433,000	% Budget Expended
Expenditures to Date	\$113,727	
2025 Remaining Budget Authority	\$319,273	26.26%

Riley County 2025 Budgeted Revenue		
2025 Budgeted Revenue	\$414,303	% Budgeted Revenue
Revenue to Date	\$375,199	
		90.56%

Attachment: June 2025 updated cash flows (16021 : Monthly Cash Flow Reports for June 2025)

2025 Riley County CIP Cash Flow Analysis

% of Year: 50%

Month	Revenue	Transfers In	Reimbursements	Total Revenue	Expenditures	Jan/Feb/Mar 2024 A/P	Total Expenditures
Jan	\$323,328.02	\$3,500,000.00		\$3,823,328.02	\$220,831.67	\$24,691.62	\$245,523.29
Feb		\$39,700.00		\$39,700.00	\$104,976.28		\$104,976.28
Mar				\$0.00	\$121,423.93		\$121,423.93
Apr	\$325,858.05			\$325,858.05	\$336,193.45		\$336,193.45
May				\$0.00	\$847,755.35		\$847,755.35
Jun	\$8,304.00			\$8,304.00	\$127,629.26		\$127,629.26
Jul				\$0.00			\$0.00
Aug				\$0.00			\$0.00
Sep				\$0.00			\$0.00
Oct				\$0.00			\$0.00
Nov				\$0.00			\$0.00
Dec				\$0.00			\$0.00
Totals	\$657,490.07	\$3,539,700.00	\$0.00	\$4,197,190.07	\$1,758,809.94	\$24,691.62	\$1,783,501.56

Cash Reconciliation	
2025 Beginning Unencumbered Cash	\$26,150,057.48
2025 Revenue	\$4,197,190.07
Less 2024 Expenditures/Encumbrances	\$1,783,501.56
2025 Ending Unencumbered Cash	\$28,563,745.99
Less Remaining Approved Projects	\$5,033,202.97
2025 Projected Unencumbered Cash	\$23,530,543.02
LESS RESERVED FUNDS	\$3,831,151.77
Projected 2025 Cash w/out Reserves	\$19,699,391.25

Riley County 2025 CIP Budget Authority Summary		
2025 CIP Budgeted Expenditures	\$15,548,840	% Budget Expended
Expenditures to Date	\$1,758,810	
2025 Remaining Budget Authority	\$13,790,030	

Riley County 2025 CIP Budgeted Revenue		
2025 CIP Budgeted Revenue	\$4,175,394	% Budgeted Revenue
Revenue to Date	\$4,197,190	

Reserved Funds:	
CIP Reserve	500,000.00
Fair Reserve	82,432.28
FFE Reserve	1,358,586.53
CARES Funds	1,890,133
TOTAL RESERVE	3,831,151.77

To be spent on North Co. EMS Facility & Public Safety HQ after ARPA funds are used

Attachment: June 2025 updated cash flows (16021 : Monthly Cash Flow Reports for June 2025)

2025 CIP Detailed Expenditures per Project and per Dept

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	Reserved for Approved Projects	2025 Actual Expenditures	Jan/Feb/Mar 2024 A/P	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
PUBLIC WORKS:									
20-20LEC003		Rewire Elevator Safety Systems	\$40,000.00	\$0.00				\$40,000.00	
21-21LEC002		Elevator Repair-LEC Lobby	\$45,000.00	\$0.00				\$45,000.00	
21-21PW007		Imaging Software & Conversion	\$75,000.00	\$0.00				\$75,000.00	
23-23PW004		Dump Truck Bed (Unit 26)	\$70,000.00	\$60,252.00				\$0.00	\$9,748.00
23-23PW005		Dump Truck Bed (Unit 27)	\$70,000.00	\$0.00		\$60,252.00		\$0.00	\$9,748.00
23-23PW006		550 Diesel Truck w/ Snow Plow & Spreader	\$120,000.00	\$114,195.00				\$0.00	\$5,805.00
23-23PK001		Large Area Mower w/ Cab	\$72,000.00	\$70,633.73				\$0.00	\$1,366.27
24-24PW001		Courthouse (63) & Health Department (57) Elevator Modernization & Carnegie (65)	\$605,000.00	\$0.00		\$261,961.69		\$343,038.31	
24-24PK001	81	30" Aerator	\$11,000.00	\$8,992.00				\$0.00	\$2,008.00
24-24PK002	81	University Park Pickleball/Basketball Courts	\$25,000.00	\$0.00				\$25,000.00	
24-24PK003	81	Restroom in Ogden Community Park	\$22,000.00	\$0.00				\$22,000.00	
24-24PK004	81	Restroom Leonardville Park	\$25,700.00	\$0.00				\$25,700.00	
24-24PW002		FCRC Replace Roof	\$150,000.00	\$0.00				\$150,000.00	
24-24PW003		Museum - Replace HVAC	\$35,000.00	\$0.00			\$22,710.00	\$0.00	\$12,290.00
24-24PW004		Museum - Lighting	\$75,000.00	\$0.00				\$75,000.00	
24-24PW006		550 Diesel Truck w/ snow plow & spreader	\$125,000.00	\$76,711.00		\$40,727.00		\$7,562.00	
24-24PW007		3/4 Ton 4x4 Extended Cab Pickup w/Plow & Spreader	\$75,000.00	\$64,508.08				\$0.00	\$10,491.92
24-24PW008	993	Window Replacement - CPE building	\$750,000.00	\$3,325.00		\$13,880.47	\$1,172.50	\$731,622.03	
24-24LEC001		Kitchen Floor Replacement	\$30,000.00	\$28,079.38				\$0.00	\$1,960.62
24-24LEC002		Jail Intake Shower	\$10,000.00	\$5,937.64				\$0.00	\$4,062.36
24-24LEC003		Isolation Room	\$10,000.00	\$6,252.98				\$0.00	\$3,747.02
24-24PW009		RCOB Fire Alarm Panel Replacement	\$26,500.00	\$0.00		\$22,213.32		\$0.00	\$4,286.68
24-24PW010		CPE 1st Floor HVAC	\$30,000.00	\$0.00		\$14,577.22		\$0.00	\$15,422.78
24-24PW011		Courthouse Cooling Tower Pump	\$30,000.00	\$0.00		\$25,600.00		\$4,400.00	
24-24PW012		Tandem Axle Truck Chasis	\$200,000.00	\$0.00				\$200,000.00	
24-24PK005	81	Standing Spreader/Sprayer	\$28,000.00	\$0.00		\$22,979.15		\$0.00	\$5,020.85
24-24PK006	81	Standing 72" Mower w/ Bagger	\$20,000.00	\$0.00		\$19,235.00		\$0.00	\$765.00
24-24PK007	81	Tractor	\$55,000.00	\$0.00				\$55,000.00	
24-24LEC004		RCPD Range Cleanup	\$220,000.00	\$0.00				\$220,000.00	
24-24LEC005		Jail Camera Software	\$25,000.00	\$7,085.36		\$4,101.78		\$13,812.86	
25-25PW001		Museum - Roof Top HVAC w/Humidifier	\$50,000.00	\$0.00		\$27,000.00		\$23,000.00	
25-25PK001	81	Ventrac Tractor Add-On Equipment	\$18,000.00	\$0.00				\$18,000.00	
25-25PK002	81	Turf Cart w/Brush Guard & Cover	\$18,000.00	\$0.00				\$18,000.00	
25-25PK003	81	Storage Building for Fairmont Park	\$135,000.00	\$0.00				\$135,000.00	
25-25PK004	81	Playground Equipment at CICO Park, (PK trx \$75000) & 18-18PK003, 21-21PK008	\$450,000.00	\$0.00				\$450,000.00	
25-25PW002		Hydraulic Trailer 32' Gooseneck	\$55,000.00	\$0.00		\$46,636.69		\$8,363.31	
25-25PW003		Tandem Axle Truck w/Plow & Spreader	\$280,000.00	\$0.00				\$280,000.00	
25-25PW004		3/4 Ton 4x4 Extended Cab Pickup w/Plow	\$78,000.00	\$0.00		\$67,228.72		\$10,771.28	
25-25PW005		550 Diesel Truck w/Snow Plow and Spreader	\$130,000.00	\$0.00		\$107,823.00		\$22,177.00	

Attachment: June 2025 updated cash flows (16021 : Monthly Cash Flow Reports for June 2025)

25-25PW006	7+ Passenger Van	\$60,000.00	\$0.00		\$39.44		\$59,960.56	
	PUBLIC WORKS TOTAL	\$4,349,200.00	\$445,972.17	\$0.00	\$734,255.48	\$23,882.50	\$3,058,407.35	\$86,722.50

EMERGENCY MEDICAL SERVICE

13-13AM001	302 Design of the EMS Facility Enhancement	\$100,000.00	\$25,770.00				\$74,230.00	
20-20AM003	302 EMS Facility Engineering Design Cost	\$50,000.00	\$0.00				\$50,000.00	
23-23AM001	Overhead Alerting Systems	\$187,545.61	\$102,773.58		\$27,709.06		\$57,062.97	
23-23AM002	Patient Mover Replacement	\$69,265.00	\$8,535.00				\$60,730.00	
24-24AM001	New Ambulance	\$390,441.00	\$0.00				\$390,441.00	
24-24AM002	Zoll X Series Cardiac Monitor	\$46,000.00	\$43,958.88				\$2,041.12	
24-24AM003	Strker Powercot	\$30,806.97	\$28,733.03				\$2,073.94	
24-24AM004	Ambulance Remount	\$303,442.00	\$0.00				\$303,442.00	
	EMS TOTAL	\$1,177,500.58	\$209,770.49	\$0.00	\$27,709.06	\$0.00	\$940,021.03	\$0.00

CLERK

21-21CK001	Open.Gov software	\$202,045.00	\$167,545.00		\$34,500.00		\$0.00	\$0.00
	CLERK TOTAL	\$202,045.00	\$167,545.00		\$34,500.00	\$0.00	\$0.00	\$0.00

Elections

	CLERK TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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IT/GIS

24-24IT001	Countywide Phone System Upgrade	\$65,000.00	\$0.00				\$65,000.00	
25-25IT001	EMR Replacement for Health Dept.	\$250,000.00	\$0.00				\$250,000.00	
	IT/GIS TOTAL	\$315,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$315,000.00	\$0.00

