



**Board of Riley County
Commissioners
Regular Meeting
Agenda
July 11, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Sign a Tax Roll Correction
4. Sign Riley County Personnel Action Form(s)

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Jul 7, 2022
8:30 AM

Review Tentative Agenda

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

9:00 AM

Rich Vargo, County Clerk

8. Year to date budget and expenditure reports

9:15 AM

Amanda Webb, Planning/Special Projects Director

9. Keats Sewer District - Amendment to Owner-Engineer Agreement

9:30 AM

Press Conference

10. Public Notice - Alvin Perez (1-2 minutes)
11. Primary Election August 2, 2022 - Rich Vargo (1-2 minutes)

9:40 AM

Darell Edie, Budget and Finance Officer

12. BUDGET DEVELOPMENT WORKSESSION 2

- 10:10 AM John Ellermann, Public Works Director/County Engineer**
13. Public Works Project Update
14. Request to fill an open Facility & Grounds Technician II

- 10:30 AM Julie Gibbs, Health Department Director**
15. RCHD Request to Fill a Vacant Staff Position in the PH Clinic

- 10:40 AM Clancy Holeman, Counselor/Director of Administrative Services**
16. Administrative Work Session
17. Pending County Projects County Counselor

- 11:00 AM Katharine Hensler, Museum Director**
18. Riley County Historical Museum Staff Update

- 11:15 AM Elizabeth Ward, Human Resource Manager**
19. Riley County Salary Study Presentation

Adjournment

Announcements

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

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, July 12, 2022 (JF).

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



COUNTY CLERK & ELECTIONS
Tax Roll Correction

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

COMMISSION AGENDA REPORT

FROM: Lori Muir, Real Estate Specialist
MEETING: July 11, 2022
SUBJECT: Sign a Tax Roll Correction
PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve the Tax Roll Correction.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- image24621 (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2022/07/07

3.a

Taxpayer ID MCHU0008
Owner ID MCHU0008

Control # 2022000284

Tax Year 2021
Tract # RI00176

MCHUGH, TOM

CAMA # 151-01-0-30-01-007-00-0-01

RILEY CITY
BLK 41 S 11' LOT 8
LOTS 9 10 11

220 S IOWA ST

TU 7 Riley City
Parcel 2390

RILEY, KS 66531-9802

USD 378

Property Address 220 S IOWA ST

APPRAISER SECTION (Value)

2022/07/07 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	8460	49840	58300

Total	8460	49840	58300
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Assessed Prior to Correction:

RU			
RU	973	5732	6705

Total	973	5732	6705
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SB41	2300
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Appraised After Correction:

CL	Land	Imp	Total
RU	8460		8460

Total	8460		8460
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Assessed After Correction:

RU			
RU	973		973

Total	973		973
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SB41	973
------	-----

Net Change

49840-

49840-

Net Change

5732-

Total	5732-
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SB41	1327-
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CLERK SECTION (Tax)

2022/07/07 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy	Gen Tax	
Levy 167.54200	Gen Tax	1123.38

SB41 \$	46.00
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SB41 Tax Dollars	1077.38
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Tax After Correction:

Levy	Gen Tax	
Levy 167.54200	Gen Tax	163.02

SB41 \$	19.46
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SB41 Tax Dollars	143.56
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Net Change

960.36-

26.54-

933.82-

TREASURER SECTION (Summary)

Net Change in Assessed Value

(no SB41 influence) 5732-

Applicable Mill Levy 167.54200

Net Change in Levied Tax Dollars 960.36-

Net Change in SB41 Exemption 26.54-

Type of Correction DECREASE

Correction Code TP TAX PROTEST Rate 2.00%

Tax Statement # 21490

Comments PUP adjustment per Appraiser

Net Change in Total Tax Dollars	933.82-
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Owner MCHU0008
MCHUGH, TOM

By order of the Board of County Commissioners of RILEY COUNTY, Kansas.
(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image24621 (12276 : Tax Roll Corrections)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: July 11, 2022

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2022-07 T Garcia (green) (PDF)
- 2022-07 T Holen (green) (PDF)
- 2022-07 D Kitt (green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date: 7-6-2022
☒ Change		Employee #

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

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

Garcia	Teresa		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

Clinic Coordinator	Health Department	0030-000421
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Position Title Department Fund

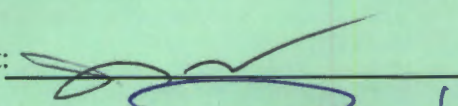
7/6/2022	☒	☐	NA	☒ Yes	☐ No
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Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

N	03	\$	☐ Hour	\$ 2,117.65	☒ Bi-weekly	☒ 40	☐
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Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department:  Date: 7-6-22

Personnel:  7-7-22

BOCC

Chairman: _____

Member: _____

Member: _____

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add	Supervisor: Jeff Martinez	Fill Request Date: 07/07/2022
☒ Change	Dept Head: John Ellermann	Employee #

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

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

Holen	Tyler	J	
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Facility & Grounds Technician I	Public Works/Parks	001-040-81
Position Title	Department	Fund

07/18/2022	☐ Exempt	☒ Non-Exempt	Ending Date For Temporary	☒ Yes	☐ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?	

H	2	\$17.27	☐ Hour	\$	☐ Bi-weekly	☒ 40	☐
Grade/Step		Pay Rate				Hours Per Workweek	

Approvals:

Department:

Date: 7-7-2022

Personnel:

7-7-2022

BOCC

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add	Supervisor: Evan McMillan	Fill Request Date: 07/11/2022
☐ Change	Dept Head: John Ellermann	Employee #

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

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

Kitt	Daniel		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

Public Works Operator II - SW	Public Works/Solid Waste Div	150-150
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Position Title Department Fund

07/13/2022	☐	☒		☒ Yes	☐ No
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Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

I	1	\$19.36	☒ Hour	\$	☐ Bi-weekly	☒ 40	☐
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Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department:

Date: 7-7-2022

Personnel:

7-8-2022

BOCC

Chairman:

Member:

Member:



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
July 14, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

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

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

4. Administrative Work Session

9:20 AM

Break

9:30 AM

Shilo Heger, Treasurer

5. Monthly Revenue Reports

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

6. Economic development update

10:00 AM

Elizabeth Ward, Human Resource Manager

7. Salary Study Review

10:30 AM

Budget and Planning Committee - Darell Edie, Budget and Finance Officer

8. Monthly Cash Flow Reports

Attachment: 07-14-22 tentative agenda (11679 : Tentative Agenda)

10:50 AM John Ellermann, Public Works Director/County Engineer

9. Petition for Julie Lane vacation

11:10 AM Darell Edie, Budget and Finance Officer

10. 2023 Budget Work Session
11. RNR Letter

Adjournment

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

Attachment: 07-14-22 tentative agenda (11679 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
July 18, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:15 AM

David Adams, EMS/Ambulance Director

1. Staff update

9:30 AM

Press Conference

2. Primary Election August 2, 2022 - Rich Vargo (1-2 minutes)

10:00 AM

Break

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

10:30 AM

Darell Edie, Budget and Finance Officer

4. 2023 Budget Work Session

12:00 PM

Law Enforcement Agency Meeting

Adjournment

Attachment: 07-18-22 tentative agenda (11679 : Tentative Agenda)

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



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Rich Vargo

MEETING: July 11, 2022

SUBJECT: Year to date budget and expenditure reports

PRESENTER: Rich Vargo

Enclosures:

- 2022 YTD Wage and Overtime Overview 2022-07 (PDF)
- 2022 YTD Wage and Overtime Detail 2022-07 (PDF)
- Financial reports 2022 (XLSX)
- Financial reports 2022 (XLSX)
- Financial reports 2022 (XLSX)
- Financial reports 2022 (XLSX)
- Financial reports 2022 (XLSX)
- Financial reports 2022 (XLSX)

2022 YTD Wages/Overtime Compared to Budget

% of Year Used

50.00%

June	Regular Wages	Overtime Wages	2022 Budgeted Overtime	OT % of reg wage	Total Wages by department	2022 Wages Budget		Budget Spent
Department								
Attorney	\$604,180.36	\$0.00	\$4,022.00	0.00%	\$604,180.36	\$1,451,308.00	\$1,455,330.00	41.5
Clerk	\$313,965.43	\$742.43	\$4,927.00	0.24%	\$314,707.86	\$717,776.00	\$722,703.00	43.5
Commissioners	\$66,065.04	\$0.00	\$0.00	0.00%	\$66,065.04	\$143,140.00	\$143,140.00	46.1
Administrative Services	\$201,118.83	\$0.00	\$1,152.00	0.00%	\$201,118.83	\$432,880.00	\$434,032.00	46.3
Register of Deeds	\$136,005.88	\$30.41	\$541.00	0.02%	\$136,036.29	\$294,729.00	\$295,270.00	46.0
Treasurer	\$223,400.99	\$0.00	\$3,907.00	0.00%	\$223,400.99	\$618,847.00	\$622,754.00	35.8
Emergency Mgt	\$68,187.99	\$55.53	\$770.00	0.08%	\$68,243.52	\$151,378.00	\$152,571.00	44.7
Museum	\$98,316.05	\$108.28	\$0.00	0.11%	\$98,424.33	\$317,063.00	\$317,063.00	31.0
Election	\$91,702.71	\$204.21	\$2,417.00	0.22%	\$91,906.92	\$343,396.00	\$345,813.00	26.5
EMS/Ambulance	\$678,913.19	\$370,649.77	\$893,981.00	54.59%	\$1,049,562.96	\$1,515,761.00	\$2,409,742.00	43.5
Appraiser	\$445,033.16	\$0.00	\$9,231.00	0.00%	\$445,033.16	\$1,083,795.00	\$1,140,459.00	39.0
Planning & Development	\$187,373.37	\$295.43	\$819.00	0.16%	\$187,668.80	\$393,668.00	\$394,487.00	47.5
Information Tech-GIS	\$241,368.86	\$0.00	\$5,852.00	0.00%	\$241,368.86	\$634,934.00	\$640,786.00	37.6
General Serv.-Separation	\$66,661.07	\$0.00	\$0.00	0.00%	\$66,661.07	\$75,000.00	\$75,000.00	88.8
Public Works	\$1,332,436.91	\$22,067.74	\$88,874.00	1.66%	\$1,354,504.65	\$3,267,688.00	\$3,356,562.00	40.3
Noxious Weed	\$162,239.53	\$0.00	\$6,510.00	0.00%	\$162,239.53	\$346,920.00	\$353,430.00	45.9
NON-GENERAL FUNDS								
Solid Waste payroll	\$83,603.15	\$5,531.84	\$11,325.00	6.62%	\$89,134.99	\$176,098.00	\$187,423.00	47.5
Motor Vehicle	\$103,051.71	\$0.00	\$1,438.00	0.00%	\$103,051.71	\$234,269.00	\$235,707.00	43.7
Fire District #1	\$129,640.73	\$0.00	\$486.00	0.00%	\$129,640.73	\$299,984.00	\$300,470.00	43.1
Subtotal-All County Funds	\$5,233,264.96	\$399,685.64	\$1,036,252.00	7.64%	\$5,632,950.60	\$12,498,634.00	\$13,582,742.00	
Health Dept.-General Fund	\$252,544.05	\$5,456.43	\$1,130.00	2.16%	\$258,000.48	\$272,432.00	\$273,562.00	94.3
2 Health Dept.-Grant Funds	\$992,516.14	\$3,726.29	\$6,192.00	0.38%	\$996,242.43	\$2,250,079.00	\$2,256,271.00	44.1
Full Grant Funds								
2 Youth Court Svcs	\$21,219.92	\$0.00	\$0.00	0.00%	\$21,219.92	\$45,979.00	\$45,979.00	46.1
2 Juvenile Services	\$111,483.67	\$462.08	\$0.00	0.41%	\$111,945.75	\$237,174.00	\$237,174.00	47.2
2 Adult Services	\$132,324.11	\$494.04	\$0.00	0.37%	\$132,818.15	\$264,506.00	\$264,506.00	50.2
2 RADxUp coord & Spec	\$36,427.62	\$0.00	\$0.00	0.00%	\$36,427.62	\$82,000.00	\$82,000.00	44.4
Subtotal Grant Funds	\$301,455.32	\$956.12	\$0.00	0.79%	\$302,411.44	\$629,659.00	\$629,659.00	
Totals	\$6,779,780.47	\$409,824.48	\$1,043,574.00	6.04%	\$7,189,604.95	\$15,650,804.00	\$16,742,234.00	
1 Indicates Partial Grant fund					\$2,250,079.00		\$16,742,234.00	
2 Indicates Full Grant fund					\$629,659.00			

Attachment: 2022 YTD Wage and Overtime Overview 2022-07 (12273 : Year to date budget and expenditure reports)

			January	February	March	1st Quarter	April	May	June	2nd Quarter	3rd Quarter	4th Quarter	YTD 2022	2023	8.b
Department															
Attorney	Regular Salaries	1001	\$102,179.15	\$103,305.55	\$99,141.37	\$304,626.07	\$93,161.00	\$99,137.16	\$107,256.13	\$299,554.29	\$0.00	\$0.00	\$604,180.36	\$1,430,622.00	
	Seasonal/Temp	1003	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,686.00	
	Overtime	1005	\$1,389.26	\$925.29	\$442.18	\$2,756.73	\$379.42	\$191.93	\$125.39	\$696.74	\$0.00	\$0.00	\$3,453.47	\$4,022.00	
			\$103,568.41	\$104,230.84	\$99,583.55	\$307,382.80	\$93,540.42	\$99,329.09	\$107,381.52	\$300,251.03	\$0.00	\$0.00	\$607,633.83	\$1,455,330.00	
Clerk	Regular Salaries	1001	\$52,959.10	\$53,988.28	\$53,527.01	\$160,474.39	\$47,054.79	\$53,466.27	\$52,969.98	\$153,491.04	\$0.00	\$0.00	\$313,965.43	\$717,776.00	
	Seasonal/Temp	1003				\$0.00			\$160.04	\$160.04	\$0.00	\$0.00	\$160.04	\$0.00	
	Overtime	1005	\$33.05	\$41.33	\$16.53	\$90.91	\$24.80	\$116.55	\$510.17	\$651.52	\$0.00	\$0.00	\$742.43	\$4,927.00	
			\$52,992.15	\$54,029.61	\$53,543.54	\$160,565.30	\$47,079.59	\$53,582.82	\$53,640.19	\$154,302.60	\$0.00	\$0.00	\$314,867.90	\$722,703.00	
Commissioners	Regular Salaries	1001	\$11,010.84	\$11,010.84	\$11,010.84	\$33,032.52	\$11,010.84	\$11,010.84	\$11,010.84	\$33,032.52	\$0.00	\$0.00	\$66,065.04	\$143,140.00	
Administrative Svcs	Regular Salaries	1001	\$33,519.80	\$33,519.81	\$33,519.81	\$100,559.42	\$33,519.80	\$33,519.81	\$33,519.80	\$100,559.41	\$0.00	\$0.00	\$201,118.83	\$432,880.00	
	Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,152.00	
			\$33,519.80	\$33,519.81	\$33,519.81	\$100,559.42	\$33,519.80	\$33,519.81	\$33,519.80	\$100,559.41	\$0.00	\$0.00	\$201,118.83	\$434,032.00	
Register of Deeds	Regular Salaries	1001	\$22,023.84	\$22,765.12	\$22,874.76	\$67,663.72	\$22,926.98	\$22,938.34	\$22,214.44	\$68,079.76	\$0.00	\$0.00	\$135,743.48	\$294,729.00	
	Seasonal/Temp	1003	\$262.40	\$0.00	\$0.00	\$262.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$262.40		
	Overtime	1005	\$6.08	\$0.00	\$0.00	\$6.08	\$24.33	\$0.00	\$0.00	\$24.33	\$0.00	\$0.00	\$30.41	\$541.00	
			\$22,292.32	\$22,765.12	\$22,874.76	\$67,932.20	\$22,951.31	\$22,938.34	\$22,214.44	\$68,104.09	\$0.00	\$0.00	\$136,036.29	\$295,270.00	
Treasurer	Regular Salaries	1001		\$46,118.65	\$44,865.85	\$90,984.50	\$41,879.80	\$45,458.91	\$45,077.78	\$132,416.49	\$0.00	\$0.00	\$223,400.99	\$618,847.00	
	Seasonal/Temp	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Overtime	1005	\$9.95	\$0.00	\$5.87	\$15.82	\$216.56	\$123.08	\$139.78	\$479.42	\$0.00	\$0.00	\$495.24	\$3,907.00	
			\$9.95	\$46,118.65	\$44,871.72	\$91,000.32	\$42,096.36	\$45,581.99	\$45,217.56	\$132,895.91	\$0.00	\$0.00	\$223,896.23	\$622,754.00	
Emergency Mgt	Regular Salaries	1001	\$10,286.91	\$10,286.90	\$10,286.91	\$30,860.72	\$10,323.94	\$10,286.90	\$10,323.92	\$30,934.76	\$0.00	\$0.00	\$61,795.48	\$133,209.00	
	Seasonal/Temp	1003	\$1,462.16	\$1,623.60	\$1,476.00	\$1,424.85	\$1,476.00	\$1,457.55	\$2,034.11	\$4,967.66	\$0.00	\$0.00	\$6,392.51	\$18,592.00	
	Overtime	1005	\$0.00	\$0.00	\$55.53	\$55.53	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.53	\$770.00	
			\$11,749.07	\$11,910.50	\$11,818.44	\$32,341.10	\$11,799.94	\$11,744.45	\$12,358.03	\$35,902.42	\$0.00	\$0.00	\$68,243.52	\$152,571.00	
Museum	Regular Salaries	1001	\$15,854.39	\$15,876.83	\$15,963.79	\$47,695.01	\$15,941.35	\$15,946.96	\$18,732.73	\$50,621.04	\$0.00	\$0.00	\$98,316.05	\$312,395.00	
	Seasonal/Temp	1003	\$1,810.71	\$1,781.73	\$1,786.36	\$5,378.80	\$1,835.00	\$1,912.52	\$2,020.73	\$5,768.25	\$0.00	\$0.00	\$11,147.05	\$4,668.00	
	Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$108.28	\$108.28	\$0.00	\$0.00	\$108.28	\$0.00	
			\$17,665.10	\$17,658.56	\$17,750.15	\$53,073.81	\$17,776.35	\$17,859.48	\$20,861.74	\$56,497.57	\$0.00	\$0.00	\$109,571.38	\$317,063.00	
Election	Regular Salaries	1001	\$13,630.38	\$13,630.40	\$13,630.39	\$40,891.17	\$13,630.38	\$14,069.74	\$17,169.29	\$44,869.41	\$0.00	\$0.00	\$85,760.58	\$177,198.00	
	Seasonal/Temp	1003	\$2,231.13	\$1,153.32	\$913.05	\$4,297.50	\$1,088.10	\$710.53	-\$154.00	\$1,644.63	\$0.00	\$0.00	\$5,942.13	\$166,198.00	
	Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$204.21	\$204.21	\$0.00	\$0.00	\$204.21	\$2,417.00	
			\$15,861.51	\$14,783.72	\$14,543.44	\$45,188.67	\$14,718.48	\$14,780.27	\$17,219.50	\$46,718.25	\$0.00	\$0.00	\$91,906.92	\$345,813.00	
EMS/Ambulance	Regular Salaries	1001	\$105,015.28	\$105,749.81	\$105,741.82	\$316,506.91	\$107,015.90	\$107,289.83	\$111,367.74	\$325,673.47	\$0.00	\$0.00	\$642,180.38	\$1,356,862.00	
	Seasonal/Temp	1003	\$5,028.44	\$8,445.65	\$7,723.58	\$21,197.67	\$4,501.74	\$7,011.12	\$4,022.28	\$15,535.14	\$0.00	\$0.00	\$36,732.81	\$158,899.00	
	Overtime	1005	\$77,244.85	\$59,181.19	\$62,041.55	\$198,467.59	\$56,148.15	\$55,224.31	\$60,809.72	\$172,182.18	\$0.00	\$0.00	\$370,649.77	\$893,981.00	
			\$187,288.57	\$173,376.65	\$175,506.95	\$536,172.17	\$167,665.79	\$169,525.26	\$176,199.74	\$513,390.79	\$0.00	\$0.00	\$1,049,562.96	\$2,409,742.00	
Appraiser	Regular Salaries	1001	\$78,448.17	\$79,146.29	\$73,435.73	\$231,030.19	\$67,451.87	\$67,451.89	\$79,099.21	\$214,002.97	\$0.00	\$0.00	\$445,033.16	\$1,117,492.00	
	Seasonal/Temp	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,736.00	
	Overtime	1005	\$393.34	\$20.29	\$396.61	\$810.24	\$427.28	\$71.01	\$479.16	\$977.45	\$0.00	\$0.00	\$1,787.69	\$9,231.00	
			\$78,841.51	\$79,166.58	\$73,832.34	\$231,840.43	\$67,879.15	\$67,522.90	\$79,578.37	\$214,980.42	\$0.00	\$0.00	\$446,820.85	\$1,140,459.00	

