



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

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Purchase authorization for Brush110 skid unit, dirt work for Ashland Fire Station 102, dirt work for University Park Fire Station 110
4. Signing of 2024 Extension Budget
5. Riley County Trash Services 2023 - Staff Recommendation
6. Advisory Board appointment letters and Resolution
7. Sign Riley County Employee Action Form(s)
8. Discuss Joint City/County/County Meeting Agenda
9. Intergovernmental Luncheon Agenda
10. Approve payroll/accounts payables (when completed)

Review Minutes

11. Board of Riley County Commissioners - Regular Meeting - Jul 10, 2023 8:30 AM

Review Tentative Agenda

12. Tentative Agenda

Press Conference Topics

13. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

14. Administrative Work Session
15. Executive session to discuss confidential legal advice regarding potential litigation issues

9:20 AM

Clancy Holeman, Counselor/Director of Administrative Services or

Shelley Woodard, Deputy County Counselor

16. Temporary Construction Easement for North County EMS Station

9:30 AM**Budget and Planning Committee - Rich Vargo, County Clerk**

17. Monthly Cash Flow Report for June 2023

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

18. Economic development update

10:00 AM**Rich Vargo, County Clerk**

19. 2024 COLA Adjustment and Budget

1:30 PM**Leave for Fence View in north county**

20. This fence view will be held today, beginning at approximately 2:00 p.m., when the BOCC, County Clerk, and County Counselor arrive at the property. The landowner applicant requesting the fence view is Craig Hopkins and the adjoining landowner neighbor is Janet Pralle. The partition fence to be “viewed” by the BOCC is between the two properties at the following location: From the South: Take Route 77 north to Indian Hill Road. Turn right (east) onto Indian Hill and follow approximately 1 mile to the property on the left. Dilapidated wooden barn and stone garage foundation visible on the left. From the North: Take Route 77 south to Indian Hill Road. Turn left (east) onto Indian Hill and follow approximately 1 mile to the property on the left. Dilapidated wooden barn and stone garage foundation visible on the left. This fence view will begin at approximately 2:00 p.m. and will end by 3:00 p.m.

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.



**EMERGENCY
MANAGEMENT/FIRE**
Purchase

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

COMMISSION AGENDA REPORT

FROM: Russel Stukey Fire Chief

MEETING: July 13, 2023

SUBJECT: Purchase authorization for Brush110 skid unit, dirt work for Ashland Fire Station 102, dirt work for University Park Fire Station 110

PRESENTER: Russel Stukey Fire Chief

BACKGROUND

BOCC approved quotes last week. Seeking signature on purchase authorizations.

FISCAL IMPACT

Skid unit \$17,160

Ashland St. 102 dirt work \$14,285

University Park St. 110 dirt work \$17,170

RECOMMENDATION(S)

Staff recommends authorizing purchases.

POSSIBLE MOTION(S)

Move to approve purchase authorization for Brush 110 skid unit.

Move to approve purchase authorization for Ashland Station 102 dirt work.

Move to approve purchase authorization for University Park Station 110 dirt work.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Purchase Authority B110 skid unit 6_15_06 (DOC)
- Purchase Authority St.102 dirt work 6_15_06 (DOC)
- Purchase Authority St.110 dirt work 6_15_06 (DOC)

RILEY COUNTY

PURCHASE AUTHORIZATION NO _____

Department Riley Co. Fire District #1 Date July 7, 2023Estimated Cost \$17,160 Fund RCFD #1 Fund 183Description Replacement Skid Unit (tank/pump/plumbing) for Brush 110New _____ Replacement x _____

Procurement Type

- _____ Competitive Sealed Bid, Board of County Commission opens
- _____ Competitive Proposal submitted to Board of County Commission
- x _____ Sole Source (exempt) by Department Head
(Obtained three quotes)
- _____ Emergency by Department Head
- _____ Used Equipment (exempt) by Department Head

2.204 Small Purchases.

(1) Any non-office technology related procurement valued at less than \$20,000.00 may be made in accordance with small purchase procedures, provided, however, that procurement requirements shall not be artificially divided so as to constitute a small purchase under this Section. Small purchase procedures require the Department Head to approve any purchase ranging in size from no cost, to \$20,000.00. Competitive bidding is not required for small purchases, but the purchaser will attempt to purchase the least expensive item available.

(2) All office technology related purchases, to include, but not be limited to all hardware, software, and peripheral devices shall be ordered and purchased by the Information Systems Department. Purchases made from funds other than the General Fund shall be approved and ordered by the Information Systems Department, with the actual purchase being paid out of the appropriate funds. The Information Systems Department shall coordinate these office technology-related purchases to ensure that uniform, standardized, and necessary equipment is purchased, to obtain competitive pricing, and schedule installation of the new equipment. Exceptions to this requirement include cables, printer cartridges, and other consumable goods, which the Information Systems Department will assist with, if the Department Head so wishes.

4.402 Professional Services.

(1) Applicability. Professional services shall be procured as provided in this Section except when the cost of such services is less than \$10,000 or when a state of emergency exists.

Requested by:

Approved by:

Russel Stukey Fire Chief __________
Chairman, Board of County Commissioners

ATTEST:

Member_____
County Clerk_____
Member_____
Date

RILEY COUNTY

PURCHASE AUTHORIZATION NO _____

Department Riley Co. Fire Dist. #1 Date July 7, 2023Estimated Cost Max \$14,285 Fund RCFD #1 Fund 185Description Dirt work for Ashland Fire Station 102New x Replacement _____

Procurement Type

- _____ Competitive Sealed Bid, Board of County Commission opens
- x Competitive Proposal submitted to Board of County Commission
- _____ Sole Source (exempt) by Department Head
- _____ Emergency by Department Head
- _____ Used Equipment (exempt) by Department Head

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Requested by:

Russel Stukey Fire Chief

Approved by:

Chairman, Board of County Commissioners

ATTEST:

Member_____
County Clerk_____
Member_____
Date

Attachment: Purchase Authority St.102 dirt work 6_15_06 (13567 : New Purchase Order)

RILEY COUNTY

PURCHASE AUTHORIZATION NO _____

Department Riley Co. Fire Dist. #1 Date July 7, 2023Estimated Cost Max \$17,170 Fund RCFD #1 Fund 185Description Dirt work for University Park Fire Station 110New x Replacement _____

Procurement Type

- _____ Competitive Sealed Bid, Board of County Commission opens
- x Competitive Proposal submitted to Board of County Commission
- _____ Sole Source (exempt) by Department Head
- _____ Emergency by Department Head
- _____ Used Equipment (exempt) by Department Head

2.204 Small Purchases.

(1) Any non-office technology related procurement valued at less than \$20,000.00 may be made in accordance with small purchase procedures, provided, however, that procurement requirements shall not be artificially divided so as to constitute a small purchase under this Section. Small purchase procedures require the Department Head to approve any purchase ranging in size from no cost, to \$20,000.00. Competitive bidding is not required for small purchases, but the purchaser will attempt to purchase the least expensive item available.

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4.402 Professional Services.

(1) Applicability. Professional services shall be procured as provided in this Section except when the cost of such services is less than \$20,000 or when a state of emergency exists.

Requested by:

Russel Stukey Fire Chief

Approved by:

Chairman, Board of County Commissioners

ATTEST:

Member_____
County Clerk_____
Member_____
Date

Attachment: Purchase Authority St.110 dirt work 6_15_06 (13567 : New Purchase Order)



EXTENSION
Budget

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

COMMISSION AGENDA REPORT

FROM: Gary Fike
MEETING: July 13, 2023
SUBJECT: Signing of 2024 Extension Budget
PRESENTER: Gary Fike

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:

- Riley Co Extension 2024 budget (PDF)

BUDGET FOR THE Riley COUNTY EXTENSION COUNCIL

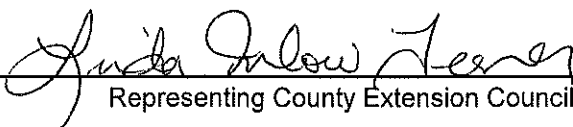
For the period from January 1, 2024 to December 31, 2024 This budget is prepared
in accordance with K.S.A. 2-610 as amended.

EXPENDITURES

Printing, Audit, Treasurer Bond, Liability Insurance.....	\$7,000
Telephone.....	\$5,520
Rent, Heat and Lights.....	\$0
Supplies, Stationery, and Postage.....	\$5,500
Equipment	\$12,000
Educational Program Support.....	\$12,000
Travel.....	\$9,700
Subsistence.....	\$3,500
Salaries and Wages.....	\$605,000
Employee Benefits.....	\$150,000
.....	\$0
.....	\$0
Sub-Total.....	\$810,220
Nonappropriated Funds (Reimbursable Transactions).....	\$150,000
Capital Outlay Reserve	\$0
TOTAL EXPENDITURES.....	\$960,220

Receipts

Unencumbered Cash balance.....	\$68,220
Kansas State University.....	\$74,620
County Appropriation.....	\$667,380
Interest	\$0
Other	\$0
Sub-Total.....	\$810,220
Nonappropriated Funds (Reimbursable Transactions).....	\$150,000
Capital Outlay Reserve	\$0
TOTAL RECEIPTS.....	\$960,220

Proposed 
Representing County Extension Council

Date 7-5-23

Proposed
and
Approved* 
Representing the Director of Extension

Date 07/10/2023

Approved _____
Representing Board of County Commissioners

Date _____

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

KSU 8-1 (2011)

Attachment: Riley Co Extension 2024 budget (13568 : Signing of 2024 Extension Budget)



PUBLIC WORKS
Recommendations

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

COMMISSION AGENDA REPORT

FROM: Evan McMillan, Assistant Public Works Director

MEETING: July 13, 2023

SUBJECT: Riley County Trash Services 2023 - Staff Recommendation

PRESENTER: Evan McMillan, Assistant Public Works Director

On July 6, 2023, at 10:30 a.m., a total of two (2) bids were received in response to the publicly advertised Invitation to Bid for Riley County Trash Services.

Based on our review of the two (2) received bids listed below, we recommend awarding the bid to the lowest bidder, Howie's Trash Service, in the amount of \$26,734.80 per year, with the option to renew the contract annually for four (4) additional years.

Howie's Trash Service:	\$26,734.80
Waste Management:	\$31,296.00

If you are in agreement with this recommendation please consider the following action item:

1. Award the contract to Howie's Trash Services in the amount of \$26,734.80 per year; with the option to renew the contract annually for four (4) additional years.