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	Reserved for Approved Projects	2025 Actual Expenditures	Jan/Feb/Mar 2023 A/P	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
APPRAISER									
24-24AP002		Replacement Vehicle	\$46,000.00	\$0.00		\$39,658.00		\$0.00	\$6,342.00
		APPRAISER TOTAL	\$46,000.00	\$0.00	\$0.00	\$39,658.00	\$0.00	\$0.00	\$6,342.00
BOCC									
		BOCC TOTAL	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00
PLANNING & DEVELOPMENT									
		PLANNING & DEVELOPMENT TOTAL	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00
NOXIOUS WEED									
24-24NW001		10' Pull Behind Mower	\$32,000.00	\$0.00		\$26,125.00		\$5,875.00	
24-24NW002		Mower Tractor 6100 series	\$135,000.00	\$0.00		\$116,101.24		\$18,898.76	
24-24NW003		3/4 Ton 4x4 Crew Cab Truck W/ Standard Bed	\$60,000.00	\$0.00		\$52,179.00		\$7,821.00	
25-25NW001		2025 Ford F550 Flat Bed 4x4 for Roadside Spraying & Snow Removal	\$65,000.00	\$0.00		\$65,000.00		\$0.00	\$0.00
25-25NW002		Bala Clean Up	\$13,244.50	\$0.00				\$13,244.50	
		NOXIOUS WEED TOTAL	\$305,244.50	\$0.00	\$0.00	\$259,405.24	\$0.00	\$45,839.26	\$0.00
EMERGENCY MANAGEMENT									
20-20EM005		Bi-directional amplifiers (radio project)	\$35,000.00	\$18,960.71				\$16,039.29	
21-21EM001		Mobile Command Post Upgrade/Equip Refresh	\$125,000.00	\$8,434.96				\$116,565.04	
21-21EM002		EM Storage Building	\$125,000.00	\$0.00				\$125,000.00	
23-23EM001		Outdoor Warning Siren Upgrade	\$85,000.00	\$80,742.10				\$4,257.90	
24-24EM001		EM SUV Replacement	\$60,000.00	\$0.00		\$47,535.95		\$12,464.05	
	988	Ka-Comm/L3 Harris Radio Replacement	\$400,000.00	\$0.00			\$390.95	\$399,609.05	
		EMERGENCY MANAGEMENT TOTAL	\$830,000.00	\$108,137.77	\$0.00	\$47,535.95	\$390.95	\$673,935.33	\$0.00
OTHER									
Lease pmt to 2033	21	Radio Infrastructure Project Lease (15 yr term through 2033)	\$6,401,938.00	\$2,560,775.78		\$426,795.89		\$3,414,366.33	
B&I Trx to 2025		2010-B G.O. Bond payment (15 yr term through 2025)	\$2,849,815.47	\$2,666,215.63		\$183,600.00		-\$0.16	
Fair Reserve	74	Fair		\$31,503.54	119,743.75	\$5,389.76	\$418.17	\$82,432.28	
CARES Funds	977/978	North Co. EMS Facility & EMS HQ Reserved			\$1,890,133			\$1,890,132.96	
		OTHER TOTAL	\$9,251,753.47	\$5,258,494.95	\$2,009,876.71	\$615,785.65	\$418.17	\$5,386,931.41	\$0.00
TOTAL									
		TOTAL	\$16,476,743.55	\$6,189,920.38	\$2,009,876.71	\$1,758,849.38	\$24,691.62	\$10,420,134.38	\$93,064.50

Remaining Approved Projects less lease/debt payments/reserves \$5,033,202.97
(not included as these payments are subject to approval with annual budget)

Debt/Lease Estimate Remaining 3,414,366

Completed Projects

Attachment: June 2025 updated cash flows (16021 : Monthly Cash Flow Reports for June 2025)

2025 Detailed Expenditures per Project by Month

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	May	Jun	Jan/Feb/Mar 2024 A/P	Expenditures to Date	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
PUBLIC WORKS:										
20-20LEC003		Rewire Elevator Safety Systems	\$40,000.00	\$0.00				\$0.00	\$40,000.00	
21-21LEC002		Elevator Repair-LEC Lobby	\$45,000.00	\$0.00				\$0.00	\$45,000.00	
21-21PW007		Imaging Software & Conversion	\$75,000.00	\$0.00				\$0.00	\$75,000.00	
23-23PW004		Dump Truck Bed (Unit 26)	\$70,000.00	\$60,252.00				\$60,252.00	\$0.00	\$9,748.00
23-23PW005		Dump Truck Bed (Unit 27)	\$70,000.00	\$0.00				\$60,252.00	\$0.00	\$9,748.00
23-23PW006		550 Diesel Truck w/ Snow Plow & Spreader	\$120,000.00	\$114,195.00				\$114,195.00	\$0.00	\$5,805.00
23-23PK001		Large Area Mower w/ Cab	\$72,000.00	\$70,633.73				\$70,633.73	\$0.00	\$1,366.27
24-24PW001		Courthouse (63) & Health Department (57) Elevator Modernization & Carnegie (65)	\$605,000.00	\$0.00	\$261,917.00			\$261,961.69	\$343,038.31	
24-24PK001	81	30" Aerator	\$11,000.00	\$8,992.00				\$8,992.00	\$0.00	\$2,008.00
24-24PK002	81	Basketball/Pickleball Courts for University Park	\$25,000.00	\$0.00				\$0.00	\$25,000.00	
24-24PK003	81	Bathroom in Ogden Community Park	\$22,000.00	\$0.00				\$0.00	\$22,000.00	
24-24PK004	81	Restroom Leonardville Park	\$25,700.00	\$0.00				\$0.00	\$25,700.00	
24-24PW002		FCRC Replace Roof	\$150,000.00	\$0.00				\$0.00	\$150,000.00	
24-24PW003		Museum - Replace HVAC	\$35,000.00	\$0.00			\$22,710.00	\$22,710.00	\$0.00	\$12,290.00
24-24PW004		Museum - Lighting	\$75,000.00	\$0.00				\$0.00	\$75,000.00	
24-24PW006		550 Diesel Truck w/ snow plow & spreader	\$125,000.00	\$76,711.00				\$117,438.00	\$7,562.00	
24-24PW007		3/4 Ton 4x4 Extended Cab Pickup w/Plow & spreader	\$75,000.00	\$64,508.08				\$64,508.08	\$0.00	\$10,491.92
24-24PW008	993	Window Replacement	\$750,000.00	\$13,325.00	\$ 823.50	\$ 1,618.75	\$1,172.50	\$18,377.97	\$731,622.03	
24-24LEC001		Kitchen Floor Replacement	\$30,000.00	\$28,079.38				\$28,079.38	\$0.00	\$1,920.62
24-24LEC002		Jail Intake Shower	\$10,000.00	\$5,937.64				\$5,937.64	\$0.00	\$4,062.36
24-24LEC003		Isolation Room	\$10,000.00	\$6,252.98				\$6,252.98	\$0.00	\$3,747.02
24-24PW009		RCOB Fire Alarm Panel Replacement	\$26,500.00	\$0.00				\$22,213.32	\$0.00	\$4,286.68
24-24PW010		CPE 1st Floor HVAC	\$30,000.00	\$0.00				\$14,577.22	\$0.00	\$15,422.78
24-24PW011		Courthouse Cooling Tower Pump	\$30,000.00	\$0.00	\$ 25,600.00			\$25,600.00	\$4,400.00	
24-24PW012		Tandem Axle Truck Chassis	\$200,000.00	\$0.00				\$0.00	\$200,000.00	
24-24PK005	81	Standing Spreader/Sprayer	\$28,000.00	\$0.00				\$22,979.15	\$0.00	\$5,020.85
24-24PK006	81	Standing 72" Mower w/ Bagger	\$20,000.00	\$0.00				\$19,235.00	\$0.00	\$765.00
24-24PK007	81	Tractor	\$55,000.00	\$0.00				\$0.00	\$55,000.00	
24-24LEC004		RCPD Range Cleanup	\$220,000.00	\$0.00				\$0.00	\$220,000.00	
24-24LEC005		Jail Camera Software	\$25,000.00	\$7,085.36		\$ 4,101.78		\$11,187.14	\$13,812.86	
25-25PW001		Museum - Roof Top HVAC w/Humidifier	\$50,000.00	\$0.00		\$ 27,000.00		\$27,000.00	\$23,000.00	
25-25PK001	81	Ventrac Tractor Add-On Equipment	\$18,000.00	\$0.00				\$0.00	\$18,000.00	
25-25PK002	81	Turf Cart w/Brush Guard & Cover	\$18,000.00	\$0.00				\$0.00	\$18,000.00	
25-25PK003	81	Storage Building for Fairmont Park	\$135,000.00	\$0.00				\$0.00	\$135,000.00	
25-25PK004	81	Playground Equipment at CICO Park, (PK trx \$75000) & 18-18PK003, 21-21PK008	\$450,000.00	\$0.00				\$0.00	\$450,000.00	
25-25PW002		Hydraulic Trailer 32' Gooseneck	\$55,000.00	\$0.00		\$ 46,592.00		\$46,636.69	\$8,363.31	
25-25PW003		Tandem Axle Truck w/Plow & Spreader	\$280,000.00	\$0.00				\$0.00	\$280,000.00	
25-25PW004		3/4 Ton 4x4 Extended Cab Pickup w/Plow	\$78,000.00	\$0.00	\$ 4,555.00	\$ 3,065.72		\$67,228.72	\$10,771.28	
25-25PW005		550 Diesel Truck w/Snow Plow and Spreader	\$130,000.00	\$0.00	\$ 79,100.00	\$ 18,700.00		\$107,823.00	\$22,177.00	
25-25PW006		7+ Passenger Van	\$60,000.00	\$0.00		\$ 39.44		\$39.44	\$59,960.56	
EMERGENCY MEDICAL SERVICE										
13-13AM001	302	Design of the EMS Facility Enhancement	\$100,000.00	\$25,770.00				\$25,770.00	\$74,230.00	
20-20AM003	302	EMS Facility Engineering Design Cost	\$50,000.00	\$0.00				\$0.00	\$50,000.00	
23-23AM001		Overhead Alerting Systems	\$187,545.61	\$102,773.58		\$25,931.06		\$130,482.64	\$57,062.97	
23-23AM002		Patient Mover Replacement	\$69,265.00	\$8,535.00				\$8,535.00	\$60,730.00	
24-24AM001		New Ambulance	\$390,441.00	\$0.00				\$0.00	\$390,441.00	
24-24AM002		Zoll X Series Cardiac Monitor	\$46,000.00	\$43,958.88				\$43,958.88	\$2,041.12	
24-24AM003		Striker Powercot	\$30,806.97	\$28,733.03				\$28,733.03	\$2,073.94	
24-24AM004		Ambulance Remount	\$303,442.00	\$0.00				\$0.00	\$303,442.00	
CLERK										
21-21CK001		Open.Gov software	\$202,045.00	\$167,545.00				\$202,045.00	\$0.00	\$0.00
Election										
IT/GIS										
24-24IT001		Countwide Phone System Upgrade	\$65,000.00	\$0.00				\$0.00	\$65,000.00	
25-25IT001		EMR Replacement for Health Dept.	\$250,000.00	\$0.00				\$0.00	\$250,000.00	
APPRAISER										
24-24AP002		Replacement Vehicle	\$46,000.00					\$39,658.00	\$0.00	\$6,342.00
BOCC										
								\$0.00	\$0.00	
PLANNING & DEVELOPMENT										
NOXIOUS WEED										
24-24NW001		10' Pull Behind Mower	\$32,000.00					\$26,125.00	\$5,875.00	
24-24NW002		Mower Tractor 6100 series	\$135,000.00					\$116,101.24	\$18,898.76	
24-24NW003		3/4 Ton 4x4 Crew Cab Truck W/ Standard Bed	\$60,000.00					\$52,179.00	\$7,821.00	
25-25NW001		2025 Ford F550 Flat Bed 4x4 for Roadside Spraying & Snow Removal	\$65,000.00					\$65,000.00	\$0.00	\$0.00
25-25NW002		Bala Cleanup	\$13,244.50					\$0.00	\$13,244.50	
EMERGENCY MANAGEMENT										
20-20EM005		Bi-directional amplifiers (radio project)	\$35,000.00	\$18,960.71				\$18,960.71	\$16,039.29	
21-21EM001		Mobile Command Post Upgrade/Equip Refresh	\$125,000.00	\$8,434.96				\$8,434.96	\$116,565.04	
21-21EM002		EM Storage Building	\$125,000.00	\$0.00				\$0.00	\$125,000.00	
23-23EM001		Outdoor Warning Siren Upgrade	\$85,000.00	\$80,742.10				\$80,742.10	\$4,257.90	
24-24EM001		EM SUV Replacement	\$60,000.00	\$0.00	\$46,916.00	\$619.95		\$47,535.95	\$12,464.05	
988	Ka-Comm/L3Harris Radio Replacement		\$400,000.00	\$0.00		\$ 390.95		\$390.95	\$399,609.05	
OTHER										
Lease to 2033	21	Radio Project Lease (15 yr term through 2033)	\$6,401,938.00	\$2,560,775.78	\$ 426,795.89			\$2,987,571.67	\$3,414,366.33	
B&I Trx to 2025		2010-B G.O. Bond pmt (15 yr term through 2025)	\$2,849,815.47	\$2,666,215.63				\$2,849,815.63	\$0.16	
Far Reserve	74	Fair		\$31,503.54	\$ 2,047.96		\$ 418.17	\$37,311.47	\$82,432.28	
CARES Money	977/978	North Co. EMS Facility & EMS HQ Reserved						\$0.00	\$1,890,132.96	
TOTALS			\$16,476,743.55	\$6,189,920.38	\$847,755.35	\$127,668.70	\$24,691.62	\$7,973,461.38	\$10,420,134.38	\$93,024.50
								\$1,783,541.00		