Attachment: 2022 YTD Wage and Overtime Detail 2022-07 (12273 : Year to date budget and expenditure

			January	February	March	1st Quarter	April	May	June	2nd Quarter	3rd Quarter	4th Quarter	YTD 2022	2023	8.b
Department															
Planning & Development	Regular Salaries	1001	\$30,276.56	\$30,276.57	\$30,276.56	\$90,829.69	\$30,276.56	\$29,276.58	\$30,276.56	\$89,829.70	\$0.00	\$0.00	\$180,659.39	\$379,932.00	
	Seasonal/Temp	1003	\$1,091.54	\$1,101.83	\$823.80	\$3,017.17	\$947.37	\$1,328.38	\$1,421.06	3696.81	\$0.00	\$0.00	\$6,713.98	\$13,736.00	
	Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$295.43	\$295.43	\$0.00	\$0.00	\$295.43	\$819.00	
			\$31,368.10	\$31,378.40	\$31,100.36	\$93,846.86	\$31,223.93	\$30,604.96	\$31,993.05	\$93,821.94	\$0.00	\$0.00	\$187,668.80	\$394,487.00	
Information Tech-GIS	Regular Salaries	1001	\$40,228.14	\$40,228.15	\$40,228.14	\$120,684.43	\$40,228.14	\$40,228.14	\$40,228.15	\$120,684.43	\$0.00	\$0.00	\$241,368.86	\$634,934.00	
	Seasonal/Temp	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,852.00	
			\$40,228.14	\$40,228.15	\$40,228.14	\$120,684.43	\$40,228.14	\$40,228.14	\$40,228.15	\$120,684.43	\$0.00	\$0.00	\$241,368.86	\$640,786.00	
General-General	Regular Salaries	1001				\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		
	Separation Payout	1005	\$416.33	\$0.00	\$55,297.80	\$55,714.13	\$8,357.23	\$2,366.53	\$223.18	\$10,946.94	\$0.00	\$0.00	\$66,661.07	\$75,000.00	
			\$416.33	\$0.00	\$55,297.80	\$55,714.13	\$8,357.23	\$2,366.53	\$223.18	\$10,946.94	\$0.00	\$0.00	\$66,661.07	\$75,000.00	
Public Works	Regular Salaries	1001	\$224,664.07	\$223,426.27	\$221,343.87	\$669,434.21	\$217,730.10	\$222,035.30	\$223,064.78	\$662,830.18	\$0.00	\$0.00	\$1,332,264.39	\$3,157,208.00	
	Seasonal/Temp	1003	\$32.54	\$40.68	\$0.00	\$73.22	\$33.58	\$65.72	\$0.00	\$99.30	\$0.00	\$0.00	\$172.52	\$110,480.00	
	Overtime	1005	\$13,257.16	\$1,261.25	\$4,554.86	\$19,073.27	\$1,047.21	\$575.25	\$1,372.01	\$2,994.47	\$0.00	\$0.00	\$22,067.74	\$88,874.00	
			\$237,953.77	\$224,728.20	\$225,898.73	\$688,580.70	\$218,810.89	\$222,676.27	\$224,436.79	\$665,923.95	\$0.00	\$0.00	\$1,354,504.65	\$3,356,562.00	
Noxious Weed	Regular Salaries	1001	\$27,116.36	\$27,161.27	\$27,542.42	\$81,820.05	\$26,839.83	\$26,839.83	\$26,739.82	\$80,419.48	\$0.00	\$0.00	\$162,239.53	\$346,920.00	
	Seasonal/Temp	1003	0	0	0		0	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00		
	Overtime	1005	\$2,695.33	\$175.23	\$617.63	\$3,488.19	\$127.91	\$29.21	\$0.00	\$157.12	\$0.00	\$0.00	\$3,645.31	\$6,510.00	
			\$29,811.69	\$27,336.50	\$28,160.05	\$85,308.24	\$26,967.74	\$26,869.04	\$26,739.82	\$80,576.60	\$0.00	\$0.00	\$165,884.84	\$353,430.00	
Motor Vehicle	Regular Salaries	1001	\$17,175.28	\$17,175.29	\$17,175.28	\$51,525.85	\$17,175.29	\$17,175.29	\$17,175.28	\$51,525.86	\$0.00	\$0.00	\$103,051.71	\$234,269.00	
	Seasonal/Temp	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Overtime	1005	\$0.00	\$0.00	\$17.68	\$17.68	\$0.00	\$10.65	\$83.53	\$94.18	\$0.00	\$0.00	\$111.86	\$1,438.00	
			\$17,175.28	\$17,175.29	\$17,192.96	\$51,543.53	\$17,175.29	\$17,185.94	\$17,258.81	\$51,620.04	\$0.00	\$0.00	\$103,163.57	\$235,707.00	
Community Corrections -Juvenile	Regular Salaries	1001	\$16,082.96	\$16,082.68	\$16,082.71	\$48,248.35	\$16,082.72	\$16,082.97	\$19,442.64	\$51,608.33	\$0.00	\$0.00	\$99,856.68	\$208,526.00	
	Seasonal/Temp	1003	\$1,331.52	\$1546.83	\$1696.53	\$4,574.88	\$1698.45	\$1,770.27	\$3,583.39	\$7,052.11	\$0.00	\$0.00	\$11,626.99	\$28,648.00	
	Overtime	1005	\$4.48		\$129.73	\$134.21	\$137.66	\$123.53	\$66.68	\$327.87	\$0.00	\$0.00	\$462.08	\$0.00	
			\$17,418.96	\$17,629.51	\$17,908.97	\$52,957.44	\$17,918.83	\$17,976.77	\$23,092.71	\$58,988.31	\$0.00	\$0.00	\$111,945.75	\$237,174.00	
Community Corrections -Adult	Regular Salaries	1001	\$20,374.18	\$20,374.20	\$20,374.19	\$61,122.57	\$20,374.19	\$20,374.19	\$30,453.16	\$71,201.54	\$0.00	\$0.00	\$132,324.11	\$264,506.00	
	Seasonal/Temp	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		
	Overtime	1005	\$6.71	\$46.07	\$163.78	\$216.56	\$110.42	\$115.47	\$51.59	\$277.48	\$0.00	\$0.00	\$494.04	\$0.00	
			\$20,380.89	\$20,420.27	\$20,537.97	\$61,339.13	\$20,484.61	\$20,489.66	\$30,504.75	\$71,479.02	\$0.00	\$0.00	\$132,818.15	\$264,506.00	
Community Corrections -Youth Court	Regular Salaries	1001	\$3,536.53	\$3,536.78	\$3,536.79	\$10,610.10	\$3,536.78	\$3,536.52	\$3,536.52	\$10,609.82	\$0.00	\$0.00	\$21,219.92	\$45,979.00	
	Seasonal/Temp	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Overtime	1005	\$0.00	\$41.35	\$0.00	\$41.35	\$0.00	\$49.53	\$33.16	\$82.69	\$0.00	\$0.00	\$124.04	\$0.00	
			\$3,536.53	\$3,578.13	\$3,536.79	\$10,651.45	\$3,536.78	\$3,586.05	\$3,569.68	\$10,692.51	\$0.00	\$0.00	\$21,343.96	\$45,979.00	
Solid Waste Payroll	Regular Salaries	1001	\$8,911.40	\$9,435.40	\$9,458.19	\$27,804.99	\$8,852.80	\$8,852.80	\$8,852.80	\$26,558.40	\$0.00	\$0.00	\$54,363.39	\$113,254.00	
	Seasonal/Temp	1003	\$4,926.03	\$5,554.76	\$4,751.67	\$15,232.46	\$4,911.20	\$4,540.65	\$4,555.45	\$14,007.30	\$0.00	\$0.00	\$29,239.76	\$62,844.00	
	Overtime	1005	\$2,359.39	\$75.69	\$1,782.23	\$4,217.31	\$380.59	\$0.00	\$933.94	\$1,314.53	\$0.00	\$0.00	\$5,531.84	\$11,325.00	
			\$16,196.82	\$15,065.85	\$15,992.09	\$47,254.76	\$14,144.59	\$13,393.45	\$14,342.19	\$41,880.23	\$0.00	\$0.00	\$89,134.99	\$187,423.00	
Fire District #1	Regular Salaries	1001	\$18,207.62	\$18,207.62	\$18,252.62	\$54,667.86	\$18,207.62	\$18,267.63	\$18,252.62	\$54,727.87	\$0.00	\$0.00	\$109,395.73	\$245,359.00	
	Seasonal/Temp	1003	\$1,415.00	\$1,895.00	\$4,990.00	\$8,300.00	\$6,620.00	\$3,425.00	\$1,900.00	\$11,945.00	\$0.00	\$0.00	\$20,245.00	\$54,625.00	
	Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$486.00	

Attachment: 2022 YTD Wage and Overtime Detail 2022-07 (12273 : Year to date budget and expenditure

			January	February	March	1st Quarter	April	May	June	2nd Quarter	3rd Quarter	4th Quarter	YTD 2022	2023	8.b
Department															
			\$19,622.62	\$20,102.62	\$23,242.62	\$62,967.86	\$24,827.62	\$21,692.63	\$20,152.62	\$66,672.87	\$0.00	\$0.00	\$129,640.73	\$300,470.00	
Health Dept.-General	Regular Salaries	1001	\$20,559.42	\$18,430.93	\$28,855.23	\$67,845.58	\$26,974.69	\$28,412.29	\$28,891.50	\$84,278.48	\$0.00	\$0.00	\$152,124.06	\$272,432.00	
COVID Tracers	Seasonal/Temp	1003	\$ 13,425.23	\$16,066.59	\$11,131.06	\$40,622.88	\$12,273.96	\$9,250.74	\$38,272.41	\$59,797.11	\$0.00	\$0.00	\$100,419.99	\$0.00	
	Overtime	1005	\$1,043.44	\$794.90	\$1,915.10	\$3,753.44	\$41.91	\$1,661.08	\$0.00	\$1,702.99	\$0.00	\$0.00	\$5,456.43	\$1,130.00	
			\$35,028.09	\$35,292.42	\$41,901.39	\$112,221.90	\$39,290.56	\$39,324.11	\$67,163.91	\$145,778.58	\$0.00	\$0.00	\$258,000.48	\$273,562.00	
Health Dept.-Grants	Regular Salaries	1001	\$156,614.43	\$169,989.68	\$149,826.80	\$476,430.91	\$163,829.54	\$163,653.22	\$164,855.38	\$492,338.14	\$0.00	\$0.00	\$968,769.05	\$2,169,348.00	
	Part Time	1003	\$8,172.15	\$4,560.23	\$4,544.48	\$17,276.86	\$549.52	\$3,800.23	\$2,120.48	\$6,470.23	\$0.00	\$0.00	\$23,747.09	\$80,731.00	
	Overtime	1005	\$1,210.32	\$108.28	-\$1,041.62	\$276.98	\$2,809.17	\$356.85	\$283.29	\$3,449.31	\$0.00	\$0.00	\$3,726.29	\$6,192.00	
RADxUP Coord & Spec	126		\$4,578.42	\$4,578.42	\$5,537.64	\$14,694.48	\$7,381.62	\$7,127.58	\$7,223.94	\$21,733.14	\$0.00	\$0.00	\$36,427.62	\$82,000.00	
			\$170,575.32	\$179,236.61	\$158,867.30	\$508,679.23	\$174,569.85	\$167,810.30	\$167,259.15	\$523,990.82	\$0.00	\$0.00	\$1,032,670.05	\$2,338,271.00	
Totals			\$1,174,511.77	\$1,200,742.83	\$1,238,720.71	\$3,610,838.40	\$1,167,574.09	\$1,171,599.10	\$1,246,166.54	\$3,599,691.25	\$0.00	\$0.00	\$7,210,529.65	\$16,742,234.00	
													\$7,210,529.65	\$16,742,234.00	
									\$1,246,166.54						

Attachment: 2022 YTD Wage and Overtime Detail 2022-07 (12273 : Year to date budget and expenditure

2022 YTD BUDGET ACTIVITY

			1st QTR	APR	MAY	JUN	2nd QTR	3rd QTR	4TH QTR	TOTAL	AVAILABLE	
	DEPARTMENT	BUDGET	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	BUDGET	% USED
	Attorney	\$2,238,409	\$435,963	\$129,092	\$145,233	\$203,777	\$478,101	\$0	\$0	\$914,064	\$1,324,345	40.84%
	Clerk	\$1,092,056	\$224,561	\$64,218	\$76,363	\$76,408	\$216,989	\$0	\$0	\$441,550	\$650,506	40.43%
	County Commissioners	\$246,445	\$42,270	\$22,931	\$14,573	\$14,711	\$52,215	\$0	\$0	\$94,484	\$151,961	38.34%
	Admin. Svcs/Counselor	\$647,662	\$134,877	\$43,635	\$45,132	\$45,870	\$134,638	\$0	\$0	\$269,515	\$378,147	41.61%
	Register of Deeds	\$468,837	\$87,857	\$50,993	\$31,495	\$26,568	\$109,056	\$0	\$0	\$196,913	\$271,924	42.00%
	Treasurer	\$916,909	\$197,440	\$62,085	\$66,198	\$66,014	\$194,297	\$0	\$0	\$391,737	\$525,172	42.72%
	District Court	\$174,330	\$36,959	\$21,325	\$12,643	\$15,184	\$49,152	\$0	\$0	\$86,111	\$88,219	49.40%
1.00	Emergency Management	\$270,887	\$56,975	\$17,351	\$17,263	\$18,158	\$52,772	\$0	\$0	\$109,747	\$161,140	40.51%
	Coroner	\$107,000	\$20,309	\$4,465	\$6,694	\$4,953	\$16,112	\$0	\$0	\$36,421	\$70,579	34.04%
	Juvenile Detention	\$95,000	\$22,074	\$0	\$0	\$0	\$0	\$0	\$0	\$22,074	\$72,926	23.24%
	Fair	\$102,400	\$9,377	\$4,041	\$18,866	\$21,788	\$44,695	\$0	\$0	\$54,072	\$48,328	52.80%
1.00	Museum	\$454,474	\$66,821	\$22,183	\$24,388	\$27,376	\$73,947	\$0	\$0	\$140,768	\$313,706	30.97%
	Election	\$700,118	\$149,624	\$21,220	\$26,071	\$48,954	\$96,244	\$0	\$0	\$245,868	\$454,250	35.12%
	Ambulance	\$3,846,684	\$828,854	\$248,064	\$272,741	\$283,842	\$804,647	\$0	\$0	\$1,633,501	\$2,213,183	42.47%
	Appraiser	\$1,729,460	\$348,217	\$99,537	\$106,567	\$120,787	\$326,891	\$0	\$0	\$675,108	\$1,054,352	39.04%
	Planning & Development	\$601,839	\$128,869	\$42,087	\$43,671	\$45,297	\$131,056	\$0	\$0	\$259,925	\$341,914	43.19%
	Budget Appropriations	\$1,628,622	\$817,851	\$0	\$0	\$0	\$0	\$0	\$0	\$817,851	\$810,771	50.22%
	Insurance	\$739,289	\$300,473	-\$25,853	-\$6,222	\$301,800	\$269,725	\$0	\$0	\$570,199	\$169,090	77.13%
	Information Systems	\$1,747,425	\$228,246	\$128,478	\$101,205	\$199,252	\$428,935	\$0	\$0	\$657,181	\$1,090,244	37.61%
	County General-General	\$11,610,781	\$242,424	\$57,476	\$77,159	\$87,387	\$222,022	\$0	\$0	\$464,446	\$11,146,335	4.00%
	Public Works	\$8,276,273	\$1,195,958	\$524,025	\$545,882	\$463,167	\$1,533,073	\$0	\$0	\$2,729,031	\$5,547,242	32.97%
	Noxious Weed	\$712,478	\$161,860	\$70,824	\$46,531	\$55,685	\$173,040	\$0	\$0	\$334,900	\$377,578	47.00%
	Juvenile Supervision	\$1,318	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,318	0.00%
	Payroll Clearing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	General Fund Transfers	\$3,739,831	\$3,751,749	\$7,069	\$350	\$0	\$7,419	\$0	\$0	\$3,759,168	-\$19,337	100.52%
	County General subtotal	\$42,148,527	\$9,489,607	\$1,615,246	\$1,672,802	\$2,126,978	\$5,415,027	\$0	\$0	\$14,904,634	\$27,243,893	35.36%
	Less Budget Stabilization	\$3,050,000										
	General Fund w/out Budget Stabilization	\$39,098,527										