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:

- Bid Tab_Riley Co Trash Services (PDF)

**RILEY COUNTY PUBLIC WORKS
BID TABULATION**

DATE: Thursday, July 6, 2023
PROJECT NO.: #060123
PROJECT NAME: Riley County Trash Services

				Howie's Trash Service 625 S. 10th St. Manhattan, KS 66502		Waste Management of KS 2300 Elmdale Dr Junction City, KS 66442	
Item Description	Quantity	Unit		Unit Price	Total	Unit Price	Total
Courthouse Plaza							
2 - 2 yd dumpsters	12	Monthly		\$513.00	\$6,156.00	\$711.00	\$8,532.00
Emergency Medical Services							
1 - 2 yd dumpster	12	Monthly		\$79.20	\$950.40	\$82.00	\$984.00
Fair Board							
1 - 6 yd dumpster	12	Monthly		\$256.50	\$3,078.00	\$270.00	\$3,240.00
1 - 8 yd dumpster	12	Monthly		\$289.80	\$3,477.60	\$323.00	\$3,876.00
Noxious Weed/HHW							
1 - 6 yd dumpster	12	Monthly		\$151.20	\$1,814.40	\$135.00	\$1,620.00
Museum							
1 - 96 Gallon	12	Monthly		\$22.00	\$264.00	\$21.00	\$252.00
Parks							
1 - 2 yd dumpster	12	Monthly		\$79.20	\$950.40	\$82.00	\$984.00
1 - 4 yd dumpster	12	Monthly		\$118.80	\$1,425.60	\$109.00	\$1,308.00
1 - 2 yd dumpster	12	Monthly		\$79.20	\$950.40	\$82.00	\$984.00
Public Works							
1 - 2 yd dumpster	12	Monthly		\$79.20	\$950.40	\$82.00	\$984.00
1 - 6 yd dumpster	12	Monthly		\$151.20	\$1,814.40	\$135.00	\$1,620.00
1 - 2 yd dumpster	12	Monthly		\$79.20	\$950.40	\$82.00	\$984.00
Health Department							
1 - 2 yd dumpster	12	Monthly		\$164.70	\$1,976.40	\$247.00	\$2,964.00
1 - 1.5 yd dumpster	12	Monthly		\$164.70	\$1,976.40	\$247.00	\$2,964.00
Grand Total				\$2,227.90	\$26,734.80	\$2,608.00	\$31,296.00
Bid Bond Included				Yes		Yes	



COUNTY CLERK & ELECTIONS
Boards

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Senior Administrative Assistant

MEETING: July 13, 2023

SUBJECT: Advisory Board appointment letters and Resolution

PRESENTER: Cindy Kabriel, Senior Administrative Assistant

POSSIBLE MOTION(S)

Move to approve the following appointments and Resolution No. 071323- , A Resolution appointing Riley County representatives to Council/Advisory Boards.

Matthew Rutkowski Comm Dist 1	July 13, 2023- December 31, 2025	Riley County Public Health Council 3 year
Katherine Pope Comm Dist 2	August 1, 2023- July 31, 2027	North Central Kansas Libraries System Board 4 year
Krista Long Comm Dist 2	No term expiration	Solid Waste Management Committee

Enclosures:

- 07-13-23 board info (PDF)



BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
 Manhattan, Kansas 66501
 Phone: 785-565-6841
 Fax: 785-565-6841
 E-mail: boccc@rileycountyks.gov

July 13, 2023

Matthew Rutkowski
 1621 Baltimore Terrace
 Manhattan, KS 66502

Dear Matthew:

This is to confirm your appointment to the Public Health Advisory Council. We greatly appreciate your willingness to serve on this Council/Board and know that the Public Health Advisory Council will benefit from your contribution. Your term appointment is through December 31, 2025.

Sincerely,

Riley County Board of County Commissioners

Chairman

Member

Member

Attachment: 07-13-23 board info (13574 : Advisory Board Appointments)

Cindy Kabriel

From: Tasha R. Drake
Sent: Thursday, June 29, 2023 1:51 PM
To: Cindy Kabriel
Cc: Julie Gibbs
Subject: FW: Resignation from the PHAC
Attachments: Capture.JPG

Hi Ms. Cindy,

I am reaching out to let you know that Robert Callahan has submitted his resignation from PHAC. His last meeting was yesterday 06/28/2023.

PHAC reviewed the application for Mathew Ruthkowski, PHAC has voted unanimously to approve with 6 out of 9 members present. We would like him to fill Philip Lyles' seat. Philp Lyles resigned as of 05/31/2023 I have attached a copy of his resignation as well.

Robert Callahan's Resignation is in the message below.

Tasha R. Drake

Administrative Assistant II
 Riley County Health Department
 2030 Tecumseh Rd.
 Manhattan, KS 66502
 Phone: 785.776.4779 Ext. 7622

From: Robert Callahan <robert@manhattanmedgroup.com>
Sent: Thursday, June 29, 2023 8:39 AM
To: Philip Mattox <pmattox6@gmail.com>
Cc: Tasha R. Drake <trdrake@rileycountyks.gov>; Shanika Rose <rose@rileycountyks.gov>; Julie Gibbs <jgibbs@rileycountyks.gov>
Subject: Resignation from the PHAC

All,

Thank you again for the opportunity to serve with this phenomenal group!! I could not remember exactly who needed to be on this email so hopefully I included the correct group, please let me know if there are any further steps you need from me.

I will be forwarding an application to Dr. Ryan Vonderhorst who is a physician I trained with and I think would be a good fit to take my seat. Please let me know if there has been a change in the application process or any other information you need from me!

-Robert Callahan, D.O.

Attachment: 07-13-23 board info (13574 : Advisory Board Appointments)

Cindy Kabriel

From: noreply@civicplus.com
Sent: Wednesday, April 26, 2023 4:24 PM
To: Cindy Kabriel
Subject: Online Form Submittal: Advisory Council/Board Application Form

Advisory Council/Board Application Form

Personal Information

RILEY COUNTY APPLICATION FOR SERVING ON A COUNTY ADVISORY COUNCIL/BOARD

Following is a list of current County Advisory Council/Boards. If you have any questions or need additional information about the specific group(s) you are interested in, please contact the County Clerk's Office (565-6202).

Select the Board,
Commission, or Committee
applying for Riley County Public Health Council

PERSONAL INFORMATION

First Name	Matthew
Last Name	Rutkowski
Address1	1621 Baltimore Terrace
Address2	<i>Field not completed.</i>
City	Manhattan
State	KS
Zip	66502
Phone Number	9124451730
Business Address	1621 Baltimore Terrace
Business Phone Number	19124451730
Occupation	Army Facilities Manager
Email Address	Sarge.rutkowski@gmail.com

Attachment: 07-13-23 board info (13574 : Advisory Board Appointments)

Statement of Interest I am about to begin my MPH practicum and have organized health events in the area.

References

REFERENCES

Please submit at least one reference.

Reference Name Marvin
Reference Phone Number 7853078723
Reference Email Address *Field not completed.*
Relationship Friend

Reference Name *Field not completed.*
Reference Phone Number *Field not completed.*
Reference Email Address *Field not completed.*
Relationship *Field not completed.*

Reference Name *Field not completed.*
Reference Phone Number *Field not completed.*
Reference Email Address *Field not completed.*
Relationship *Field not completed.*

Sign and Submit

Type Your Name Matthew J Rutkowski

Thank you for your interest in serving Riley County

When an opening on a council/board occurs, the Riley County Commissioners will review the applications on file. If your application is selected, you will be contacted to confirm that you are still interested in serving on this council/board before an appointment is made.

All applications will remain on file for three years.

RE: PHAC Meeting 05.31.2023



Lyles, Phillip ARTHA DIQUON CIV DHA IRWIN ACH (USA) 

To: Tasha R. Drake

Cc: Julie Gibbs

Signed By: There are problems with the signature. Click the signature button for details.



Wed 05/31/2023 3:20 PM



Afternoon,

I am unable to attend this afternoons session, due to unforeseen changes at work. Please see below for resignation:

To the members of the Riley County PHAC,

I am resigning from my position as a voting member in the PHAC due to taking on a new position in another state. I thank you for having me as a member of the team.

Please accept this in lieu of me not being able to bring a written letter in person.

Thank you!

VR

Phillip A.D. Lyles, NCOA, AAHAM, BSHA/HM

Group Practice Manager

Fort Riley Department of Public Health

Office: 785-239-7344

Gov Cell: 785-410-4278





BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
Manhattan, Kansas 66501
Phone: 785-565-684
Fax: 785-565-684
E-mail: boccc@rileycountyks.gov

July 13, 2023

Katherine Pope
8884 Longhorn Lane
Manhattan, KS 66503

Dear Katherine:

This is to confirm your appointment to the North Central Kansas Libraries System Board. We greatly appreciate your willingness to serve on this Council/Board and know that the North Central Kansas Libraries System Board will benefit from your contribution. Your term appointment is through July 31, 2027.

Sincerely,

Riley County Board of County Commissioners

Chairman

Member

Member

Attachment: 07-13-23 board info (13574 : Advisory Board Appointments)

Cindy Kabriel

From: Eric Norris <[REDACTED]>
Sent: Thursday, July 6, 2023 10:04 AM
To: Cindy Kabriel
Cc: Sandy Wilkerson; [REDACTED]
Subject: Katherine Pope's Application
Attachments: Katherine Pope Riley County Application 07.2023.pdf

Hello Cindy,

Please see the attached for Katherine Pope's Application as the Riley County Appointee to the NCKLS System Board.

Would you mind letting us know when this makes it on the agenda?

Thank you and let me know if you need anything else.

Eric

Eric Norris

Director

[Manhattan Public Library](#)

629 Poyntz Ave, Manhattan, KS 66502

785-776-4741 | Direct: 785-320-5352

(he/him/his)

Attachment: 07-13-23 board info (13574 : Advisory Board Appointments)



RILEY COUNTY
APPLICATION FOR SERVING
ON A COUNTY ADVISORY COUNCIL/BOARD

Name Katherine Pope Date 7/6/2023
Address 8884 Longhorn Lane Manhattan KS 66503
Telephone (Home) (Work) Occupation mdale
785 - 760 - 4524 -
e-mail address: [REDACTED]

Following is a list of current County Advisory Council/Boards. Please use a separate application for each council/board for which you would like to be considered. If you have any questions or need additional information about the specific group(s) you are interested in, please contact the County Clerk's Office (565-6202).

- | | |
|--|--|
| ☐ Armed Forces Memorial Committee Board | ☐ Museum Board of Trustees |
| ☐ Big Lakes Developmental Center Board | ☐ North Central-Flint Hills Area Agency on Aging Advisory Board |
| ☐ Fair Board | ☐ Pawnee Mental Health Services Board |
| ☐ Food and Farm Council | ☐ Riley County Council on Aging Advisory Board |
| ☐ Hunters Island Water District Advisory Board | ☐ Riley County Parks Board |
| ☐ Joint Corrections Advisory Board | ☐ Riley County Planning Board/Board of Zoning Appeals |
| ☐ Judicial Nominating Commission—21st | ☐ Riley County Public Health Council |
| ☐ Law Enforcement Agency Board | ☐ Road and Bridge Advisory Board |
| ☐ (please fill out questions on the back of this application) | |
| ☐ Manhattan Urban Area Planning Board | ☐ Rural Economic Development Advisory Board |
| | ☐ Solid Waste Management Committee |

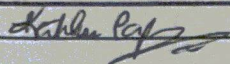
☐ NCKLS Systems Board

Please state why you are interested in serving on this council/board and indicate what training and expertise you would bring to this council/board (please use additional pages as needed).

I believe literacy is a big key to success and want to help where I can to ensure libraries have what they need. Hopefully this is one way to help out.

Please provide references: (Name, address and phone number)

Sillian Toms 1216 West 19th St Junction City, KS 66441 253-306-4053
 Mandy Hackett 2123 Unwind Chapman, KS 67431 785-410-2525

 Signature

When an opening on a council/board occurs, the Riley County Commissioners will review the applications on file. If your application is selected, you will be contacted to confirm that you are still interested in serving on this council/board before an appointment is made. All applications will remain on file for three years.