Completed Projects

			Received FFE	Approved Projects	Expenditures to	Remaining from
Project Number	Project Code	Projects	Monies	Amount	Date	Received Monies - Expenditures
16-16PW006	447	Fancy Creek Bridge E.2/5.6	\$	516,992.20	\$	516,992.20 \$ -
17-17PW014	412	Anderson Avenue Bridge	\$	315,709.25	\$	147,260.53 \$ 168,448.72
		<i>Unassigned</i>	\$	553,254.73		\$ 553,254.73
		<i>Unassigned</i>				\$ -
18-18PW013		Wieter Rd Project		\$ 27,260.00	\$ 27,260.00	\$ (27,260.00)
20-20PW010	509	Welsh Road Overlay	\$	243,640.58	\$ 233,509.12	\$ 10,131.46
		<i>Unassigned</i>	\$	234,041.53		\$ 234,041.53
22-22PW001	465	Tabor Bridge Project		\$ 255,000.00	\$ 211,708.44	\$ (211,708.44)
		<i>Unassigned</i>	\$	228,497.50		\$ 228,497.50
		<i>Unassigned</i>	\$	216,868.67		\$ 216,868.67
		<i>Unassigned</i>	\$	186,312.36		\$ 186,312.36
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total			\$	2,495,316.82	\$ 282,260.00	\$ 1,136,730.29 \$ 1,358,586.53

2025 Riley County 1/2 Cent Sales Tax Cash Flow Analysis

% of Year: 50%

Month	Sales Tax Revenue	Reimbursements	KDOT	Total Revenue	Expenditures	Jan/Feb/Mar	Total Expenditures
						2024 AP	
Jan				\$0.00		\$63,473.30	\$63,473.30
Feb				\$0.00	\$6,848.32		\$6,848.32
Mar				\$0.00	\$158,616.43		\$158,616.43
Apr				\$0.00	\$12,367.68		\$12,367.68
May				\$0.00	\$54,051.28		\$54,051.28
Jun				\$0.00			\$0.00
Jul				\$0.00			\$0.00
Aug				\$0.00			\$0.00
Sep				\$0.00			\$0.00
Oct				\$0.00			\$0.00
Nov				\$0.00			\$0.00
Dec				\$0.00			\$0.00
				\$0.00	\$231,883.71	\$63,473.30	\$295,357.01

Cash Reconciliation		
2025 Beginning Unencumbered Cash	\$6,412,203.86	
2025 Revenue	\$0.00	
Less 2024 Expenditures/Encumbrances	\$231,883.71	
2025 Ending Unencumbered Cash	\$6,180,320.15	
Remaining 2025 Projected Revenue	\$0.00	
Less Est. Project Balance for Projects	\$1,190,734.50	
Less Est. Project Balance for Overlay	\$350,000.00	
2025 Projected Unencumbered Cash	\$4,639,585.65	

Riley County 2025 Budget Authority Summary		
2025 Budgeted Expenditures	\$5,745,678	% Budget Expended
Expenditures to Date	\$295,357	5.14%
2025 Remaining Budget Authority	\$5,450,321	
Riley County 2025 Budgeted Revenue		
2025 Budgeted Revenue	\$0	% Budgeted Revenue
Revenue to Date	\$0	#DIV/0!

Attachment: June 2025 updated cash flows (16021 : Monthly Cash Flow Reports for June 2025)

2025 Detailed Expenditures per Project and per Department

Project Code	Projects	Project Estimate	Prior Year Expenditures	2025 Actual Expenditures	Jan/Feb/Mar 2024 AP	Remaining Project Estimate Totals	Completed Projects (Over) Under Estimate
CULVERTS							
458	Parallel Road	\$117,000.00	\$385,056.61		\$1,441.75	-\$269,498.36	
403	Kitten Creek Road	\$148,000.00	\$56,568.84	\$219,794.90	\$489.99	-\$128,853.73	
990	Wildcat Creek Rd	\$71,853.73	\$83,710.64		\$28,138.03	-\$39,994.94	
991	Lasita Rd	\$52,273.55	\$60,680.46		\$33,403.53	-\$41,810.44	
CULVERT TOTALS		\$389,127.28	\$586,016.55	\$219,794.90	\$63,473.30	-\$480,157.47	\$0.00
BRIDGES							
460	Winkler Mills Bridge	\$1,200,000.00	\$111,878.82	\$789.60		\$1,087,331.58	
BRIDGE TOTALS		\$1,200,000.00	\$111,878.82	\$789.60	\$0.00	\$1,087,331.58	\$0.00
OTHER							
421	Marlatt Corridor Reconstruction			\$11,094.15		-\$11,094.15	
	Advertising of RFQ for Projects			\$205.06		-\$205.06	
OTHER TOTALS		\$0.00	\$0.00	\$11,299.21	\$0.00	-\$11,299.21	\$0.00
OVERLAY							
4	Unidentified Overlays	\$800,000.00	\$205,140.40			\$594,859.60	
OVERLAY TOTALS		\$800,000.00	\$205,140.40	\$0.00	\$0.00	\$594,859.60	\$0.00
TOTALS		\$2,389,127.28	\$903,035.77	\$231,883.71	\$63,473.30	\$1,190,734.50	\$0.00

Completed Projects

Project Estimates for 2025	Total	Updated
Culverts-Fancy Creek/Sherman	\$ -	\$ -
Rosehill Road Bridge	\$ -	\$ -
Senn Road Bridge	\$ -	\$ -
Overlay TBD and approved by BOCC	\$ 350,000	\$ 350,000
TOTAL	\$ 350,000	\$ 350,000

2025 Detailed Expenditures per Project by Month

Project Code	Projects	Project Estimate	Prior Year Expenditures	Apr	May	Jun	Jan/Feb/Mar 2024 AP	Expenditures to Date	Remaining Project Estimate
CULVERTS									
458	Parallel Road	\$117,000.00	\$385,056.61				\$1,441.75	\$386,498.36	-\$269,498.36
403	Kitten Creek Road	\$148,000.00	\$56,568.84	\$12,367.68	\$42,957.13		\$489.99	\$276,853.73	-\$128,853.73
990	Wildcat Creek Rd	\$71,853.73	\$83,710.64				\$28,138.03	\$111,848.67	-\$39,994.94
991	Lasita Rd	\$52,273.55	\$60,680.46				\$33,403.53	\$94,083.99	-\$41,810.44
BRIDGES									
460	Winkler Mills Bridge	\$1,200,000.00	\$111,878.82					\$112,668.42	\$1,087,331.58
OTHER									
421	Marlatt Corridor Reconstruction				\$11,094.15			\$11,094.15	-\$11,094.15
	Advertising of RFQ for Projects							\$205.06	-\$205.06
OVERLAY									
	4 overlays unidentified	\$800,000.00	\$205,140.40					\$205,140.40	\$594,859.60
TOTALS		\$2,389,127.28	\$903,035.77	\$12,367.68	\$54,051.28	\$0.00	\$63,473.30	\$1,198,392.78	\$1,190,734.50

\$295,357

Completed Projects

2025 Riley County .2% Cent Sales Tax Cash Flow Analysis

% of Year: 41.7%

Month	Sales Tax Revenue	Reimbursements	KDOT	Total Revenue	Expenditures	Jan/Feb/Mar	Total Expenditures
						2024 A/P	
Jan	\$236,121.43			\$236,121.43			\$0.00
Feb	\$241,460.32			\$241,460.32			\$0.00
Mar	\$195,810.56			\$195,810.56			\$0.00
Apr	\$193,537.38			\$193,537.38			\$0.00
May	\$227,781.59			\$227,781.59			\$0.00
Jun				\$0.00			\$0.00
Jul				\$0.00			\$0.00
Aug				\$0.00			\$0.00
Sep				\$0.00			\$0.00
Oct				\$0.00			\$0.00
Nov				\$0.00			\$0.00
Dec				\$0.00			\$0.00
\$1,094,711.28		\$0.00	\$0.00	\$1,094,711.28	\$0.00	\$0.00	\$0.00