2022 YTD BUDGET ACTIVITY

% of Year: 50%

			1st QTR	APR	MAY	JUN	2nd QTR	3rd QTR	4TH QTR	TOTAL	AVAILABLE	
	DEPARTMENT	BUDGET	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	BUDGET	% USED
2.00	Riley County Health Dept #30	\$4,610,403	\$1,091,866	\$352,042	\$379,119	\$453,306	\$1,184,468	\$0	\$0	\$2,276,334	\$2,334,069	49.37%
	Disaster Fund #3	\$7,209,348	\$0	\$0	\$1,862	\$113,443	\$115,305	\$0	\$0	\$115,305	\$7,094,043	1.60%
	EMS Grants #52	\$5,068	\$53	\$0	\$0	\$0	\$0	\$0	\$0	\$53	\$5,015	1.05%
	Register of Deeds Tech Fund #106	\$166,459	\$12,938	\$0	\$15,917	\$46,263	\$62,180	\$0	\$0	\$75,118	\$91,341	45.13%
	Clerk's Tech Fund #107	\$132,210	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$132,210	0.00%
	Treasurer's Tech Fund #108	\$77,860	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$77,860	0.00%
	War Memorial #112	\$11,800	\$0	\$0	\$0	\$600	\$600	\$0	\$0	\$600	\$11,200	5.08%
	County Auction #118	\$9,583	\$8	\$777	\$656	\$418	\$1,850	\$0	\$0	\$1,858	\$7,725	19.38%
	Motor Vehicle Operations #130	\$390,679	\$74,827	\$25,774	\$71,237	\$26,054	\$123,065	\$0	\$0	\$197,891	\$192,788	50.65%
	Special Alcohol Programs #132	\$4,863	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,863	0.00%
2.00	Community Corrections #144	\$951,362	\$222,991	\$69,849	\$70,023	\$84,182	\$224,054	\$0	\$0	\$447,046	\$504,316	46.99%
	Capital Improvements Fund #145	\$7,554,156	\$340,780	\$500	\$9,035	\$695,178	\$704,713	\$0	\$0	\$1,045,493	\$6,508,663	13.84%
	Economic Development #146	\$309,048	\$82,394	\$0	\$0	\$1,000	\$1,000	\$0	\$0	\$83,394	\$225,654	26.98%
	Emergency 911 #148	\$943,613	\$155,333	\$888	\$7,820	\$9,274	\$17,982	\$0	\$0	\$173,315	\$770,298	18.37%
	Solid Waste #150	\$2,735,000	\$388,502	\$224,726	\$218,237	\$259,720	\$702,682	\$0	\$0	\$1,091,185	\$1,643,815	39.90%
	County Building #152	\$393,000	\$43,281	\$26,061	\$15,898	\$16,193	\$58,152	\$0	\$0	\$101,433	\$291,567	25.81%
	Road & Bridge Capital Projects #157	\$7,028,195	\$10,652	\$7,561	\$10,458	\$8,973	\$26,992	\$0	\$0	\$37,644	\$6,990,551	0.54%
	RCPD Operations #173	\$4,907,175	\$1,204,144	\$1,170,503	\$17,594	\$17,298	\$1,205,395	\$0	\$0	\$2,409,539	\$2,497,636	49.10%
	Landfill Closure #180	\$49,293	\$1,322	\$1,245	\$665	\$673	\$2,583	\$0	\$0	\$3,905	\$45,388	7.92%
	Bond & Interest # 181	\$615,303	\$37,909	\$0	\$0	\$0	\$0	\$0	\$0	\$37,909	\$577,394	6.16%
	Riley Co Fire Dist #1 #183	\$1,230,506	\$201,688	\$129,841	\$99,922	\$156,510	\$386,274	\$0	\$0	\$587,961	\$642,545	47.78%
	Riley Co Fire Dist Cap Out #184	\$95,706	\$86,006	\$0	\$0	\$0	\$0	\$0	\$0	\$86,006	\$9,700	89.86%
	Fire Station Projects #185	\$1,000,000	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$150	\$999,850	0.02%

Attachment: Financial reports 2022 (12273 : Year to date budget and expenditure reports)

2022 YTD BUDGET ACTIVITY

% of Year: 50%

			1st QTR	APR	MAY	JUN	2nd QTR	3rd QTR	4TH QTR	TOTAL	AVAILABLE	
	DEPARTMENT	BUDGET	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	BUDGET	% USED
	University Park W&S #230	\$146,743	\$14,603	\$6,870	\$8,298	\$8,728	\$23,896	\$0	\$0	\$38,499	\$108,244	26.24%
	Keats Capital Project #236	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	Exp of Univ Park/Lakeside Heights #235	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	Univ Park W/S Reserve #284	\$128,142	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$128,142	0.00%
	Hunters Island Water #238	\$29,280	\$6,220	\$1,443	\$2,609	\$1,941	\$5,992	\$0	\$0	\$12,213	\$17,067	41.71%
	Hunters Island Reserve #241	\$7,886	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,886	0.00%
	Carson Sewer Operations #239	\$71,046	\$2,830	\$1,258	\$868	\$202	\$2,328	\$0	\$0	\$5,157	\$65,889	7.26%
	Carson Sewer Reserve #237	\$47,703	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$47,703	0.00%
	Deep Creek Sewer #242	\$10,713	\$1,449	\$341	\$881	\$81	\$1,303	\$0	\$0	\$2,752	\$7,961	25.69%
	Deep Creek Reserve #243	\$21,587	\$9,146	\$0	\$0	\$0	\$0	\$0	\$0	\$9,146	\$12,441	42.37%
	Moehlman Bottoms #244	\$19,155	\$1,846	\$151	\$655	\$758	\$1,564	\$0	\$0	\$3,411	\$15,744	17.81%
	Moehlman Bottoms Reserve #245	\$8,290	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,290	0.00%
	Terra Hts Sewer #252	\$38,236	\$2,459	\$1,515	\$779	\$110	\$2,403	\$0	\$0	\$4,862	\$33,374	12.72%
	Terra Hts Sinking #254	\$92,895	\$1,809	\$0	\$1,000	\$0	\$1,000	\$0	\$0	\$2,809	\$90,086	3.02%
	Konza Water Operations #256	\$95,280	\$11,489	\$2,389	\$6,076	\$5,664	\$14,130	\$0	\$0	\$25,618	\$69,662	26.89%
	Konza Water Reserve #257	\$107,748	\$815	\$0	\$0	\$0	\$0	\$0	\$0	\$815	\$106,933	0.76%
	Valleywood Cap Reserve #282	\$87,256	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$87,256	0.00%
	Valleywood Operations #248	\$37,276	\$517	\$7	\$250	\$0	\$257	\$0	\$0	\$774	\$36,502	2.08%
	Mertz/McGehee Drainage #322	\$6,183	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,183	0.00%
	Lakeside Heights Sewer #285	\$3,361	\$87	\$59	\$36	\$29	\$123	\$0	\$0	\$210	\$3,151	6.25%
	Lakeside Heights Sewer Capital #286	\$7,328	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,328	0.00%
		\$41,396,738	\$4,008,113	\$2,023,800	\$939,893	\$1,906,597	\$4,870,291	\$0	\$0	\$8,878,404	\$32,518,334	
	Total including General Fund	\$83,545,265	\$13,497,720	\$3,639,047	\$2,612,696	\$4,033,575	\$10,285,318	\$0	\$0	\$23,783,038	\$59,762,227	

Attachment: Financial reports 2022 (12273 : Year to date budget and expenditure reports)

2022 COUNTY GENERAL-GENERAL

% of Year: 50%

COUNTY GENERAL-GENERAL		BUDGET	1st QTR EXP.	APR EXP.	MAY EXP.	JUN EXP.	2nd QTR EXP.	3rd QTR EXP.	4th QTR EXP.	TOTAL EXP.	AVAILABLE BUDGET	% USED
Personnel	1000	\$87,883	\$63,569	\$9,004	\$2,542	\$223	\$11,769	\$0	\$0	\$75,339	\$12,544	85.73%
Contractual	2000	\$1,261,050	\$178,612	\$48,012	\$74,617	\$87,164	\$209,793	\$0	\$0	\$388,404	\$872,646	30.80%
Commodities	3000	\$2,500	\$243	\$460	\$0	\$0	\$460	\$0	\$0	\$703	\$1,797	28.12%
Misc-Budget Stabilization		\$3,050,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,050,000	0.00%
Capital Outlay	4000	\$7,209,348	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,209,348	0.00%
Transfers Out		\$0	\$11,918	\$7,069	\$350	\$0	\$7,419	\$0	\$0	\$19,338	-\$19,338	
Grand Total		\$11,610,781	\$254,342	\$64,546	\$77,509	\$87,387	\$229,441	\$0	\$0	\$483,784	\$11,126,997	4.17%
Other Expense Totals		Year-To-Date										
Indigent Attorney		\$62,377										
Incidentals:												
Postage		\$0										
Computer Software		\$0										
Mileage		\$0										
Copies		\$0										
Misc Fees		\$0										
Meals		\$0										
		\$0										
Base Panel fees		\$0										
Off Panel		\$62,377										

Attachment: Financial reports 2022 (12273 : Year to date budget and expenditure reports)

COMPARISON OF 2021 TO 2022 EXPENSES

DEPARTMENT	MAY		MAY DIFFERENCE	YEAR-TO-DATE THRU MAY		Y-T-D DIFFERENCE	2022 BUDGET
	2021	2022		2021	2022		
Attorney	\$126,442	\$145,233	\$18,791	\$682,507	\$710,287	\$27,780	\$2,238,409
Clerk	\$67,474	\$76,363	\$8,889	\$332,744	\$365,141	\$32,398	\$1,092,056
County Commissioners	\$14,178	\$14,573	\$395	\$77,524	\$79,773	\$2,249	\$246,445
Admin. Svcs/Counselor	\$45,069	\$45,132	\$64	\$222,993	\$223,645	\$652	\$647,662
Register of Deeds	\$23,284	\$31,495	\$8,211	\$130,968	\$170,345	\$39,377	\$468,837
Treasurer	\$61,448	\$66,198	\$4,751	\$311,753	\$325,723	\$13,971	\$916,909
District Court	\$10,239	\$12,643	\$2,404	\$43,068	\$70,927	\$27,859	\$174,330
Emergency Management	\$19,570	\$17,263	-\$2,307	\$88,898	\$91,589	\$2,691	\$270,887
Coroner	\$9,975	\$6,694	-\$3,281	\$36,479	\$31,468	-\$5,011	\$107,000
Juvenile Detention	\$0	\$0	\$0	\$41,801	\$22,074	-\$19,727	\$95,000
Fair	\$2,997	\$18,866	\$15,869	\$15,157	\$32,284	\$17,127	\$102,400
Museum	\$31,606	\$24,388	-\$7,219	\$160,876	\$113,392	-\$47,484	\$454,474
Election	\$20,917	\$26,071	\$5,154	\$185,922	\$196,915	\$10,993	\$700,118
Ambulance	\$259,111	\$272,741	\$13,630	\$1,297,202	\$1,349,659	\$52,457	\$3,846,684
Appraiser	\$114,231	\$106,567	-\$7,664	\$610,982	\$554,321	-\$56,661	\$1,729,460
Planning & Development	\$42,006	\$43,671	\$1,665	\$203,095	\$214,628	\$11,533	\$601,839
Budget Appropriations	\$0	\$0	\$0	\$795,771	\$817,851	\$22,080	\$1,628,622
Insurance	\$8,173	-\$6,222	-\$14,395	\$564,106	\$268,398	-\$295,708	\$739,289
Information Systems/GIS	\$100,915	\$101,205	\$290	\$531,051	\$457,929	-\$73,122	\$1,747,425
County General-General	\$76,874	\$77,159	\$285	\$650,295	\$377,059	-\$273,236	\$11,610,781
Public Works	\$536,154	\$545,882	\$9,728	\$2,183,369	\$2,265,864	\$82,496	\$8,276,273
Noxious Weed	\$37,707	\$46,531	\$8,824	\$229,739	\$279,215	\$49,476	\$712,478
General Fund	\$1,608,370	\$1,672,452	\$64,082	\$9,396,299	\$9,018,487	-\$377,812	\$38,407,378

Attachment: Financial reports 2022 (12273 : Year to date budget and expenditure reports)

COMPARISON OF 2021 TO 2022 EXPENSES

DEPARTMENT	MAY		MAY DIFFERENCE	YEAR-TO-DATE THRU MAY		Y-T-D DIFFERENCE	2022 BUDGET
	2021	2022		2021	2022		
Health Department	\$424,861	\$379,119	-\$45,742	\$2,056,176	\$1,823,028	-\$233,148	\$4,610,403
Disaster Fund	\$0	\$1,862	\$1,862	\$2,807,410			\$7,209,348
EMS Grants Fund	\$0	\$0	\$0	\$0	\$53	\$53	\$5,068
Register of Deeds Tech Fund	\$2,754	\$15,917	\$13,163	\$34,283	\$28,855	-\$5,428	\$166,459
Clerk's Tech Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$132,210
Treasurer's Tech Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$77,860
War Memorial	\$0	\$0	\$0	\$0	\$0	\$0	\$11,800
County Auction	\$163	\$656	\$493	\$1,119	\$1,440	\$321	\$9,583
P.A.T.F	\$0		\$0	\$0	\$0	\$0	\$0
Motor Vehicle Operations	\$81,323	\$71,237	-\$10,086	\$180,046	\$171,838	-\$8,209	\$390,679
Special Alcohol Programs	\$0	\$0	\$0	\$0	\$0	\$0	\$4,863
Community Corrections	\$68,388	\$70,023	\$1,635	\$361,987	\$362,863	\$876	\$951,362
Capital Improvements Fund	\$588,275	\$9,035	-\$579,240	\$1,059,875	\$350,315	-\$709,560	\$7,554,156
Economic Development	\$0	\$0	\$0	\$252,529	\$82,394	-\$170,135	\$309,048
Radio Infrastructure Project	\$0		\$0	\$0	\$0	\$0	\$0
Emergency 911	\$12,187	\$7,820	-\$4,367	\$179,931	\$164,041	-\$15,890	\$943,613
Solid Waste	\$274,790	\$218,237	-\$56,554	\$856,445	\$831,465	-\$24,980	\$2,735,000
County Building	\$31,185	\$15,898	-\$15,287	\$100,543	\$85,240	-\$15,303	\$393,000
Road & Bridge Capital Projects	\$1,270	\$10,458	\$9,188	\$20,884	\$28,671	\$7,787	\$7,028,195
RCPD Operations	\$15,722	\$17,594	\$1,871	\$2,307,868	\$2,392,241	\$84,373	\$4,907,175
Landfill Closure	\$2,259	\$665	-\$1,594	\$4,595	\$3,232	-\$1,363	\$49,293
Bond & Interest	\$0	\$0	\$0	\$16,923	\$37,909	\$20,986	\$615,303
Riley Co Fire Dist #1	\$40,797	\$99,922	\$59,125	\$349,071	\$431,451	\$82,380	\$1,230,506
Riley Co Fire Dist Cap Ou	\$0	\$0	\$0	\$0	\$86,006	\$86,006	\$95,706

Attachment: Financial reports 2022 (12273 : Year to date budget and expenditure reports)

COMPARISON OF 2021 TO 2022 EXPENSES

DEPARTMENT	MAY		MAY DIFFERENCE	YEAR-TO-DATE THRU MAY		Y-T-D DIFFERENCE	2022 BUDGET
	2021	2022		2021	2022		
Fire Station Projects	\$0	\$0	\$0	\$0	\$150	\$150	\$1,000,000
University Park W&S	\$6,452	\$8,298	\$1,846	\$25,206	\$29,772	\$4,566	\$146,743
Fairmont Heights Cap Project	\$1,500		-\$1,500	\$1,500	\$0	-\$1,500	\$0
University Park Sewer Cap	\$0		\$0	\$0	\$0	\$0	\$0
Keats Capital Project	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Exp of Univ Park/Lakeside Heights	\$0	\$0	\$0	\$1,250	\$0	-\$1,250	\$0
Univ Park W/S Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$128,142
Hunters Island Water	\$2,544	\$2,609	\$65	\$9,481	\$10,271	\$790	\$29,280
Hunters Island Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$7,886
Carson Sewer Operations	\$1,018	\$868	-\$150	\$4,199	\$4,956	\$757	\$71,046
Carson Sewer Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$47,703
Deep Creek Sewer	\$202	\$881	\$679	\$987	\$2,671	\$1,684	\$10,713
Deep Creek Reserve	\$0	\$0	\$0	\$0	\$9,146	\$9,146	\$21,587
Moehlman Bottoms	\$1,079	\$655	-\$424	\$4,349	\$2,652	-\$1,697	\$19,155
Moehlman Botoms Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$8,290
Terra Hts Sewer	\$4,263	\$779	-\$3,484	\$6,404	\$4,752	-\$1,652	\$38,236
Terra Hts Sinking	\$3,232	\$1,000	-\$2,232	\$3,232	\$2,809	-\$423	\$92,895
Konza Water Operations	\$5,996	\$6,076	\$80	\$24,093	\$19,954	-\$4,139	\$95,280
Konza Water Reserve	\$0	\$0	\$0	\$0	\$815	\$815	\$107,748
Valleywood Cap Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$87,256
Valleywood Operations	\$1,100	\$250	-\$851	\$1,356	\$774	-\$582	\$37,276
Mertz/McGehee Drainage	\$0	\$0	\$0	\$0	\$0	\$0	\$6,183
Lakeside Heights Sewer	\$22	\$36	\$14	\$198	\$181	-\$17	\$3,361
Lakeside Heights Sewer Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$7,328
Total Including General Fund	\$3,179,753	\$2,612,346	-\$567,408	\$20,068,240	\$15,988,432	-\$4,079,808	\$79,804,116

Attachment: Financial reports 2022 (12273 : Year to date budget and expenditure reports)

RCPD EXPENSES PAID BY RILEY COUNTY
2022 YTD EXPENSES

	BUDGET	JAN	FEB	MAR	1st Quarter	APR	MAY	JUN	2nd Quarter	3rd Quarter	4th Quarter	TOTAL EXPENSES	Remaining Budget
Physician	\$165,000	\$12,974	\$18,894	\$14,230	\$46,098	13,926.23	\$14,741	\$12,974	\$41,641	\$0	\$0	\$87,738	\$77,262
Laboratory	\$0	\$0	\$0	\$0	\$0	0.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hospital	\$10,000	\$0	\$0	\$0	\$0	0.00	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
Advertising/Legal	\$0	\$0	\$0	\$0	\$0	0.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Prescriptions/ Medical Supplies	\$1,000	\$0	\$0	\$0	\$0	0.00	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000
Bldg Maintenance	\$100,000	\$907	\$3,520	\$1,669	\$6,096	6,407.53	\$1,914	\$3,450	\$11,771	\$0	\$0	\$17,867	\$82,133
Land Rental/Lease	\$0	\$0	\$0	\$0	\$0	0.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Space Rental	\$10,500	\$875	\$875	\$875	\$2,625	875.00	\$875	\$875	\$2,625	\$0	\$0	\$5,250	\$5,250
Office Supplies	\$500	\$0	\$0	\$0	\$0	0.00	\$0	\$0	\$0	\$0	\$0	\$0	\$500
Juvenile Transport	\$6,000	\$0	\$0	\$0	\$0	0.00	\$0	\$0	\$0	\$0	\$0	\$0	\$6,000
Water, Electric	\$15,000	\$0	\$32	\$0	\$32	0.00	\$64	\$0	\$64	\$0	\$0	\$96	\$14,904
Storm Drainage	\$2,000	\$0	\$0	\$0	\$0	0.00	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000
Other Commodities/Contractual	\$0	\$0	\$0	\$0	\$0	0.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Budget Appropriation	\$4,597,175	\$1,149,294	\$0	\$0	\$1,149,294	1,149,294.00	\$0	\$0	\$1,149,294	\$0	\$0	\$2,298,588	\$2,298,587
TOTAL	\$4,907,175	\$1,164,049	\$23,321	\$16,774	\$1,204,144	\$1,170,503	\$17,594	\$17,298	\$1,205,395	\$0	\$0	\$2,409,539	\$2,497,636