Please return this application (interested or not) to:
 County Clerk's Office, 110 Courthouse Plaza, Manhattan, Kansas
 66502

**THANK YOU FOR YOUR INTEREST IN SERVING RILEY
 COUNTY**



BOARD OF COMMISSIONERS

6.a

115 N. 4th Street, 1st Floor
Manhattan, Kansas 66501
Phone: 785-565-6841
Fax: 785-565-6841
E-mail: bocc@rileycountyks.gov

July 13, 2023

Krista Long
527 Winged Foot Way, Apt 204
Manhattan, KS 66502

Dear Krista:

This is to confirm your appointment to the Solid Waste Management Committee. We greatly appreciate your willingness to serve on this Council/Board and know that the Solid Waste Management Committee will benefit from your contribution.

Sincerely,

Riley County Board of County Commissioners

Chairman

Member

Member

Attachment: 07-13-23 board info (13574 : Advisory Board Appointments)

Cindy Kabriel

From: Amanda Webb
Sent: Thursday, June 22, 2023 1:11 PM
To: Cindy Kabriel; Lisa Daily
Subject: RE: Online Form Submittal: Advisory Council/Board Application Form

Thank you, Cindy.

I would like to nominate Krista Long for the Solid Waste Management Committee. She will be in the "other" (members at large) category.

-Amanda

From: Cindy Kabriel <ckabriel@rileycountys.gov>
Sent: Thursday, June 22, 2023 11:30 AM
To: Amanda Webb <awebb@rileycountys.gov>; Lisa Daily <ldaily@rileycountys.gov>
Subject: FW: Online Form Submittal: Advisory Council/Board Application Form

Cindy Kabriel
 Senior Administrative Assistant
 Riley County Clerk's Office
 110 Courthouse Plaza, B118
 Manhattan, KS 66502
 phone: (785) 565-6202
 fax: (785) 537-6394

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Thursday, June 22, 2023 11:28 AM
To: Cindy Kabriel <ckabriel@rileycountys.gov>
Subject: Online Form Submittal: Advisory Council/Board Application Form

Advisory Council/Board Application Form

Personal Information

RILEY COUNTY APPLICATION FOR SERVING ON A COUNTY ADVISORY COUNCIL/BOARD

Following is a list of current County Advisory Council/Boards. If you have any questions or need additional information about the specific group(s) you are interested in, please contact the County Clerk's Office (565-6202).

Select the Board, Commission, or Committee applying for

Solid Waste Management Committee

Attachment: 07-13-23 board info (13574 : Advisory Board Appointments)

PERSONAL INFORMATION

First Name	Krista
Last Name	Long
Address1	527 Winged Foot Way
Address2	Apt 204
City	Manhattan
State	KS
Zip	66502
Phone Number	(913) 563-9852
Business Address	8575 W. 110th Street, Suite 100, Overland Park, KS 66210
Business Phone Number	<i>Field not completed.</i>
Occupation	Environmental Engineer
Email Address	klong@scsengineers.com
Statement of Interest	As a resident of Riley County, I am committed to improving my community and making sustainable options more accessible to residents. I have a personal interest in increasing recycling and composting opportunities within our county, in addition to educating the community on best practices for waste reduction. My educational background includes a Bachelor of Science in Biological Systems Engineering and Environmental Science from Kansas State University. I have over 3 years of experience in the solid waste industry as a consultant. My professional experience includes assisting communities in the Midwest with waste reduction and integrated solid waste planning. I've done work for landfills, transfer stations, and compost facilities so I will bring a wide breadth of knowledge to this committee.

References

REFERENCES

Please submit at least one reference.

Reference Name	Anastasia Welch
Reference Phone Number	913-749-0703

Reference Email Address



Relationship

Supervisor

Reference Name

Field not completed.

Reference Phone Number

Field not completed.

Reference Email Address

Field not completed.

Relationship

Field not completed.

Reference Name

Field not completed.

Reference Phone Number

Field not completed.

Reference Email Address

Field not completed.

Relationship

*Field not completed.***Sign and Submit**

Type Your Name

Krista Long

Thank you for your interest in serving Riley County

When an opening on a council/board occurs, the Riley County Commissioners will review the applications on file. If your application is selected, you will be contacted to confirm that you are still interested in serving on this council/board before an appointment is made.

All applications will remain on file for three years.

Questions?

Please contact the County Clerk's Office during regular business hours.

Phone: (785) 565-6200

Address: 110 Courthouse Plaza, Manhattan, Kansas 66502

Email not displaying correctly? [View it in your browser.](#)

RESOLUTION NO. 071323-**A RESOLUTION APPOINTING RILEY COUNTY REPRESENTATIVES TO
ADVISORY BOARDS**

WHEREAS, Riley County has positions available to be filled on various boards; and

WHEREAS, the following positions are open and the county residents listed below are eligible and have indicated a willingness to serve; and

WHEREAS, the Board of Commissioners of Riley County, Kansas, desire to appoint these county residents to the boards and for the terms as indicated below:

Matthew Rutkowski Comm Dist 1	July 13, 2023- December 31, 2025	Riley County Public Health Council 3 year
Katherine Pope Comm Dist 2	August 1, 2023- July 31, 2027	North Central Kansas Libraries System Board 4 year
Krista Long Comm Dist 2	No term expiration	Solid Waste Management Committee

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of Riley County, Kansas, that the above referenced county residents are hereby appointed to the various county boards for the designated period of time.

ADOPTED this 13th day of July, 2023.

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

CHAIR

MEMBER

MEMBER

ATTEST:

RICH VARGO
Riley County Clerk

Attachment: 07-13-23 board info (13574 : Advisory Board Appointments)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: July 13, 2023

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2023-07 EMD KLewis EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Kyle Lewis**Status Change Date:** 07/10/2023**Status Change:** New Hire**Date of Hire:** 07/13/2020**Seniority:** 0 Month(s)**Position:** Intern**Position Type:** As-Needed**Pay Range:** TASND**Pay Type:** Hourly**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 1-10**Supervisor:** Laurie Harrison**Department Head:** Russel Stukey

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-07 EMD KLewis EAF (13579 : Employee Action Form (Green Sheet))

Cindy Kabriel

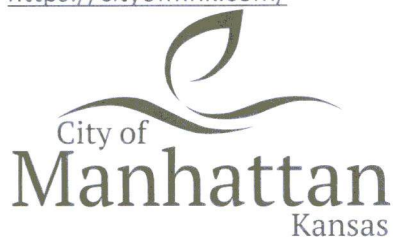
From: Brenda Wolf - Wolf@cityofmnhk.com
Sent: Friday, July 7, 2023 2:15 PM
To: Chad Kinsley; Cindy Kabriel
Cc: Brenda Wolf; Chelsea Johnson; Lauren Page
Subject: July 20th Joint City/County/County Meeting
Attachments: 072023 Agenda-Ci.docx

Happy Friday!

The next Joint City/County/County meeting is scheduled for Thursday, July 20, 2023, at the City. Attached is a draft agenda. The item currently on the agenda will take approximately 20-30 minutes. If there is/are other item(s) that need to be added to the agenda, please let us know before noon on Thursday, July 13, 2023.

Have a wonderful weekend!

Brenda K. Wolf
 City Clerk
 1101 Poyntz Avenue
 Manhattan, KS 66502
 785.587.2407
<https://cityofmnhk.com/>





AGENDA
JOINT CITY/COUNTY/COUNTY MEETING
CITY COMMISSION ROOM
CITY HALL
1101 POYNTZ AVENUE
MANHATTAN, KS 66502
THURSDAY, JULY 20, 2023
4:00 P.M.

1. Food and Farm Council Annual Report (Vickie James, Food and Farm Council Coordinator)
- 2.
- 3.



This meeting is being held in the City Commission Room at City Hall, 1101 Poyntz Avenue. In accordance with provisions of the ADA, every attempt will be made to accommodate the needs of persons with disabilities. Please contact the Human Resources Department (587-2443) for assistance.



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

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Rich Vargo, County Clerk

1. Year to date budget and expenditure reports

9:15 AM

David Adams, EMS/Ambulance Director

2. Staff update

9:30 AM

Press Conference

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

10:00 AM

Break

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

4. Administrative Work Session

12:00 PM

Law Enforcement Agency Meeting

Adjournment

Attachment: 07-17-23 tentative agenda (12853 : 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.

Attachment: 07-17-23 tentative agenda (12853 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
July 20, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

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

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

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

9:00 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:15 AM

Amy Manges, Register of Deeds

2. Staff update

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

9:50 AM

Break

10:00 AM

Gary Fike, County Extension Director

4. Staff update

10:15 AM

RCPD Director

5. RCPD update

10:30 AM

Ron Fehr, Manhattan City Manager

6. City of Manhattan General Update

11:00 AM

Bob Isaac, Planner

7. Public Hearing to present a final plat for Blue River Hills, Unit 7

Attachment: 07-20-23 tentative agenda (12853 : Tentative Agenda)

11:15 AM Julie Gibbs, Health Department Director

8. Staff update
9. Out of State Travel Requests

4:00 PM Joint City/County/County Meeting (at City Offices)

Adjournment

Announcement

Good Morning Manhattan will be held today 7:15 a.m. - 8:30 a.m. at the Four Points by Sheraton, 530 Richards Drive.

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



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Easement

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

COMMISSION AGENDA REPORT

FROM: Jana Chingway, Senior Legal Assistant

MEETING: July 13, 2023

SUBJECT: Temporary Construction Easement for North County EMS Station

PRESENTER: Clancy Holeman, County Counselor

BACKGROUND

It was discovered two weeks ago that the engineer did not plan for the temporary easement needed to construct the concrete forms necessary to pour the concrete driveway for the alley entrance to the North County EMS Station in Leonardville.

DISCUSSION

I've contacted the owner of the neighboring property (503 Barton Road) and negotiated a 10' by 100' temporary construction easement, at a cost of \$476.92.

Because Mr. Clark, the owner of the property, owed delinquent real property taxes in the amount of \$176.92, a check in that has been written to the Riley County Treasurer to pay off the taxes, and the remaining \$300.00 has been paid to Mr. Clark.

POSSIBLE MOTION(S)

- A. "I move the Board approve the payment of \$476.92 to Glenn Clark for the temporary construction easement."
- B. "I move the Board not approve the payment to Glenn Clark for the temporary construction easement."

Enclosures:

- Glenn Clark_Temporary Easement (PDF)

TEMPORARY CONSTRUCTION EASEMENT

This agreement, made and entered into this 11th day of July 2023, by and between Glenn Clark, hereinafter called Party of the First Part; and the BOARD OF COMMISSIONERS OF RILEY COUNTY, KANSAS, Party of the Second Part.

WHEREAS, it has been found necessary by the Second Party to construct a Riley County EMS Station in Leonardville, Kansas.

NOW, THEREFORE, in consideration of the sum of \$300.00 the party of the First Part does HEREBY AGREE TO GRANT, to the party of the Second Part, a TEMPORARY CONSTRUCTION EASEMENT solely for the purpose of constructing a concrete driveway to the EMS station, on the property described as follows:

A tract of land in Section 15, Township 8, Range 5 East of the Sixth Principal Meridian, more particularly described as: Beginning at the intersection between the East line of Iowa Street and then South line of Bolton Street, then East 100.16 feet, then South 160.75 feet, then West 100 feet, then North 150 feet to point of beginning.

Subject to the following temporary easement:

Beginning at the Southwest corner of the above-described tract, then North 10 feet, then East 100 feet, then South 10 feet, then West 100 feet to the point of beginning. (See attachment A.)