Cash Reconciliation		
2025 Beginning Unencumbered Cash	\$4,845,363.41	
2025 Revenue	\$1,094,711.28	
Less 2024 Expenditures/Encumbrances	\$0.00	
2025 Ending Unencumbered Cash	\$5,940,074.69	
Remaining 2025 Projected Revenue	\$0.00	
Less Est. Project Balance for CY	\$0.00	
2025 Projected Unencumbered Cash	\$5,940,074.69	

Riley County 2024 Budget Authority Summary			
2025 Budgeted Expenditures	\$6,160,856	% Budget Expended	0.00%
Expenditures to Date	\$0		
2025 Remaining Budget Authority	\$6,160,856		
Riley County 2024 Budgeted Revenue			
2025 Budgeted Revenue	\$2,000,000	% Budgeted Revenue	54.74%
Revenue to Date	\$1,094,711		

Attachment: June 2025 updated cash flows (16021 : Monthly Cash Flow Reports for June 2025)

2025 Detailed Expenditures per Project and per Department

Project Code	Projects	Project Estimate	Prior Year Expenditures	2025 Actual Expenditures	Jan/Feb/Mar 2024 AP	Remaining Project Estimate Totals	Completed Projects (Over) Under Estimate
CULVERTS							
CULVERT TOTALS		\$0	-	-		-	-
BRIDGES							
BRIDGE TOTALS		0.00	-	-		-	-
RECONSTRUCTION							
RECONSTRUCTION TOTALS		\$0	-	-		-	-

OVERLAY

OVERLAY TOTALS	\$0	-	-	-	-
TOTALS	\$0	-	-	-	-

Completed Projects

<u>Project Estimates for 2021</u>	Total		Updated	
Culverts-Fancy Creek/Sherman	\$	-	\$	-
Rosehill Road Bridge	\$	-	\$	-
Senn Road Bridge	\$	-	\$	-
Overlay TBD and approved by BOCC				
TOTAL	\$	-	\$	-

2025 Detailed Expenditures per Project by Month

Project Code	Projects	Project Estimate	Prior Year Expenditures	Jan	Jan/Feb/Mar 2024 AP	Expenditures to Date	Remaining Project Estimate
	CULVERTS						
	BRIDGES						
	RECONSTRUCTION						
	TOTALS	\$0	\$0	\$0	\$0.00	-	\$0
					\$0.00		
	Completed Projects						

Attachment: June 2025 updated cash flows (16021 : Monthly Cash Flow Reports for June 2025)

ARPA approvals

**Anything over \$25000 needs to be approved by the BOCC

Deposits	\$14,418,696.00
Non-Collection Revenue	\$2.84
Refunds	\$2.93
Expenditures	\$11,930,915.14
Interest	\$1,726,985.44
Balance in Account	\$4,214,772.07

Project Name	Amount	Approval Info/Date	Project #	Additional Information
Fairmont Heights Sewer	\$97,500	approved 7/8/2021		
Estimate Total	\$97,500.00			
Amount Spent to Date	\$97,500.00	Journal Entry on 08/23/2021		
Amount Left	\$0.00			
Keats Sewer	\$800,000	preliminarily approved	979	
Estimate Total	\$800,000.00			
Amount Spent to Date	\$352,299.79			
Amount Left	\$447,700.21			
EMS/EM/Dispatch building - Public Safety HQ	\$ 9,587,108.00	Guaranteed Maximum Price (Construction)	978	Davis Bacon recommended, but not required. National Environmental Policy Act does not apply Paid to Archimages
Archimages	\$96,150.00	approved 03/31/2022		
Fitch & Associates	\$23,150.00	approved 03/31/2022		
SMH Consultants	\$19,696.00			
Archimages	\$79,062.50	approved 12/29/2022		
Archimages	\$884,150.00	approved 6/26/2023		
Terracon	\$10,500.00	Approved 01/27/2023		
Estimate Total	\$10,699,816.50			
Amount Spent to Date	\$9,806,095.60			
Amount Left	\$893,720.90			
North County EMS Station		approved	977	
Anderson Knight Architects	\$175,560.00	approved 06/30/2022		
Charlson & Wilson	\$8,183.49			Purchase of 000 E. Barton St. Leonardville
Schultz Construction	\$799,000.00			
North County Ambulance & Equipment				
Ambulance	\$302,720.00	approved		
Zoll 'X' Series Cardiac Monitor	\$40,978.14	approved		
Stryker 'LUCAS' CPR device	\$15,846.86	approved		
800 Mhz Radios for ambulance	\$5,961.92	approved		
Stryker Power Load System	\$21,738.35	approved		
Stryker Power Cot	\$20,663.70	approved		
Stryker Stair Chair	\$3,511.38	approved		
Small Equipment, IT , Station Supplies	\$106,200.00	approved		
Estimate Total	\$1,500,363.84			
Amount Spent to Date	\$1,395,096.48			
Amount Left	\$105,267.36			
UP Fire Station #110				
Estimate Total	\$273,000.00	approved 9/19/2024	992	
Amount Spent to Date	\$279,923.27			
Amount Left	-\$6,923.27			
EM Renovation				
Estimate Total	\$2,245,000.00		994	
Amount Spent to Date	\$0.00			
Amount Left	\$2,245,000.00			

Attachment: June 2025 updated cash flows (16021 : Monthly Cash Flow Reports for June 2025)

UP Fire Station #110

Project # 992
Coding: 003-000-XXXX-992

Address: 10987 Lakeview Dr

Vendor Name	Estimate Amount	Amount Spent	Date Paid	Memo
	\$273,000.00			
Riley Construction	?			
Charlson & Wilson Bonded		\$1,481.00	10/18/2024	Basic Owner, Endorsements, Recording Fees
Economy Electric		\$6,885.00	10/18/2024	Generator
Register of Deeds/Petty Cash		\$32.00	10/18/2024	Filing Plat Fee with Register of Deeds
CES Group		\$5,880.00	10/18/2024	Platting Services
Bryant Parker		\$38.00	11/1/2024	Re-Record Warranty Deed
Riley Construction		\$4,050.00	11/1/2024	Application #1 Construction
Bayer		\$1,216.36	12/27/2024	Gravel
Bayer		\$1,207.17	12/27/2024	Gravel
Bayer		\$105.20	12/27/2024	Gravel
Bayer		\$1,099.19	12/27/2024	Gravel
Bayer		\$419.26	1/10/2025	Gravel
Bob's Plumbing		\$574.90	1/10/2025	Plumbing
Jay White Excavating		\$9,030.00	1/10/2025	Hauled Scalping & Levelled to Grade
Riley Construction Company		\$69,210.00	1/10/2025	Application #2 Construction
Taylor Trucking Inc		\$754.74	2/7/2025	Hauled Rock & Fill Sand
Riley Construction		\$54,315.00	2/21/2025	Application #3 Construction
Schwab Eaton		\$4,740.50	3/7/2025	Design to extend water & sewer utilities
Riley Construction Company		\$3,150.00	4/4/2025	Application #4 Construction
Schwab Eaton		\$7,291.00	4/4/2025	Design to extend water & sewer utilities
Riley Construction		\$29,061.00	4/18/2025	Application #5 Construction
Star Lumber & Supply		\$1,777.30	5/16/2025	Lumber for bathroom
Schwab Eaton		\$1,337.50	5/30/2025	Design to extend water & sewer utilities
Riley Construction		\$27,756.00	6/13/2025	Application #6 Construction
Schwab Eaton		\$1,182.50	6/13/2025	Design to extend water & sewer utilities
Weis Fire & Safety Equipment		\$3,994.39	6/13/2025	Red Rack Freestanding Unit
Riley Construction		\$19,579.50	6/13/2025	Application #7 Construction
Menards		\$592.17	6/27/2025	Parts for bathroom
CBS Door		\$75.00	6/27/2025	Core
Star Lumber & Supply		\$75.09	6/27/2025	Trim for Bathroom
Riley Construction Company		\$23,013.50	7/11/2025	Application #8 Construction

\$273,000.00	\$279,923.27
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Amount Left **-\$6,923.27**

Attachment: June 2025 updated cash flows (16021 : Monthly Cash Flow Reports for June 2025)