Attachment: Financial reports 2022 (12273 : Year to date budget and expenditure reports)

RCPD EXPENSES PAID BY RILEY COUNTY
1/1/2016 - 12/31/2022

	2016	2017	2018	2019	2020	2021	2022	Total
Dental	\$131	\$0	\$0	\$0	\$0	\$0	\$0	\$131
Physician	\$134,751	\$113,307	\$136,454	\$145,388	\$163,648	\$191,373	\$87,738	\$972,659
Laboratory	\$69	\$0	\$0	\$0	\$0	\$0	\$0	\$69
Hospital	\$3,323	\$0	\$500	\$0	\$0	\$0	\$0	\$3,823
Advertising/Legal	\$0	\$210	\$473	\$0	\$0	\$0	\$0	\$683
Prescriptions	\$15	\$391	\$0	\$0	\$0	\$0	\$0	\$406
Bldg Maintenance	\$97,115	\$106,071	\$51,596	\$88,000	\$103,569	\$71,043	\$17,867	\$535,261
Land Rental/Lease	\$1,216	\$0	\$2,480	\$1,272	\$0	\$0	\$0	\$4,969
Office Supplies	\$125	\$251	\$0	\$125	\$0	\$0	\$0	\$501
Office Space Rental	\$10,225	\$10,200	\$10,200	\$10,525	\$9,625	\$10,500	\$5,250	\$66,525
Juvenile Transport	\$9,313	\$10,749	\$3,001	\$3,735	\$2,144	\$152	\$0	\$29,095
Water, Electric	\$0	\$0	\$0	\$0	\$252	\$444	\$96	\$792
Storm Drainage	\$1,917	\$1,826	\$1,958	\$203	\$0	\$0	\$0	\$5,904
Other Commodities/Contractual	\$0	\$0	\$400,000	\$8,091	\$693,906	\$91,239	\$0	\$1,193,237
Budget Appropriation	\$3,946,560	\$4,055,796	\$4,134,000	\$4,291,380	\$4,420,348	\$4,391,746	\$2,298,588	\$27,538,418
Total	\$4,204,762	\$4,298,801	\$4,740,663	\$4,548,719	\$5,393,492	\$4,756,498	\$2,409,539	\$30,352,473

Attachment: Financial reports 2022 (12273 : Year to date budget and expenditure reports)

RCPD EXPENSES PAID BY RILEY COUNTY
1/1/2016 - 12/31/2022

Attachment: Financial reports 2022 (12273 : Year to date budget and expenditure reports)

Prepared by: Darell Edie
Budget and Finance Officer

RCPD
OFF-SITE INMATE MEDICAL EXPENSES PAID BY ADVANCED CORRECTIONAL HEALTHCARE
INCLUDED IN 2022 \$31,000 POOL

	JAN	FEB	MAR	1st Quarter	APR	MAY	JUN	2nd Quarter	3rd Quarter	4th Quarter	TOTAL EXPENSES
Dental	\$0	\$0	\$0	\$0	0.00	\$0	\$0	\$0	\$0	\$0	\$0
Physician	\$0	\$114	\$238	\$352	82.20	\$0	\$0	\$82	\$0	\$0	\$434
Laboratory	\$0	\$0	\$0	\$0	79.00	\$0	\$0	\$79	\$0	\$0	\$79
Hospital	\$0	\$0	\$203	\$203	111.90	\$0	\$0	\$112	\$0	\$0	\$315
Prescriptions	\$0	\$1,138	\$2,482	\$3,619	915.18	\$1,153	\$811	\$2,879	\$0	\$0	\$6,499
Supplies	\$0	\$0	\$0	\$0	0.00	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$1,252	\$2,923	\$4,175	\$1,188	\$1,153	\$811	\$3,153	\$0	\$0	\$7,327
Savings from Medicaid Rate	\$64,794			\$64,794				\$0	\$0	\$0	\$64,794
\$31,000 Pool Balance	\$31,000	\$29,748	\$26,825		25,637	24,484	23,673				

Quarterly ADP: (Contract)

County Inmate (72 base census)	100	111	112	108	114	104	100	106	0		
Non-County Inmate (0 base census)	0	0	0	0	0	0	0	0	0		
Billing Adjustments for prior years	\$5,920	\$0	\$2,209	\$8,129				\$0	\$0	\$0	\$8,129



PLANNING & DEVELOPMENT
Presentation

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

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director

MEETING: July 11, 2022

SUBJECT: Keats Sewer District - Amendment to Owner-Engineer Agreement

PRESENTER: Amanda Webb, Planning Director

BACKGROUND

The Board of County Commissioners approved the formation of the Keats Sewer District in October 2018. They approved an Owner-Engineer Agreement with BG Consultants, Inc. in January 2020 in the amount of \$8,500. Over the last several years, staff and consultants have worked through various options, costs, and funding mechanisms for Keats.

DISCUSSION

Staff and consultants have another potential option to review. In order for BG Consultants, Inc. to complete the work necessary to explore this option, which includes a site visit, site plans, updating the Preliminary Engineering Opinion of Probable Cost and the Preliminary Engineering Report, and additional meetings (see attached amendment with description of modifications). This equates to an additional agreement amount of \$7,000. The attached amended agreement will also need to be approved and signed by the BOCC Chair.

In the past, the BOCC has authorized a loan from the general fund for sewer districts to pay for services prior to receiving grant funding. Staff requests to borrow \$7,000 from the general fund.

FISCAL IMPACT

All funds expended on behalf of the Keats Sewer District will be included in the total cost of the project and will be assessed to the property owners within the District. To continue with BG Consultants, Inc.'s evaluation of options is \$7,000.

RECOMMENDATION

Funds are needed to pay the fees for these services. Staff recommends the BOCC approve the Amendment to Owner-Engineer Agreement and loan the Keats Sewer District \$7,000 from the general fund.

POSSIBLE MOTION(S)

Move to approve the Amendment to Owner-Engineer Agreement and loan the Keats Sewer District \$7,000 from the general fund.

Enclosures:

- Amendment No 1 (PDF)

AMENDMENT TO OWNER-ENGINEER AGREEMENT Amendment No. 1

1. *Background Data:*

- a. Effective Date of Owner-Engineer Agreement: January 06, 2020
- b. Owner: Riley County, KS
- c. Engineer: BG Consultants, Inc.
- d. Project: Keats Sanitary Sewer Improvements PER

2. *Description of Modifications:* The Agreement and previous amendments, if any, is modified as follows:

1. Conduct a site visit at lagoon site
2. Develop a preliminary lagoon site plan with contours, flood plain, setbacks, etc.
3. Coordinate geotechnical services for soil profile and static water level information
4. Evaluate non-discharge lagoon sizing and layout. Coordinate flow design parameters with Riley County Environmental Health Staff and the Kansas Department of Health and Environment (KDHE).
5. Update Preliminary Engineering Opinion of Probable Cost (EOPC)
6. Update Preliminary Engineering Report (PER)
7. Conduct meetings with Riley County Staff and Commission (3 meetings)
8. Conduct meeting with Landowners (1 meeting)

3. Agreement Summary (Reference only)

a. Original Agreement amount:	\$ <u>8,500.00</u>
b. Net change for prior amendments:	\$ <u>0.00</u>
c. Increase this Amendment:	\$ <u>7,000.00</u>
d. Adjusted Agreement amount:	\$ <u>15,500.00</u>

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement,

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

The Effective Date of this Amendment is _____.

OWNER:

ENGINEER:

By: Greg McKinley

By: Brian Foster, P.E.

Title: Commissioner, Chair

Title: Manhattan Office Manager

Date Signed: _____

Date Signed: 7-5-2022

Attachment: Amendment No 1 (12270 : Keats Engineer Agreement Amendment)



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Darell Edie

MEETING: July 11, 2022

SUBJECT: BUDGET DEVELOPMENT WORKSESSION 2

PRESENTER: Darell Edie

Enclosures:

- 2023 Budget Development WS 2 (PDF)

2023 Budget Development Worksheet

12.a

Attachment: 2023 Budget Development WS 2 (12281 : BUDGET DEVELOPMENT WORKSESSION 2)

	DEPARTMENT	2021 Actual Contractual Services, Commodities & Capital	2021 Actual Personnel Services (includes mid- year incentive)	2021 Actual Total	2022 Budgeted Contractual Services, Commodities & Capital	2022 Budgeted Personnel Services (Includes STEP & COLA)	2022 Budgeted Total	2023 Proposed Contractual Services, Commodities & Capital	2023 Proposed Personnel Services (Includes STEP)	2023 Proposed Budget Total	Percent change of 3 C's	
1	Administrative Services	542,695	53,862	596,557	44,358	603,304	647,662	49,125	697,805	746,930	10.75%	1
2	Ambulance	349,406	3,229,161	3,578,567	325,825	3,520,859	3,846,684	348,225	4,909,925	5,258,150	6.87%	2
3	Appraiser	145,239	1,421,389	1,566,628	148,515	1,580,945	1,729,460	181,029	1,666,875	1,847,904	21.89%	3
4	Attorney	91,662	1,731,960	1,823,622	221,966	2,016,443	2,238,409	210,764	2,260,091	2,470,855	-5.05%	4
5	Clerk	50,424	832,263	882,687	87,500	1,004,556	1,092,056	95,950	1,152,909	1,248,859	9.66%	5
6	Commissioners	40,938	167,124	208,062	47,480	198,965	246,445	51,540	227,532	279,072	8.55%	6
7	Coroner	108,130	0	108,130	107,000	0	107,000	117,000	0	117,000	9.35%	7
8	District Court	167,872	0	167,872	174,330	0	174,330	177,000	0	177,000	1.53%	8
9	Elections	149,580	325,900	475,480	277,650	422,468	700,118	216,500	526,316	742,816	-22.02%	9
10	Emergency Management	84,865	202,751	287,616	53,450	217,437	270,887	75,450	327,945	327,945	41.16%	10
11	Fair	101,925	0	101,925	102,400	0	102,400	110,500	0	110,500	7.91%	11
12	General Services	1,068,439	157,430	1,225,869	11,522,898	87,883	11,610,781	20,477,586	87,883	20,565,469	77.71%	12 *
13	Information Systems/GIS	663,517	794,888	1,458,405	856,732	890,693	1,747,425	770,660	949,510	1,720,170	-10.05%	13
14	Insurance	589,292	0	589,292	739,289	0	739,289	829,712	0	829,712	12.23%	14
15	Juvenile Detention	83,601	0	83,601	95,000	0	95,000	101,650	0	101,650	7.00%	15
16	Museum	9,224	368,087	377,311	15,215	439,259	454,474	17,205	443,427	460,632	13.08%	16
17	Noxious Weed	189,757	451,961	641,718	221,210	491,268	712,478	268,560	564,747	833,307	21.40%	17
18	Planning & Development	48,631	515,823	564,454	57,795	544,044	601,839	60,002	642,742	702,744	3.82%	18
19	Register of Deeds	41,425	331,968	373,393	58,410	410,427	468,837	59,125	475,090	534,215	1.22%	19
20	Public Works	3,290,056	4,020,153	7,310,209	3,645,750	4,630,523	8,276,273	4,568,900	5,033,654	9,602,554	25.32%	20
21	Treasurer	47,865	794,680	842,545	51,280	865,629	916,909	57,580	956,509	1,014,089	12.29%	21
22	Juvenile Supervision fees	0	0	0	1,318	0	1,318	1,500	0	1,500	13.81%	22
23	Transfer to Health Dept. Fund	1,154,526	0	1,154,526	1,154,526	0	1,154,526	1,319,719	0	1,319,719	14.31%	23
24	Transfer to Landfill Close	30,000	0	30,000	30,000	0	30,000	30,000	0	30,000	0.00%	24
25	Transfer-Economic Dev.	300,000	0	300,000	185,500	0	185,500	410,380	0	410,380	121.23%	25
26	Transfer - Capital Improvement	3,716,027	0	3,716,027	2,369,805	0	2,369,805	1,886,668	0	1,886,668	-20.39%	26
27	Non-Appropriated	0	0	0	580,000	0	580,000	580,000	0	580,000		27
28	COST OF COLA	0	0	0	0	0	0	0	1,872,623	1,872,623		28
	SUBTOTAL:	\$13,065,096	\$15,399,400	\$28,464,496	\$23,175,202	\$17,924,703	\$41,099,905	\$33,072,330	\$22,720,133	\$55,792,462	22.20%	
Appropriations:												
29	Big Lakes Developmental	217,260	0	217,260	217,260	0	217,260	217,260	0	217,260	0.00%	29
30	Animal Shelter / Contractual	60,000	0	60,000	60,000	0	60,000	60,000	0	60,000	0.00%	30
31	Council on Aging	275,000	0	275,000	275,000	0	275,000	275,000	0	275,000	0.00%	31
32	ATA Bus	70,000	0	70,000	100,000	0	100,000	100,000	0	100,000	0.00%	32
33	Emergency Shelter	11,000	0	11,000	11,000	0	11,000	11,000	0	11,000	0.00%	33
34	Extension	599,645	0	599,645	599,645	0	599,645	635,624	0	635,624	6.00%	34
35	Pawnee Mental Health	300,000	0	300,000	300,000	0	300,000	300,000	0	300,000	0.00%	35
36	Riley Cty Genealogical Soc.	3,500	0	3,500	3,500	0	3,500	3,500	0	3,500	0.00%	36
37	Riley County Conservation	55,136	0	55,136	55,136	0	55,136	55,136	0	55,136	0.00%	37
38	Riley Co Community Corrections	7,081	0	7,081	7,081	0	7,081	69,195	0	69,195	877.19%	38
	SUBTOTAL:	\$1,598,622	\$0	\$1,598,622	\$1,628,622	\$0	\$1,628,622	\$1,726,715	\$0	\$1,726,715	6.02%	
	GENERAL TOTAL:	\$14,663,718	\$15,399,400	\$30,063,118	\$24,803,824	\$17,924,703	\$42,728,527	\$34,799,045	\$22,720,133	\$57,519,177	18.15%	
39	Bond & Interest	3,048,737	0	3,048,737	615,303	0	615,303	383,046	0	383,046	-37.75%	39
40	County Building	293,136	0	293,136	393,000	0	393,000	393,000	0	393,000	0.00%	40
41	RCPD	4,760,798	0	4,760,798	4,907,175	0	4,907,175	5,362,913	0	5,362,913	9.29%	41
	SUBTOTAL:	\$8,102,671	\$0	\$8,102,671	\$5,915,478	\$0	\$5,915,478	\$6,138,959	\$0	\$6,138,959	3.78%	
	TOTAL:	\$22,766,389	\$15,399,400	\$38,165,789	\$30,719,302	\$17,924,703	\$48,644,005	\$40,938,004	\$22,720,133	\$63,658,136		
42	Capital Improvement		0	0	7,554,156	0	7,554,156	8,022,012	0	8,022,012	6.19%	42
43	Economic Development		0	0	309,048	0	309,048	302,075	0	302,075	-2.26%	43

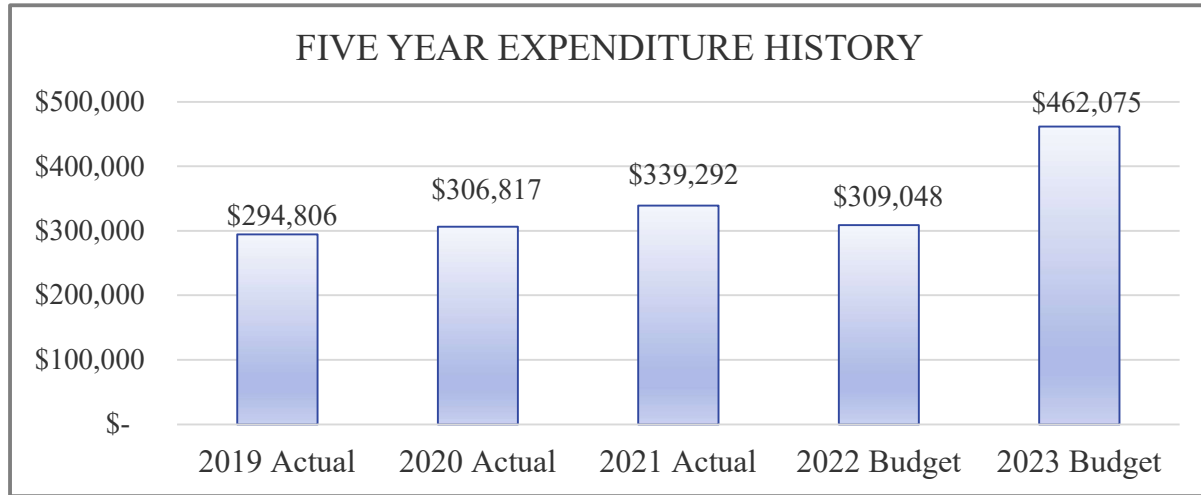
Attachment: 2023 Budget Development WS 2 (12281 : BUDGET DEVELOPMENT WORKSESSION 2)

Riley County, Kansas
2023 Budget
Economic Development Fund
Fund 146

	2021	2022	2023
BEGINNING CASH BALANCE	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Fund Balance	\$ 149,334	\$ 123,548	\$ 51,695
TOTAL BEGINNING CASH BALANCE	\$ 149,334	\$ 123,548	\$ 51,695
REVENUE			
603 Transfer from General Fund	\$ 300,000	\$ 185,500	\$ 410,380
TOTAL REVENUE	\$ 300,000	\$ 185,500	\$ 410,380
TOTAL RESOURCES AVAILABLE	\$ 449,334	\$ 309,048	\$ 462,075
EXPENDITURES			
604 Transfer to Bond & Interest Fund	\$ 44,975	\$ 43,925	\$ 52,153
4990 Other Capital Outlay	294,317	265,123	409,922
TOTAL EXPENDITURES	\$ 339,292	\$ 309,048	\$ 462,075
TOTAL ENDING FUND BALANCE	\$ 110,042	\$ -	\$ 0

PROJECT ESTIMATES:	<u>2021</u>	<u>2022</u>	<u>2023</u>
Re-write of Riley County Zoning/Subdivision Regulation	\$ -	\$ -	
Flint Hills Veteran's Coalition	1,015	1,015	1,015
Governor's Military Council	-	-	-
Konza Water Project	43,925	43,925	52,153
Chamber of Commerce	55,000	55,000	55,000
Downtown Manhattan, Inc.	5,000	5,000	5,000
Riley Co General Eco Devo	132,850	132,850	132,850
Auto Lane Development	6,057	6,057	6,057
Flint Hills Regional Council (FHRC) Contribution	10,000	-	-
MPO Contribution	5,201	-	-
K18 Ramp Contribution (150,000-10 yrs)-KDOT agree	-	-	-
2020 Census Funding			-
Small City bridge and road repair			160,000
US 24 project studies, design, engineering	50,000	50,000	50,000
TOTAL	\$ 309,048	\$ 293,847	\$ 462,075

Attachment: 2023 Budget Development WS 2 (12281 : BUDGET DEVELOPMENT WORKSESSION 2)