Subject to easements and restrictions of record.

SAID TEMPORARY EASEMENT, HEREBY GRANTED AND RIGHTS HEREIN SET FORTH to continue so long as said property is used for the construction of, or in connection therewith, said project subject to all the provisions of the law relating thereto.

THIS AGREEMENT will become binding only after both Parties have signed this document.

IN WITNESS WHEREOF: The Said Parties have hereunto subscribed their names.

Party of the First Part:

7-11-23
 Date

Glenn Clark
 Glenn Clark

STATE OF KANSAS)
)
 ss
 COUNTY OF RILEY)

BE IT REMEMBERED, on this 11th day of July, 2023, this instrument was acknowledge before me by Glenn Clark.

7-10-2026
 My appointment expires:

Jill Seaton
 Notary Public



Attachment: Glenn Clark_Temporary Easement (13578 : North County EMS Station)

Party of the Second Part:

Date

Kathryn Focke, Chairwoman
Riley County Board of County Commissioners



Attachment: Glenn Clark Temporary Easement (13578 : North County EMS Station)
Attachment A



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Rich Vargo, County Clerk

MEETING: July 13, 2023

SUBJECT: Monthly Cash Flow Report for June 2023

PRESENTER: Rich Vargo, County Clerk

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

Enclosures:

- June 2023 Riley County Economic Development Cash Flow (PDF)
- June 2023 Riley County Building Cash Flow (PDF)
- June 2023 Riley County CIP Cash Flow (PDF)
- June 2023 Riley County half cent sales tax cash flow (PDF)
- June 2023 Riley County .2% cent sales tax cash flow (PDF)

2023 Riley County Economic Development Cash Flow Analysis

% of Year: 50%

Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	\$282,275.00			\$282,275.00	\$84,052.20			\$84,052.20
Feb				\$0.00				\$0.00
Mar				\$0.00				\$0.00
Apr				\$0.00	\$1,000.00			\$1,000.00
May				\$0.00				\$0.00
Jun				\$0.00	\$7,943.86			\$7,943.86
Jul				\$0.00				\$0.00
Aug				\$0.00				\$0.00
Sep				\$0.00				\$0.00
Oct				\$0.00				\$0.00
Nov				\$0.00				\$0.00
Dec				\$0.00				\$0.00
	\$282,275.00	\$0.00	\$0.00	\$282,275.00	\$92,996.06	\$0.00	\$0.00	\$92,996.06

Cash Reconciliation	
2023 Beginning Unencumbered Cash	\$181,640.41
2023 Revenue	\$282,275.00
Less 2023 Expenditures/Encumbrances	\$92,996.06
2023 Ending Unencumbered Cash	\$370,919.35
Less Est. Project Balance for CY	\$166,131.94
2023 Projected Unencumbered Cash	\$204,787.41

Riley County 2023 Budget Authority Summary		
2023 Budgeted Expenditures	\$282,275	% Budget Expended
Expenditures to Date	\$92,996	
2023 Remaining Budget Authority	\$189,279	
Riley County 2023 Budgeted Revenue		
2023 Budgeted Revenue	\$282,275	% Budgeted Revenue
Revenue to Date	\$282,275	

Attachment: June 2023 Riley County Economic Development Cash Flow (13570 : Monthly Cash Flow

2023 Detailed Expenditures per Project and per Department

Projects	Project Estimate	Prior Year Expenditures	2023 Actual Expenditures/ Encumbrances	Remaining Project Estimate Totals	Completed Projects (Over) Under Estimate
APPROPRIATIONS					
Chamber of Commerce	\$55,000.00	\$0.00	\$27,500.00	\$27,500.00	\$0.00
Flint Hills Veterans Coalition	\$1,015.00	\$0.00	\$508.00	\$507.00	\$0.00
Downtown Manhattan	\$5,000.00	\$0.00	\$2,500.00	\$2,500.00	\$0.00
Riley Co. General Eco Devo	\$132,850.00	\$0.00		\$132,850.00	
APPROPRIATION TOTALS	\$193,865.00	\$0.00	\$30,508.00	\$163,357.00	\$0.00
MEMBERSHIPS					
FHMPO Contribution	\$5,201.00	\$0.00	\$2,426.06	\$2,774.94	\$0.00
FHRLP Underwriters & Sponsors	\$1,000.00		\$1,000.00	\$0.00	\$0.00
MEMBERSHIP TOTALS	\$6,201.00	\$0.00	\$3,426.06	\$2,774.94	\$0.00
CONTRACTS					
Auto Lane Development (2024)	\$121,139.60	\$109,025.64		\$12,113.96	
CONTRACT TOTALS	\$121,139.60	\$109,025.64	\$0.00	\$12,113.96	\$0.00
DEBT OBLIGATION TRANSFER					
Konza Water Debt Payment Transfer	\$658,501.67	\$359,504.67	\$52,153.00	\$246,844.00	
DEBT OBLIGATION TRANSFER TOTALS	\$658,501.67	\$359,504.67	\$52,153.00	\$246,844.00	\$0.00
PROJECTS					
Comprehensive plan update	\$25,000.00	\$0.00		\$25,000.00	
CASA Moving Expenses	\$6,909.00		\$6,909.00	\$0.00	\$0.00
PROJECT TOTALS	\$31,909.00	\$0.00	\$6,909.00	\$25,000.00	\$0.00
TOTALS	\$1,011,616.27	\$468,530.31	\$92,996.06	\$450,089.90	\$0.00

Remaining Approved Projects less lease/debt payments/reserve \$166,131.94
(not included as these payments are subject to approval with annual budget)

Completed Projects

2023 Riley County Building Cash Flow Analysis FUND 152

% of Year: 50%

Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	\$149,608.81		\$33.50	\$149,642.31	\$13,901.75			\$13,901.75
Feb		\$10.00	\$33.50	\$43.50	\$31,597.04	\$6,705.00		\$38,302.04
Mar	\$8,632.12	\$43.50		\$8,675.62	\$26,712.00		\$7,743.19	\$34,455.19
Apr			\$33.50	\$33.50	\$65,361.32			\$65,361.32
May	\$102,430.28		\$43.50	\$102,473.78	\$48,444.94			\$48,444.94
Jun		\$10.00	\$33.50	\$43.50	\$42,492.55			\$42,492.55
Jul				\$0.00				\$0.00
Aug				\$0.00				\$0.00
Sep				\$0.00				\$0.00
Oct				\$0.00				\$0.00
Nov				\$0.00				\$0.00
Dec				\$0.00				\$0.00
	\$260,671.21	\$63.50	\$177.50	\$260,912.21	\$228,509.60	\$6,705.00	\$7,743.19	\$242,957.79

Cash Reconciliation	
2023 Beginning Unencumbered Cash	\$226,096.00
2023 Revenue	\$260,912.21
Less 2023 Expenditures/Encumbrances	\$242,957.79
2023 Ending Unencumbered Cash	\$244,050.42

Riley County 2023 Budget Authority Summary		
2023 Budgeted Expenditures	\$393,000	% Budget Expended
Expenditures to Date	\$242,958	
2022 Remaining Budget Authority	\$150,042	

Riley County 2023 Budgeted Revenue		
2023 Budgeted Revenue	\$286,015	% Budgeted Revenue
Revenue to Date	\$260,912	

Attachment: June 2023 Riley County Building Cash Flow (13570 : Monthly Cash Flow Reports for June

2023 Riley County CIP Cash Flow Analysis

% of Year: 50%

FUND 145

Month	Revenue	Transfers In	Reimbursements	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	\$93,613.31	\$1,786,668.00		\$1,880,281.31	\$288,002.84			\$288,002.84
Feb				\$0.00	\$41,874.67			\$41,874.67
Mar				\$0.00	\$10,736.96		\$83,051.19	\$93,788.15
Apr	\$117,085.12			\$117,085.12	\$366,903.19			\$366,903.19
May	\$3,812.00			\$3,812.00	\$11,539.12			\$11,539.12
Jun	\$5,805.00	\$4,890,132.96		\$4,895,937.96		\$44,303.00		\$44,303.00
Jul				\$0.00				\$0.00
Aug				\$0.00				\$0.00
Sep				\$0.00				\$0.00
Oct				\$0.00				\$0.00
Nov				\$0.00				\$0.00
Dec				\$0.00				\$0.00
Totals	\$220,315.43	\$6,676,800.96	\$0.00	\$6,897,116.39	\$719,056.78	\$44,303.00	\$83,051.19	\$846,410.97

Cash Reconciliation	
2023 Beginning Unencumbered Cash	\$9,032,293.21
2023 Revenue	\$6,897,116.39
Less 2023 Expenditures/Encumbrances	\$846,410.97
2023 Ending Unencumbered Cash	\$15,082,998.63
Less Remaining Approved Projects	\$3,623,646.43
2023 Projected Unencumbered Cash	\$11,459,352.20
LESS RESERVED FUNDS	\$2,398,677.44
Projected 2023 Cash w/out Reserves	\$9,060,674.76

Riley County 2023 CIP Budget Authority Summary		
2023 CIP Budgeted Expenditures	\$7,094,212	% Budget Expended
Expenditures to Date	\$719,057	
2023 Remaining Budget Authority	\$6,375,155	10.14%

Riley County 2023 CIP Budgeted Revenue		
2023 CIP Budgeted Revenue	\$4,996,668	% Budgeted Revenue
Revenue to Date	\$6,897,116	
		138.03%

Reserved Funds:	
CIP Reserve	500,000.00
Fair Reserve	96,807.55
FFE Reserve	915,201.89
Hardware Refresh	886,668.00
TOTAL RESERVE	2,398,677.44