EMS Headquarters - EMS/EM/Dispatch Building

EMS HQ & EM/EOC Renovation Projects

Project #	978	1115 Charles Little Rd		
Coding:	003-000-XXXX-978			
Vendor Name	Estimate Amount	Amount Spent	Date Paid	Memo
Archimages	\$119,300.00	\$86,284.90	multiple	Architectural and planning services
Archimages		\$13,440.00	12/2/2022	Design
Archimages		\$79,062.50	12/29/2022	Design
Archimages		\$42,437.14	2/10/2023	Design
Archimages		\$47,652.54	3/10/2023	Design
Column		\$190.39	11/16/2022	Notices of RFQ-CMAR
Fitch & Associates				Site visit and recommendations
SMH Consultants	\$19,696.00	\$19,696.00	multiple	Survey - Topographic, Boundary, Utilities
Terracon	\$10,500.00	\$10,500.00	multiple	Geotechnical services
Archimages	\$884,150.00			
Archimages		\$35,550.00	4/11/2023	Design
Archimages		\$80,640.00	6/2/2023	Design
Archimages		\$12,232.84	7/14/2023	Design
Archimages		\$35,550.00	4/18/2023	Design
Archimages		\$102,053.44	9/8/2023	Design
Archimages		\$47,725.51	9/22/2023	Design
Archimages		\$25,621.27	10/6/2023	Design
Larson Construction		\$7,150.00	11/3/2023	Boring to tie into existing handhole
Archimages		\$45,904.12	11/17/2023	Construction & Design Phases
Archimages		\$41,034.72	12/15/2023	Construction & Design Phases
City of Manhattan		\$400.00	2/2/2024	Applicant Fee for 1115 Charles Little Road
Archimages		\$79,087.00	2/23/2024	Design
SMH Consultants		\$1,075.00	2/23/2024	Legal Descriptions Survey
City of Manhattan		\$200.00	2/23/2024	Applicant Fee for 1115 Charles Little Road
WTC		\$75.00	2/26/2024	P-Card - Internet routing during construction
SMH Consultants		\$635.00	3/22/2024	Survey Legal Descriptions
ConvergeOne		\$25,558.12	4/5/2024	Catalyst Ports - IT
ConvergeOne		\$11,167.94	4/5/2024	Meraki Router & Licenses - IT
CBS Door & Hardware		\$34,998.00	4/5/2024	Cameras & WaveVMS - IT
WTC		\$75.00	3/29/2024	P-Card - Internet routing during construction
Eagle Technologies		\$59,335.32	4/19/2024	SAS HDD Dual Controller, Eagle Professional Services - Remote
Eagle Technologies		\$1,966.08	4/19/2024	Vmware vSphere Subscription
Dell Technologies		\$7,680.28	4/19/2024	P-Card IT PowerEdge Server
Dell Technologies		\$10,920.22	4/19/2024	P-Card IT PowerEdge Server
FS.Com		\$698.00	4/19/2024	Cisco Optical Transceiver P-Card IT
FS.Com		\$79.20	4/19/2024	Cisco Optical Transceiver P-Card IT
Farnsworth Group		\$6,000.00	4/19/2024	Project #0240302 Peer Review
BHS Construction	\$9,587,108.00			Guaranteed Maximum Price Construction
BHS Construction		\$164,561.11	4/19/2024	Application Fee #1 General Construction
Eagle Technologies		\$400.00	5/3/2024	VMWVLL1 - per socket: Eagle Level 1 Support Coverage for Vmware
Farnsworth Group		\$6,000.00	5/3/2024	Project #0240302 Peer Review
SMH Consultants		\$782.50	5/3/2024	Survey 2311-0430 Legal Descriptions & Exhibit for Properties
WTC		\$75.00	4/30/2024	P-Card - Internet routing during construction
Archimages		\$24,952.16	5/31/2024	Construction & Design Phases
BHS Construction		\$152,104.03	5/31/2024	Application Fee #2 General Construction
SMH Consultants		\$50.00	5/31/2024	Survey Legal Descriptions
WTC		\$75.00	5/28/2024	P-Card - Internet routing during construction
Archimages		\$10,906.95	6/28/2024	Construction & Design Phases
BHS Construction		\$137,596.40	6/28/2024	Application Fee #3 for Construction
BHS Construction		\$590,361.45	7/26/2024	Application Fee #4 for Construction
Kaw Valley Engineering		\$4,473.59	7/26/2024	Professional Svcs thru June 23
BHS Construction		\$561,275.01	8/23/2024	Application Fee #5 for Construction
Kaw Valley Engineering		\$5,445.93	8/23/2024	Professional Services thru July 21
Archimages		\$8,008.20	9/6/2024	Construction Phase
WTC		\$75.00	9/20/2024	P-Card - Internet routing during construction
BHS Construction		\$1,358,335.04	9/20/2024	Application Fee #6 for Construction
Kaw Valley Engineering		\$5,765.25	10/4/2024	Professional Services thru Aug 8
Archimages		\$9,884.09	10/18/2024	Construction & Design Phases
WTC		\$75.00	11/1/2024	P-Card - Internet routing during construction (Sept)
WTC		\$75.00	11/1/2024	P-Card - Internet routing during construction (Oct)
BHS Construction		\$729,941.66	11/1/2024	Application Fee #7 for Construction
Archimages		\$15,741.90	11/15/2024	Construction & Design Phases
Archimages		\$9,600.00	11/29/2024	Construction & Design Phases
BHS Construction		\$1,016,787.96	11/29/2024	Application Fee #8 for Construction
WTC		\$75.00	12/1/2024	P-Card - Internet routing during construction
BHS Construction		\$491,092.71	12/27/2024	Application Fee #9 for Construction
WTC		\$75.00	1/24/2025	P-Card - Internet routing during construction
AVI-SPL, LLC		\$30,711.51	1/24/2025	Audio Visual System
BHS Construction		\$658,073.26	2/7/2025	Application Fee #10 for Construction
Amazon		\$80.70	2/21/2025	P-Card - HDMI Cables
WTC		\$75.00	2/21/2025	P-Card - Internet routing during construction
ConvergeOne		\$18,867.54	2/21/2025	Hardware for Switches for EMS
Archimages		\$25,076.60	2/21/2025	Construction & Design Phases
ConvergeOne		\$6,980.36	2/21/2025	Software for Switches EMS
AVI-SPL, LLC		\$48,266.94	3/7/2025	Equipment, Materials, Manufacture Coverage & Professional Integration Svcs
ConvergeOne		\$1,197.72	3/7/2025	Technology Hardware
BHS Construction		\$71,075.06	3/7/2025	Application #11 for Construction
Design Central		\$56,819.84	3/7/2025	Furniture Deposit
Commercial Laundry Sales & Service		\$4,269.23	3/7/2025	Washer & Dryer
WTC		\$75.00	3/21/2025	P-Card - Internet routing during construction
AVI-SPL, LLC		\$9,996.13	3/21/2025	Professional Integration Services
ConvergeOne		\$7,549.39	4/4/2025	Hardware for EMS
Archimages		\$11,635.50	4/4/2025	Construction Phase
BHS Construction		\$345,418.32	4/4/2025	Application Fee #12 for Construction
Amazon		\$320.43	4/18/2025	P-Card Multiple Transactions - Pyle Speakers, HDMI Cords
Best Buy		\$6,715.72	4/18/2025	P-Card Multiple Transactions - TVs and TV Mounts
WTC		\$75.00	4/18/2025	P-Card - Internet Routing during construction
Home Depot		\$2,247.00	4/18/2025	P-Card - Mobile Workbench Cabinets
CBS Door & Hardware		\$32,602.00	4/18/2025	Access Control Hardware
Ashley Furniture		\$1,119.96	4/18/2025	End Tables
Manhattan Appliance		\$10,936.00	4/18/2025	Washer, Dryer, Fridges, Freezer, Gas Range, Dishwasher, Microwaves
BHS Construction		\$567,236.53	5/2/2025	Application #13 for Construction
CBS Door & Hardware		\$17,088.00	5/16/2025	Access Control Hardware
Parsons Communications		\$4,283.00	5/16/2025	6 Strand SM Fiber & Connections for Feeder
ProCopy Inc.		\$1,998.00	5/16/2025	Xerox VersaLink Printers
Menards		\$3,680.26	5/16/2025	P-Card - Patio Furniture
Biomedical Solutions Inc		\$1,654.71	5/16/2025	Medical Grade Medication Refrigerator
Energy Center		\$13,000.00	5/16/2025	Built in Grill and Island
Amazon		\$238.64	5/16/2025	IT P-Card Tripp Wall Mounts
FS.Com Inc.		\$118.00	5/16/2025	IT P-Card Fiber Patch Cables
OMS Communications		\$816.19	5/16/2025	IT P-Card Cisco Power Supplies
Amazon		\$225.50	5/16/2025	IT P-Card Cat 6 Cable
Best Buy		\$729.98	5/16/2025	IT P-Card TV
Staples		\$3,472.36	5/16/2025	IT P-Card APC UPS
B&H Photo		\$999.95	5/16/2025	IT P-Card Hanwha Vision Camera
B&H Photo		\$999.95	5/16/2025	IT P-Card Hanwha Vision Camera
Archimages		\$38,400.00	5/16/2025	Construction Phase
BHS Construction		\$431,736.95	5/30/2025	Application #14 for Construction
AVI-SPL, LLC		\$904.79	5/30/2025	EMS HQ AV Final Billing
AVI-SPL, LLC		\$48,541.33	5/30/2025	EMS HQ AV Final Billing
BHS Construction		\$248,411.38	6/13/2025	Application #15 for Construction
CBS Door & Hardware		\$17,800.00	6/13/2025	Access Control Hardware & Installation
Amazon		\$85.36	6/27/2025	IT P-Card - USB-C HDMI Connector
Dell Technologies		\$1,615.78	6/27/2025	IT P-Card - Dell Tower
Dell Technologies		\$780.98	6/27/2025	IT P-Card - Dell Monitors
Best Buy		\$1,399.99	6/27/2025	IT P-Card - Microsoft Surface Laptop
Best Buy		\$299.99	6/27/2025	IT P-Card - Microsoft Docking Station
Microsoft		\$108.06	6/27/2025	IT P-Card - Upgrade to Windows 10/11 Pro for Surface
Accurate		\$1,638.60	6/27/2025	PW P-Card - Mats for EMS HQ
Design Central		\$33,796.89	6/27/2025	Furniture
FireStation Furniture		\$12,248.49	6/27/2025	Furniture
Sigle Photography		\$3,275.00	6/27/2025	Canvases
Archimages		\$71,257.07	6/27/2025	Construction & Design Phases
CBS Door & Hardware		\$100.00	7/11/2025	Keys
CBS Door & Hardware		\$40.00	7/11/2025	Keys
Air Cleaning Technologies		\$415.00	7/11/2025	Adapter for a nozzle hose
Design Central		\$3,186.60	7/11/2025	Dining Table
Design Central		\$744.79	7/11/2025	Glass Chairmats
Thomas Outdoor Signs		\$727.00	7/11/2025	Door Name Plates & Vinyl Business Hour Signs
	\$10,699,816.50	\$9,806,095.60		

Amount Left \$893,720.90

Attachment: June 2025 updated cash flows (16021 : Monthly Cash Flow Reports for June 2025)

Keats - Non Discharging Lagoon

Non-Discharging Lagoon

Project # 979
Coding: 003-000-XXXX-979

Vendor Name	Estimate Amount	Amount Spent	Date Paid	Memo
	\$772,500.00			
BG Consultants	\$27,500.00	\$607.50	8/25/2023	Engineering services
BG Consultants		\$4,101.50	9/22/2023	Engineering services
BG Consultants		\$2,791.00	10/20/2023	Engineering services
BG Consultants		\$1,772.00	12/15/2023	Engineering services
BG Consultants		\$4,072.00	1/26/2024	Engineering services
BG Consultants		\$732.00	2/23/2024	Engineering services
Western Consultants		\$6,500.00	2/23/2024	USDA Environmental Assessment
Column		\$127.03	2/26/2024	P-Card - Advertising Floodplain Notice of Explanation
Riley Co Register of Deeds		\$225.00	2/27/2024	Real Property Option Agreement
Charlson & Wilson Escrow		\$5,000.00	4/5/2024	Escrow for Purchase Option for E. Stanley Schurle Trust Property
E. Stanley Schurle Trust		\$9,000.00	4/5/2024	Purchase Option for E. Stanley Schurle Trust Property
BG Consultants		\$1,241.50	4/19/2024	Engineering services
BG Consultants		\$845.00	5/31/2024	Engineering services
Terracon		\$8,335.50	5/31/2024	Geotechnical Services
BG Consultants		\$11,337.50	6/2/2024	Engineering services
Charlson & Wilson Escrow		\$290,531.06	9/30/2024	Purchase Balance Owed for Keats
Column		\$431.20	11/1/2024	P-Card - Advertising for Keats
Terracon		\$4,650.00	5/1/2025	JE - Geotechnical Services
	\$800,000.00	\$352,299.79		