PUBLIC WORKS
Project Update

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

MEMORANDUM

FROM: John Ellermann, Public Works Director

MEETING: July 11, 2022

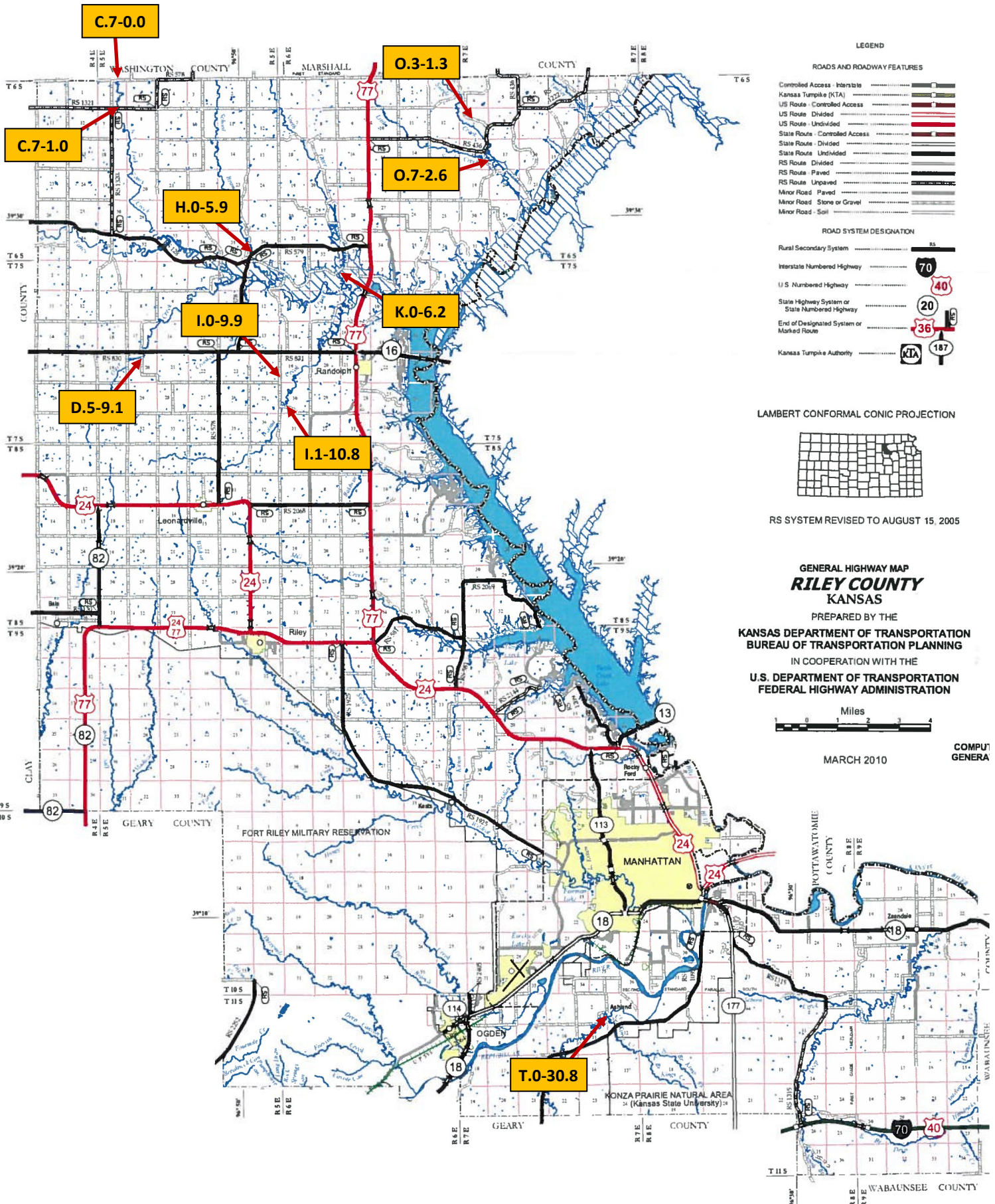
SUBJECT: Public Works Project Update

PRESENTER: John Ellermann

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

Enclosures:

- Location Map (PDF)
- 071122 (PDF)



Project Update

Public Works Department

07/11/2022

Lakeside Heights Sewer/Water District

- Hook-up agreements from users are completed
- Plans and specifications have been approved by USDA.
- Working on temporary financing and a bid date.

Keats Sewer District

- Preliminary Engineer Report – BG Consultants
- BOCC granted use of ARPA funds
- Evaluating funding and next steps to proceed with project.

Kitten Creek Culvert Replacement (N.5-22.5)

- Approximately 1.5 mi N. of Anderson Ave.
- Olsson and Associates is the consultant
- Working on office check plans

West 32nd Ave Bridge (T.0-30.8)

- Approximately ¼ mi. N. of McDowell Creek Rd.
- Alfred Benesch & Co.
- King Const. started February 21 (150 Working Days)
- [Forming super structure and deck.](#)

Winkler Mills Bridge (H.0-5.9)

- Approximately 0.1 mi. N. of Fancy Creek Rd.
- Bartlett & West
- Office check plans being reviewed

Fancy Creek Bridge (K.0-6.2)

- Approximately 1.25 mi. W. of Tuttle Creek Blvd.
- Schwab-Eaton
- Field check held February 2, 2021
- Considered Historic by State Historic Preservation Office
- [working easements and MOU with Corps of Engineer](#)

Parallel Rd. Culvert (C.7-0.0)

- Approximately 0.2 mi E. of May Day Rd.
- Schwab-Eaton
- Working on field check plans.

Flat Rock Rd. Culvert (0.3-1.3)

- Approximately 0.5 mi. W. of Swede Creek Rd.
- SMH
- Office check plan complete, starting r/w work

Union Rd Culvert (1.0-0.9)

- Approximately 0.9 mi. S. of Green-Randolph Rd.
- SMH
- Office check complete, starting r/w work

Parks:

- Mowing
- Landscaping around Court House Plaza
- Preparing for Fair
- Clean-up of trees at Fairmont Park after July 1/2 storm

Operations:

- Patching misc. County roads
- Will Start Sealing project July 18
- Cleaned drift from structures after rains.
- Grading if County/Township roads.
- Clean debris from roadways from storms.

Miscellaneous

- EMS Headquarters Station – Draft programming meeting, preliminary site layout options and draft report for dispatch
- North County Station - Anderson Knight Contract
- Consultant working on compliance plans for EPA/KDHE of University Park Treatment Plant
- Open Positions: Facility & Grounds Tech I (Parks), Equipment Operator II – Public Works (2), Engineer Technician.
- Evan to attend Kansas Infrastructure Summit in Wichita July 13-14.



PUBLIC WORKS
Personnel

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, Public Works Director

MEETING: July 11, 2022

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

PRESENTER: John Ellermann

BACKGROUND

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

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

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

DISCUSSION

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

FISCAL IMPACT

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

RECOMMENDATION(S)

With summer just getting started and the Fair coming soon staff does not have the capacity

within their workload to absorb these additional duties. Therefore, staff recommends filling this position.

POSSIBLE MOTION(S)

Move to approve the Public Works Department advertise to hire the open Facility & Grounds Technician II position.

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

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Facility Grounds Technician II position description (PDF)
- 2022-07 Facility & Grounds Tech II (gold) (PDF)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	FACILITY AND GROUNDS TECHNICIAN II	
Department:	Parks	Division:
Reports To:	Park Supervisor	
Pay Grade:	I	Status: Full time
FLSA Status:	Non-Exempt	

Position Summary: This is skilled work performing park and grounds maintenance and construction activities. Work involves performing general and specialized maintenance tasks, operating various mechanical tools and equipment to perform general and specialized work in tree, turf, and facility maintenance and construction. This position assists with the maintenance of meeting facilities, buildings, fairgrounds, and other county property. This employee exercises considerable discretion in carrying out work details. Supervision is provided by the Parks Supervisor and Parks Manager through consultations and review of the work performed.

Essential Functions:

- Maintains trees, turf, and ornamentals
- Applies Pesticides & fertilizers
- Operates park maintenance and construction equipment
- Maintains and repairs park and recreation facilities, buildings and grounds
- Maintains and repairs park maintenance tools and equipment
- Assists with earthwork and grading operations in accordance with plans and specifications
- Helps train seasonal employees to safely operate park and facility maintenance equipment
- Helps supervise the work of seasonal employees engaged in park and facility construction and maintenance activities
- Pottorf Caretaker position-Maintains, makes repairs, sets up and breaks down for events renting Pottorf. Majority of week is spent at CICO Park. While overseeing Pottorf Hall responsibilities include. Cleaning toilets and restrooms daily if needed. Checking Dog Park, changing the trash in Dog Park, changing the trash throughout the park. Cleaning bathrooms at the playground and weeding playground area. Mowing 2 or 3 days per week in season. Helping set up and break down of the fair. Possible overseeing some seasonal and fulltime staff during the fair. Helping vendors, 4-H's throughout the eight-day period of the fair. Being on call for Pottorf Hall for anything needing attended too.

Secondary Functions:

- Occasionally coordinates building scheduling with the county Extension office regarding public access and use of fair grounds facilities.
- Maintains daily labor, equipment, and material use records to report time worked and equipment used for cost accounting and accounts receivable processing. Charges out material used on projects and commodities used on equipment.
- Performs snow and ice removal operations to provide safe roads, parking lots, and sidewalks for use by the general public in adverse weather conditions whenever snowy or icy conditions are prevalent.
- Purchases, stores, organizes, inventories, and utilizes parts, tools, maintenance supplies and other commodities used for park and facility maintenance. Monitors expenditures to stay within a set budget.
- Loads, hauls and stockpiles materials to rebuild grounds, fill washouts, construct landscapes, and repair roads and parking lots. Hauls debris away from cleaning park drainage ditches, culverts and stream channels.
- Installs and maintains signs, barricades, fencing and other delineation.
- Performs related work as required during and after regular hours, any day of the week, including holidays.

POSITION REQUIREMENTS:

Education: High school degree or equivalency is required. Commercial driver's license and certified pesticide applicator's license are required.

Experience: Three years experience in tree and turf maintenance required. Knowledge of the materials, equipment, methods, and practices essential to the maintenance of turf, trees, ornamentals, buildings, facilities, and park equipment. Knowledge of the general practices applied to the care and safe operation of medium duty construction and maintenance equipment. Knowledge of applicable work safety rules and procedures. Knowledge of pesticides and fertilizers and their safe and effective application. Some knowledge of weed control, insect and fungus control, fertilizing practices, tree pruning techniques and other cultural practices related to park and grounds maintenance. Some knowledge and skill in using standard methods, practices, tools and equipment of the mechanic trade.

Skills: Ability to make minor repairs and adjustments, and to maintain assigned equipment. Ability to operate grounds maintenance equipment efficiently and safely. Ability to understand and follow oral instructions or written plans. Ability to establish and maintain effective working relations with other employees and the general public. Ability to maintain daily labor and equipment records. Willingness to work in unpleasant weather conditions.

Supervisory Control:

The employee uses initiative in carrying out recurring assignments and routine tasks, but refers deviations, problems, and unfamiliar situations to the supervisor. The supervisor makes assignments by assigning new work, and defining procedures, priorities and deadlines. Work is checked for appropriateness and completeness through inspections and consultations with the Park Supervisor and the Park Manager.

Supervisory Responsibility:

This position supervises seasonal employees regularly during summer months and occasionally other times of the year.

Guidelines:

Guides include tree and turf manuals, Extension Service brochures, equipment operator and repair manuals, traditional practices, personnel regulations, and instruction from supervisors. These guides require some judgment when applying them to the job. This position requires a certain amount of skill, previous training and experience. Routine tasks are generally assigned. New and unusual tasks are assigned with detailed and specific instructions. A supervisor is consulted regularly. Work is checked for appropriateness and completeness methods are sometimes reviewed in detail.

Complexity:

The work involves a wide variety of related tasks that require skill or knowledge in the following areas: Tree planting, pruning, and general care. Tree and turf condition diagnosis - injury, disease, weed and insect identification. Pesticide application - chemical selection, application rates, application methods, and precautions. Safe and efficient operation of medium duty construction and maintenance equipment. Supervision of new seasonal employees.

In most cases an employee in this class takes the obvious course of action but in some situations different options must be considered and an independent decision made to successfully complete the project.

Scope & Effect of Work:

The main purpose of the work is to perform daily maintenance of all of the county parks and most building grounds to a high degree of quality. This position also assists with facility maintenance and security.

If the work is not performed properly, the appearance and safety of the county parks and grounds and the county's image is adversely affected. If the buildings are not opened and secured properly, hundreds of people scheduled to use a facility may be standing outside of the doors waiting to get in.

Personal Contacts:

Supervisors, co-workers, the general public, and employees from other county departments.

Purpose of Contacts:

Receives instructions and work scheduling from supervisors. May supervise, instruct or train temporary subordinates in some aspects of basic tree and turf maintenance, pesticide application, construction techniques,

Updated 2020

and equipment maintenance and operation. Assists the general public in their utilization of meeting facilities. Performs work for other county departments. Must have the ability to establish and maintain effective working relations with co-workers and other county departments.

Physical Demands:

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

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; talk or hear. The employee must regularly lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; vibration. The noise level in the work environment is usually moderate.

Approved: _____ Date:
(Supervisor)

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

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

RILEY COUNTY POSITION ACTION FORM

Department Public Works/ Date 07/07/2022 Job Title Facility & Grounds Technician II

☒ Full Time	☐ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade <u>I</u>	Start Date <u>07/11/2022</u>	☒ Non-Exempt
☐ Part Time	☐ As Needed	☐ Intern	☐ Temporary	40 Hours per ☒ Week ☐ Month	End Date	☐ Exempt

TYPE OF REQUEST

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

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement-same duties	☐ Request to change budgeted hours	☐ Request to create a new position for current fiscal year only	☐ Request to create a new position which will be included in future annual budgets
☐ Request to hire replacement-new duties	☐ Request to change position status	☐ Request for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee: Tyler Holen	2. Effective date of promotion, transfer, termination, or change: 07/18/2022	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	3. Estimated cost per year (financial impact):	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☐ No
5. Has this position been "On Hold?" ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position:	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? Facility & Grounds Maintenance for Public Works/Parks Division

2. Is it possible to fill this position internally? If no, why not? No, qualifications

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:

High school diploma or equivalency is required. Commercial driver's license and certified pesticide applicator's license are required. Three years' experience in tree and turf maintenance required.

Additional comments: Tyler Holen is resigning his position on 07/18/2022

Approval by:
Department Head:

Date:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:



HEALTH DEPARTMENT
Personnel

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs

MEETING: July 11, 2022

SUBJECT: RCHD Request to Fill a Vacant Staff Position in the PH Clinic

PRESENTER: Julie Gibbs

BACKGROUND

This position is vital to the operations of the public health clinic at RCHD. This position is responsible for supervising the clinic medical clerks, serves as HIPAA Officer for the RCHD, and trains the staff on using the electronic medical record. The Clinic Coordinator oversees check-out process, money collection, and receipt writing for completeness and accuracy and assists the Clinic Supervisor in managing pharmacy, laboratory, vaccine, and clerical operations within the clinic.

DISCUSSION

It is important that we rehire for this position as we were able to see just how much we needed a coordinator in the clinic. In the last 7 months, with this position filled, the clinic was able to uncover more of the EMR capabilities, which made it easier for the patients to be seen in a timely manner, and billing has been more efficient. Operations were much smoother and efficient with someone acting as the coordinator.

FISCAL IMPACT

This position is already in the RCHD budget.

RECOMMENDATION(S)

I recommend the BOH approves to fill the Clinic Coordinator position.

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:

- 2022 Clinic Coordinator (PDF)
- 2022-07 Clinic Coordinator (gold) (PDF)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	CLINIC COORDINATOR	
Department:	HEALTH DEPARTMENT	Division: Clinic
Reports To:	CLINIC SUPERVISOR	
Pay Grade:	N	Status: Full Time
FLSA Status:	Exempt	

POSITION SUMMARY: Position requires proficiency in medical billing and assisting with staff supervision. Supervises medical clerks under the direction of the Clinical Supervisor. Ensures clerical, reception, coding and billing services accuracy and timeliness for the clinic. Work involves planning, implementing, organizing, reporting and evaluating related processes in a fast-paced environment. Requires excellent customer service skills and attitude, team building, and proficiency with electronic health records.

Essential Functions:

- Supervises clinic medical clerks
- Ensures professional and standardized customer service in the clinic.
- Serves as HIPAA Officer for the RCHD
- Enters registrations, appointments and other client usage information into the electronic health record and trains staff to be proficient with these tasks so that few errors are made
- Oversees check-out process, money collection, and receipt writing for completeness and accuracy
- Assists Clinic Supervisor in managing pharmacy, laboratory, vaccine, and clerical operations within the clinic
- Assists with management of clinic billing processes for individuals, Medicare/Medicaid, and insurance
- Bills for KDHE/family planning reimbursement for colposcopies and biopsies Bills for KBCCI reimbursement.
- Assures mail preparation, UPS shipments, and expedited shipments are processed in a timely manner
- Oversees time records for all clinic employees
- Schedules remote vaccination clinics and other events
- Coordinates with IT department and public information officer to ensure vaccination clinics are advertised and scheduling links are available to the public
- Assures correct and timely handling of medical records and medical records requests
- Assures timely and accurate filing, typing, and copying tasks are kept current
- Collects data as required for grant reporting.
- Participates in emergency response health department efforts as needed.
- Maintains clinic inventory as required

Secondary Functions:

- Maintains complete records and files
- Provides clerical assistance as required Opens, evaluates and distributes mail
- Attends and participates in staff meetings and related activities
- Performs other duties as deemed necessary or assigned

POSITION REQUIREMENTS:

Updated December 2021

Attachment: 2022 Clinic Coordinator (12277 : RCHD Request to fill a position)

Education:

Bachelor of Arts or Bachelor of Science degree, in business, medical, or related field preferred.
HIPAA compliance training successfully completed within first 90 days

Experience:

3 to 5 years of experience within a health care setting including; reception, clerical, medical billing and supervision. Fully competent medical billing expertise with Medicaid, Medicare, and a variety of insurances is required.
Minimum of three years of supervisory experience is required.
Organizational and coordination skills are required

Skills:

- Ability to use discretion regarding confidential material
- Ability to establish and maintain effective working relationships with associates and the public
Ability to communicate effectively, orally and in writing
- Ability to analyze and solve problems
- Ability to analyze, develop, establish and maintain efficient office work flow and administrative processes
- Ability to defuse high pressure, conflicting situations and maintain order
- Ability to organize and prioritize multiple complex projects with shifting deadlines
Ability to deal tactfully with people
- Ability to operate modern office equipment
Requires initiative and independent judgment
- Possession of a valid driver's license and an acceptable driving record at the time of appointment may be a condition of employment

Supervisory Control:

Duties are performed regularly exercising discretion and independent judgment. This position is responsible for planning, prioritizing and scheduling their own work as well as the work of others within established procedures, methods and policies. The Clinic Supervisor will provide general direction and reviews work.