Radio Tower Hardware/Software update 2025

2023 CIP Detailed Expenditures per Project and per Dept

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	Paid Prior Year(s) Encumbrances	2023 Actual Expenditures	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
PUBLIC WORKS:								
13-13PW005		Unassigned - design cost for culverts	\$35,000.00	\$16,100.00			\$18,900.00	
14-14PW004	465	Tabor Valley Bridge	\$35,000.00	\$34,128.25	\$807.00		\$64.75	
16-16PK003	71	Parking lot for CICO Playground	\$18,000.00	\$7,078.29			\$10,921.71	
18-18PK003		Playground Equipment at CICO Park + (PK trx-\$75,000)	\$225,000.00	\$0.00			\$225,000.00	
18-18PW012	27	Fairgrounds ADA Walkway	\$170,000.00	\$104,648.05			\$65,351.95	
19-19LEC005		Andover Control Replacement	\$297,000.00	\$2,892.00	\$43,496.00		\$250,612.00	
20-20LEC002		Replace Air Regulators on 1/2 Jail Doors	\$30,000.00	\$13,238.55			\$16,761.45	
20-20LEC003		Rewire Elevator Safety Systems	\$40,000.00	\$0.00			\$40,000.00	
20-20PK004		CICO Parking Lot Engineering	\$10,000.00	\$0.00			\$10,000.00	
21-21LEC002		Elevator Repair-LEC Lobby	\$45,000.00	\$0.00			\$45,000.00	
21-21LEC004		Canopy to Cover Fuel Island	\$45,000.00	\$0.00			\$45,000.00	
22-22LEC001		Master Control Door and Camera - American Digital Security	\$275,000.00				\$275,000.00	
22-22LEC002		New Roof top HVAC Unit	\$60,000.00	\$0.00			\$60,000.00	
21-21PK008		Playground Equipment - CICO Park	\$75,000.00	\$0.00			\$75,000.00	
21-21PW001		Tandem Axle Truck w/Plow & Spreader	\$205,000.00	\$196,395.00			\$8,605.00	
21-21PW002		Semi Truck	\$85,000.00	\$0.00			\$85,000.00	
21-21PW007		Imaging Software & Conversion	\$75,000.00	\$0.00			\$75,000.00	
21-21PW009		Tandem Axle Truck w/ Plow & Spreader	\$238,676.00	\$0.00			\$238,676.00	
21-21PW010		Tandem Axle Truck w/ Plow & Spreader	\$238,676.00	\$0.00			\$238,676.00	
22-22PW001	465	Tabor Valley Bridge	\$255,000.00	\$166,860.83		\$53,524.89	\$34,614.28	
22-22PW002		Motor Graders (4)	\$460,000.00				\$460,000.00	
PUBLIC WORKS TOTAL			\$2,917,352.00	\$541,340.97	\$44,303.00	\$53,524.89	\$2,278,183.14	\$0.00
EMERGENCY MEDICAL SERVICE								
13-13AM001	302	Design of the EMS Facility Enhancement	\$100,000.00	\$25,770.00			\$74,230.00	
20-20AM003	302	EMS Facility Engineering Design Cost	\$50,000.00	\$0.00			\$50,000.00	
21-21AM003	302	2 SUV Replacement Vehicles	\$120,000.00	\$111,539.00		\$8,461.00	\$0.00	\$0.00
22-22AM001		EMS AMBULANCE	\$325,000.00	\$0.00			\$325,000.00	
22-22AM002		ZOLL "X" ERIES Cardiac Monitor	\$94,000.00	\$94,000.00		\$0.00	\$0.00	
EMS TOTAL			\$689,000.00	\$231,309.00		\$8,461.00	\$449,230.00	\$0.00
CLERK								
21-21CK001		Open.Gov software	\$202,620.00	\$88,370.00		\$44,675.00	\$69,575.00	
CLERK TOTAL			\$202,620.00	\$88,370.00		\$44,675.00	\$69,575.00	\$0.00
Elections								
23-23EL001		Election Systems Software Equipment Upgrade	\$300,475.00	\$0.00		\$0.00	\$300,475.00	
CLERK TOTAL			\$300,475.00	\$0.00		\$0.00	\$300,475.00	\$0.00
ATTORNEY								
19-19AT001	760	Odyssey Software System	\$280,000.00	\$280,000.00			\$0.00	
ATTORNEY TOTAL			\$280,000.00	\$280,000.00		\$0.00	\$0.00	\$0.00
APPRAISER								
21-21AP001		Replacement Vehicle	\$35,144.00	\$0.00			\$35,144.00	
APPRAISER TOTAL			\$35,144.00	\$0.00		\$0.00	\$35,144.00	\$0.00
BOCC								
21-21BOCC002		Church Asbestos Removal	\$50,000.00	\$0.00			\$50,000.00	
BOCC TOTAL			\$50,000.00	\$0.00		\$0.00	\$50,000.00	\$0.00
PLANNING & DEVELOPMENT								
PLANNING & DEVELOPMENT TOTAL			\$0.00	\$0.00		\$0.00	\$0.00	\$0.00

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	Paid Prior Year(s) Encumbrances	2023 Actual Expenditures	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
NOXIOUS WEED								
22-22NW001		Mower Replacement	\$135,000.00	\$0.00		\$0.00	\$135,000.00	
		NOXIOUS WEED TOTAL	\$135,000.00	\$0.00		\$0.00	\$135,000.00	\$0.00
EMERGENCY MANAGEMENT								
16-16EM002		Standby/Backup Generator Pottorf Hall	\$40,000.00	\$0.00			\$40,000.00	
20-20EM005		Bi-directional amplifiers (radio project)	\$35,000.00	\$18,960.71			\$16,039.29	
21-21EM001		Mobile Command Post Upgrade/Equip Refresh	\$125,000.00	\$0.00			\$125,000.00	
21-21EM002		EM Storage Building	\$125,000.00	\$0.00			\$125,000.00	
		EMERGENCY MANAGEMENT TOTAL	\$325,000.00	\$18,960.71		\$0.00	\$306,039.29	\$0.00
OTHER								
13-13PW009		Motor Grader (Lease Purchase through 2023)	\$1,000,604.70	\$550,604.70			\$450,000.00	
18-18EM003	21	Hardware Refresh Reserve (through 2025)	\$1,182,221.00	\$886,668.00			\$295,553.00	
Lease pmt to 2033	21	Radio Infrastructure Project Lease (15 yr term through 2033)	\$6,401,938.00	\$1,707,184.00		\$426,795.89	\$4,267,958.11	
B&I Trx to 2025		2010-B G.O. Bond payment (15 yr term through 2025)	\$2,849,815.47	\$2,298,515.63		\$185,600.00	\$365,699.84	
		OTHER TOTAL	\$11,434,579.17	\$5,442,972.33		\$612,395.89	\$5,379,210.95	\$0.00
TOTAL			\$16,369,170.17	\$6,602,953.01	\$44,303.00	\$719,056.78	\$9,002,857.38	\$0.00

Remaining Approved Projects less lease/debt payments \$3,623,646.43
(not included as these payments are subject to approval with annual budget)

Completed Projects

2023 Detailed Expenditures per Project by Month

											Completed Projects (Over) Under Approved Estimate
Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	Jun	Jul	Encumbrances	Jan/Feb Mar	Expenditures to Date	Remaining Project Estimate	
PUBLIC WORKS:											
13-13PW005		Unassigned - design cost for culverts	\$35,000.00	\$16,100.00					\$16,100.00	\$18,900.00	
14-14PW004	465	Tabor Valley Bridge	\$35,000.00	\$34,128.25			\$807.00		\$34,935.25	\$64.75	
16-16PK003	71	Parking lot for CICO Playground	\$18,000.00	\$7,078.29					\$7,078.29	\$10,921.71	
18-18PK003		Playground Equipment at CICO Park + (PK trx-\$75,000)	\$225,000.00	\$0.00					\$0.00	\$225,000.00	
18-18PW012	27	Fairgrounds ADA Walkway	\$170,000.00	\$104,648.05					\$104,648.05	\$65,351.95	
19-19LEC005		Andover Control Replacement	\$297,000.00	\$2,892.00			\$43,496.00		\$46,388.00	\$250,612.00	
20-20LEC002		Replace Air Regulators on 1/2 Jail Doors	\$30,000.00	\$13,238.55					\$13,238.55	\$16,761.45	
20-20LEC003		Rewire Elevator Safety Systems	\$40,000.00	\$0.00					\$0.00	\$40,000.00	
20-20PK004		CICO Parking Lot Engineering	\$10,000.00	\$0.00					\$0.00	\$10,000.00	
21-21LEC002		Elevator Repair-LEC Lobby	\$45,000.00	\$0.00					\$0.00	\$45,000.00	
21-21LEC004		Canopy to Cover Fuel Island	\$45,000.00	\$0.00					\$0.00	\$45,000.00	
22-22LEC001		Master Control Door and Camera - American Digital Security	\$275,000.00	\$0.00					\$0.00	\$275,000.00	
22-22LEC002		New Roof top HVAC Unit	\$60,000.00	\$0.00					\$0.00	\$60,000.00	
21-21PK008		Playground Equipment - CICO Park	\$75,000.00	\$0.00					\$0.00	\$75,000.00	
21-21PW001		Tandem Axle Truck w/Plow & Spreader	\$205,000.00	\$196,395.00					\$196,395.00	\$8,605.00	
21-21PW002		Semi Truck	\$85,000.00	\$0.00					\$0.00	\$85,000.00	
21-21PW007		Imaging Software & Conversion	\$75,000.00	\$0.00					\$0.00	\$75,000.00	
21-21PW009		Tandem Axle Truck w/ Plow & Spreader	\$238,676.00	\$0.00					\$0.00	\$238,676.00	
21-21PW010		Tandem Axle Truck w/ Plow & Spreader	\$238,676.00	\$0.00					\$0.00	\$238,676.00	
22-22PW001	465	Tabor Valley Bridge	\$255,000.00	\$166,860.83					\$220,385.72	\$34,614.28	
22-22PW002		Motor Graders (4)	\$460,000.00	\$0.00					\$0.00	\$460,000.00	
EMERGENCY MEDICAL SERVICE											
13-13AM001	302	Design of the EMS Facility Enhancement	\$100,000.00	\$25,770.00					\$25,770.00	\$74,230.00	
20-20AM003	302	EMS Facility Engineering Design Cost	\$50,000.00	\$0.00					\$0.00	\$50,000.00	
21-21AM003	302	2 SUV Replacement Vehicles	\$120,000.00	\$111,539.00					\$120,000.00	\$0.00	
22-22AM001		EMS AMBULANCE	\$325,000.00	\$0.00					\$0.00	\$325,000.00	
22-22AM002		ZOLL "X" ERIES Cardiac Monitor	\$94,000.00	\$94,000.00					\$94,000.00	\$0.00	
CLERK											
21-21CK001		Open.Gov software	\$202,620.00	\$88,370.00					\$133,045.00	\$69,575.00	
Election											
23-23EL001		Election Systems Software Equipment Upgrade	\$300,475.00	\$0.00					\$0.00	\$300,475.00	
ATTORNEY											
19-19AT001	760	Odyssey Software System	\$280,000.00	\$280,000.00					\$280,000.00	\$0.00	
APPRAISER											
21-21AP001		Replacement Vehicle	\$35,144.00	\$0.00					\$0.00	\$35,144.00	
BOCC											
21-21-BOCC002		Church Asbestos Removal	\$50,000.00	\$0.00					\$0.00	\$50,000.00	
PLANNING & DEVELOPMENT											
			\$0.00	\$0.00					\$0.00	\$0.00	
NOXIOUS WEED											
22-22NW001		Mower Replacement	\$135,000.00	\$0.00					\$0.00	\$135,000.00	
EMERGENCY MANAGEMENT											
16-16EM002		Standby/Backup Generator Pottorf Hall	\$40,000.00	\$0.00					\$0.00	\$40,000.00	
20-20EM005		Bi-directional amplifiers (radio project)	\$35,000.00	\$18,960.71					\$18,960.71	\$16,039.29	
21-21EM001		Mobile Command Post Upgrade/Equip Refresh	\$125,000.00	\$0.00					\$0.00	\$125,000.00	
21-21EM002		EM Storage Building	\$125,000.00	\$0.00					\$0.00	\$125,000.00	
OTHER											
13-13PW009		Motor Grader (Lease Purchase through 2023)	\$1,000,604.70	\$550,604.70					\$550,604.70	\$450,000.00	
18-18EM003	21	Hardware Refresh Reserve (through 2025)	\$1,182,221.00	\$886,668.00					\$886,668.00	\$295,553.00	
Lease to 2033	21	Radio Project Lease (15 yr term through 2033)	\$6,401,938.00	\$1,707,184.00					\$2,133,979.89	\$4,267,958.11	
B&I Trx to 2025		2010-B G.O. Bond pmt (15 yr term through 2025)	\$2,849,815.47	\$2,298,515.63					\$2,484,115.63	\$365,699.84	
TOTALS			\$16,369,170.17	\$6,602,953.01	\$0.00	\$0.00	\$44,303.00	\$0.00	\$7,366,312.79	\$9,002,857.38	\$0.00