Amount Left \$447,700.21

Attachment: June 2025 updated cash flows (16021 : Monthly Cash Flow Reports for June 2025)

Remodel for EM/FD #1

Project # 994
Coding: 003-000-XXXX-994

Vendor Name	Estimate Amount	Amount Spent	Date Paid	Memo
	\$ 2,245,000.00			

Total	\$	-
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Attachment: June 2025 updated cash flows (16021 : Monthly Cash Flow Reports for June 2025)

North County EMS Station

North County EMS Station

Project # 977 Address:
 Coding: 003-000-XXXX-977 506 E. Barton St, Leonardville, KS 66449

Vendor Name	Estimate Amount	Amount Spent	Date Paid	Memo	
Anderson Knight Architects	\$175,560.00	\$86,988.36	multiple	Design of new station	Optional fees could also add \$1300 for rezoning and \$900 for KDOT permitting
Zoll	\$40,978.14	\$40,155.86	6/17/2022	Zoll 'X' Series Cardiac Monitor	
Emergency Services Supply	\$15,846.86	\$15,846.86	7/15/2022	Stryker 'LUCAS' CPR device	
Ka-Comm	\$5,961.92	\$2,747.74	7/7/2022	800 Mhz Radios for ambulance	
Emergency Services Supply	\$21,738.35	\$21,738.35	6/3/2022	Stryker Power Load System	
Emergency Services Supply	\$20,663.70	\$20,663.70	6/3/2022	Stryker Power Cot	
Emergency Services Supply	\$3,511.38	\$3,511.38	6/3/2022	Stryker Stair Chair	
Zoll	\$20,131.90	\$20,131.90	6/3/2022	Stryker Stair Chair	
Multiple	\$86,068.10	\$13,672.19	multiple	Small Equipment, IT , Station Supplies	Includes Zoll Ventilator
Column		\$53.68	6/3/2022	publication for RFQ for N. County EMS Station	
Charlson & Wilson	\$8,183.49	\$8,183.49	11/18/2022	Leonardville Property at 000 E Barton ST	
Column		\$206.16	2/21/2023	Ad for Bids - on P-Card	
Converge One		\$5,837.09	1/27/2023	IT Purchases	
Amazon		\$84.99	3/15/2023	P-Card IT Purchase of Cat6 Cable	
SMH Consultants		\$75.00	6/2/2023	Construction Staking	
SMH Consultants		\$1,015.00	5/5/2023	Staking	
N Zone		\$2,552.82	6/16/2023	Tactical Uniforms for N. Co Station	
Godfrey's		\$1,359.84	6/16/2023	Tactical Uniforms for N. Co Station	
Schultz Construction	\$800,263.35	\$725,436.73	multiple	Construction of Building	
SMH Consultants		\$525.00	6/30/2023	Construction Staking	
Glenn Clark		\$300.00	7/11/2023	Temp Easement	
Riley County Treasurer		\$176.92	7/11/2023	Temp Easement	
Amazon		\$163.99	6/30/2023	P-Card IT Purchase of Wall Mount Server Cabinet	
Amazon		\$80.90	6/30/2023	P-Card IT Purchase of Server Shelves and Panels	
Life-Assist		\$185.80	8/1/2023	P-Card Purchase of medical supplies	
Life-Assist		\$1,853.26	8/4/2023	P-Card Purchase of suction for St. 5	
Wildcat Tree Service		\$2,615.00	8/25/2023	Removal, cleanup and pull stumps	
FireHouseBeds		\$836.00	8/25/2023	Mattress for station	
The Mattress HUB		\$185.00	9/1/2023	Box Spring for station - P-Card Purchase	
Salsbury Industries		\$4,577.64	8/17/2023	Lockers - Qty 2	
Menards		\$48.99	9/1/2023	Bed Frame - P-Card Purchase	
Godfrey's		\$2,384.56	9/22/2023	Tactical Uniforms for N. Co Station	
Ashley HomeStore		\$1,823.96	10/6/2023	Recliner & Night Stand	
MaxAir Systems		\$3,189.85	10/6/2023	Tactical Uniforms for N. Co Station	
Wanklyn Oil		\$559.46	10/20/2023	Propane for new tank	
Best Buy		\$3,213.87	10/20/2023	P-Card IT Purchase of TB Vounts, Ipads, Ipad Cases	
Life-Assist		\$3,023.03	10/20/2023	P-Card - Medical Supplies	
Salina Steel Supply		\$240.40	11/3/2023	Tube for New Sign	
Manhattan Appliance Sleep Source		\$3,747.00	11/17/2023	Fridge, Washer, Dryer, Range	
Schurle Signs		\$100.00	11/17/2023	Signs	
Wanklyn Oil		\$3,370.00	11/17/2023	Propane Tank & Parts	
Target		\$673.54	10/13/2023	P-Card - Plates, Kitchen Supplies	
Home Depot		\$464.94	10/11/2023	P-Card - Mops, Buckets, etc.	
Dick's Sporting Goods		\$1,709.97	10/12/2023	P-Card - Exercise Equipment	
Menards		\$463.71	10/16/2023	P-Card - Supplies for Station	
Menards		\$672.76	10/18/2023	P-Card - Supplies for Station	
Life-Assist		\$324.76	10/11/2023	P-Card - Supplies for Station	
Home Depot		\$310.64	10/18/2023	P-Card - Air Compressor	
QuadMed, Inc.		\$769.00	10/6/2023	P-Card - Ambulance Child Restraint	
Nebraska Furniture Mart		\$519.44	10/11/2013	P-Card - Dishwasher	
MTS Custom Coating		\$1,785.00	10/20/2023	P-Card - Sign Frame	
CBS Door & Hardware		\$276.00	10/17/2023	P-Card - Cores for Doors	
CBS Door & Hardware		\$634.00	10/18/2023	P-Card - Passage Set for Doors	
CBS Door & Hardware		\$17,295.00	1/12/2024	OnGuard ADV Server Upgrade Licenses & Installation , programming, testing	
Schultz Construction - Evergy Bill		\$180.45	2/9/2024	Evergy Bill paid by Schultz during final construction	
Emergency Services Supply	\$302,720.00	\$287,878.00	2/23/2024	Ambulance	
Amazon		\$499.00	2/23/2024	Snow Blower	
Balzout, Inc.		\$317.50	3/8/2024	Tablet Mount for Ambulance	
Ka-Comm		\$191.10	4/5/2024	Parts for new ambulance	
Ka-Comm		\$879.75	4/5/2024	Parts for new ambulance	
Anderson Knight Architects		\$963.53	8/9/2024	Construction Administration	
Schultz Construction		\$72,826.62	9/6/2024	Construction of Building	
Schultz Construction		\$2,000.00	9/20/2024	Construction of Building	
	\$1,501,627.19	\$1,395,096.48		Complete	
Amount Left	\$106,530.71				

Attachment: June 2025 updated cash flows (16021 : Monthly Cash Flow Reports for June 2025)



HEALTH DEPARTMENT
Staff Update

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

STAFF REPORT

FROM: Diane Creek, Health Department Director

MEETING: July 10, 2025

SUBJECT: Monthly update

PRESENTER: Diane Creek, Health Department Director

Childcare Licensing July 2024 - June 2025 data

Funding from KDHE for Childcare Licensing with 4 surrounding counties

Riley	Geary	Clay	Dickinson	Pott	Umbrella	Total
100,000	26,000	12,400	20,000	42,900	19,000	220,300

# by visits	Riley	Geary	Clay	Dickinson	Pott	Total
Initial Inspections	11	3	1	3	3	21
Initial Compliance	6	1			4	11
Annual Inspections	89	30	21	29	47	216
Annual Compliance	24	11	7	9	20	71
KDHE compliance Inspections	22	7	4	12	11	56
Complaint First Visit	15	4	5	9	24	57
Complaint Second Visit	1			1	5	7
Illegal Care Complaints		1		1		2
	168	57	38	64	114	441
Amendments	1	1	1	3	1	7
Exceptions	2					2
Fingerprinting	70	1			7	78
Consults	1			1		2
Site Approval						

Home Orientation	17	11	3	4	6	41
Center Orientation	7	1		4		12
School Age Orientation						
total all services	98	14	4	12	14	142

Facilities	Riley	Geary	Clay	Dickinson	Pott	Total
School Age Program	5				1	6
Child Care Center	14	7	1	6	7	35
R & R Agency	1					1
Youth Development Program	10				2	12
Family Care Home	69	23	22	25	37	176
Head Start Child Care					1	1
Preschool			2	3		5
Outdoor Summer Age Program	1					1
Totals	100	30	25	34	48	237
# FTE at 60 per caseload	1.50	0.5	0.5	0.5	0.5	
Percentage of total	42%	13%	11%	14%	20%	100%

50-60 facilities per staff recommended caseload size

Option 1

As is, 3 staff, 1 supervisor, 237 facilities	Riley 42%	Geary 13%	Clay 11%	DK. 14%	Pott. 20%	Total
Total expenses	186,695	57,786	48,896	62,232	88,902	444,511
Total income	103,800	29,800	16,200	23,800	46,700	220,300
Deficit	(82,895)	(27,986)	(32,696)	(38,432)	(42,202)	(224,211)
Cost of 4 other counties	(141,316)					

Current caseload for 3 staff is between 76-79 facilities each. The supervisor has 4 facilities.

Option 2

2.5 FTE including supervisor, 2 counties, 130 facilities	Riley 77%	Geary 23%
Total expenses	230,862	68,959
Total income	103,800	29,800
Deficit	(127,062)	(39,159)
Cost of Geary County	(39,159)	

Option 3

Riley County only, 2 FTE, 100 facilities	
Total expenses	250,476
Total income	100,000
Deficit	(137,893)

Riley County currently has a contract with KDHE to serve Riley County and the four additional counties until June 30, 2026.

My recommendation is to maintain the Childcare Licensing program as it is now, with 3 staff, 1 supervisor and 4 additional counties until June 30, 2026.