Supervisory Responsibility:

This position assists with the management and direction of the operation of the office for the Public Health Clinic of the Health Department. This position provides assistance with general supervision for the management of employees which includes but is not limited to: organizing, directing, assisting, hiring, firing, training, motivating, evaluating and disciplining.

Guidelines:

Guidelines consists of Riley County Personnel Policies and Procedures, accepted accounting practices, Kansas statues and guidelines and general direction provided by the Health Director and Assistant to the Director. These guidelines may be provided either orally or in writing. Riley County Personnel Regulations, State and Federal Laws and various other standards and regulations also provide guidelines.

Complexity:

This position works a wide range of tasks. Decisions must be made that involve the assessment of unusual circumstances, variations in approach, the use of incomplete and/or conflicting data and the expenditures of funds. This position requires the employee to routinely exercise independent judgment and make careful interpretations of more technical and complicated guidelines.

Complexity comes from maintaining medical billing and coding accuracy, working with multiple projects with shifting deadlines, management of personnel, writing contracts, tracking expenditures, researching historical records and dealing with the public and others.

Scope and Effect of Work:

The position contributes to the overall smooth function of the Medical Clinic of the Health Department and its mission. This position is responsible for making sound decisions which limits the County's liability exposure, improves public relations and enhances the County's image.

This work affects the operation of the department, Director and other County departments. There is the potential for this position to disrupt or improve every aspect of the work performed. The work in this position can affect the County's image, operations and projects may be slowed or failed, services may not be well provided and accountability may be lost. Ineffective performance will negatively affect the quality of service provided by this Department.

Personal Contacts: The personal contacts are with employees in the same agency, and outside the immediate organization. People contacted generally are engaged in different functions and kinds of work performed for the county. Also a substantial number of contacts are made with members of the general public.

Purpose of Contacts: The purpose is to obtain, clarify or give facts or information regardless of the nature of those facts. The facts or information may range from the easily understood to the highly technical. Distributing and providing educational information is included.

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

While performing the duties of this job, the employee is required to sit; use hands to finger, handle, reach with hands and arms; talk and hear with both ears. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and color identification.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to a normal noise level.

Public health facility requires a non-smoker.

Approved: _____ Date: _____
(Supervisor)

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.

Attachment: 2022 Clinic Coordinator (12277 : RCHD Request to fill a position)

RILEY COUNTY POSITION ACTION FORM

15.b

Department Health Department Date 7/6/2022 Job Title Clinic Coordinator

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

TYPE OF REQUEST

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

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement-same duties	☐ Request to change budgeted hours	☐ Request to create a new position for current fiscal year only	☐ Request to create a new position which will be included in future annual budgets
☐ Request to hire replacement-new duties	☐ Request to change position status	☐ Request for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee: Teresa Garcia	2. Effective date of promotion, transfer, termination, or change: 7-6-2022	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☐ No	3. Estimated cost per year (financial impact):	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☐ No
5. Has this position been "On Hold?" ☐ Yes ☐ No If yes, date placed "On Hold":	6. Any special conditions regarding this position:	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? seperation of incumbent

2. Is it possible to fill this position internally? If no, why not? If meet qualifications

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:
BS degree, 3-5 years within a health care setting, medicare/medicaid experience, 3 years supervisory experience

Additional comments:

Approval by:

Date:

Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:

7-6-22

7-7-22



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

STAFF REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: July 11, 2022

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman

Enclosures:

- FINAL Commission List 07.11.2022 (DOC)

PENDING COUNTY PROJECTS • Beginning June 23, 2022 and through July 6, 2022

Submitted by Clancy Holeman, Riley County Counselor

Changes or additions from previous entries or in the items listed are shown in italics.

NOTE: The below lists are not intended to be a comprehensive list of all “pending” Commission or projects of other County Departments underway. Instead, the below lists represent an ongoing “snapshot” of the current status of selected pending projects which have either consumed significant staff time, or involve county issues of widespread significance. Additional entries show selected project work for individual county departments. The sequence of entries below is not intended to reflect the priority assigned to any work described.

COMMISSION LIST

Board of Riley County Commissioners Public Meetings: Attend BOCC regular public meetings 2-21-22; 2-24-22. Attend BOCC public Meeting & Intergovernmental Meeting. (2-28-22) Prepare for BOCC public meeting scheduled for 3-3-22. (3-2-22) Attend BOCC regular public meeting: Present draft agenda for follow up legislative conference scheduled to occur April 7, 2022. Agenda approved by BOCC, following discussion. (3-31-22). Attend regular public meeting. Participate in panel interviews of applicants for position of County Appraiser. (4-4-22) Attend BOCC public meeting.(4-14-22) Prepare for BOCC 4-18-22 meeting. (4-15-22) Attend BOCC public meeting. (4-18-22) Attend BOCC public meetings. (5-2-22; 5-5-22) Legal research on constitutional interpretation issue. (5-6-22;5-16-22;5-17-22;5-18-22) Attend BOCC public meetings. (5-16-22;5-19-22) Discuss with outside counsel potential assistance on project. (5-20-22) Attend BOCC public meetings. (5-23-22; 5-26-22) Attend BOCC public meeting. (6-2-22; 6-6-22) Draw and submit commission agenda report for formal adoption of existing conduct rules for speakers and photographers/recorders during public meetings. (6-7-22) Attend BOCC public meeting: Presented CAR obtaining approval of ACH jail inmate medical care contract; Presented CAR obtaining approval of resolution adopting rules for public comments and recording during BOCC public meetings.(6-9-22) Attend BOCC public meetings. (6-13-22; 6-16-22; 6-23-22) Present to BOCC the Counselor’s office 2023 budget request. (6-16-22) Analyze legal issues surrounding budget appropriation requests (6-19-22; 6-20-22) Work with Chairman and legislator to schedule zoom discussion on possible state funding for disaster damage—and interaction of that goal with new state statute.. (6-18-22;6-19-22;6-20-22; 6-21-22) Review applicable statutes and anticipate in immediately foregoing discussion. (6-22-22) *Participate in executive session during public meeting.* (6-23-22) *Legal research question involving township process—provide answer.* (6-23-22) *Assist with executive session.* (6-23-22) *Analyze issues for county’s 2023 budget development.* (6-25-22; 6-26-22;6-27-22;6-28-22) Attend BOCC public meeting. (6-27-22; 6-30-22) *Confirm dates for meeting with outside counsel on pending litigation.*(7-4-22)

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

First Christian Church: Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure. Asbestos removal is likely the next “project.” I will provide any necessary notice of that “project” to the State Preservation Officer. I presented a CAR to the Board 8/12/21 and discussed with the BOCC the primary controlling statute. Legal research 8-24-2021. BOCC decides during open meeting to cancel pending contract offer to remove asbestos from Church for approximately \$18,000. Majority of BOCC states premature to remove asbestos before later decision by BOCC what is planned for Church now it’s “listed.” Gary Rosewicz, Assistant County Engineer, will notify the company offering to remove asbestos of this cancellation. (8-30-21) Confirmed with Gary Rosewicz, he notified company. (9-1-21). I filed petition for judicial review, in Riley County District Court, of state Historic Sites Board of Review designation of the First Christian Church as a historic site. (9-3-21). Contacting attorney for Historic Sites Board of Review. (9-19-21) Discussion with attorney for Historic Sites Board of Review. (9-23-21)

Conduct legal research related to pending issues. (9-24-21) Received entry of appearance from Topeka law firm representing defendants. (9-24-21) Received District Court Clerk's extension of time to file answer to County's petition for judicial review, at Defendants' request. Granted as a matter of right by state statute. Deadline for Defendants to answer is extended to October 12, 2021. Legal research. (9-24-21) Advise Public Works on question regarding asbestos removal. (9-26-21) Agree to Defendant's attorney's request for additional time to submit record of hearing to Court. (Week of 9-29-2021) Case management order filed. County's brief in support of appeal due March 31, 2022. Riley County District Court Judges recuse themselves from case and transfer to Lyon County District Court. (1-25-22) Work with Clerk of the Riley County District Court and Lyon County District Court to process my unopposed motion for extension of time to file County's initial brief. Motion granted and new deadline to file County's initial brief is April 29, 2022. (3-18-22;3-21-22;3-25-22;3-28-22;3-29-22) Legal research for County's appeal brief due in district court April 29, 2022. (4-15-22;4-18-22; 4-19-22) Legal research and prepare county brief on appeal. (4-20-22; 4-21-22;4-22-22; 4-25-22;4-26-22-4-27-22;4-28-22-4-29-22) File county brief electronically with District Court. (4-29-22) Contact opposing counsel on pending appeal. (5-31-22) Work on aspect of pending appeal. (6-5-22) Contacted by opposing counsel for continuance of Respondents' deadline to file their responsive brief—I do not oppose.(6-15-22) Respondents' unopposed motion for continuance of their deadline to file brief until August 1, 2022 filed with Court. (6-16-22)

County Jail Inmate Medical Care: Discussions have begun at the staff level, with the assistance of this department, regarding putting a renewal contract in place for this service. As this Board is aware, all medical expenses incurred by prisoners while in custody at the Riley County Law Enforcement Center's jail are the sole responsibility of Riley County--and not of the City of Manhattan or State of Kansas. Staff discussion scheduled for 8-27-21. Staff discussion rescheduled for 9-22-21. Staff discussion held—research history—recommendation accepted by staff. (9-22-21) Review state of current arrangement. (9-22-21) Send proposed inmate medical care contract to vendor. (5-28-22) Review and approve as to form final contract. Communicate with vendor; communicate with working group; notify working group of proposed presentation for agenda. (6-3-22); Schedule presentation of contract for signature during 6-9-22 BOCC public meeting. (6-5-22) Draw and submit CAR for final contract, to be presented to BOCC during June 9, 2022 public meeting. (6-7-22) Provide signed final contract to CEO of vendor, RCPD, County Clerk's office and working group members. (6-12-22)

KAC Annual Meeting (October 19, 2021): Accepted invitation to participate on panel discussion before the general KAC membership regarding "Dark Store" and Riley County's experience on the issue. Prepare for panel discussion. (9-29-21) Review and work on presentation of power point for presentation scheduled for 10-18-21. (10-16-21; 10-17-21) Participated in panel discussion during KAC annual meeting. (10-18-21)

KAC Annual Meeting (October 17, 2022): Request registration for 2022 annual meeting. (6-3-22)

County Counselors Association of Kansas: Assist with organization of the semi-annual CLE our statewide professional association will present to its members during the October 19, 2021 KAC annual meeting. Discuss with scheduled CLE presenter local experience on specific state statute related to soil investigation. (9-28-21) Assist with presentation of CLE to County Counselor's Association of Kansas during KAC annual meeting. Accept award as outgoing CCAK president (effective 1-1-22). Accept "Ed Randels" award for service to CCAK. (10-19-21) Work on scheduling next Board meeting of CCAK—set for Wednesday, 11-10-21)

"Dark Store": Oral argument (1/2 day) scheduled to take place before BOTA August 26, 2021. Discuss with BOTA staff, and relay to City Commissioner Linda Morse info she requested during 8-23-21 Intergovernmental Luncheon about BOTA 8-26-21 hearing time and whether hearing is open to public (8-23-21). Oral argument before BOTA conducted by counsel for both parties (8-26-21). Accept KAC invitation to be part of two-person panel discussion of "Dark Store," to be held during KAC annual meeting, October 18-21, Overland Park; will take place in opening breakout session—first morning of the annual meeting. Call Kim Qualls, KAC Education & Communications Director, about breakout session. Accepted KAC invitation to work with KAC Executive Director on recording of KAC podcast on "Dark Store"; recording scheduled for September 17, 2021. Reschedule "Dark Store" podcast recording for 10-1-21. (9-24-21) Work with County Appraiser Greg McHenry to prepare for KAC podcast this Friday (10-1-21) and KAC Panel Discussion during annual meeting to be held 10-18-21. (9-28-21) Continue preparation for KAC annual meeting and panel discussion of "Dark Store." (Week of 9-29-21) Work with KAC recording podcast on "Dark Store". (10-1-21) Discuss KAC annual meeting (10-18-21) presentation with co-panelist Douglas County Appraiser, and Greg McHenry. (10-4-21) Further discussion with Greg McHenry on Dark Store issues for KAC annual meeting panel presentation. (10-6-21) Final discussion with Greg McHenry on Dark Store issues for KAC annual meeting presentation. (10-7-21) Work with Greg on same subject. (10-10-21) Work with Greg on same subject (10-15-21) Participate in panel discussion on "Dark Store" at KAC annual meeting. (10-

18-21) Receive notice from counsel BOTA has denied Riley County's Petition for Reconsideration in Home Depot appeal. (11-18-21)

“Constitutional Protection of County Home Rule”: Accepted KAC invitation to present to County Commissioners Association, KAC affiliate member, information on Home Rule, during final day of KAC annual meeting in O.P., October 20th. Accepted KAC invitation to work with KAC Executive Director on recording of KAC podcast on “Constitutional Protection of County Home Rule”; recording scheduled for September 10, 2021. Podcast recorded with KAC 9-10-21. Work on presentation to County Commissioners scheduled for 10-20-21 (10-15-21; 10-16-21; 10-17-21; 10-19-21) Convene presentation by Mike Heim on constitutional protection of county home rule during KAC annual meeting. (10-20-21) Presentation on constitutional protection of county home rule to County Commissioners Association of Kansas, during KAC annual meeting. (10-20-21)

Riley County Annual Legislative Conference: Confirm with BOCC during public meeting 9-9-21 following available dates for annual meeting with county's legislative delegation: November 1, 4 and 18, 2021. (Date of 11-18 removed because it conflicts with county official's luncheon; Date of 11-15 removed because it conflicts with Law Board meeting.) Legislative Conference has been scheduled for Thursday, November 4, 2021. (9-17-21) All delegation members were notified of the date and time of the legislative conference. Work on agenda for legislative conference. (10-14-21; 10-15-21) Present draft agenda for legislative conference to BOCC and obtain approval of final draft. (10-21-21) Work with staff on discussion of revised spreadsheet for use as attachment to conference agenda. (10-27-21) Cancel November 4, 2021 legislative conference and reschedule to December 2, 2021, following individual discussions with BOCC members, members of legislative delegation and county officials participating in presentation. (11-3-21; 11-4-21)

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

American Rescue Plan: Discussion with staff about possibly engaging consultant to assist County with federal/state requirements in future use of County's \$14M allocation of ARPA funds. Similar concept to staff's use of consultant with prior CARES funding. Unlike CARES funding, a primary focus of ARPA funding is infrastructure. (8-31-21) Discussions with staff and potential consultant. (9-17-21) Attend and participate in KAC webinar on ARPA and potential Health Department fund uses. (9-24-21) Communicate with consultant on agreed terms of service. (9-26-21) Finalize Professional Services Agreement with Consultant; draw Commission Agenda Report and submit for BOCC review and possible approval 9-30-21. (9-28-21) Obtain BOCC approval of Professional Services Agreement. (9-30-21) Staff meets with Consultant for first time regarding ARPA distribution rules. (9-30-21) Draft letter to congressional office (for discussion by BOCC in public meeting on 10-28-21) in support of S 3011—giving more flexibility to counties nationwide in their use of ARPA funds. (10-27-21)

Riley County Employee Day: Intermittent work on employee day: Discussions with potential lunch ½ hour vendors; discussion with planning committee, with keynote speaker and Elizabeth Ward, H.R. Manager. (9-16-21; 9-17-21) Contact moderator for morning virtual sessions offering potential meeting for Monday, September 27, 2021, with Elizabeth Ward and this office to answer any Employee Day questions. (9-24-21) Meet with prospective food truck vendor at Riley County Health Department. (9-27-21) (Agreements signed with 2 vendors—arrange to meet final vendor Saturday morning for signature of contract.) (10-1-21) Agreement signed Saturday, October 2, 2021 with final of the 3 vendors. Pick up tickets from 2 vendors representing meals served to employees during Employee Day (10-12-21; Third vendor hand-delivers tickets to this office (10-13-21); conduct final ticket count; submit information on ticket count with payment due vendors to Budget and Finance Officer and email each vendor same information. (10-15-21) Review with HR and Training Committee on outcomes from Employee Day. (10-25-21) Participate in proposed scheduling of initial staff planning committee meeting for 2022 Riley County Employee Day. (6-3-22)

Nextgen 911: Meeting as member of Nextgen 911 staff committee to review potential upcoming renumbering/renaming projects. (9-21-21) Communicate with fellow members of staff committee on pending project. (9-23-21) Communicate with fellow members of staff committee on different pending project. (9-24-21)

Human Resources: Finalize contract with East Coast Risk Management and place on 10-4-21 agenda for BOCC review and approval. Company will consolidate current Personnel Policies and Guidelines with separate resolutions amending those policies over the past years. (10-1-21) Contract with East Coast Risk Management approved by

BOCC. (10-4-21) Assist HR with personnel issues involving different departments. (11-22; 11-23) Advise on applicant issue. (4-3-22) Zoom meeting with county staff and potential vendor on software project. (4-19-22) Work on software project. (4-20-22) Assist with project. (5-20-22) Request Helpdesk schedule zoom meeting on pending HR issue for 6-8-22. (6-5-22) Participate in immediately prior zoom discussion. (6-8-22) Zoom discussion with HR on different matter. (6-9-22) Discussion with HR. (6-15-22) Zoom Discussion with HR and Department Head. (6-17-22)

Budget and Planning Committee: Attend meeting 9-28-21. Attend meeting 1-18-22.

Department Head Committee: Attend meeting regarding possible “Code of Conduct” required for state grant supporting businesses. (9-29-21) Obtain BOCC approval of “Code of Conduct.” Participate in 1 ½ hour DHC meeting. (4-20-22) Participate in 50-minute DHC meeting. (5-4-22) Attend DH Committee meeting. (6-1-22) Attend DH Committee meeting. (6-15-22)

Indigent Defense Panel: Discuss at staff level potential 2022 contract. (9-21-21) Separate issue: Discuss with county and District Court staff coding of interpreter expense. (9-21-21) Panel member contracts for 2022 were created and emailed to current members. (11-3-21) Notice to Riley County Bar Association of at least one panel vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current panel members. None returned as of 11-23-21. No panel contracts are in place for calendar year 2022. Discuss draft request for proposal with Chairman. (2-22-22)

Rural Economic Development Advisory Board: Discuss with staff. (9-21-21) Staff discussion scheduled for 10-1-21. Circulate among staff working group draft of REDAB resolution—to include changes to resolution proposed by BOCC. (11-24-21) Revise original resolution to correct term limitations. 1-21-22. BOCC approves revised resolution. (1-27-22)

Federal Rules on Vaccination Mandate: Research applicability/non-applicability of CMS and OSHA vaccination mandates to be published this week. (11-4-21; 11-5-21) Discuss issues with BOCC during administrative time at public meeting. (11-8-21). Research legal issues. (11-10-21) Staff discussion of foregoing issues. (11-10-21) Legal research, attend webinars and discuss with staff possible employee vaccination policy if required by foregoing federal rules. (11-8; 11-12; 11-15; 11-16; 11-17; 11-18) Presented proposed draft vaccination policy to BOCC during public meeting November 22, 2021. BOCC decision is to not adopt. (11-22-21).

National Opioid Litigation Settlement: Successfully register on behalf of Riley County at national website. Will ensure we receive settlement documents when they are available, for review and possible signature. (11-24-21) All appropriate documents were signed and filed with Kansas Attorney General and National Settlement Administrator; and courtesy copies provided KAC before the January 1, 2022 deadline. Kansas Attorney General requires multiple counties (including Riley County) to alter their participation resolution by adding averment of at least \$500 in costs incurred due to the national opioid epidemic. (1-21-22) Revise resolution and prepare CAR for BOCC meeting of 1-31, 2022. (1-27-22) Present CAR and obtain BOCC approval of revised national opioid settlement participation resolution. (1-31-22); Provide revised pdf of signed resolution to A.G. and KAC. (2-7-22) Confirm with A.G.’s office revised pdf filed was acceptable. Advised by Assistant A.G. in next couple of months information should be available on grant program for applications for funds from counties across the state. (2-22-22)

Legislation: Work on HCR 5022; prepare for legislative hearing scheduled for 1-20-22. (1-16-22; 1-17-22; 1-18-22). Prepare CAR for BOCC meeting 1-20-22. (1-18-22) Legal research regarding law board. (1-18-21) Testify before House Federal and State Affairs Committee on HCR 5022. (1-20-22) Evaluate possible ROW legislation. (1-21-22) Evaluate different possible legislation affecting two county departments. (1-21-22) Present BOCC work session on SB 325 regarding solar and wind energy facilities only on parcels zoned for industrial uses. (1-27-22) Submit neutral written testimony to House Agriculture Secretary on HB 2531 for hearing scheduled for February 9, 2022. (February 8, 2022) Contract lobbyist advises hearing has been continued to Monday, 2-14-22. (February 9, 2022) Review, analyze and discuss SB 119 pending in House; with member of legislative delegation; contract lobbyist; Riley County Appraiser. (2-7-22; 2-8-22; 2-9-22; 2-10-22). Watch portion of House floor debate on HCR 5022. Discussion with contract lobbyist. (2-22-22) Discuss with contract lobbyist potential in-session annual legislative conference update. (2-25-22) Discuss with member of delegation SB 119 as it stands in House. (2-25-22) Determine if members of delegation are available for follow up zoom legislative conference April 4 or April 7, 2022. (2-28-22) Review SB 538 at request of contract lobbyist. (3-2-22) Schedule follow up zoom only legislative conference for April 7, 2022. (3-2-22) CAR and agenda for April 7, 2022 follow up legislative conference provided delegation. (3-31-22) Review KAC legislative update. (4-5-22) Prepare for April 7, 2022 follow up legislative conference. Assist with presentation to BOCC of follow up legislative conference—1 delegation member present in

BOCC chambers and 2 delegation members present by zoom. (4-7-22) Work with Treasurer on legislative issue. (5-10-22; 5-11-22; 5-12-22) Present during public meeting CAR on letter of support for motor vehicle registration and title bill available for action when legislature returns May 23-2022. (5-16-22) Email support letter to individual members of Senate Leadership. (5-18-22) *Communicate with delegation member.* (7-4-22)

NG-911 Committee (Road naming) Participate in discussion of proposed road name. (5-10-22)

Proposed Construction of EMS/EM/RCFD Emergency Services Headquarters: Analyze legal issue. Advise staff working group. (3-31-22)

Staff Budget and Planning Committee: Attend committee meeting. (1-18-22) Attend meeting. (5-24-22) Attend committee meeting. (6-7-22)

DEPARTMENTAL LIST

Administrative Matters: Review 2022 and 2023 departmental budget information provided by Budget and Finance Officer. (5-25-22;5-26-22) Request to IT to provide additional computer camera for Deputy's continued participation in zoom or team apps. (5-27-22)

Riley County Appraiser's Office: Voicemail to Department head requesting call back on signed appointing resolution. (5-26-22) Forward to Department head copy of signed resolution appointing her. (5-27-22) Deputy County Counselor Craig Cox and I have initial meeting with Department Head. (5-31-22)

Riley County Attorney: Assist with contract issue. (4-26-22;4-27-22; 4-28-22; 5-2-22; 5-3-22; 5-4-22;5-5-22) Assist with contract issue (5-6-22; 5-9-22) Assist with contract issue. (5-23-22) Discussion with counsel for vendor. (5-23-22) Assist with contract issue. (5-24-22; 5-31-22) Discuss with working group members potential agreed termination of contract. (6-3-22) Assist with contract issue. (6-7-22; 6-8-22) Discussion with County Attorney on contract issue. (6-12-22) Assist with contract issue. (6-14-22; 6-15-22) Complete contract issue. (6-15-22) Draft cover letter for final payment terminating contract for convenience—check to be available 6-17-22. (6-16-22) Mail cover letter, with final payment, terminating contract for convenience. (6-17-22) *Advised by County Attorney staff invoice has been received for additional maintenance; I advise no payment should be made and I'll confirm with vendor contract is terminated and no additional payment is due—then will inform County Attorney; Communicate this fact to vendor's lawyer and request confirmation no further payment is due.* (6-24-22) *Confirmation this matter is now resolved to satisfaction of Riley County.* (7-4-22)

Riley County Clerk: Advise on .02 countywide retailers' sales tax election project (8-24-21). Legal research on project involving sign. (9-20-21) On same issue discussion with Planning and Development staff. (9-21-21) Work with county staff and PIO on separate project involving potential vendor of software. Contact potential vendor. (9-20-21) Review documents for BOCC signature on totaled Noxious Weed Vehicle. Scheduled for presentation to BOCC during 2-24-22 meeting. (2-22-22) Vehicle documents signed by BOCC during public meeting. (2-24-22) Zoom discussion with Clerk and Budget and Finance Officer to obtain their input on several unrelated matters involving 2023 county budget. (6-13-22)

Riley County Community Corrections: Discuss with Director Shelly Williams potential contract with Clay County Sheriff's Office for testing of Community Corrections' clients. (10-26-21) Work with Director Shelly Williams on Drug Court structure. (2-24-22) Review RCCC "FY 2023 Adult Comprehensive Plan Grant Signatory Approval Form. (4-19-22) Review RCCC "FY 2023 Juvenile Comprehensive Plan Grant Signatory Approval Form". Work with Department Head on "Drug Court" project. (5-6-22) Work with Director by zoom on Drug Court project. (5-25-22) Communication with Department Head on Drug Court project. (5-26-22) (Schedule with IT zoom discussion with Director and staff on Drug Court project for 6-8-22. (6-5-22) Zoom discussion with Director on Drug Court project. (6-8-22)

Riley County Emergency Management: Provide legal advice on 1 project. Advise on open record issue. (1-18-22) Prepare Local Emergency Declaration; obtain approval of Declaration from Department Head; Obtain BOCC Chairman's signature; email final signed declaration to BOCC and PIO. (6-12-22)

Riley County Emergency Medical Services: Will provide legal advice. (8-20-21) Conversation with Ambulance Service management, staff working group and Human Resources Manager regarding internal policy matter on education/training benefit. (2-23-22) Discuss legal issue with Department Head. (6-8-22) *Assist staff working group with ambulance project.*(6-24-22)

Riley County Extension: Discuss matter with Extension Director. (5-26-22) Assist Director with Kaw Valley Rodeo planning for Riley County Fair. (6-13-22; 6-15-22) Prepare updated document. (6-16-22) *Touch base with Director on status of document; discuss unique statutory framework for BOCC consideration of Extension's upcoming 2023 budget request.* (6-24-22)

Riley County Fire District No. 1: Work with Budget and Finance Officer on District budget approval. (8-23-21) *Receive request for volunteer training dates.* (6-24-22)

Riley County GIS: *Zoom discussion with county staff about intellectual property issue.* (6-23-22) *Advise GIS staff on question raised.* (6-24-22) *Letter to Verisk, company raising intellectual property issue.* (6-24-22)

Riley County Health Department: Provide legal advice on projects. Zoom meeting with Julie Gibbs and Debbie Nuss regarding request from Flint Hills Wellness Coalition to place walk-in cooler/freezer on grounds of Family and Child Resource Center. Draw and submit Commission Agenda Report reflecting request—scheduled for 9-30-21 BOCC meeting. (9-28-21) Obtain BOCC approval of Flint Hills Wellness Coalition agreement in principle, presented at 9-30-21 public meeting, for future license agreement and pouring of concrete as base for outdoor “walk-in cooler/freezer at RCHD’s Family and Child Resource Center. (9-30-21) Finalize and place on BOCC agenda for 10-14-21 license agreement with FHWC. (10-5-21) Present to and obtain approval from BOCC license agreement with FHWC. (10-14-21) Discuss concept of assistance from Envisage Consulting, Inc., for Community Health Improvement Plan. (10-21-21) Review vaccination matter. (10-27-21) Work on location of site for COVID testing by KDHE. (1-12-22; 1-13-22) Advise RCHD staff on licensed day care issue. (1-14-22). Work on licensed child care inspection issue. (1-21-22; 1-23-22; 1-25-22) Work on lease for KDHE COVID testing. (1-25; 1-26) RCHD presents completed lease to BOCC and obtains approval. (1-27-22) Advise RCHD on legal matter involving department vehicle. (3-25-22) Advise Director on medical record issue. (4-5-22) Review planned “no smoking” signage for county parks (and existing resolution authorizing this) and communicate with proponent and RCHD regarding process for its approval by BOCC. (6-3-22) Assist Department Head with question on legal issue. (6-7-22) Schedule zoom conversation for this p.m. on issue. (6-15-22) *Respond to question from Department Head.* (6-24-22) *Assist with legal matter.* (7-4-22) *Review matter at request of Department Head.* (7-5-22) *Assist RCHD staff with legal matter.* (7-6-22)

Riley County Historical Museum: Provide legal advice. Prepare for BOCC candidate interview Director/Curator position. (11-7-21) Discuss with staff potential use of museum as part of background in tv series production. (5-27-22) *Further analysis of immediately preceding production.* (6-24-22) *Discuss preceding issue with Department Head.* (6-25-22)

Riley County Human Resources: Provide requested legal advice on multiple issues related to pandemic; zoom meeting on federal contract requirement. Work on separate project involving proposed vendor and personnel policies. (9-22-21). Review legal parameters of “long-COVID” disability as viewed by the Equal Opportunity Commission; information provided by H.R. (9-24-21) Discuss potential personnel policy change with staff working group. Scheduled for presentation to BOCC during 2-24-22 public meeting. (2-18-22; 2-22-22) Discuss potential personnel manual change with staff working group. (2-22-22) Conversation with Human Resource Manager about accommodation request. (2-23-22) Conversation with Human Resource Manager about personnel policy issue. (2-23-22) Such personnel policy presented to BOCC during public meeting 2-24-22. Discuss background check issue with Human Resource Manager. Participate in discussion with H.R. and employee. (3-1-22) Participate in staff working group on personnel policy issue. (3-1-22) Assist with interview. (3-28-22) Participate in staff working group on personnel policy issue. (3-29-22) Assist with interview. (3-30-22) Prepare for panel interviews of applicants for Department Head position. (3-29-22; 3-30-22) Prepare for panel interviews for Department Head position. (4-1-22) Participate in panel interviews for Department Head position. (4-4-22) (4-7-22) Participate in panel interview for vacant Department Head position. (4-14-22) Review proposed Contract for unrelated internal system matter. (4-14-22) Participate in staff working group on project. (4-19-22) Participate in staff working group on project. (6-1-22) Assist with contract issue. (6-1-22) Assist with contract issue. (6-2-22) Assist with contract issue. (6-10-22; 6-13-22) Advise on release of information requested. (6-14-22) Work on pending employment issue. (6-14-22) Assist with contract issue. (6-15-22) Assist HR and Department with employment issue. (6-16-22; 6-17-22) *Assist HR with employment issue.* (7-1-22) *Review matter at request of HR.* (7-5-22) *Review matter at request of Department Head.* (7-5-22) *Assist HR on separate matter.* (7-6-22)

Riley County Information Technology/GIS: Request for estimate (submitted to this office 8-20-21). Discuss technology issue with I.T. interim director. (10-21-21) Prepare for BOCC candidate interview IT/GIS Director. Review potential claim for Zoom subscribers in settled class action—not eligible as government subscriber. (3-1-22)

Assist GIS with scheduling discussion on legal issue. (6-15-22) Reschedule immediately preceding discussion to 6-23-22. (6-20-22)

Riley County Planning & Development: Provide legal advice on 2 projects. Advise P & D Director on development of “Code of Conduct” necessary for grant close-out. (9-29-21) Discuss with P & D and H.R. departments “Code of Conduct” Commission Agenda Report to be presented by P & D 10-7-21. (10-4-21; 10-5-21) Discuss separate regulatory issue with P& D. (10-5-21) Advise department on development of contract. (1-14-22). Advise P& D staff on licensed day care issue. (1-14-22). Work on sanitary system inspection issue. (1-21-22; 1-23-22; 1-25-22) Complete contract between Gov.Built and County; submit to P & D; sign off on presentation of contract documents to BOCC for 2-14-22 public meeting. (2-9-22;2-10-22) Discuss with P & D Director proposed separate contract for online payment of fees; and county proposed requirements for any such contract. (2-18-22;2-22-22) Conversation with Deputy County Counselor about private wastewater system issue. (2-22-22; 2-23-22) Work on private wastewater system issue. (4-1-22; 4-3-22) Represent Planning and Development in support of variance application at evening hearing before hearing officer. (4-4-22) Prepare for RC P&D’s scheduled 4-21-22 presentation to BOCC. (4-19-22) Assist P & D with pending matter. (5-12-22) Assist P & D with temporary hire. (5-16-22; 5-17-22) Advise on pending matter. (5-19-22; 5-20-22) Discuss with Department Head pending matter. (5-20-22) Discuss with Department head pending matter. (5-23-22). Discuss with staff working group, by evening zoom, pending matter. (5-24-22) Advise Department Head on pending matter. (5-26-22) Discussion with Department Head on pending matter. (5-27-22) Provide Department Head approval of INK contract. (5-28-22) Discussion with Department head and staff on pending matter. (5-31-22;6-1-22) Assist with orderly public meeting on pending application for approval of preliminary and final development plan. (6-2-22) Assist P & D staff with question proposed on pending matter. (6-6-22) Review and approve “as to form” Planning and Development’s minute track resolution adopting Food and Farm Council “Master Plan”. Scheduled for P & D presentation to BOCC during June 9, 2022 public meeting. (6-7-22) Assist Department in arranging zoom conversation with staff and GIS. (6-15-22) *Reply to attorney for recent applicant.* (6-27-22) *Analyze ongoing project issue.* (7-1-22; 7-4-22) *Review scheduled CAR.* (7-6-22)

Riley County Public Information Officer: Finalize contract for Archive Social. Will present to BOCC for review and possible approval at public meeting on 11-29. Contract approved by BOCC. Zoom discussion with PIO, RCHD staff and Deputy County Counselor upcoming RCHD event and proper means of consent for photographing public participants. (5-13-22) Discuss by zoom with PIO and HR Manager social media issue. (5-25-22) Conversation from HR regarding the foregoing social media issue. (5-26-22) Discuss with PIO Riley County rules of conduct for those attending County public meetings. (5-26-22; 5-27-22) Provide fireworks resolution. (6-15-22)

Riley County Public Works: Provide legal advice on project. Review and approve “as to form” KDOT Local Road Safety Plan Agreement. (9-24-21) Answer question on project. (10-21-21) Review and approve as to form Transfer Station scales repair contract. (10-25-21) Review “Force Account Construction Engineering Inspection Services Agreement” for replacement of Bridge over Swede Creek. (11-2-21) Discuss with USDA final documents for Fairmont Heights closing and construction. (11-2-21) Complete review of “Force Account Construction Engineering Inspection Services Agreement” for replacement of Bridge over Swede Creek. (11-7-21) Calendar March 9, 2022 Township Officials meeting. (1-31-22) Assist with benefit district project staff discussion. (3-29-22) Participate in discussion with outside regulatory authority. (4-1-22) Prepare CAR for EPA consent order on University Park wastewater treatment facility. (4-14-22) Review consultant agreement for University Park wastewater project under consent order—prepare contractual provisions attachment for consulting firm’s review and approval. (4-19-22) Assist with pending EPA matter on University Park Benefit District. (5-20-22) Discuss EPA matter on University Park Benefit District with EPA counsel. (5-20-22) Schedule discussion with Dept. Head on immediately foregoing matter. (5-20-22) Discuss University Park Benefit District and EPA with Department Head. (5-24-22) Review matter involving bridge.(5-26-22) Discussion by Department Head of KDOT use of “speed trailers.” (5-26-22) Analyze potential contract. (5-28-22) Discussion with EPA counsel setting Friday, June 3, 2022 as date for my update to her on U.P. “ability to pay” forms and final form of consent order. I am reviewing wing final form of consent order and have previously advised other county staff of their role in completing “ability to pay” information. I will check on progress of those items tomorrow. (5-31-22) Work on other and unrelated pending litigation. (5-31-22) Conversation with Department Head regarding unrelated proposed easements. (5-31-22) Assist with pending litigation matter. (6-1-22) Scheduled through I.T. zoom discussion on 6-10-22 with Department Head and staff. (6-5-22) Zoom discussion with Department Head and staff regarding transfer station operation. (6-10-22) Microsoft Teams Meetings discussion with and Deputy County Counselor on potential project. (6-13-22) *Communication from state on potential project.* (6-24-22) *Analyze KDHE communication on county property.* *Reach out to Department Head.* (6-26-22) *Work on transfer station project.* (6-30-22). *Assist with transfer station project.* (7-6-22)

Riley County Register of Deeds: Provide legal advice. Conversation with ROD (8-2021). Conversation about county termination of contract. (9-22-21) Discussion with other party to contract. I can confirm contract will terminate as required by County. (9-22-21) Advise on departmental project. Discuss with ROD. (1-14-22) Assist Department Head with anticipated new project. (3-28-22; 3-29-22) Assist with project. (5-29-22) Complete negotiation of KanPay contract and provide advice to Department Head. (6-9-22)

Riley County Treasurer: Advise on property tax issue. (10-6-21)

PROFESSIONAL ASSOCIATION & CLE MATTERS:

County Counselor Association of Kansas: Arrange for Continuing Legal Education seminar speaker to present at June 17, 2022 mid-year CLE of the County Counselors Association of Kansas. (4-1-22) Participate in Board meeting of CCAK. (4-20-22) Attend summer CLE webinar from office. (6-17-22)

Kansas Association of Counties: KAC Annual Meeting (**October 19, 2021**): Accepted invitation to participate on panel discussion before the general KAC membership regarding “Dark Store” and Riley County’s experience on the issue. Prepare for panel discussion. (9-29-21) Review and work on presentation of power point for presentation scheduled for 10-18-21. (10-16-21; 10-17-21) Participated in panel discussion during KAC annual meeting. (10-18-21)

Continuing Legal Education: Attended, in lieu of lunch hour, 1 hour CLE webinar on elimination of gender bias in legal practice. University of Missouri Kansas City School of Law. (6-6-22)



MUSEUM
Staff Update

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

STAFF REPORT

FROM: Katharine Hensler
MEETING: July 11, 2022
SUBJECT: Riley County Historical Museum Staff Update
PRESENTER: Katharine Hensler

Riley County Historical Museum

Staff Update, July 11, 2022

1. New Activities - On June 28, Director Hensler attended the City of Manhattan Commission meeting to present the Society's annual Wolf House financial support request of \$5,000. The City has provided ongoing annual support for Wolf House operations and activities. If granted, these funds will provide operational support for the site as well as off-set expenses associated with the annual 4th grade field trip programming offered to all Riley County schools.

The Museum Board of Trustees will meet on July 19. The Society Board does not meet over the summer months, but will resume their monthly meetings on September 14.

2. Visitation and Tours - In June, there were around 237 visitors to the Museum and Goodnow House.
3. Education and Outreach - The Museum hosted a group from Kindercare Learning Center who toured the exhibits and participated in hands-on activities on June 7th (14 attended).

Provided a virtual tour of Historic Downtown Manhattan for K-State's Global Campus annual retreat (18 attended).

Participated in the KMAN In Focus radio interview discussing historic hotels which included the Wareham and Gillett Hotels.

Presented to the Manhattan Welcome Club (46 in attendance) on Eureka Lake Electric Park. The electric amusement park, developed in 1913 by Manhattan Interurban Railway owner Will R.

West, stood just five miles west of Manhattan. The twenty-seven acre park contained rustic walking paths, baseball diamond, merry-go-round, and statuary from the Chicago World's Fair, among variety other summer amusements.

The Museum participated in celebrating Juneteenth at the Pioneer Log Cabin in City Park. We appreciate the help of our wonderful docents who shared information about the Museum, the Exoduster Movement in Riley County, and provided hands-on demonstrations with historical games and toys.

Presented to Garden Grove Church National Residences on the Manhattan, Kansas African American History Trail. The program discussed topics such as the history of the Underground Railroad in Riley County, the Exoduster Movement of 1879, and stories of individuals such as George Giles who played baseball for the Kansas City Monarchs and hosted numerous guests in his home such as Jackie Robinson, Satchel Paige, Buck O'Neil, Lena Horne, Marian Anderson, and Duke Ellington.

Presented to Lamb of God Preschool at First Lutheran Church for "Thinking Thursdays" in which the preschoolers learned about early Riley County history and to use their five senses to understand historical objects (14 attended).

4. Collections - On June 23, the Society's Collections Committee met at the Museum to review and discuss new donations, but also reviewed and made updates/edits to the Collections Management Policy. Since then, the Museum staff has made those recommended edits to the document and it is currently being prepared for review by the Society. Upon that review and approval, it will be submitted to the Museum Board of Trustees for their review and approval. Ideally, this will be completed by October 2022 due to meeting schedules. This is being conducted at this time as it is due for review every 3 years in order keep up with best practices.

During the last month, we had five new donations that included 25 items. Our Curator of Collections, Dawn Munger also processed one donation from earlier in the year (consisting of 7 items), one staff acquisition item, and 1 Found In Collection item. These were accessioned/cataloged into the collection.

5. Archives and Library - In the month of June, a new intern named Emily Ward began working at the Museum. She is a student at KU, but she is spending her summer in town with her family and reached out to the Museum to volunteer her time. She is a student of Anthropological Genetics Research and will be with us until she returns back to school this fall. She is currently assisting with an archival project involving the map collection.

Curator of Library and Archives, Linda Glasgow continues to receive and complete research requests from the public. These cover topics from anything from family genealogy, research on historic properties, requests for article contents, photos, and managing the appropriate terms of use for each.

6. Building and Grounds - The month of June sent a few maintenance issues our way. Fortunately, there was little damage caused by the storms, however, through the multiple power outages we learned that there were issues with our security system as well as our overall electrical system. The security system issue has been resolved, and we are currently working with Public Works to repair the electrical issue.

7. Special Projects - No current report
8. RCHS - Last month, we reported on the repairs that need to be conducted at the Wolf Photography Studio, a property of the RCHS. We are currently receiving bids from contractors and should, by the end of this month, have all bids received and reviewed.

We have been coordinating meetings with Society Committees and currently have met with Collections, Preservation, Membership, and have upcoming meetings with Programs, Communications, the ad-hoc committee for the Cheryl Collins Memorial. They are bringing the new museum director up to speed with history, past activities, and responsibilities of each committee, and from there, generating discussion on future projects and involvement.

As mentioned above, the Society will resume their regular monthly meetings on September 14.

Enclosures:



Riley County Salary Study

July 2022

In Spring of 2022 the Riley County Board of County Commissioners requested an internal salary study be performed. Human Resources has spent several months compiling and analyzing salary data from area competitors including the City of Manhattan, Riley County Police Department, multiple county governments in our region and private employer comparisons. The following is an overview of the process and the information collected.

Please be assured countless hours, careful thought and serious analysis of job duties and competitive wages has been performed with the understanding of the potential impact for Riley County employees, Departments, services and citizens. Many people were brought into this process including several department heads, supervisors, and employees, as well as outside resources and advisors.

It goes without saying the people of Riley County are the most important asset for the county and the total compensation package offered by the County is not only the first aspect potential employees look at, but also has the most personal effect for employees during their tenure with Riley County. No person has a dollar value; the pay ranges presented by this study reflect the dollar value the local labor market demands in exchange for specific knowledge, skills, and abilities combined with the responsibility level designed into the position.

Riley County's last compensation study and thorough job analysis was completed in January of 2009. Over the last 5-plus years, several commissioners, elected officials, and department heads have discussed the need to review and update the current pay scales. The events of 2020 and 2021 have made the need to review our salary structure imperative. The historical changes in our labor pool and refocus of the priorities of workers has affected every department's hiring and retention ability.

Historically, Riley County has deviated from the approved compensation plan, by not approving merit and/or Cost of Living Increases. This began a progressive decline of our competitiveness for talent.

Based on these decisions, the competitiveness of Riley County's pay structure in comparison with similar positions, is diminished.

To further complicate the hiring and retention strategy, millions of people have left the job market since 2020. There are fewer workers available, and more employers vying for talent. Almost 50% of all businesses report job openings, and nearly 75% of employers have either raised pay rates or plan to do so this year. In fact, national and regional surveys are telling us up to 64% % of employees are either actively looking for new position or considering doing so this year! Furthermore, the national focus on \$15/hour minimum wage has pushed entry level positions up to, and above, that point, causing some of the jobs which lay the foundation for our departments to become incredibly underpaid compared

to the market rate. For these reasons, the knowledge, skills, and abilities needed to perform our job duties is simply more expensive, the rate for labor has increased sharply over the last year and a half.

To have a common understanding of terminology, for the purposes of this study, the use of the terms “market” or “market rate” refer only to the wages paid for positions similar to the base requirements of our positions in our local or regional area. This is not a reflection of the value of any one employee or person at Riley County, but simply a dollar value currently being demanded as the common pay rate for a certain set of knowledge, skills and abilities combined with the responsibility level of the position at Riley County. Human Resources has worked hard to get as accurate of data as possible for the area in which we are likely to hire people to fill our vacant positions from. This data, at times, can be hard to find, difficult to compare and not always accurate, therefore I have worked hard to make accurate comparisons.

We know the personnel costs are our highest expense. The cost of turnover and unfilled positions can be managed by creating a competitive compensation plan and adhering to it through economic turns.

The cost of not having a competitive pay scale is also great. Riley County has experienced increased staff turnover which costs time and money in lost productivity, and inability to provide services to citizens in a timely and quality manner. There is also a significant cost to hire and train new employees. Our time to fill open positions has also increased greatly which extends the cost, and also puts pressure on the employees who are picking up the extra tasks, and potentially causes further turnover.

In 2022, as of July 1, we are on track to have 106 jobs posted this year (in April, my projection had been 84). The cost estimate of this is hard to nail down, but some estimates include:

- \$39,120 in Human Resource admin costs
- \$31,800 in advertising costs
- \$6310 in department head costs, just to open position
- SHRM estimates turnover costs between 6 to 9 months of that employee’s annual salary.
 - Riley County average salary in 2022 is \$54,862.46 annualized
 - This puts the total impact of turnover for 2022 to \$2,907,686 (estimated at 6 months’ salary)

With both city of Manhattan and Riley County Police Department approving salary increases for 2022 and 2023, not to mention the countless local businesses who have done the same, these costs will continue to rise unless we are able to manage them more effectively.

Riley County has long used a formal pay process including pay scales for its compensation practices. This philosophy is based in the belief employees should be paid fairly and should be able to understand and look forward to consistent pay practices at the County; not only does this affect recruitment, but this stability has significant impact on retention, morale and employee engagement which leads directly to the quality of service provided by Riley County employees. By following a set pay process, including formalized pay scales, we are:

- Ensuring consistency within our positions and the people performing those duties.
- Managing our labor costs by reducing turnover and productivity issues
- Attracting top talent for our open positions
- Predicting our labor costs for budgetary purposes

- Motivating employees to perform at high levels and meet or exceed goals
- Highlighting the culture of Riley County as an employee who values its employees
- Creating the ability to compete in the talent market, filling our open positions efficiently
- Creating transparency for our wages compared to positions – people know what they can expect in each position and at each level of employment
- Diminishing the possibility of pay differences in similar jobs which can lead to claims of discrimination
- Supporting employee tenure because of the consistency of fair pay
- Ensuring Riley County is following federal, state, and local laws regarding pay
- Updating our pay practices to be consistent and reliable into the future

The proposed pay scale and pay process resulting from this salary study is designed to bring Riley County into a position of competitive pay to secure qualified and engaged employees long-term. This proposal is an updated, recommended best-practice to move the County back into a position of employer of choice.

The result of analyzing data and comparing Riley County positions is a realignment of positions into new pay ranges reflective of the current labor market and labor trends specifically in our County and neighboring labor markets.

The final proposal is a phased implementation, with the first phase already approved by the Commissioners for a mid-year increase. The second phase is proposed for the 2023 payroll year and would be effective December 24, 2022.

The following is a compilation of data collected through this process making a comparison of current county pay rates, with the proposed pay rate and comparable data from the City of Manhattan's salary study and peer data from various other counties.

Comparable:	Reno, Leavenworth, Douglas, Shawnee		Note- several counties currently conducting study: Geary, Harvey, Douglas will receive \$600k in compression pay, Leavenworth will receive 6% in July		
	Peer info from Douglas County study raw data				
	Current Min	Riley County Proposed Min	Douglas County Annual	MHK Annual	Peer
County Attorney	\$ 140,249.57	\$ 151,852.12	\$ 169,748.00	\$147,183.00	\$ 135,740.00
County Clerk	\$ 111,080.01	\$ 120,269.42	\$ 111,820.00	(current) \$174,073	(Administrator- Leavenworth)
County Commissioner	\$ 39,334.70	\$ 42,588.78	\$ 39,624.00	NA	(Leavenworth) \$46,4
County Treasurer	\$ 93,254.18	\$ 100,968.90	\$ 111,820.00	\$111,428.00	(Leavenworth) \$106,241
Register of Deeds	\$ 93,254.18	\$ 95,226.58	\$ 111,820.00	NA	Leavenworth) \$89,74

	Current Min	Riley County Proposed Min	Douglas County Annual	MHK Annual	Peer
		Riley County Proposed Min		MHK Annual Min	Peer
Public Information Officer		\$80,071.00		\$ 79,591.00	(Wyandotte) \$86,140
Staff Development Specialist	\$ 78,374.75	\$84,858.52		\$ 79,591.00	(Butler - 3 trainers) \$64,801
Museum Director	\$ 78,374.75	\$84,858.52		\$ 105,511.00	(Douglas) \$73,262 (Am Midwest Mus Ave) \$86,726
Budget & Finance Officer	\$ 82,941.71	\$89,803.30		median - \$94,624.00	(Douglas) \$98,675
Noxious Weed Director	\$ 87,950.61	\$89,803.30		NA	
Human Resource Manager	\$ 82,941.71	\$95,226.58		\$ 107,520.00	(RCPD) \$105,032.75
Assistant EMS/Ambulance Dir-Dep Chief	\$ 87,950.61	\$95,226.58		\$ 99,840.00	
Community Corrections Director	\$ 98,852.37	\$95,226.58		NA	(Reno) \$93,620
Emergency Management Director-Fire Chief	\$ 98,852.37	\$107,030.21		\$ 125,798.00	(Reno) \$98,176-no Fire
Advanced Practice Register Nurse (APRN)	\$ 98,852.37	\$107,030.21		NA	(Salary.com MHK Ave) \$106,917
Information Technology Director	\$ 98,852.37	\$107,030.21		\$89,142.00	(Shawnee) \$119,418
County Appraiser	\$ 111,080.01	\$107,030.21		\$99,840.00	(Leavenworth) \$98,114
Planning and Development Director	\$ 117,709.45	\$107,030.21		\$ 107,520.00	(Leavenworth) \$92,414
Assistant County Attorney	\$ 104,745.20	\$113,410.55		\$99,840.00	(Sedgewick) \$109,512
Assistant County Engineer	\$ 104,745.20	\$113,410.54		\$99,840.00	
Assistant County Counselor	\$ 104,745.20	\$113,410.55		\$99,840.00	(Sedgewick) \$109,512
EMS/Ambulance Director	\$ 117,709.45	\$127,447.30		\$ 125,798.00	(Leavenworth) \$108,301
Health Dept Administrator	\$ 117,709.45	\$127,447.30		\$ 125,798.00	(Reno) \$93,496
Public Works Director/Engineer	\$ 124,780.86	\$135,103.71		\$ 125,798.00	(Leavenworth) \$158,721
County Counselor	\$ 140,249.57	\$151,852.12		\$ 147,183.00	(Leavenworth) \$142,183

Attachment: Riley County Salary Study Presentation (12282 : Salary Study Presentation)

		Current Min	Riley County Proposed Min	Douglas County Annual	MHK Annual	Peer
Elect	Temp Election	\$ 9.88	\$11.00			(Douglas) \$10.91
SEA	Seasonal Labor	\$ 9.88	\$14.00		\$12.16	(Douglas) \$14.12
TAS	As-Needed Museum, Clerical, Interns,	\$ 11.58	\$15.00		\$12.17	(Douglas) \$14.12
1	On-call JIAS, Eng. Tech Intern, UA Tech, Legal Intern, As-Needed Legal Clerk, Custodian I, Receptionist,		15.50 \$32,240		\$15.44 \$32,124	(Reno) \$15.05 \$31,304
2	Museum Assistant, As-Needed Security,		\$16.00			
3	Breastfeeding Peer Counselor, Legal Receptionist, Custodian II		\$17.00 \$35,360		\$17.03 \$35,417	(Reno) \$16.20 \$33,696
4	Customer Svc Rep I, Record Assistant I, Admin Assist I		\$17.34 \$36,067		\$17.88 \$37,188	
5	Traffic Control Technician, Mechanic Tech I, Medical Clerk, WIC Clerk, Account Clerk, Admin Clerk, Roadside Maint, I, Appraiser I PP, Facility & Grounds Tech I, Facility Tech, Customer Svc Rep II,		\$19.03 \$39,582		\$19.31 \$40,163	(Leavenworth) \$18.57 \$38,628
6	Legal Secretary		\$19.75 \$41,080		\$19.31 \$40,163	(Douglas) \$19.17 \$39,874
7	Public Work Oper II, Mechanic Tech II, Admin Assist II, Office Assist II, Records Assist II, Appraiser II-Residential, Facility&Grounds II, Tech Asst/Trng Coord, Sales Verification & QC, Admin Clerk II,		\$20.50 \$42,640		\$19.31 \$40,163	(Leavenworth) \$19.66 \$40,893
8	Clerk Analyst(Tax, AP, HD), Admin Analyst		\$21.15 \$43,992		\$20.85 \$43,376	(Douglas) \$19.17 \$39,874
9	RR Literacy Facilitator, Appraiser II - Personal Property/Ag, EM Planner, Clerk Analyst II		\$22.13 \$46,030		\$22.52 \$46,846	
10	Appraiser II-Comm, Utility Technician, Community Liaison - Health Found, Comm Pesticide Appl		\$23.93 \$49,774		\$24.32 \$50,593	(Leavenworth) \$23.64 \$49,171
11	GIS Technician, Information Technology Tech, Licensed Practical Nurse- LPN, Victim/Witness Coord, Child Car Facilitator, ISO I, Admin Trial Asst, Maternal Child Health Home Visitor, IRIS Community Coordinator,		\$24.90 \$51,732		\$24.32 \$50,593	(Reno) \$19.77 \$41,121
12	Info Tech Spec, GIS Specialist, Purchasing Agent, Curator, Appraiser III-Res, Pers Prop, ISO II, Parks Supervisor, Child Care Surveyor, Asst Veh Supervisor, Interpreter, Custodial Manager, Intensive Supr/Case Mngr, Clinic Coordinator,		\$25.92 \$53,913		\$25.22 \$52,455	(Leavenworth) \$25.50 \$53,040
13	Election Sr Analyst, PW Senior Analyst, System Analyst, Traffic Control Supervisor, Appraiser III (Land, Comm), Appraiser IV-Comm, As- Needed Eng. Tech, Engineering Tech, Bilingual Navigator, Real Estate Spec, P&D Compliance Spec, GIS Analyst, Emerg Response Coordinator, P&D Compliance Specialist		\$26.98 \$56,118		\$27.24 \$56,652	(Douglas) \$24.83 \$51,646
14	Asphalt Supervisor, Bridge Supervisor, Dietitian, Facility Supervisor, Gravel Road Super, Facility Supervisor, Gravel Road Super, Health Educator, Zoning Enforce Office,		\$28.10 \$58,448		\$27.24 \$56,652	(Douglas) \$27.05 \$56,264
15	Assistant Emerg Mgt Director, Dep Fire Chief, Senior Legal Assistant, NW Asst Dir/Haz Waste Prog Coord		\$29.28 \$60,902			(Douglas) \$29.48 \$61,318
16	Appraisal Analyst, Commercial RE Analyst, As Needed Commercial RE Analyst, Administrative Services Manager, Deeds Super/Deputy, Office Manager, Shop Supervisor, Social Worker, Senior GIS Analyst, P&D Enviro Health Specialist		\$30.51 \$63,461		\$30.50 \$63,450	(Douglas) \$29.48 \$61,318
17	Parks Mgr., Tax Supervisor, Vehicle Supervisor, Child Care Licensing Supr, AP/payroll & Bene Spec, ,		\$31.80 \$66,144		\$30.50 \$63,450	(Salary.com-MHK ave) \$31.00 \$64,479
18	Elections Supr, GIS Manager, Health Equity Nurse, Public Health Nurse, WIC Supervisor,		\$33.17 \$68,994			
19	P&D Planner, Clinic Supervisor, Mother Child Health Supervisor,		\$34.60 \$71,968		\$34.17 \$71,064	(salary.com-MHK Ave- nurse) \$31.37 \$65,257
20			\$36.09 \$75,067			
21	Network Systems Admin, ,		\$37.67 \$78,354		\$38.26 \$79,531	(Douglas) \$32.17 \$66,914
22			\$39.32 \$81,786		NA	(Leavenworth) \$39.42 \$81,994
23	Ops/Fleet Mgr., Asst Co Appraiser,		\$41.05 \$85,384		\$42.86 \$89,142	(Leavenworth) \$39.42 \$81,997

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