\$763,359.78

Completed Projects

Jul-19	<u>\$171,536.67</u>	Trx from Anderson Ave Bridge to West 32nd Bridge			
	<u>\$724,791.40</u>	no longer assigned			
10/21/2019	\$250,000.00	use FFE for Winkler Bridge Deck Project 19-19PW014	19-19PW014		Nothing spent as of 8/31/2021
12/17/2019	\$27,260.00	use FFE for amendment on Wieter Rd Project 18-18PW013	18-18PW013		Encumbered \$190,940 in 2019, canceled \$8,620 9/20/21
	<u>\$447,531.40</u>	unassigned FFE as of 12/31/19			
09/23/2020	<u>\$243,640.58</u>	rec'd, but unassigned			
	\$691,171.98	Total unassigned FFE as of 9/23/2020			
11/12/2020	\$233,509.12	Welsh Road Asphalt Overlay	20-20PW010	509	Spent in 2020
	<u>\$457,662.86</u>	Total unassigned FFE as of 11/5/2020			
09/02/2021	\$234,041.53	rec'd, but unassigned			
	<u>\$691,704.39</u>	Total unassigned FFE as of 10/19/2021			
	\$250,000.00	Released back to Public Works - Sales Tax Project now			
06/30/2022	<u>-\$255,000.00</u>	Assigned to Tabor Bridge Project	22-22PW001	465	
	<u>\$686,704.39</u>				
12/30/2022	<u>\$228,497.50</u>	rec'd, but unassigned			
	<u>\$915,201.89</u>				

2023 Riley County 1/2 Cent Sales Tax Cash Flow Analysis

% of Year: 50%

Month	Sales Tax Revenue	Reimbursements	KDOT	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	\$193,878.40			\$193,878.40				\$0.00
Feb	\$211,882.25			\$211,882.25				\$0.00
Mar				\$0.00			\$368.01	\$368.01
Apr				\$0.00		\$675.00		\$675.00
May				\$0.00	\$2,900.00	\$1,458.75		\$4,358.75
Jun				\$0.00	\$3,392.00	\$508.75		\$3,900.75
Jul				\$0.00				\$0.00
Aug				\$0.00				\$0.00
Sep				\$0.00				\$0.00
Oct				\$0.00				\$0.00
Nov				\$0.00				\$0.00
Dec				\$0.00				\$0.00
	\$405,760.65	\$0.00	\$0.00	\$405,760.65	\$6,292.00	\$2,642.50	\$368.01	\$9,302.51

Cash Reconciliation	
2023 Beginning Unencumbered Cash	\$6,553,284.91
2023 Revenue	\$405,760.65
Less 2023 Expenditures/Encumbrances	\$9,302.51
2023 Ending Unencumbered Cash	\$6,949,743.05
Remaining 2023 Projected Revenue	-\$105,760.65
Less Est. Project Balance for Projects	\$5,127,412.90
Less Est. Project Balance for Overlay	\$350,000.00
2023 Projected Unencumbered Cash	\$1,366,569.50

Riley County 2023 Budget Authority Summary		
2023 Budgeted Expenditures	\$3,736,590	% Budget Expended
Expenditures to Date	\$9,303	
2023 Remaining Budget Authority	\$3,727,287	
Riley County 2023 Budgeted Revenue		
2023 Budgeted Revenue	\$300,000	% Budgeted Revenue
Revenue to Date	\$405,761	

Attachment: June 2023 Riley County half cent sales tax cash flow (13570 : Monthly Cash Flow Reports for

2023 Detailed Expenditures per Project and per Department

Project Code	Projects	Project Estimate	Prior Year Expenditures	Paid Prior Year(s) Encumbrances	2023 Actual Expenditures	Remaining Project Estimate Totals	Completed Projects (Over) Under Estimate
CULVERTS							
457	Flat Rock Road	\$113,500.00	\$52,707.29	\$1,038.75	\$2,989.00	\$56,764.96	
458	Parallel Road	\$117,000.00	\$51,440.37			\$65,559.63	
403	Kitten Creek Road	\$148,000.00	\$54,790.60	\$945.00		\$92,264.40	
459	Union Road	\$125,000.00	\$56,605.00	\$658.75	\$3,303.00	\$64,433.25	
CULVERT TOTALS		\$503,500.00	\$215,543.26	\$2,642.50	\$6,292.00	\$279,022.24	\$0.00
BRIDGES							
461	Fancy Creek K.O/6.2	\$653,800.00	\$53,909.92			\$599,890.08	
454	West 32nd Avenue	\$1,004,750.00	\$1,457,716.60			-\$452,966.60	-\$452,966.60
455	Rose Hill	\$654,200.00	\$159,048.83		\$0.00	\$495,151.17	
460	Winkler Mills Bridge	\$1,200,000.00	\$102,835.61		\$0.00	\$1,097,164.39	\$1,097,164.39
BRIDGE TOTALS		\$3,512,750.00	\$1,773,510.96	\$0.00	\$0.00	\$1,739,239.04	\$644,197.79
RECONSTRUCTION							
431	McDowell Creek Road (north end)	\$3,000,000.00	\$515,848.38		\$0.00	\$2,484,151.62	\$2,484,151.62
RECONSTRUCTION TOTALS		\$3,000,000.00	\$515,848.38	\$0.00	\$0.00	\$2,484,151.62	\$2,484,151.62
OVERLAY							
4	Unidentified Overlays	\$800,000.00	\$175,000.00			\$625,000.00	
OVERLAY TOTALS		\$800,000.00	\$175,000.00	\$0.00	\$0.00	\$625,000.00	\$0.00
TOTALS		\$7,816,250.00	\$2,679,902.60	\$2,642.50	\$6,292.00	\$5,127,412.90	\$3,128,349.41

Completed Projects

Project Estimates for 2023

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

2023 Detailed Expenditures per Project by Month

Project Code	Projects	Project Estimate	Prior Year Expenditures	May	Jun	Jul	Encumbrances	Expenditures to Date	Remaining Project Estimate
CULVERTS									
457	Flat Rock Road	\$113,500.00	\$52,707.29	\$2,900.00	\$89.00		\$1,038.75	\$56,735.04	\$56,764.96
458	Parallel Road	\$117,000.00	\$51,440.37					\$51,440.37	\$65,559.63
403	Kitten Creek Road	\$148,000.00	\$54,790.60				\$945.00	\$55,735.60	\$92,264.40
459	Union Road	\$125,000.00	\$56,605.00		\$3,303.00		\$658.75	\$60,566.75	\$64,433.25
BRIDGES									
461	Fancy Creek K.0/6.2	\$653,800.00	\$53,909.92					\$53,909.92	\$599,890.08
454	West 32nd Avenue	\$1,004,750.00	\$1,464,031.69					\$1,464,031.69	-\$459,281.69
455	Rose Hill	\$654,200.00	\$159,048.83					\$159,048.83	\$495,151.17
460	Winkler Mills Bridge	\$1,200,000.00	\$102,835.61					\$102,835.61	\$1,097,164.39
RECONSTRUCTION									
431	McDowell Creek Road (north end)	\$3,000,000.00	\$515,848.38					\$515,848.38	\$2,484,151.62
OVERLAY									
	4 overlays unidentified	\$800,000.00	\$175,000.00					\$175,000.00	\$625,000.00
TOTALS		\$7,816,250.00	\$2,686,217.69	\$2,900.00	\$3,392.00	\$0.00	\$2,642.50	\$2,695,152.19	\$5,121,097.81
							\$8,934.50		

Completed Projects

2023 Riley County .2% Cent Sales Tax Cash Flow Analysis

% of Year: 50%

Month	Sales Tax Revenue	Reimbursements	KDOT	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan				\$0.00				\$0.00
Feb				\$0.00				\$0.00
Mar	\$195,644.52			\$195,644.52				\$0.00
Apr	\$197,885.43			\$197,885.43				\$0.00
May	\$228,702.28			\$228,702.28				\$0.00
Jun	\$204,158.59			\$204,158.59				\$0.00
Jul				\$0.00				\$0.00
Aug				\$0.00				\$0.00
Sep				\$0.00				\$0.00
Oct				\$0.00				\$0.00
Nov				\$0.00				\$0.00
Dec				\$0.00				\$0.00
	\$826,390.82	\$0.00	\$0.00	\$826,390.82	\$0.00	\$0.00	\$0.00	\$0.00

Cash Reconciliation	
2023 Beginning Unencumbered Cash	\$0.00
2023 Revenue	\$826,390.82
Less 2023 Expenditures/Encumbrances	\$0.00
2023 Ending Unencumbered Cash	\$826,390.82
Remaining 2023 Projected Revenue	\$0.00
Less Est. Project Balance for CY	\$0.00
2023 Projected Unencumbered Cash	\$826,390.82

Riley County 2023 Budget Authority Summary		
2023 Budgeted Expenditures	\$0	% Budget Expended #DIV/0!
Expenditures to Date	\$0	
2023 Remaining Budget Authority	\$0	
Riley County 2023 Budgeted Revenue		
2023 Budgeted Revenue	\$1,500,000	% Budgeted Revenue 55.09%
Revenue to Date	\$826,391	

2023 Detailed Expenditures per Project and per Department

[illegible]

Completed Projects

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

2023 Detailed Expenditures per Project by Month

Project Code	Projects	Project Estimate	Prior Year Expenditures	Jun	Expenditures to Date	Remaining Project Estimate
<i>CULVERTS</i>						
<i>BRIDGES</i>						
<i>RECONSTRUCTION</i>						
TOTALS		\$0	\$0	\$0.00	-	\$0

Completed Projects



COUNTY CLERK & ELECTIONS
Staff Update

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

MEMORANDUM

FROM: Rich Vargo

MEETING: July 13, 2023

SUBJECT: 2024 COLA Adjustment and Budget

PRESENTER: Rich Vargo

The Board asked for clarification on the COLA figures presented on the previous Budget Development Worksheets from the proposed 8%-\$1,611,608 to the proposed 5%-\$1,216,846.

Included in the packet is a copy of the spreadsheet used to develop the COLA projections. The original amount of \$1,611,608 at 8% did not include the Health Department and should have to be an accurate comparison to the 5% of 1,216,846. The true 8% with the Health Department included should have been presented as \$1,944,563.

Also included in the packet you will see the proposed 5% COLA of \$1,223,643 for the County General Fund and Health Department. The amount of the COLA did increase from the \$1,216,846 due to the new positions approved by the Board at the last meeting.

The Community Corrections COLA is accounted for in the budgeted \$87,324 appropriation.

Fire District #1 COLA does impact the Ad Valorem Taxes of only those in rural Riley County.

Solid Waste COLA is collected in the fees of the Transfer Station.