The following steps will be taken to increase revenue:

- Write a letter to KDHE notifying them of the funding shortfall and the consequences to them if the shortfall isn't rectified.
- Enroll the Health Department in Kansas Debt Setoff to help recoup some of the over \$200,000 in unpaid fees that providers owe from all 5 counties.
- Increase fees charged by Childcare Licensing.
- Increase pressure by Health Department for providers to pay their fees. Increased letters and phone calls.
- Health Department staff meet with county commissioners from supported counties and request funding for their shortfall.
- Explore ways of making services to the adjoining counties more efficient and cost effective.
- Staff, either the health director, childcare licensing supervisor or the fiscal analyst will provide the commission monthly updates on progress being made in obtaining additional funding.

Enclosures:



IT/GIS
Personnel

Cory Meyer
IT/GIS Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6305

COMMISSION AGENDA REPORT

FROM: Cory Meyer

MEETING: July 10, 2025

SUBJECT: Request to Fill Position - Network/Security Systems Engineer

PRESENTER: Cory Meyer

BACKGROUND

IT/GIS has an open position and request to fill a new title and position of responsibility.

DISCUSSION

The work in IT has moved to a more technical level of security and responsibility. The position will work directly with our Network/Security Administrator. A few primary roles of the position will be to maintain our security posture at a high level, keep all network equipment up to date, and maintain all backup systems for Riley County along with working closely with the Helpdesk as an escalation resource.

FISCAL IMPACT

The fiscal impact will be presented by Elizabeth Ward.

The proposed changes will result in a lower personnel cost for both 2025 and 2026.

For 2025, the impact to the personnel budget for this change is a decrease of \$15,010.

For 2026, the impact to the personnel budget for this change is a decrease of \$30,669.

Which means this requested change can be made with a lower request for personnel budget for the IT/GIS department.

RECOMMENDATION(S)

I ask and recommend that IT/GIS be allowed to fill the position of Network/Security Systems Engineer.

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:

- Software Systems Engineer position description_DRAFT (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	SOFTWARE/SYSTEMS ADMINISTRATOR <u>ENGINEER</u>	
Department:	Information Technology/GIS	Division:
Reports To:	Information Technology/GIS Director and Network Administrator	
Pay Grade:	16	Status: Full Time
FLSA Status:	Exempt	

Position Summary: Responsible for monitoring, managing, and maintaining all facets of the Riley County Local and Wide Area Networks and servers, including performance, security, and system availability under the guidance of the Network/Systems Administrator. Responsible for researching, analyzing, and proposing technology-related aspects of the Riley County infrastructure that will affect performance and efficiency. Assumes basic functions of the Network Administrator in his/her absence. Requires on call responsibility. Responsible for assigned technology including server hardware, software, and related services, as required.

~~Serves as~~ Responsible for coordination of, and the primary escalation ~~point~~ for Helpdesk personnel requiring higher level assistance.

Assures daily Help Desk duties performed with the highest level customer support and escalates concerns to the IT/GIS Director.

ESSENTIAL FUNCTIONS:

- Setup/configure/install physical and virtual servers and operating Systems.
- ~~Keep servers running~~ Maintain servers in optimal condition and available to network users by applying updates and patches.
- Monitor/repair/inventory ~~of server-~~ related equipment.
- Install and configure server-based 3rd party software applications.
- Install, configure, maintain, and monitor back-up software to perform reliable back-up and allow rapid recovery from failure or disaster scenario.
- Install, administer, and maintain telecommunication systems and cabling.
- Provide troubleshooting and support for client handsets, voicemail, etc.
- Software Administration including Intune, Singlewire, Camera Security System, Backup Software, Operating System Updates, Door Security
- Hardware Installation
- Act as back up to Information Technology Specialist, performing duties of the position
- Act as the initial escalation point for Help Desk issues needing higher-level support - resolving the issue, or escalating, as the situation dictates.
- Act as liaison between the Help Desk and the Network Administrator/IT Administration.

SECONDARY RESPONSIBILITIES:

- Assist in the administration and maintenance of network data storage for all systems.
- LAN/WAN Administration & Maintenance
- Assist in administering and maintaining County LAN/WAN/VPN infrastructure, software, and protocols.
- Assist in the installation, maintenance, and monitoring of County Wireless infrastructure.
- Assist in the monitoring of network traffic for optimal performance, recommend changes or additions to improve performance.
- Process account activations/deactivations, monitor and enforce password policies for user accounts. Implement and maintain file and share level security throughout network for users.
- Assist in monitoring and auditing network hardware and software for security irregularities,

breaches, or hacking attempts.

- Assist with administration and maintenance of database server hardware/databases.
- Maintain relationships between client software and its corresponding database.
- Assist in installation, configuration, and maintenance of anti-virus and SPAM filtering systems.
- Notify end users and IT Administration of specific virus threats.
- Perform other duties as assigned

POSITION REQUIREMENTS:

Education: Certification or associate's degree in computer science, or related field preferred.

Software/System administration or related focus preferred.

License(s)/Certification(s):

MCSE (Microsoft Certified Systems Engineer) or CCNA (Cisco Certified Network Assistance) or VMWare Certification preferred. A+, Network+, Server+, Security +, MCSA, CISSP, certifications are a plus. Valid driver's license required.

GCNA certification preferred. A+, Network+, Server+, MCSA, and MGSD certifications preferred.

Knowledge and Experience: 3 years' experience as a desktop technician required. Detailed knowledge of PC hardware and software is essential, including all Microsoft Windows Operating Systems and Office productivity suites, as well as knowledge of common business software packages and 32/64 bit applications. Experience in Windows Server operating systems and server virtualization, VMWare, Microsoft SQL, and Cisco hardware, IOS and Call Manager preferred. Strong aptitude in OS repairs, spyware and virus removal, hardware, upgrades, Networking concepts, and troubleshooting.

Valid driver's license and ability to pass fingerprint background check required.

Appropriate combination of education and experience may be considered in lieu of the above requirements.

Skills: Ability to understand instructions and communicate both written and orally. Strong analytical, documentation, attention to detail, organization, and time management and prioritization skills required. Ability to learn new technologies quickly, communicate problems with supervisors as they become known, work with others in a team environment, adapt to challenges encountered, troubleshoot and solve problems, hardware and software support skills, strong network and Ethernet wiring skills, exercise responsibility when expected, meet deadlines, and maintain confidentiality are required. Must be able to work additional hours during the week and/or weekend, if required.

Supervisory Responsibility: None directly. Will lead and train HelpDesk technicians

Supervisory Controls: Position operates with minimal direction from the supervisor. Works independently and efficiently prioritizes tasks to complete projects. This position will interact and work directly with other IT staff daily. Provides regular updates regarding projects and daily activities.

Guidelines: Guidelines include state, federal and local hardware and software usage laws and copyright laws, Riley County Personnel Policies as well as protocols outlined by the IT/GIS Director.

Complexity: Requires very specific knowledge about Network and Server equipment and operations. Requires making many decisions concerning interpreting complex data, planning the work, and refining methods and techniques implemented to complete a project. The rapidly changing technology in the IT field will require frequent and extensive training. Interprets feedback from complex network equipment and use standard performance monitors and utilization results to resolve the problem.

Scope and Effect of Work: Riley County IT is a countywide resource involving network/server management and troubleshooting. This position can have a drastic impact on the performance of end

users. If this position does not provide the necessary answers and correctly identify and solve various problems, county employees may not have access to their computer or the network, which could consequently affect their job performance. Reliability, accuracy, and dependability are essential.

Personal Contacts: Contacts include Riley County employees, as well as the general public, other government agencies, and vendors. Technical support and troubleshooting will often require the individual to contact the end user to resolve issues.

Purpose of Contacts: Contacts are made for the purpose of gathering or dispersing information to provide technical support and troubleshooting of the server and network systems.

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

The work encompasses both indoor and outdoor work. The work requires some physical exertion such as long periods of standing; walking over rough, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items. 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. The employee must regularly lift and/or move up to 20 lbs. and occasionally up to 50 lbs. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to moderate noise levels. The position may also require temporary work underneath desks and workstations. Occasional trips outdoors are necessary. The position has the potential to occasionally be exposed to dust.

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

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



**COUNTY APPRAISER'S
OFFICE**
Request

Anna Burson
County Appraiser
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6310

COMMISSION AGENDA REPORT

FROM: Appraiser's Office

MEETING: July 10, 2025

SUBJECT: Request for Approval – Professional Services Agreement with Schneider Geospatial/ Beacon

PRESENTER: Anna Burson

BACKGROUND & DISCUSSION

Request for Approval of the Professional Services Agreement with Schneider Geospatial/ Beacon.

Attached is the proposed Professional Services Agreement with Schneider Geospatial/ Beacon for your review and approval.

Riley County has utilized Aumentum as our parcel search vendor since 2008, with our current contract set to expire in December of this year. The attached agreement outlines the scope of work, terms, and associated costs for the development, hosting, and maintenance of a new parcel search portal.

One of the primary challenges with our current platform is its limited ability to present property information in a user-friendly and modern format. For example, during the most recent appeal period, we explored the possibility of making comparable sales reports publicly available to taxpayers within the 30-day window for informal appeals. However, doing so would have incurred an additional cost of roughly \$21,000.

In response to feedback from taxpayers requesting greater transparency and easier access to property data-as well as our commitment to managing costs-we began evaluating alternative solutions. In 2024, we initiated discussions with Schneider Geospatial/ Beacon,

participated in several product demonstrations and Q&A sessions, and conducted a thorough review of their service offerings.

This proposal has been shared with relevant department heads, given the potential impact this change may have across various operations, and all identified questions and considerations have been addressed through internal review.

We believe the agreement aligns well with our long-term objectives. Pending your approval, we will move forward with implementation planning, including notifying the public and our paid subscribers to ensure a smooth and timely transition to the new platform.

Key benefits of transitioning to Schneider Geospatial/ Beacon include:

- A more modern, intuitive user interface
- Enhanced tools for both public and internal users
- Improved integration, including an interactive map
- Long-term cost savings
- Greater transparency and accessibility of valuation-related data

Note: This system is not intended to replace GIS, but to complement it as a centralized location for parcel-related information.

RECOMMENDATION(S)

We respectfully recommend approval of staff signing the Professional Services Agreement with Schneider Geospatial/ Beacon.

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:

- 20250701_RileyCoKS_BeaconBundleBasic (PDF)

PROFESSIONAL SERVICES AGREEMENT

This Agreement is made and entered into by and between **Schneider Geospatial, LLC**, a Delaware Limited Liability Company, whose place of business is 8901 Otis Avenue, Suite 300, Indianapolis, IN 46216 ("PROFESSIONAL") and **Riley County, Kansas**, whose place of business is: 110 Courthouse Plaza, Manhattan, KS 66502 ("CLIENT").