Enclosures:

- 2024 COLA and Merit increase worksheet 8 percent (PDF)
- 2024 COLA and Merit increase worksheet 5 percent (PDF)
- 2024 Budget Development WS (PDF)

2024 Budget Projections

8% COLA Proposal

Fund	2023 approved			merit and COLA		Salaries & Benefits with	Salaries & Benefits with
	Personnel budget	Merit only	8% COLA Only	increase	Merit Increase	Merit and 8% COLA	Merit and 8% COLA
Admin Serv	\$ 755,078.00	\$ (74,471.62)	\$ (54,113.71)	\$ (20,357.91)	\$ 680,606.38	\$ 734,720.09	
Appraiser	\$ 1,715,127.00	\$ (2,035.08)	\$ 135,754.35	\$ 133,719.27	\$ 1,713,091.92	\$ 1,848,846.27	
Attorney	\$ 2,318,535.00	\$ 42,021.80	\$ 192,990.91	\$ 235,012.71	\$ 2,360,556.80	\$ 2,553,547.71	
BOCC	\$ 224,769.91	\$ 6,867.58	\$ 18,531.00	\$ 25,398.58	\$ 231,637.49	\$ 250,168.49	
Clerk	\$ 1,227,042.00	\$ (20,807.18)	\$ 85,183.74	\$ 64,376.56	\$ 1,206,234.82	\$ 1,291,418.56	
Election	\$ 515,894.00	\$ 101,681.52	\$ 25,200.84	\$ 126,882.36	\$ 617,575.52	\$ 642,776.36	
Ambulance (EMS)	\$ 5,045,640.00	\$ 209,149.46	\$ 410,603.71	\$ 619,753.17	\$ 5,254,789.46	\$ 5,665,393.17	
Emergency Mngmt	\$ 252,517.00	\$ (36,799.81)	\$ 23,335.67	\$ (13,464.14)	\$ 215,717.19	\$ 239,052.86	
General-no step or COLA	\$ 87,000.00	\$ -		\$ -	\$ 141,612.00	\$ 141,612.00	
IT-GIS	\$ 982,412.27	\$ (68,997.19)	\$ 73,073.21	\$ 4,076.01	\$ 913,415.08	\$ 986,488.28	
Museum	\$ 449,747.00	\$ 9,834.09	\$ 36,517.50	\$ 46,351.59	\$ 459,581.09	\$ 496,098.59	
Noxious Weed	\$ 590,666.74	\$ 20,164.46	\$ 48,866.50	\$ 69,030.95	\$ 610,831.20	\$ 659,697.69	
Planning	\$ 647,390.00	\$ 2,768.58	\$ 52,012.69	\$ 54,781.27	\$ 650,158.58	\$ 702,171.27	
Public Works	\$ 5,089,747.00	\$ 174,614.82	\$ 416,350.94	\$ 590,965.76	\$ 5,264,361.82	\$ 5,680,712.76	
Reg Deeds	\$ 478,228.00	\$ 20,336.71	\$ 39,550.38	\$ 59,887.08	\$ 498,564.71	\$ 538,115.08	
Treasurer	\$ 1,331,515.00	\$ 19,559.83	\$ 107,751.19	\$ 127,311.02	\$ 1,351,074.83	\$ 1,458,826.02	
General Fund only	21,711,308.92	403,887.97	1,611,608.90	2,123,724.29	22,169,808.89	23,889,645.21	
Health Dept	\$ 4,241,089.22	\$ 25,500.33	\$ 332,954.32	\$ 358,454.65	\$ 4,266,589.55	\$ 4,599,543.87	
General Fund & HD	\$ 25,952,398.14	\$ 429,388.30	\$ 1,944,563.22	\$ 2,482,178.94	\$ 26,436,398.44	\$ 28,489,189.08	
CC-Juv (incl Youth Court)	\$ 376,306.00	\$ 3,739.65	\$ 28,161.19	\$ 31,900.84	\$ 380,045.65	\$ 408,206.84	
CC-Adult	\$ 405,881.00	\$ 17,278.41	\$ 29,384.70	\$ 46,663.11	\$ 423,159.41	\$ 452,544.11	
Fire	\$ 470,966.00	\$ (12,717.49)	\$ 28,814.58	\$ 16,097.09	\$ 458,248.51	\$ 487,063.09	
Solid Waste	\$ 276,043.00	\$ 3,279.67	\$ 22,345.81	\$ 25,625.48	\$ 279,322.67	\$ 301,668.48	
Total County adjustment	\$ 27,481,594.14	\$ 440,968.53	\$ 2,053,269.51	\$ 2,602,465.46	\$ 27,977,174.67	\$ 30,138,671.60	

Attachment: 2024 COLA and Merit increase worksheet 8 percent (13577 : 2024 COLA Adjustment)

2024 Budget Projections

5 % COLA and Approved New positions

Fund	2023 approved		Approved		merit, COLA and	Salaries & Benefits	Salaries &
	Personnel budget	Merit only	Positions	5% COLA Only	New Position	with Merit	Benefits with
					increase	Increase	Merit and 5% COLA
Admin Serv	\$ 755,078.00	\$ (74,471.62)	\$ 60,454.32	\$ (37,627.84)	\$ 22,826.48	\$ 741,060.69	\$ 777,904.48
Appraiser	\$ 1,715,127.00	\$ (4,945.97)		\$ 84,700.93	\$ 79,754.96	\$ 1,710,181.03	\$ 1,794,881.96
Attorney	\$ 2,318,535.00	\$ 45,593.27	\$ 149,307.14	\$ 124,115.36	\$ 319,015.77	\$ 2,513,435.41	\$ 2,637,550.77
BOCC	\$ 224,769.91	\$ 6,867.58		\$ 11,581.87	\$ 18,449.45	\$ 231,637.49	\$ 243,219.36
Clerk	\$ 1,227,042.00	\$ (19,817.36)	\$ 61,759.82	\$ 62,641.10	\$ 104,583.56	\$ 1,268,984.46	\$ 1,331,625.56
Election	\$ 515,894.00	\$ 101,681.52		\$ 15,567.35	\$ 117,248.87	\$ 617,575.52	\$ 633,142.87
Ambulance (EMS)	\$ 5,045,640.00	\$ 209,149.46		\$ 262,019.38	\$ 471,168.83	\$ 5,254,789.46	\$ 5,516,808.83
Emergency Mngmt	\$ 252,517.00	\$ (36,799.81)		\$ 14,473.09	\$ (22,326.72)	\$ 215,717.19	\$ 230,190.28
General-no step or COLA	\$ 87,000.00	\$ -		\$ -		\$ 141,612.00	\$ 141,612.00
IT-GIS	\$ 982,412.27	\$ (68,997.19)		\$ 45,670.75	\$ (23,326.44)	\$ 913,415.08	\$ 959,085.83
Museum	\$ 449,747.00	\$ 9,834.09		\$ 22,823.44	\$ 32,657.53	\$ 459,581.09	\$ 482,404.53
Noxious Weed	\$ 590,666.74	\$ 20,164.46		\$ 30,541.56	\$ 50,706.02	\$ 610,831.20	\$ 641,372.76
Planning	\$ 647,390.00	\$ 2,768.58		\$ 31,699.69	\$ 34,468.27	\$ 650,158.58	\$ 681,858.27
Public Works	\$ 5,089,747.00	\$ 174,614.82		\$ 251,129.44	\$ 425,744.26	\$ 5,264,361.82	\$ 5,515,491.26
Reg Deeds	\$ 478,228.00	\$ 20,336.71		\$ 24,718.99	\$ 45,055.69	\$ 498,564.71	\$ 523,283.69
Treasurer	\$ 1,331,515.00	\$ 19,559.83		\$ 67,344.49	\$ 86,904.33	\$ 1,351,074.83	\$ 1,418,419.33
Health Dept	\$ 4,241,089.22	\$ 3,781.85		\$ 212,243.55	\$ 216,025.41	\$ 4,244,871.07	\$ 4,457,114.63
General Fund & HD	\$ 25,952,398.14	\$ 409,320.23	\$ 271,521.28	\$ 1,223,643.14	\$ 1,978,956.27	\$ 26,687,851.64	\$ 27,985,966.41
CC-Juv (incl Youth Court)	\$ 376,306.00	\$ 3,042.93		\$ 14,969.34	\$ 18,012.27	\$ 379,348.93	\$ 394,318.27
CC-Adult	\$ 405,881.00	\$ 17,278.41		\$ 18,365.44	\$ 35,643.84	\$ 423,159.41	\$ 441,524.84
Fire	\$ 470,966.00	\$ (12,717.49)		\$ 17,297.55	\$ 4,580.06	\$ 458,248.51	\$ 475,546.06
Solid Waste	\$ 276,043.00	\$ 3,279.67		\$ 10,700.70	\$ 13,980.37	\$ 279,322.67	\$ 290,023.37
	\$ 1,529,196.00	\$ 10,883.51	\$ -	\$ 61,333.03	\$ 72,216.54	\$ 1,540,079.51	\$ 1,601,412.54
Total County adjustment	\$ 27,481,594.14	\$ 420,203.74	\$ 271,521.28	\$ 1,284,976.18	\$ 2,051,172.81	\$ 28,227,931.16	\$ 29,587,378.95

Attachment: 2024 COLA and Merit increase worksheet 5 percent (13577 : 2024 COLA Adjustment)

2024 Budget Development Worksheet

19.c

	DEPARTMENT	2022 Actual Contractual Services, Commodities & Capital	2022 Actual Personnel Services (includes mid- year incentive)	2022 Actual Total	Contractual Services, Commodities & Capital	Personnel Services (Includes STEP & COLA)	2023 Budgeted Total	Contractual Services, Commodities & Capital	2024 Proposed Personnel Services (Includes STEP)	2024 Proposed Budget Total	Percent change of 3 C's
1	Administrative Services	31,384	588,252	619,636	47,925	755,078	803,003	51,795	741,060	792,855	8.08%
2	Ambulance	389,426	3,657,998	4,047,424	348,225	5,045,640	5,393,865	337,850	5,254,789	5,592,639	-2.98%
3	Appraiser	154,886	1,411,575	1,566,461	163,329	1,715,126	1,878,455	176,334	1,713,092	1,889,426	7.96%
4	Attorney	191,041	1,915,058	2,106,099	210,764	2,318,535	2,529,299	219,337	2,509,864	2,729,201	4.07%
5	Clerk	56,457	988,136	1,044,592	95,950	1,227,042	1,322,992	109,300	1,267,995	1,377,295	13.91%
6	Commissioners	42,699	182,671	225,371	51,540	224,770	276,310	53,040	231,637	284,677	2.91%
7	Coroner	78,266	0	78,266	117,000	0	117,000	132,000	0	132,000	12.82%
8	District Court	178,536	0	178,536	177,000	0	177,000	185,080	0	185,080	4.56%
9	Elections	229,070	374,910	603,980	216,500	515,894	732,394	317,400	617,576	934,976	46.61%
10	Emergency Management	37,011	229,668	266,679	58,795	252,517	311,312	54,850	295,717	350,567	-6.71%
11	Fair	102,041	0	102,041	110,500	0	110,500	110,500	0	110,500	0.00%
12	General Services	1,457,908	128,583	1,586,491	4,344,650	87,883	4,432,533	5,504,595	141,612	5,646,207	26.70%
13	Information Systems/GIS	848,250	746,698	1,594,949	770,660	982,412	1,753,072	923,160	913,415	1,836,575	19.79%
14	Insurance	612,900	0	612,900	811,218	0	811,218	887,340	0	887,340	9.38%
15	Juvenile Detention	83,881	0	83,881	101,650	0	101,650	112,000	0	112,000	10.18%
16	Museum	11,431	356,078	367,509	16,725	449,747	466,472	15,261	479,581	494,842	-8.75%
17	Noxious Weed	197,923	491,247	689,170	243,330	590,667	833,997	253,330	610,831	864,161	4.11%
18	Planning & Development	55,465	560,238	615,702	60,002	647,390	707,392	62,298	650,158	712,456	3.83%
19	Register of Deeds	51,416	394,115	445,531	59,125	478,228	537,353	50,875	498,565	549,440	-13.95%
20	Public Works	3,210,073	4,293,866	7,503,938	4,008,900	5,089,747	9,098,647	4,102,550	5,264,362	9,366,912	2.34%
21	Treasurer	53,168	853,060	906,228	55,330	1,331,515	1,386,845	59,080	1,351,075	1,410,155	6.78%
22	Juvenile Supervision fees	0	0	0	1,400	0	1,400	1,400	0	1,400	0.00%
23	Transfer to Health Dept. Fund	1,154,526	0	1,154,526	1,269,979	0	1,269,979	1,473,982		1,473,982	16.06%
24	Transfer to Landfill Close	30,000	0	30,000	30,000	0	30,000	30,000		30,000	0.00%
25	Transfer-Economic Dev.	185,500	0	185,500	182,475	0	182,475	107,100		107,100	-41.31%
26	Transfer - Capital Improvement	2,369,805	0	2,369,805	1,786,668	0	1,786,668	2,534,446		2,534,446	41.85%
27	Non-Appropriated	580,000	0	580,000	580,000	0	580,000	580,000		580,000	
28	Cost of COLA	0	0	0	0	0	0		1,223,643	1,223,643	
SUBTOTAL:		\$12,393,065	\$17,172,153	\$29,565,218	\$15,919,640	\$21,712,191	\$37,631,831	\$18,444,903	\$23,764,973	\$42,209,876	15.86%

Appropriations:

29	Big Lakes Developmental	217,260	0	217,260	217,260	0	217,260	228,123	0	228,123	5.00%
30	Animal Shelter / Contractual	60,000	0	60,000	60,000	0	60,000	0	0	0	-100.00%
31	Council on Aging	275,000	0	275,000	275,000	0	275,000	275,000	0	275,000	0.00%
32	ATA Bus	100,000	0	100,000	100,000	0	100,000	105,000	0	105,000	5.00%
33	Small Cities	0	0	0	160,000	0	160,000	190,000	0	190,000	18.75%
34	Emergency Shelter	11,000	0	11,000	11,000	0	11,000	11,000	0	11,000	0.00%
35	Extension	599,645	0	599,645	635,600	0	635,600	667,380	0	667,380	5.00%
36	Pawnee Mental Health	300,000	0	300,000	300,000	0	300,000	300,000	0	300,000	0.00%
37	Riley Cty Genealogical Soc.	3,500	0	3,500	3,500	0	3,500	3,500	0	3,500	0.00%
38	Riley County Conservation	55,136	0	55,136	55,136	0	55,136	55,136	0	55,136	0.00%
39	Riley Co Community Corrections	7,081	0	7,081	59,602	0	59,602	87,324	0	87,324	46.51%
40	Be Able	0	0	0	0	0	0		0	0	0.00%
41	Farm & Food Council	0	0	0	0	0	0		0	0	0.00%
42	Sunflower Children's Collective	0	0	0	0	0	0		0	0	0.00%
SUBTOTAL:		\$1,628,622	\$0	\$1,628,622	\$1,877,098	\$0	\$1,877,098	\$1,922,463	\$0	\$1,922,463	2.42%

GENERAL TOTAL:		\$14,021,687	\$17,172,153	\$31,193,840	\$17,796,738	\$21,712,191	\$39,508,929	\$20,367,366	\$23,764,973	\$44,132,339	3.54%
43	Bond & Interest	451,382	0	451,382	545,592	0	545,592	478,856	0	478,856	-12.23%
44	County Building	294,997	0	294,997	393,000	0	393,000	430,000	0	430,000	9.41%
45	RCPD	4,906,051	0	4,906,051	5,300,016	0	5,300,016	5,816,898	0	5,816,898	9.75%
SUBTOTAL:		\$5,652,430	\$0	\$5,652,430	\$6,238,608	\$0	\$6,238,608	\$6,725,754	\$0	\$6,725,754	7.81%
TOTAL:		\$19,674,117	\$17,172,153	\$36,846,270	\$24,035,346	\$21,712,191	\$45,747,537	\$27,093,120	\$23,764,973	\$50,858,093	
46	Capital Improvement	1,722,497	0	1,722,497	7,094,212	0	7,094,212	9,814,808	0	9,814,808	38.35%
47	Economic Development	121,578	0	121,578	282,275	0	282,275	251,218	0	251,218	-11.00%

Attachment: 2024 Budget Development WS (13577 : 2024 COLA Adjustment)

BUDGETED REVENUE

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

DEPARTMENT FEES & OTHER

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

TOTAL REVENUE	\$ 20,066,529	\$ 18,232,502	\$ 17,459,582
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BUDGETED EXPENDITURES

	2023	2024
General	\$ 39,508,929	\$ 44,132,339
Bond & Interest	545,592	478,856
County Building	393,000	430,000
RCPD Fund	5,300,016	5,816,898
TOTAL EXPENDITURES	\$ 45,747,537	\$ 50,858,093
(Budget)Value of a MILL =	720,822	792,782

MINUS		
TOTAL REVENUE	18,232,502	17,459,582

EQUALS		
AMT. AD VALOREM TAX REQUIRED	\$ 27,515,034	\$ 33,398,511
TOTAL MILLS NEEDED	42.211	42.128
Mill levy diff. from previous budget year	(0.062)	(0.083)

Revenue Neutral Mill Rate (29317322.76720,822)	38.379
Revenue Neutral \$\$	\$ 30,426,513
Overage on Neutral Mill Rate	3.749
Overage on RNR Tax Rate	\$ 2,971,998
One mill of taxation is equal to \$1 on each \$1,000 of assessed value.	
Assessed valuation	
2021B-Bond Refunding Konza Water Amount - final 2028	
2017-Bonding Refunding -Facilities/Bridge Proj CIP - final 2025	

% chg	Ad Valorem per Fund	Tax Rate per Fund
11.70%	29,019,629	36.605
-12.23%	-	0.000
9.41%	303,416	0.383
9.75%	5,396,910	6.808
	34,719,955	43.795

Attachment: 2024 Budget Development WS (13577 : 2024 COLA Adjustment)



COUNTY CLERK & ELECTIONS
Request

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

COMMISSION AGENDA REPORT

FROM: Clancy Holeman, Counselor/Director of Administrative Services

MEETING: July 13, 2023

SUBJECT: This fence view will be held today, beginning at approximately 2:00 p.m., when the BOCC, County Clerk, and County Counselor arrive at the property. The landowner applicant requesting the fence view is Craig Hopkins and the adjoining landowner neighbor is Janet Pralle. The partition fence to be “viewed” by the BOCC is between the two properties at the following location: From the South: Take Route 77 north to Indian Hill Road. Turn right (east) onto Indian Hill and follow approximately 1 mile to the property on the left. Dilapidated wooden barn and stone garage foundation visible on the left. From the North: Take Route 77 south to Indian Hill Road. Turn left (east) onto Indian Hill and follow approximately 1 mile to the property on the left. Dilapidated wooden barn and stone garage foundation visible on the left. This fence view will begin at approximately 2:00 p.m. and will end by 3:00 p.m.

PRESENTER: Clancy Holeman, Counselor/Director of Administrative Services

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

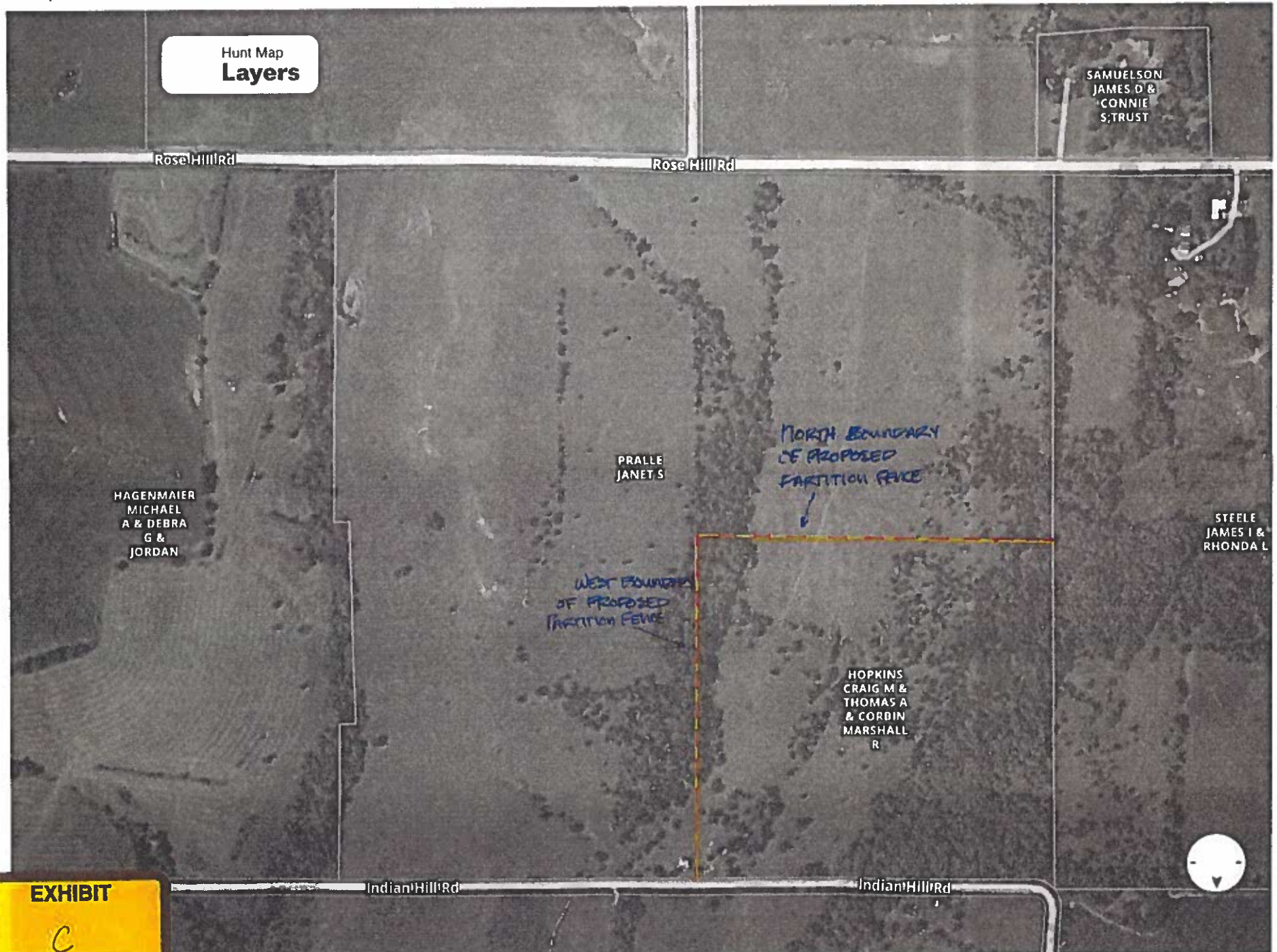
The Board agreed by consensus to

Enclosures:

- Hopkins.fence.view.location (PDF)

9/30/22, 9:49 AM

onXmaps Web App



Attachment: Hopkins.fence.view.location (13573 : Fence View)

EXHIBIT

C

om/hun/map?ref=main-nav#15.35/39.503693/-96.730202