1 Services.

PROFESSIONAL shall provide CLIENT with the following services ("Services"):

A. **Beacon Portal Development (Basic)**

Development of a publicly accessible (or restricted access if chosen) web-based property information portal featuring land assessment, taxation, CAMA, and digital map data utilizing existing real estate and GIS datasets provided to PROFESSIONAL by CLIENT. This site will include the following:

- a. Property ownership, location, valuation, recording, and tax information from CLIENT's property tax administration system KOMTEK
- b. Detailed residential, commercial, and agricultural land and improvements information from CLIENT's CAMA real estate system Tyler Orion.
- c. Property sales history from CLIENT's CAMA real estate system (if available).
- d. Property sketches (if available and provided by CLIENT in a web-friendly image file format).
- e. Property photos (if available and provided by CLIENT in a web-friendly image file format).
- f. Esri compatible vector and raster spatial data from CLIENT's existing GIS data sources.
- g. Interactive GIS mapping interface including navigation tools such as zoom in, zoom out, dynamic and fixed panning, feature selection and query, interactive overview map, and legend. Also included are map tools to measure distance and area, buffer selected features, zoom to scale, identify features, and map printing to multiple paper sizes.
- h. Dynamic relationship between parcel reports and an Internet map service. This will allow the user to search for a property and be taken directly to the queried parcel on the map, and alternatively select a parcel on the map and be taken directly to the specific report(s) associated with the parcel.
- i. Additional features are available to all real estate web site clients, including multiple search criteria, dynamic user help guides, CLIENT contact information, and user feedback forms.
- j. PROFESSIONAL will provide an automated routine to transfer data from CLIENT's local computer data sources to PROFESSIONAL's servers over a high-speed Internet connection. This automated routine can be scheduled to update data to the website on a regular basis.
- k. Components INCLUDED in Basic Bundle:
 - i. Core
 - ii. Map
 - iii. Account Management
 - iv. Data Extract Tool
 - v. Comparable Search
 - vi. Comp Search Report Export
 - vii. Comp Report Generator
 - viii. Property Tax Dollars

- ix. Tax Estimator
- x. Document Access
- xi. Advertising
- xii. Bulk Printing
- xiii. Mailing Labels
- xiv. Sales Search Tools
- xv. Access to up to 2 forms
- xvi. 2 tickets to the Schneider Users' Conference
- I. Additional components elected by CLIENT:
 - i. Subscription Billing

B. Portal Hosting and Maintenance

PROFESSIONAL shall host and maintain of the above-described portal(s) for the term of this Agreement.

PROFESSIONAL's web data server environment is based in a cloud computing service residing in data centers managed by third-party hyper-scale cloud providers. Site improvements and modifications, including functionality enhancements to the core product may be made periodically. If CLIENT is charging fees for use of the system, any and all disputed charges are the responsibility of CLIENT. Certain onsite hardware and software configurations may require additional third-party software (not included in this Statement of Work). Services also include monitoring of PROFESSIONAL's web servers on a twenty-four/seven (24/7) basis; however, because of infrastructure issues beyond the control of PROFESSIONAL's staff, web services are not guaranteed to be available twenty-four (24) hours per day, seven (7) days per week.

Other Fixed Fee phases of this project may be developed during the course of this agreement. Once the estimates are accepted, an Authorization to Proceed will have to be signed and submitted before work will begin.

2 Payment for Services.

CLIENT shall compensate PROFESSIONAL for the Services as follows:

A. Product/Service

a. One-time Setup Cost:	\$21,000
Setup items:	
Beacon Basic:	Included
b. Annual Hosting:	\$15,776
Beacon Hosting items:	
Beacon Basic:	Included
Subscription Billing:	Included

B. Payment Schedule

Year 1	September 1, 2025 – December 31, 2025:	\$26,259
	(Setup: \$21,000, Hosting: \$5,259-prorated)	
Year 2	January 1, 2026 – December 31, 2026:	\$16,565
Year 3	January 1, 2027 – December 31, 2027:	\$17,393

C. Project Schedule

a. Portal Development

- i. PROFESSIONAL requires the following information and technical assistance from CLIENT to access data sources defined in the Scope of Services.
 1. Database connection information
 2. Server name or IP address
 3. Database name
 4. User login information for read access
 5. Data dictionary or schema, as available
- ii. Network paths to all file data sources
- iii. Installation of PROFESSIONAL's Remote Support application on a computer with network access to CLIENT's data sources and files.
- iv. All information must be provided by CLIENT to the PROFESSIONAL at least twenty-one (21) days prior to the start of the Initial Hosting Term, defined below, to ensure that all data will be available on the portal at the start of the Initial Hosting Term.

b. Portal Hosting and Maintenance

- i. The Initial Hosting Term shall be defined in the Scope of Service or Payment Schedule above.
- ii. The Initial Hosting Term shall begin at the date above regardless of project delays resulting from CLIENT's failure to provide PROFESSIONAL with information required to access project data sources according to the project schedule. Any project delays on the part of the PROFESSIONAL will result in the initial hosting term starting the first day of the first month following the completion of the portal's development and release from PROFESSIONAL to CLIENT.

Invoicing will be done on an annual basis at the beginning of the term unless otherwise specified.

If the CLIENT cancels the agreement before end of initial multi-year term, any waived discounts and promotional fees will be included in the final invoice.

Balances due thirty (30) days after the due date for non-government clients and sixty (60) days after the due date for government clients shall be assessed an interest rate of 1½% per month (18% per year). CLIENT agrees to pay for any and all costs of collection including, but not limited to interest, lien costs, court costs, expert fees, attorney's fees and other fees or costs involved in or arising out of collecting any unpaid or past due balances, including late fees or penalties. If payment is not received within thirty (30) days of the due date, PROFESSIONAL reserves the right, after giving seven (7) days written notice to CLIENT, to suspend services to CLIENT or to terminate this Agreement.

3 Terms of Service. Each party's rights and responsibilities under this Agreement are conditioned upon and subject to the Terms of Service which can be found at <http://schneiderGIS.com/termsofservice>. By executing this Agreement, CLIENT acknowledges that it has read the above-described Terms of Service and agrees that such Terms of Service are incorporated herein and made a part of this Agreement. PROFESSIONAL reserves the right to update or modify the Terms of Service upon ten (10) days prior notice to CLIENT. Such notice may be provided by PROFESSIONAL to CLIENT by e-mail.

4 Term, Termination and Renewal. The initial term of this Agreement shall be defined in the Scope of Services or Payment Schedule above. If the services provided are for an annual rate and extend for multiple years, PROFESSIONAL will prorate the first year of the agreement to match the fiscal year for the CLIENT, followed by consecutive, twelve (12) month periods. This Agreement shall automatically renew for successive terms which consist of a twelve (12) month period, subject to earlier termination as set forth in this Agreement or upon written notification by either party thirty (30) days prior to the end of a term. If, for any reason, this Agreement is terminated prior to the end of a term, any waived or discounted fees or specified promotional items provided by PROFESSIONAL shall be invoiced by PROFESSIONAL and paid by CLIENT. PROFESSIONAL reserves the right to update the pricing applicable to this Agreement after the initial term for any renewal terms and/or any subsequent terms occurring after the initial term of the Agreement; PROFESSIONAL shall provide prior written notice to CLIENT of any pricing adjustments applicable to any such renewal and/or subsequent terms.

5 Additional Data Hosting. PROFESSIONAL's website hosting services allow for storage of up to ten (10) Gigabytes of data and files to include as content for CLIENT's website hosted in PROFESSIONAL's web data server environment. Additional storage and transfer requirements may be negotiated, at PROFESSIONAL's discretion, if CLIENT decides to add additional content to the website – such as orthophotos, scanned documents, etc.

6 Assignment. PROFESSIONAL has the right to assign or transfer any rights under or interest in this Agreement upon fifteen (15) days' written or electronic notice to CLIENT. Nothing in this Paragraph shall prevent PROFESSIONAL from employing consultants or subcontractors to assist in the performance of the Services.

7 Rights and Benefits. Nothing in this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than CLIENT and PROFESSIONAL. CLIENT and PROFESSIONAL expressly state there are no third-party beneficiaries to this Agreement.

8 Successors. This Agreement is binding on the partners, successors, executors, administrators and assigns of both parties.

9 Applicable Law. The terms and conditions of this Agreement are subject to the laws of the State of Indiana.

IN WITNESS WHEREOF, the Parties have executed this Agreement by affixing their signatures below.

Pricing is valid through 7/31/2025.

PROFESSIONAL:
Schneider Geospatial, LLC

By: _____

Print: Jeff Corns, GISP

Title: President & CEO

Date: _____

CLIENT:
Riley County, Kansas

By: _____

Print: _____

Title: _____

Date: _____



**COUNTY CLERK &
ELECTIONS**
Personnel

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

COMMISSION AGENDA REPORT

FROM: Vivienne Leyva, Public Information Officer

MEETING: July 10, 2025

SUBJECT: NACo High Performance Leadership Academy and Flint Hills Regional Leadership Program Nominees

PRESENTER: Vivienne Leyva, Public Information Officer

BACKGROUND

In 2025, Commissioners gave support to send two employees to the NACo High Performance Leadership Academy and the Flint Hills Regional Leadership Program. Department Heads were encouraged to work with their staff to select current and future leaders who would be good candidates for each program. Applications were due June 30th and a volunteer workgroup comprised of Amy Manges, Amanda Webb, and Vivienne Leyva met to select four candidates to participate.

The NACo HPLA is a 12-week, online program specifically designed for county government professionals, with 4 dates per year.

FHRLP is a 10-session program for community leaders working to tackle the challenges facing our region. This program teaches modern leadership skills through dialogue and hands-on experience. FHRLP is accepting applications now through July 20, 2025.

DISCUSSION

After evaluation the applications, the selection workgroup would like to nominate Joshua Gering, EMS/Ambulance Assistant Director, and Jake Konrardy, RCFD#1 Deputy Chief of Administration for the NACo HPLA and Melanie Highsmith, Historical Museum Curator of Design, and Michelle Horstmeier, Public Health Emergency Planning Coordinator for the FHRLP for 2025.

FISCAL IMPACT

Each department would pay tuition fees for their participating employees as part of their existing 2025 budget appropriations.

The NACo program cost is \$1995 per participant

The FHRLP program cost is \$600 per participant

RECOMMENDATION(S)

Staff recommend approving the nominees for each program.

POSSIBLE MOTION(S)

Move to approve Joshua Gering, Melanie Highsmith, Michelle Horstmeier, and Jake Konrardy for leadership training programs in 2025.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures: