



**Board of Riley County
Commissioners
Regular Meeting
Agenda
July 18, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

[District 1 – John Ford, Chair](#)

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

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

9:00 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Review and Approval of Indemnification and Hold Harmless Agreement
4. Advisory Board appointment letters and Resolution
5. Sign Tax Roll Corrections

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Jul 15, 2024 8:30 AM

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

9. Administrative Work Session

9:50 AM

Amanda Webb, Planning/Special Projects Director

10. USDA Rural Development Housing Preservation Grant

10:05 AM

Brian Peete, RCPD Director

11. RCPD Feasibility Study

10:30 AM

Brittany Phillips, Budget and Finance Officer

12. Indication of Revenue Neutral Rate for Riley County Rural Fire District #1
13. Indication of Revenue Neutral Rate for Riley County
14. Indication of Revenue Neutral Rate for Terra Heights
15. Indication of Revenue Neutral Rate for University Park Water & Sewer District
16. Indication of Revenue Neutral Rate for Valleywood Operations

10:45 AM**Katharine Hensler, Museum Director**

17. Monthly Staff Update - Riley County Historical Museum

11:00 AM**Elizabeth Ward, Human Resources Director**

18. Request to Fill position – County Counselor
19. Request to Fill - Director Community Corrections

Adjournment**Announcements**

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

A Ribbon Cutting for Station 102 Ashland will be held at 8:00 a.m. at 4928 McDowell Creek Road on Friday, July 19, 2024.

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**
Agreement

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

COMMISSION AGENDA REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: July 18, 2024

SUBJECT: Review and Approval of Indemnification and Hold Harmless Agreement

PRESENTER: Clancy Holeman

BACKGROUND

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

DISCUSSION

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

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

FISCAL IMPACT

N/A

RECOMMENDATION(S)

I move the Board sign the agreements as presented.

POSSIBLE MOTION(S)

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

Enclosures:

- Beer Sales Riley County Fair Agreement 2024 (DOCX)

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

THIS AGREEMENT is made and entered into on this _____ day of _____ 2024, by and between Riley County, Kansas (hereinafter referred to as “County”), Riley County Fair Board (hereinafter “Fair Board”), Riley County Extension (hereinafter “Extension”), Nick Powers, DBA RC McGraws, LLC (hereinafter “Provider”) and Kaw Valley Rodeo Association.

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

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

WHEREAS, Fair Board has approved Association’s sale of cereal malt beverages (as defined by K.S.A. 41-2701, and/or beer (K.S.A. 41-102(d)) containing not more than 6% alcohol by volume during the described rodeo in 2024.

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

1. Association will assume the responsibilities for promoting and conducting a PRCA rodeo at the Riley County Fair rodeo facilities, in conjunction with the Riley County Fair at least three (3) nightly performances in 2024. Association’s responsibilities shall include all management, production, and promotion of such rodeo.
2. If Association or its members, volunteers or Provider provide for the sale, gift, distribution, serving or furnishing of cereal malt beverages (as defined by K.S.A. 41-2701, and/or beer (K.S.A. 41-102(d)) containing not more than 6% alcohol by volume during the described rodeo, such provider shall supply to the Board of Riley County Commissioners (10 calendar days in advance of such rodeo) a certificate of insurance demonstrating:

- a. Provider has in place General Liability and Liquor Liability Coverage in the amount of at least \$1,000,000 (one million dollars) per occurrence /\$2,000,000 (two million dollars) aggregate.
 - b. Provider's insurance carrier is admitted to transact business in the state of Kansas and is an "A" rated carrier.
 - c. Provider's insurance coverage is effective and in force during the foregoing rodeo.
 - d. Riley County, Kansas and its Board of County Commissioners and its members in their individual and representative capacities, Kaw Valley Rodeo Association and its members in their individual and representative capacities, Extension and its Director and members in their individual and representative capacities and Fair Board and its members in their individual and representative capacities are an additional named insured.
3. Association and Provider hereby agree to indemnify, defend and save County and its members in their individual and representative capacities, Kaw Valley Rodeo Association and its members in their individual and representative capacities, Extension and its Director and members in their individual and representative capacities and Fair Board and its members in their individual and representative capacities harmless of and from any and all claims, demands, losses, expenses, reasonable attorney fees, causes of actions, judgments, and liability relating in any way to Association's or its members', volunteers', or Provider's provision of cereal malt beverage (as defined by K.S.A. 41-2701, and/or beer (K.S.A. 41-102(d)) containing not more than 6% alcohol by volume) during the Riley County Fair of 2024.

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

John Ford, Chairman

Greg McKinley, Vice-Chairman

Kathryn Focke, Member

ATTEST:

Rich Vargo, County Clerk

(seal)

 Neil Boyer, President
 Kaw Valley Rodeo Association

 Date

State of Kansas)
 County of Riley)

This instrument was acknowledged before me on _____ by _____.

 Notary Public

My appointment expires: _____

 Lance Sharp, Chair
 Riley County Fair Board

 Date

State of Kansas)
 County of Riley)

This instrument was acknowledged before me on _____ by _____.

 Notary Public

My appointment expires: _____

Michelle Taylor
Riley County Extension Council

Date

State of Kansas)
County of Riley)

This instrument was acknowledged before me on _____ by _____.

Notary Public

My appointment expires: _____

Nick Powers, DBA RC McGraws, LLC
Provider

Date

State of Kansas)
County of Riley)

This instrument was acknowledged before me on _____ by _____.

Notary Public

My appointment expires: _____



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 18, 2024

SUBJECT: Advisory Board appointment letters and Resolution

PRESENTER: Cindy Kabriel, Senior Administrative Assistant

RECOMMENDATIONS

1. Megan Lewis recommends reappointing James Armendariz to JCAB.
2. Vickie James recommends reappointing Cathy Jones, John Green, and Sharolyn Jackson to the Food and Farm Council

POSSIBLE MOTION(S)

Move to approve and sign the appointment letters and "Resolution No. 071824- , A Resolution appointing Riley County representatives to Advisory Boards."

James Armendariz (adult term)	July 18, 2024- June 30, 2026	Joint Corrections Advisory Board 2 year
James Armendariz (juvenile term)	July 18, 2024- June 30, 2027	Joint Corrections Advisory Board 3 year
Cathy Jones Comm Dist 2	September 1, 2024- August 31, 2027	Food and Farm Council 3 year
John Green Comm Dist 1	September 1, 2024- August 31, 2027	Food and Farm Council 3 year
Sharolyn Jackson Comm Dist 3	September 1, 2024- August 31, 2027	Food and Farm Council 3 year

Enclosures:

- 07-18-24 JCAB and Food and Farm (PDF)



BOARD OF COMMISSIONERS

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

July 18, 2024

James Armendariz
 8950 Glendale Circle
 Manhattan, KS 66502

Dear James:

This is to confirm your appointment to the Joint Corrections Advisory Board (adult term). We greatly appreciate your willingness to serve on this Council/Board and know that the Joint Corrections Advisory Board (adult term) will benefit from your contribution. Your term appointment is through June 30, 2026.

Sincerely,

Riley County Board of County Commissioners

Chair

Member

Member

Attachment: 07-18-24 JCAB and Food and Farm (14920 : Advisory Board Appointments)

Name of Council/Board Member: James Armendariz

Board: Joint Corrections Advisory Board (adult term)

Date of Term Expiration: June 30, 2024

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



I am interested in serving another term.



I am not interested in serving another term.



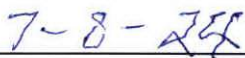
I am not eligible to serve another term.



I am interested in serving on a different council, board or committee. Please send me an interest form/application.

Signed:


Council/Board Member


Date

FILED
2024 JUL 12 AM 11:39
CLERK
JOHNSON COUNTY, KANSAS



BOARD OF COMMISSIONERS

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

July 18, 2024

James Armendariz
 8950 Glendale Circle
 Manhattan, KS 66502

Dear James:

This is to confirm your appointment to the Joint Corrections Advisory Board (juvenile term). We greatly appreciate your willingness to serve on this Council/Board and know that the Joint Corrections Advisory Board (juvenile term) will benefit from your contribution. Your term appointment is through June 30, 2027.

Sincerely,

Riley County Board of County Commissioners

Chair

Member

Member

Attachment: 07-18-24 JCAB and Food and Farm (14920 : Advisory Board Appointments)

Name of Council/Board Member: James Armendariz

Board: Joint Corrections Advisory Board (juvenile term)

Date of Term Expiration: June 30, 2024

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



I am interested in serving another term.



I am not interested in serving another term.



I am not eligible to serve another term.



I am interested in serving on a different council, board or committee. Please send me an interest form/application.

FILED
 2024 JUL 12 AM 11:39
 COUNTY CLERK
 RILEY COUNTY, KANSAS

Signed:


 Council/Board Member

7-8-24
 Date

Attachment: 07-18-24 JCAB and Food and Farm (14920 : Advisory Board Appointments)

Cindy Kabriel

From: Vickie James <vickiejames8955@gmail.com>
Sent: Tuesday, July 16, 2024 9:52 AM
To: Cindy Kabriel
Cc: Vickie James
Subject: Reappointments for the Food and Farm Council

The Administrative Council of the Riley County and City of Manhattan Food and Farm Council would like to request reappointment to the Council for Cathy Jones, John Green, and Sharolyn Jackson.

All three offer expertise and knowledge in their respect sectors of the food system. All are very active, engaged Council members.

Cathy Jones, as a WIC dietitian, guides much of our education work. She leads our kids nutrition education program, Power of Produce, for 12 weeks during the Summer at the Downtown Farmers Market. Our third season, the program averages over 100 youth ages 4-12 and their significant adult family members. Parents report this is THE way to get kids to try new produce, and the tokens valuing \$4 per week allow the kids to learn how to shop, manage money, purchase, then prepare and eat fresh produce. When we need ideas or volunteers she is a leader!

John Green has so much skill in institutional food service management and is a strong link between the Council and K-State. John and his extended family are great leads for our Flint Hill Food Recovery program, now almost two years and 42,000 lbs recovered that would otherwise have gone to the landfill. Instead, 14 recipient agencies, like the Emergency Shelter are able to safely serve the foods to those with limited access to food.

Sharolyn Jackson is a very skilled, long time state extension specialist. She is a connector for the Council with resources, people, partnerships, and enjoys helping with food recovery on Saturdays at the Downtown Farmers Market.

Our programs don't just happen. They are strategically developed, implemented and assessed. Then, comes the need for key leaders, like those we recommend reappointment for here to guide the programs. Keeping our work strong and effective requires qualified members.

Thank you for supporting our work.

Vickie James, Coordinator

Vickie L. James, RDN, LD
 Food and Farm Council of Riley County and City of Manhattan, KS., Coordinator
 620-397-3901
vickiejames8955@gmail.com

Attachment: 07-18-24 JCAB and Food and Farm (14920 : Advisory Board Appointments)



BOARD OF COMMISSIONERS

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

July 18, 2024

Cathy Jones
 200 Carlisle Terrace
 Manhattan, KS 66503

Dear Cathy:

This is to confirm your appointment to the Food and Farm Council. We greatly appreciate your willingness to serve on this Council/Board and know that the Food and Farm Council will benefit from your contribution. Your term appointment is through August 31, 2027.

Sincerely,

Riley County Board of County Commissioners

 Chair

 Member

 Member

Attachment: 07-18-24 JCAB and Food and Farm (14920 : Advisory Board Appointments)

Name of Council/Board Member: Cathy Jones

Board: Food and Farm Council

Date of Term Expiration: August 31, 2024

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

FILED
 2024 JUL -8 AM 7:23
 COUNTY CLERK
 RILEY COUNTY, KANSAS



I am interested in serving another term.



I am not interested in serving another term.



I am not eligible to serve another term.



I am interested in serving on a different council, board or committee. Please send me an interest form/application.

Signed:

Cathy Jones
Council/Board Member

7-1-2024
Date

Attachment: 07-18-24 JCAB and Food and Farm (14920 : Advisory Board Appointments)



BOARD OF COMMISSIONERS

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

July 18, 2024

John Green
 1531 Mid-Campus Drive North
 Manhattan, KS 66506

Dear John:

This is to confirm your appointment to the Food and Farm Council. We greatly appreciate your willingness to serve on this Council/Board and know that the Food and Farm Council will benefit from your contribution. Your term appointment is through August 31, 2027.

Sincerely,

Riley County Board of County Commissioners

 Chair

 Member

 Member

Attachment: 07-18-24 JCAB and Food and Farm (14920 : Advisory Board Appointments)

FILED
4 JUL -1 AM 11:37
COUNTY CLERK
JEFFERSON COUNTY, KANSAS

Name of Council/Board Member: John Green

Board: Food and Farm Council

Date of Term Expiration: August 31, 2024

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

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

Signed:

John Green
Council/Board Member

6-25-24
Date

Attachment: 07-18-24 JCAB and Food and Farm (14920 : Advisory Board Appointments)



BOARD OF COMMISSIONERS

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

July 18, 2024

Sharolyn Jackson
 3905 Deandra Lane
 Manhattan, KS 66503

Dear Sharolyn:

This is to confirm your appointment to the Food and Farm Council. We greatly appreciate your willingness to serve on this Council/Board and know that the Food and Farm Council will benefit from your contribution. Your term appointment is through August 31, 2027.

Sincerely,

Riley County Board of County Commissioners

 Chair

 Member

 Member

Attachment: 07-18-24 JCAB and Food and Farm (14920 : Advisory Board Appointments)

FILED
JUN 20 AM 10:53
COUNTY CLERK
Y COUNTY, KANSAS

Name of Council/Board Member: Sharolyn Jackson

Board: Food and Farm Council

Date of Term Expiration: August 31, 2024

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



I am interested in serving another term.



I am not interested in serving another term.



I am not eligible to serve another term.



I am interested in serving on a different council, board or committee. Please send me an interest form/application.

Signed:

Sharolyn Jackson
Council/Board Member

6/17/24
Date

Attachment: 07-18-24 JCAB and Food and Farm (14920 : Advisory Board Appointments)

RESOLUTION NO. 071824-**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:

James Armendariz (adult term)	July 18, 2024- June 30, 2026	Joint Corrections Advisory Board 2 year
James Armendariz (juvenile term)	July 18, 2024- June 30, 2027	Joint Corrections Advisory Board 3 year
Cathy Jones Comm Dist 2	September 1, 2024- August 31, 2027	Food and Farm Council 3 year
John Green Comm Dist 1	September 1, 2024- August 31, 2027	Food and Farm Council 3 year
Sharolyn Jackson Comm Dist 3	September 1, 2024- August 31, 2027	Food and Farm Council 3 year

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 18th day of July, 2024.

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

CHAIR

MEMBER

MEMBER

ATTEST:

RICH VARGO
Riley County Clerk

Attachment: 07-18-24 JCAB and Food and Farm (14920 : Advisory Board Appointments)



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 18, 2024

SUBJECT: Sign Tax Roll Corrections

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve the Tax Roll Corrections.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Color0082 (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by IMUIR

2024/07/11

5.a

Taxpayer ID BANK0053
Owner ID BJSI0001

Control # 2024000228

Tax Year 2019
Tract # 905001

BJS INC

CAMA # 203-07-2-80-01-001-02-0-01

LIMEY POINTE

PO BOX 1001

TU 2 Manhattan City

PT LOT 1

SALINA, KS 67402-1001

Parcel 63274

USD 383

Property Address 101 GOODFOOD PL

APPRAISER SECTION (Value)

2024/07/11 IMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CU	400380	1573620	1974000

Appraised After Correction:

CL	Land	Imp	Total
CU	400380	1267420	1667800

Net Change
306200-

Total	400380	1573620	1974000
-------	--------	---------	---------

Total	400380	1267420	1667800
-------	--------	---------	---------

306200-

Assessed Prior to Correction:

CU			
CU	100095	393405	493500

Assessed After Correction:

CU			
CU	100095	316855	416950

Net Change

76550-

Total	100095	393405	493500
-------	--------	--------	--------

Total	100095	316855	416950
-------	--------	--------	--------

Total	76550-
-------	--------

SB41

SB41

SB41

CLERK SECTION (Tax)

2024/07/11 IMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 156.51000	Gen Tax	77237.70
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Tax After Correction:

Levy 156.51000	Gen Tax	65256.84
----------------	---------	----------

Net Change

11980.86-

SB41 Tax Dollars	77237.70
------------------	----------

SB41 Tax Dollars	65256.84
------------------	----------

11980.86-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

76550-

Applicable Mill Levy

156.51000

Net Change in Levied Tax Dollars

11980.86-

Type of Correction DECREASE

Correction Code CO C.O.T.A./OTHER Rate 4.00%

Tax Statement # 2651

Comments Lowered per Docket 2020-6179PR

Stipulated Value

Net Change in SB41 Exemption

Net Change in Total Tax Dollars

11980.86-

Owner BJSI0001

BJS INC

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: Color0082 (14904 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by IMUIR

2024/07/11

5.a

Taxpayer ID BANK0053
Owner ID BJSI0001

Control # 2024000229

Tax Year 2020
Tract # 905001

BJS INC

CAMA # 203-07-2-80-01-001-02-0-01

LIMEY POINTE

PO BOX 1001

TU 2 Manhattan City

PT LOT 1

SALINA, KS 67402-1001

Parcel 63274

USD 383

Property Address 101 GOODFOOD PL

APPRAISER SECTION (Value)

2024/07/11 IMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CU	400380	1573620	1974000

Appraised After Correction:

CL	Land	Imp	Total
CU	400380	1267420	1667800

Net Change
306200-

Total 400380 1573620 1974000

Total 400380 1267420 1667800

306200-

Assessed Prior to Correction:

CU			
CU	100095	393405	493500

Assessed After Correction:

CU			
CU	100095	316855	416950

Net Change
76550-

Total 100095 393405 493500

Total 100095 316855 416950

Total 76550-

SB41

SB41

SB41

CLERK SECTION (Tax)

2024/07/11 IMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy	155.27200	Gen Tax	76626.74
SB41 \$			

Tax After Correction:

Levy	155.27200	Gen Tax	64740.66
SB41 \$			

Net Change

11886.08-

SB41 Tax Dollars 76626.74

SB41 Tax Dollars 64740.66

11886.08-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

76550-

Applicable Mill Levy

155.27200

Net Change in Levied Tax Dollars

11886.08-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code CO C.O.T.A./OTHER Rate 4.00%

Tax Statement # 2497

Comments Lowered per Docket 2020-6180EQ

Stipulated Value

Owner BJSI0001

BJS INC

Net Change in Total Tax Dollars

11886.08-

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: Color0082 (14904 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2024/07/11

5.a

Taxpayer ID BANK0053
Owner ID BJSI0001

Control # 2024000230

Tax Year 2021
Tract # 905001

BJS INC
PO BOX 1001
SALINA, KS 67402-1001

CAMA # 203-07-2-80-01-001-02-0-01
TU 2 Manhattan City
Parcel 63274
USD 383

LIMEY POINTE
PT LOT 1
Property Address 101 GOODFOOD PL

APPRAISER SECTION (Value)

2024/07/11 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CU	400380	1573620	1974000

Total	400380	1573620	1974000
-------	--------	---------	---------

Assessed Prior to Correction:

CU			
CU	100095	393405	493500

Total	100095	393405	493500
-------	--------	--------	--------

SB41			
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Appraised After Correction:

CL	Land	Imp	Total
CU	400380	1267420	1667800

Total	400380	1267420	1667800
-------	--------	---------	---------

Assessed After Correction:

CU			
CU	100095	316855	416950

Total	100095	316855	416950
-------	--------	--------	--------

SB41			
------	--	--	--

Net Change
306200-

306200-

Net Change

76550-

Total 76550-

SB41

CLERK SECTION (Tax)

2024/07/11 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 157.46100	Gen Tax	77707.00
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	SB41 \$	
--	---------	--

SB41 Tax Dollars	77707.00
------------------	----------

Tax After Correction:

Levy 157.46100	Gen Tax	65653.36
----------------	---------	----------

	SB41 \$	
--	---------	--

SB41 Tax Dollars	65653.36
------------------	----------

Net Change

12053.64-

12053.64-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

76550-

Applicable Mill Levy

157.46100

Net Change in Levied Tax Dollars

12053.64-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code CO C.O.T.A./OTHER Rate 4.00%

Tax Statement # 2355

Comments Lowered per Docket 2021-1105EQ

Stipulated Value

Owner BJSI0001
BJS INC

Net Change in Total Tax Dollars

12053.64-

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:

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2024/07/11

5.a

Taxpayer ID KSUR0002
Owner ID KSUR0002

Control # 2024000232

Tax Year 2023
Tract # R310554

KSU REAL ESTATE FUND LLC
1800 KIMBALL AVE STE 200
MANHATTAN, KS 66502-3373

CAMA # 211-01-0-00-00-001-82-0-01
TU 2 Manhattan City
Parcel 53112
USD 383

1-10-7 TR IN S2 OF
SE4
Property Address KIMBALL AVE

APPRAISER SECTION (Value)

2024/07/11 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CU	1726644	1866230	3592874
EO	94816	102480	197296

Appraised After Correction:

CL	Land	Imp	Total
EO	1726644	1866230	3592874
EO	94816	102480	197296

Net Change

Total 1821460 1968710 3790170

Assessed Prior to Correction:

CU	431661	466558	898219
EO	94816	102480	197296

Assessed After Correction:

EO	1726644	1866230	3592874
EO	94816	102480	197296

Net Change

2694655

Total 526477 569038 898219
SB41

Total 1821460 1968710
SB41

Total 898219-
SB41

CLERK SECTION (Tax)

2024/07/11 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 150.37500	Gen Tax	135069.68
	SB41 \$	
SB41 Tax Dollars		135069.68

Tax After Correction:

Levy 150.37500	Gen Tax	
	SB41 \$	
SB41 Tax Dollars		

Net Change

135069.68-

135069.68-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

898219-

Applicable Mill Levy

150.37500

Net Change in Levied Tax Dollars

135069.68-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code CO C.O.T.A./OTHER Rate 4.00%

Tax Statement # 19512

Comments Exempt per BOTA 2023-6672-TX
Beginning Jan 1, 2023

Net Change in Total Tax Dollars

135069.68-

Owner KSUR0002

KSU REAL ESTATE FUND LLC

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: Color0082 (14904 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2024/07/11

5.a

Taxpayer ID KSUR0002
Owner ID KSUR0002

Control # 2024000231

Tax Year 2023
Tract # 036024

KSU REAL ESTATE FUND LLC
1800 KIMBALL AVE STE 200
MANHATTAN, KS 66502-3373

CAMA # 203-07-2-50-05-020-00-0-01
TU 2 Manhattan City
Parcel 30120
USD 383

EISENHOWER ADDN
LOTS 24 35 36
Property Address 1021 DENISON AVE

APPRAISER SECTION (Value)

2024/07/11 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CU	662300		662300
Total	662300		662300

Assessed Prior to Correction:

CU		
CU	165575	165575
Total	165575	165575
SB41		

Appraised After Correction:

CL	Land	Imp	Total
CU	415525		415525
EO	246775		246775
Total	662300		662300

Assessed After Correction:

CU		
CU	103881	103881
EO	246775	246775
Total	350656	103881
SB41		

Net Change
246775-
246775

Net Change
61694-
246775

Total
SB41 61694-

CLERK SECTION (Tax)

2024/07/11 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy	150.37500	Gen Tax	24898.34
SB41 Tax Dollars			24898.34

Tax After Correction:

Levy	150.37500	Gen Tax	15621.12
SB41 Tax Dollars			15621.12

Net Change
9277.22-

9277.22-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

Applicable Mill Levy	150.37500
Net Change in Levied Tax Dollars	9277.22-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code CO C.O.T.A./OTHER Rate 4.00%

Tax Statement # 19510

Comments Exempt per BOTA 2023-6671-TX
Beginning August 17, 2023

Net Change in Total Tax Dollars

9277.22-

Owner KSUR0002
KSU REAL ESTATE FUND LLC

By order of the Board of County Commissioners of RILEY COUNTY, Kansas.

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: Color0082 (14904 : Tax Roll Corrections)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
July 22, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Highway Use Permit

Review Minutes

Press Conference Topics

Review Tentative Agenda

9:00 AM

Bob Isaac, Planner

2. Public hearing for a final plat of PK Richards Addition

9:30 AM

Press Conference

3. Public Notice - Evan McMillan (1-2 minutes)
4. Riley County Office Building Hours - Vivienne Leyva (1-2 minutes)

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

5. Administrative Work Session

10:30 AM

Megan Lewis, Interim Community Corrections Director

6. Staff update

12:00 PM

Intergovernmental Luncheon

Adjournment

Attachment: 07-22-24 tentative agenda (14219 : 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.



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
July 25, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Presentation of the 4-H Cookie Jar by the Riley County 4-H Fair Royalty

Commission Comments

Business Meeting

2. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Barry Wilkerson, County Attorney

3. Staff update

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

4. Administrative Work Session
5. Executive session to discuss confidential legal advice regarding potential litigation issues

9:50 AM

Bob Isaac, Planner

6. Special Use Authorization to construct and operate 300,000 gallon rural water district water tower

10:05 AM

Vivienne Leyva, PIO

7. PIO update

10:20 AM

Lori Feldkamp, Big Lakes Developmental Center Director

8. Big Lakes Developmental Center update

10:35 AM**Clancy Holeman, Counselor/Director of Administrative Services**

9. Executive session to discuss a performance matter involving non-elected personnel

11:35 AM**Cory Meyer, IT/GIS Director**

10. Staff update

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: 07-25-24 tentative agenda (14219 : Tentative Agenda)



PLANNING & DEVELOPMENT
Grant

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 18, 2024

SUBJECT: USDA Rural Development Housing Preservation Grant

PRESENTER: Amanda Webb, Planning Director

BACKGROUND

USDA Rural Development has opened a funding opportunity in the Housing Preservation Grant Program for the repair and rehabilitation of rural housing units owned or occupied by low-income (50%-80% of the area median income) and very-low-income (50% or less of the area median income) citizens. This is a national program that includes a total of \$12.2 million in funding for 100 awardees. Rural areas and towns with 20,000 or fewer people are eligible.

Eligible expenses include, but are not limited to, repair and replacement of foundations, roofs, insulation, electrical wiring, heating systems, and water and waste disposal systems. Please see the attached "Fact Sheet" for more information on eligible expenses.

The deadline for pre-applications is July 29, 2024. The required application form is attached.

DISCUSSION

Properties within unincorporated Riley County are eligible according to USDA-RD's eligibility website. Homeowners that fit the income levels above are eligible as well as rental owners who rent to tenants that fit the income criteria above.

There is a need in the community for this type of funding as I have received inquiries over the years. I don't have a list of property addresses to provide, so will apply in a more general scope. I plan to request between \$50,000 and \$100,000 for this purpose. I have contacted the Flint Hills

Area Builders Association for input on cost estimates for various repair/rehabilitation expenses to help support the dollar figure requested.

The county would apply for this funding, and then award based on a property owner application system. If the county's application is approved, I will create an application form and process to administer funds to property owners. I will obtain support of the form and process from the BOCC before announcing the availability of funds and accepting applications.

FISCAL IMPACT

There is no fiscal impact to Riley County with the submittal (and award) of this grant application, other than staff time to submit and administer the grant.

STAFF RECOMMENDATION

It is recommended the BOCC support the grant application and allow staff to apply for the USDA-RD Housing Preservation Grant.

POSSIBLE MOTION(S)

Move to approve staff applying for the USDA-RD Housing Preservation Grant.

Enclosures:

- Fact Sheet (PDF)
- SF424_4_0-V4.0 Application (PDF)

Housing Preservation Grants

What does this program do?

USDA Rural Development Housing Preservation Grants (HPGs) provide funds to eligible organizations to repair or rehabilitate housing occupied by very-low and low-income families in eligible rural areas.

Who can apply?

- **Most state and local governments**
- **Nonprofit organizations**
- **Federally recognized Tribes (information is available at go.usa.gov/xzHPW)**

NOTE: Individuals apply through an organization that has received a Housing Preservation Grant; not directly through USDA Rural Development.

What is an eligible area?

Properties must be located in eligible rural areas. To learn more, visit the USDA Rural Development Income and Property Eligibility webpage at this link: go.usa.gov/xzcdM.

How can funds be used?

- Organizations can provide grants or low-interest loans to eligible recipients to repair or rehabilitate housing.
- Rental and cooperative properties that house very-low and low-income tenants also can get help to repair or rehabilitate rural rental housing.

What are some eligible expenses?

- Repairing or replacing foundations, roofs, insulation, electrical wiring, heating systems, and water and waste disposal systems
- Installing features to address mobility or other accessibility needs
- Labor and materials
- Eligible administrative expenses up to 20 percent of the award
- A complete list of eligible expenses is available at this link: go.usa.gov/xz6tM

How do we get started?

Applications are accepted annually through a notice in the *Federal Register*. Updates also are available on the USDA Rural Development Housing Preservation Grant webpage at go.usa.gov/xz6zh.

Who can answer questions?

Your local USDA Rural Development Housing team can help you. A list of office locations is available at this link: go.usa.gov/xzHPf.

What governs this program?

- CFR 1944-N, available at this link: go.usa.gov/xubYA
- Title Five of the Housing Act of 1940, available at this link: go.usa.gov/xzF9d
- Additional regulations apply and can be found at this link: go.usa.gov/xz6zh.

NOTE: Because information changes, always consult official program instructions or contact your local Rural Development office for help. A list is available at this link: go.usa.gov/xzHPf. You will find additional resources, forms, and program information at rd.usda.gov. USDA is an equal opportunity provider, employer, and lender.

Last Updated July 2024

Application for Federal Assistance SF-424*** 1. Type of Submission:**

- ☐ Preapplication
- ☐ Application
- ☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☐ New
- ☐ Continuation
- ☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

*** 3. Date Received:**

Completed by Grants.gov upon submission.

4. Applicant Identifier:**5a. Federal Entity Identifier:****5b. Federal Award Identifier:****State Use Only:****6. Date Received by State:****7. State Application Identifier:****8. APPLICANT INFORMATION:***** a. Legal Name:***** b. Employer/Taxpayer Identification Number (EIN/TIN):***** c. UEI:****d. Address:***** Street1:****Street2:***** City:****County/Parish:***** State:****Province:***** Country:**

USA: UNITED STATES

*** Zip / Postal Code:****e. Organizational Unit:****Department Name:****Division Name:****f. Name and contact information of person to be contacted on matters involving this application:****Prefix:***** First Name:****Middle Name:***** Last Name:****Suffix:****Title:****Organizational Affiliation:***** Telephone Number:****Fax Number:***** Email:**

Application for Federal Assistance SF-424*** 9. Type of Applicant 1: Select Applicant Type:**

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:****11. Catalog of Federal Domestic Assistance Number:**

CFDA Title:

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:**

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal

* b. Applicant

* c. State

* d. Local

* e. Other

* f. Program Income

* g. TOTAL

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐ a. This application was made available to the State under the Executive Order 12372 Process for review on☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☐ c. Program is not covered by E.O. 12372.*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes☐ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

☐ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:

* First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number:

Fax Number:

* Email:

* Signature of Authorized Representative:

Completed by Grants.gov upon submission.

* Date Signed:

Completed by Grants.gov upon submission.

Attachment: SF424_4_0-V4.0 Application (14916 : USDA-RD Housing Preservation Grant 2024)



OUTSIDE AGENCY
Presentation

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

STAFF REPORT

FROM: Cindy Kabriel

MEETING: July 18, 2024

SUBJECT: RCPD Feasibility Study

PRESENTER: Brian Peete, RCPD Director

Enclosures:

- RCPD Law Board Meeting (PDF)



Feasibility Study:

Riley County Police Department

Riley County Law Enforcement Center
1001 South Seth Child Road
Manhattan, Kansas 66502

BAKER | McMILLAN
ARCHITECTS

Baker McMillan Architects
555 Poyntz Avenue, Suite 295
Manhattan, Kansas 66502
785-776-1011

Riley County Law Enforcement Center
1001 South Seth Child Road
Manhattan, Kansas 66502

**BAKER | McMILLAN
ARCHITECTS**
Baker McMillan Architects
555 Poyntz Avenue, Suite 295
Manhattan, Kansas 66502
785-776-1011

3. Department Interviews

To consolidated facilities

BY THE NUMBERS

ANNUAL AVERAGES BASED
ON 20-YEAR AVERAGES

206
Total Violent Crimes
3 PER 1,000 PEOPLE

2 Murders/Homicides

1 PER 6 MONTHS

33

Rape Occurrences

3 PER MONTH

1410
Property Crimes

20 PER 1,000 PEOPLE

219
Burglaries

18 PER MONTH

1105
Thefts

92 PER MONTH

86

Motor

7 PER MONTH

[illegible]

Source: *The Manhattan Mercury*. Tuesday, 06 March 1973.

Consolidated law enforcement costs are broken down and refute claims made by opponents of the new system

By BILL FELDER
Mercury News Editor
San Jose, Calif.

Of all the arguments raised by opponents of consolidation of Riley County's two cities, the one that is probably the most damaging in the public eye is that of money.

It is a claim that has broken out against consolidation as soon as 1972. At that time city residents had claimed that city residents would be the cost of the merger, and that the tax levy of city residents would be upped over last year.

The first figure is misleading and the second is a distortion.

The mathematics of the two cities are complicated and to a large extent boring. But they are important.

While the share of enforcement funded by residents of the cities under 1972 (91.8 to be exact), that represented almost no change in the representation over the past two years. In 1971 the city residents paid 92.2 percent of the law-enforcement city and the sheriff's force.

But the city residents paid an additional cost to city residents, the 1974 bill of the "average" taxpayer would be 92.2 percent. The increase for all law enforcement

costs, and that 16 per cent includes all equipment costs for the new RCPD and eight additional patrolmen.

If your calculators are poised and ready, here are the facts to verify those statements. First the 90 per cent tab.

In 1974 the city residents, through

Analysis

the city government, paid \$885,857 as the city's share of the cost of consolidation. At the same time, residents of the city of Manhattan also paid the preponderance of the county's share of the same bill, the county's share being \$146,127.

the city government, paid \$885,857 as the city's share of the cost of consolidation. At the same time, residents of the city of Manhattan also paid the preponderance of the county's share of the same bill, the county's share being \$146,127.

Since city residents pay about 70 per cent of county bills, the city residents' share can be calculated at \$122,581.

Thus the share of the total RCPD agency budget (\$1,097,587) paid by residents of the city during 1974 was \$1,008,438. This is 91.8 per cent of the total, give or take a decimal point.

For 1973, residents of the city of Manhattan paid taxes in the amount of \$724,314 for the support of the police department, police retirement funds and airport security.

The same residents also paid \$103,750 toward the county's operation of the sheriff's department, and an

additionally \$55,304 for a one mill levy to fund 1973 planning of the RCMP.

The total expenditures of the residents of the city of Manhattan during 1973 for law enforcement were \$883,368 of a cumulative spent throughout the county of \$989,514—89.2 per cent.

During 1972, residents of the city of Manhattan paid \$569,673 for a city police force, and \$79,595 more toward the sheriff's department. That is \$649,268 of a total expenditure in the county of \$707,238, or 91.8 per cent.

In other words, the share of law enforcement costs being borne by residents of the city of Manhattan is

no more this year than it was during 1972, and less than three per cent above last year.

Now about the charge that consolidation is costing the city resident 40 per cent more money.

The total expenses paid by city residents for law enforcement in 1974—as noted above—was \$1,008,438. In addition to that, city residents paid to the city government \$46,250 to accomplish functions which previously had been conducted by the Manhattan Police Department—for instance, the operation of the Municipal Court.

The estimated levy for the total city

See back page this section

DEPARTMENT: OFFICE OF THE DIRECTOR

- Need one additional large conference room that holds 15-20 people. Equip with smart technology.
- Storage needs would need to double.

DEPARTMENT: PATROL DIVISION

- Spatial needs would grow the existing footprint to twice it's current size.
- Connections to dispatch.
- Access to report via individual locker via available for equipment.
- Docking stations for radios should be increased.
- The equipment (keys) checklist is currently outdated.
- Two additional lockers.
- Quick access to vehicles.
- Workstations should be segregated.
- Office space should also be for 4 technicians.

DEPARTMENT: TRAINING DEPARTMENT

- Large, open floor building approx. 100' x 40' for PT testing, VR system, moveable walls, etc. to house 50.
- Heating, cooling, plumbing, and.
- Storage for reality-based training.
- Professional meeting area with internet.
- Virtual space.

DEPARTMENT: ADMINISTRATION

- Four additional office spaces (community relations office; payroll, attorney, #1) are needed. (See Office of the Director needs).
- One larger area for all offices, could suit for various rather than offices, could suit.
- Additional meeting areas.
- Larger break room and kitchen area.
- All glass.

DEPARTMENT: SUPPORT & RECORDS

- Join records and civil process due to personnel.
- Need less computers and flexibility in printing and scanning.
- The existing bulkhead room is needed.
- 4 pass-thru windows/drawers are needed.
- 4 coats, etc. will be needed in addition to the transaction counter.

DEPARTMENT: JAIL & CORRECTIONS

- Increase female pods.
- Slight increase in storage needs.
- 16 inmates with mental and.
- Exam room is.

DEPARTMENT: MAINTENANCE & FLEET

- Larger shop and garage area for fleet and building maintenance work and storage.
- Best storage area for building.
- ons needed to be in one singular location.
- bay separated.
- ties need work (garage/pump).
- for maintenance work.
- of 4-5 vehicles should accommodate.
- ment in army needs per week.
- and jewelry or small valuables.
- and maintenance bay is needed.

DEPARTMENT: INVESTIGATIONS

- A minimum of two interview rooms - separate from the patrol interview rooms - for dedicated.
- An Intelligence Command Unit (ICU) needs to expand in size and number of analysts. A minimum three analysts and one supervisor.
- level interview room large enough for a multi-sensory treatment episode or investigation is sensitive case review.
- Half wall cubicles to support 18-20 investigators would be ideal.
- An additional CSI office is highly needed.

DEPARTMENT: DISPATCH

- Space needs to double for growth; need additional storage to some extent.
- Lodges for staff - minimum 24.
- Elevated platform for monitors; move consoles.
- More wall space for phone; call dispatchers can.
- Post layout is preferred to be phone calls but be separated enough to be connected with other responders.
- Minimum three responders are required at all times.
- A quiet room and break room nearby is desired.
- A training area with a single console and room for the supervisor would be beneficial.
- Each responder needs minimum 5 monitors, but 6 would be preferred over console technology.
- Individual control over console technology would be ideal.

DEPARTMENT: FORMATION & TECH.

- id increase in size, approximately 75% for the server room that needs to be secured.
- blowdowns and clearances around.
- should be of high priority.
- air storage needs to increase by about 50%.
- should be close to the server room for backup and maintenance.
- all offices located together.
- server room should be weather and stop.
- currently water could enter the space.
- equipment.
- air through public spaces should be.
- air handling unit capacity.

DEPARTMENT: DISPATCH

Equipment and Staffing Needs:

Equipment	Staffing
90	23
Equipment	Staffing
33	4
Equipment	Staffing
23	8
Equipment	Staffing



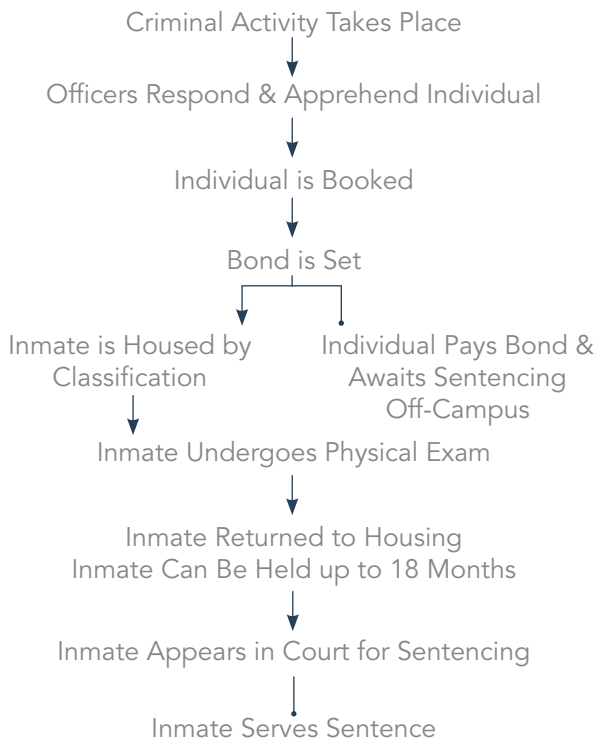
Feasibility Study:
Riley County Police Department

Riley County Law Enforcement Center
1001 South Seth Child Road
Manhattan, Kansas 66502

BAKER | MEMILLAN
ARCHITECTS
Baker McMillan Architects
805 Fourth Avenue, Suite 205
Manhattan, Kansas 66502
785-739-3211

4. Jail Capacity

PROCESS OF AN INMATE



POD CLASSIFICATION

Pod Name & Classification	Population Capacity	Security Level
A General Pop.	32	Medium-Security
B High-Risk	30	Maximum-Security
C General Pop.	17	Medium-Security
D Female Pod	14	Medium-Security
E Inmate Workers	12	Low-Security
F Medical Unit	12	Maximum-Security
G Solitary/Disciplin.	12	Maximum-Security
7 Total Pods	129	Total Inmate Capacity

POD NEEDS

H Female Pod	14	Medium-Security
I Medical Unit	4	Maximum-Security
J General Pop.	32	Medium-Security
3 Total Pods Needed	50	Additional Inmates

5. Analysis & Projections

LOOKING AHEAD
PROJECTIONS FOR THE NEXT 20 YEARS

BY THE
NUMBERS
BASED ON ECONOMIC &
POPULATION GROWTH

241
Total Violent Crimes
3.4 PER 1,000 PEOPLE

2.22
Murders/Homicides
+.22 INCREASE

38
Rape Occurrences
+5 INCREASE

24
Robberies
+3 INCREASE

150
Aggravated Assault
+26 INCREASE

1650
Property Crimes
+240 INCREASE

256
Burglaries
+37 INCREASE

1292
Thefts
+187 INCREASE

100
Motor Vehicle Thefts
+14 INCREASE

84,826
Forecasted Population by 2044¹²

*Based on information by the Center for Economic Development and Business Research. Wichita State University.

6. Programming & Planning

MULTI-PURPOSE ROOM

50 Person Capacity
Working Kitchen
Smart Technology
Adequate Seating

SECURITY LEVEL: ○○○○○○

DEPARTMENT USERS: *Director
Administration
Training
Records*

INTELLIGENCE COMMAND

10-12 Person Capacity
Several Monitors/Screens
Smart Technology
Adequate Seating

SECURITY LEVEL: ●●●●●○

DEPARTMENT USERS: *Investigations
Patrol
Director
Administration*

TRAINING ROOM

50 Person Capacity
Professional Meeting Area
PT Course
Reality-based Training Storage

SECURITY LEVEL: ●●○○○○

DEPARTMENT USERS: *Training
Patrol
Jail*

INTERVIEW ROOMS

Separate, Individual Rooms
Minimal Sound Transmission
Secure and Escape Proof
Camera/Recording Capabilities

SECURITY LEVEL: ●●●●●○

DEPARTMENT USERS: *Investigations
Patrol*

SPECIALIZED TRAINING

One Dispatch Console
Supervisor Space
IT Workstations
Controlled Environment

SECURITY LEVEL: ●●●●○○

DEPARTMENT USERS: *Dispatch
IT
Records*

QUIET & BREAK ROOMS

Quiet Rooms for Sleeping
Childcare Area
Room to Cook & Prepare Food
Separation from Work Space

SECURITY LEVEL: ●●○○○○

DEPARTMENT USERS: *All
Departments*

PARKING

Additional Spaces
Patrol Vehicle Parking
Visitor Parking
Shift Changes

SECURITY LEVEL: ○○○○○○

DEPARTMENT USERS: *All
Departments*

CONSOLIDATION

IT Department
Records/Civil Process/Support
Administration & Director Space

SECURITY LEVEL: ●●●●○○

DEPARTMENT USERS: *IT
Records*

JAIL CAPACITY

Mental Health Pod
Medical Accommodations
Female Pod Increase
Outdoor Recreation Space

SECURITY LEVEL: ●●●●●○

DEPARTMENT USERS: *Jail*

STAFFING CENSUS

Office of the Director	4	Office of the Director	4
Administration	10	Administration	12
Training	3	Training	4
Records & Support	12	Records & Support	12
Patrol	90	Patrol	105
Dispatch	23	Dispatch	33
Maintenance & Fleet	5	Maintenance & Fleet	8
Information & Tech.	4	Information & Tech.	6
Investigations	23	Investigations	30
Jail & Corrections	54	Jail & Corrections	74
Current Staffing	228	Projected Staffing	288

FLEET

UTV's	2
Trailers	6
Patrol Vechiles	32
Support Vehicles	38
Total Vehicles	78
One Vehicle Added Per Year	
Officers per Vehicle	2
2044 Total Vehicles	98

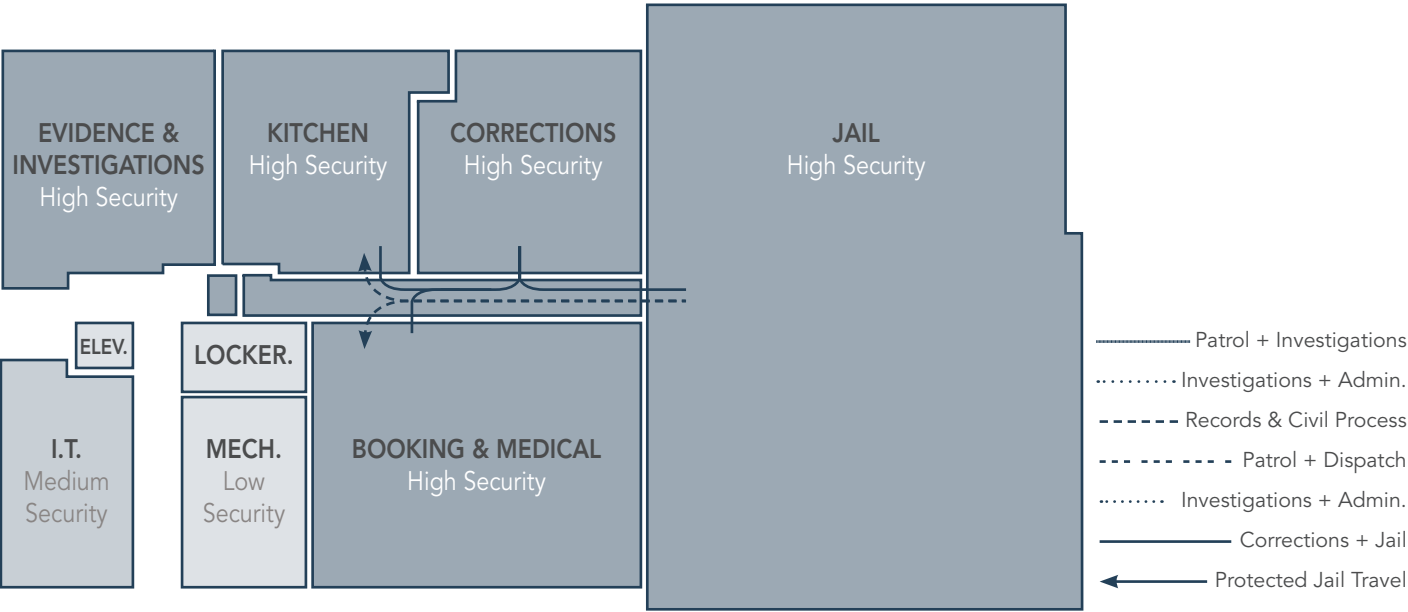


Feasibility Study:
Riley County Police Department

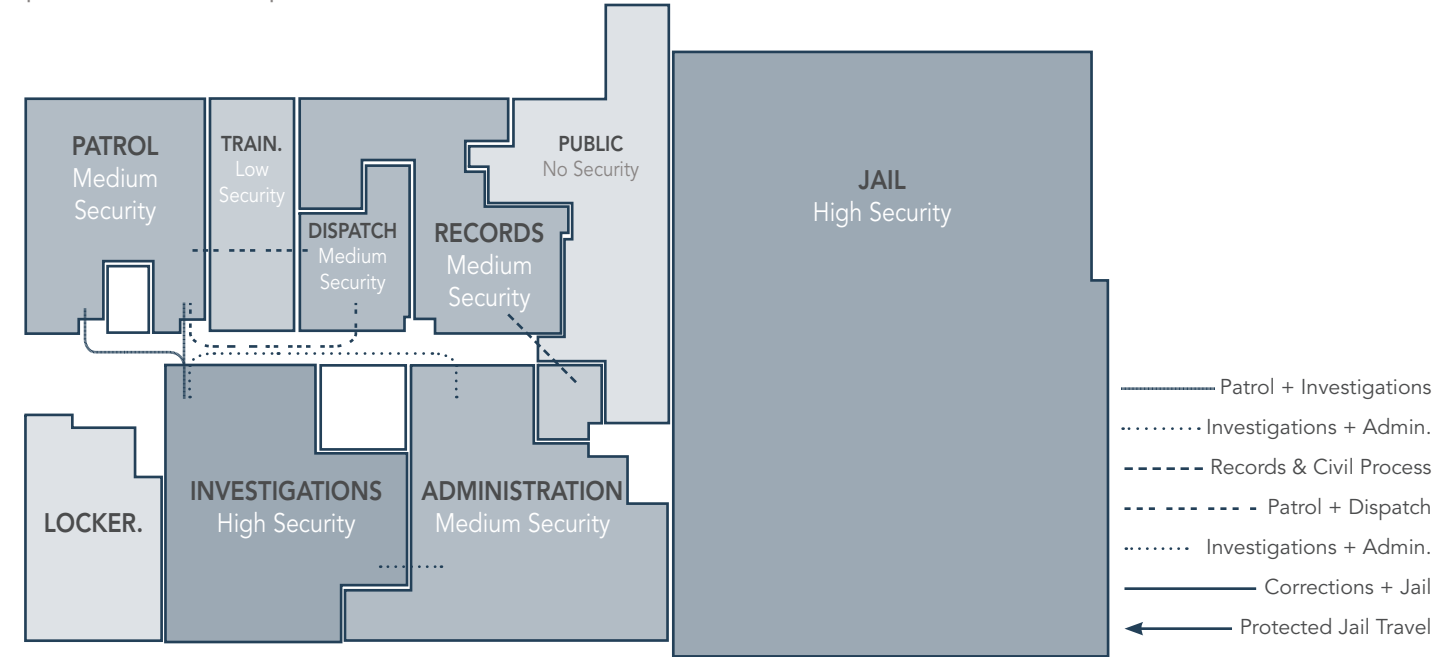
Riley County Law Enforcement Center
1001 South Seth Child Road
Manhattan, Kansas 66502

BAKER | MEMILLAN
ARCHITECTS
Baker McMillan Architects
605 Fourth Avenue, Suite 205
Manhattan, Kansas 66502
785.776.3211

7. Spatial Planning



EXISTING LOWER LEVEL

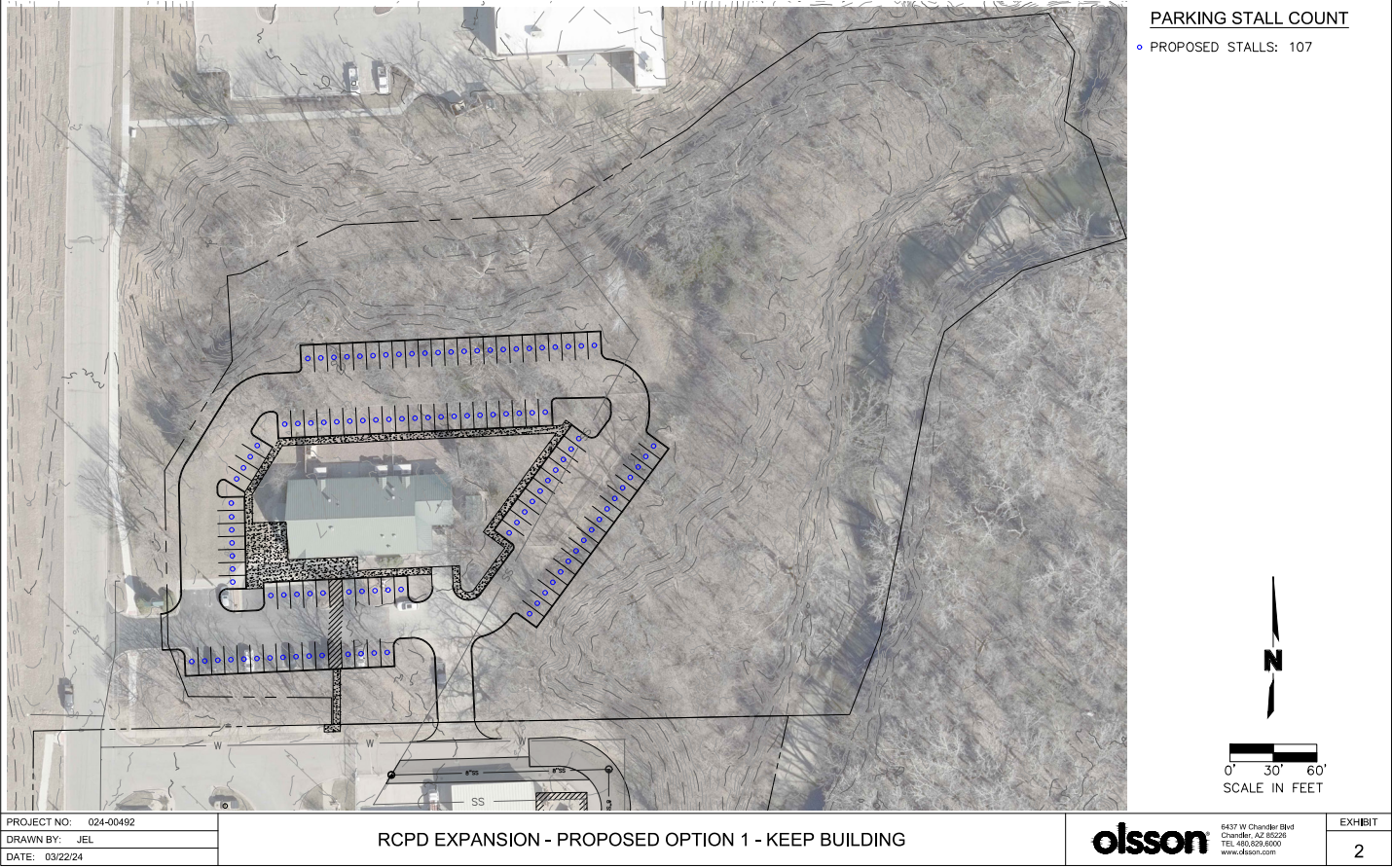


EXISTING MAIN LEVEL

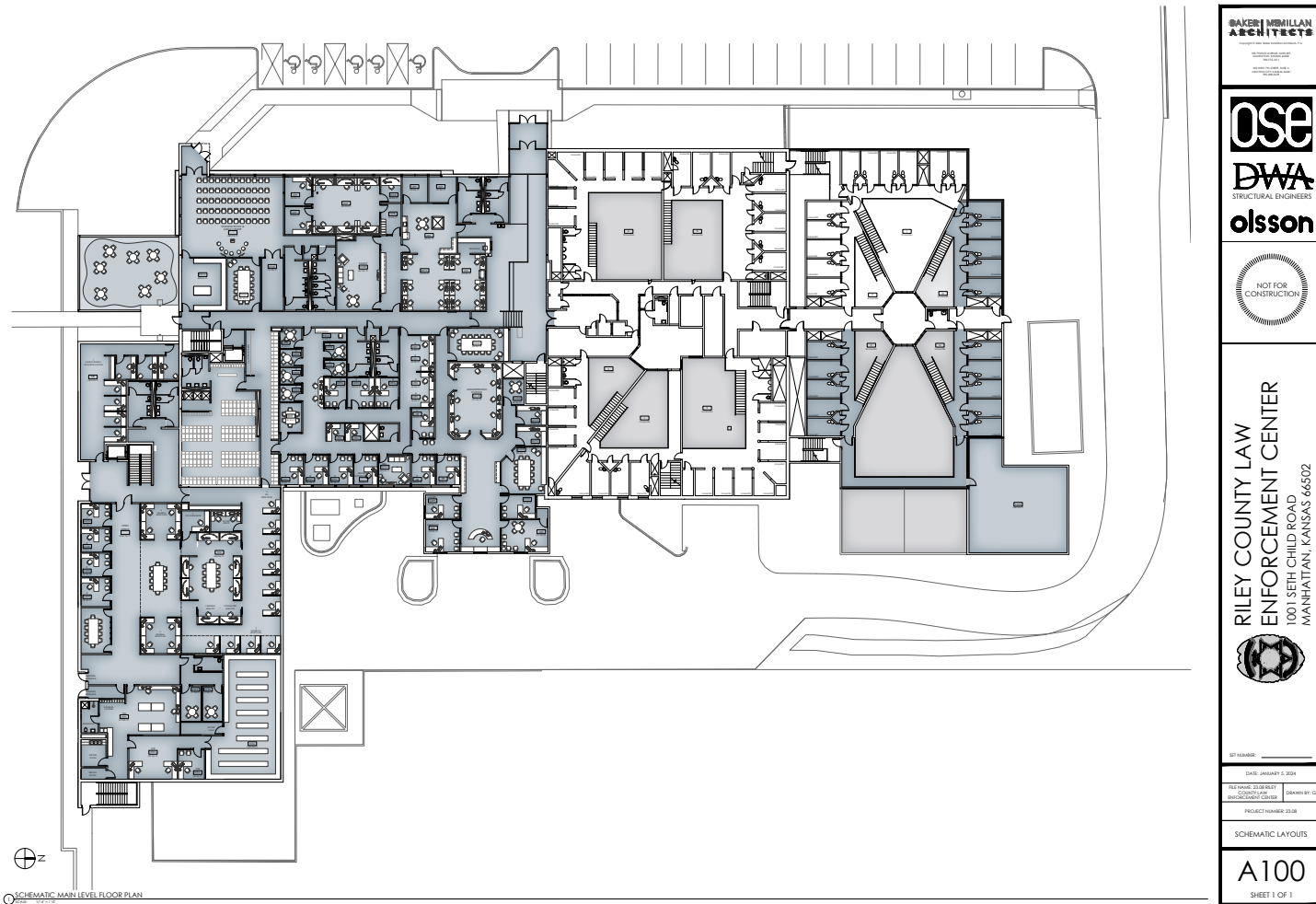
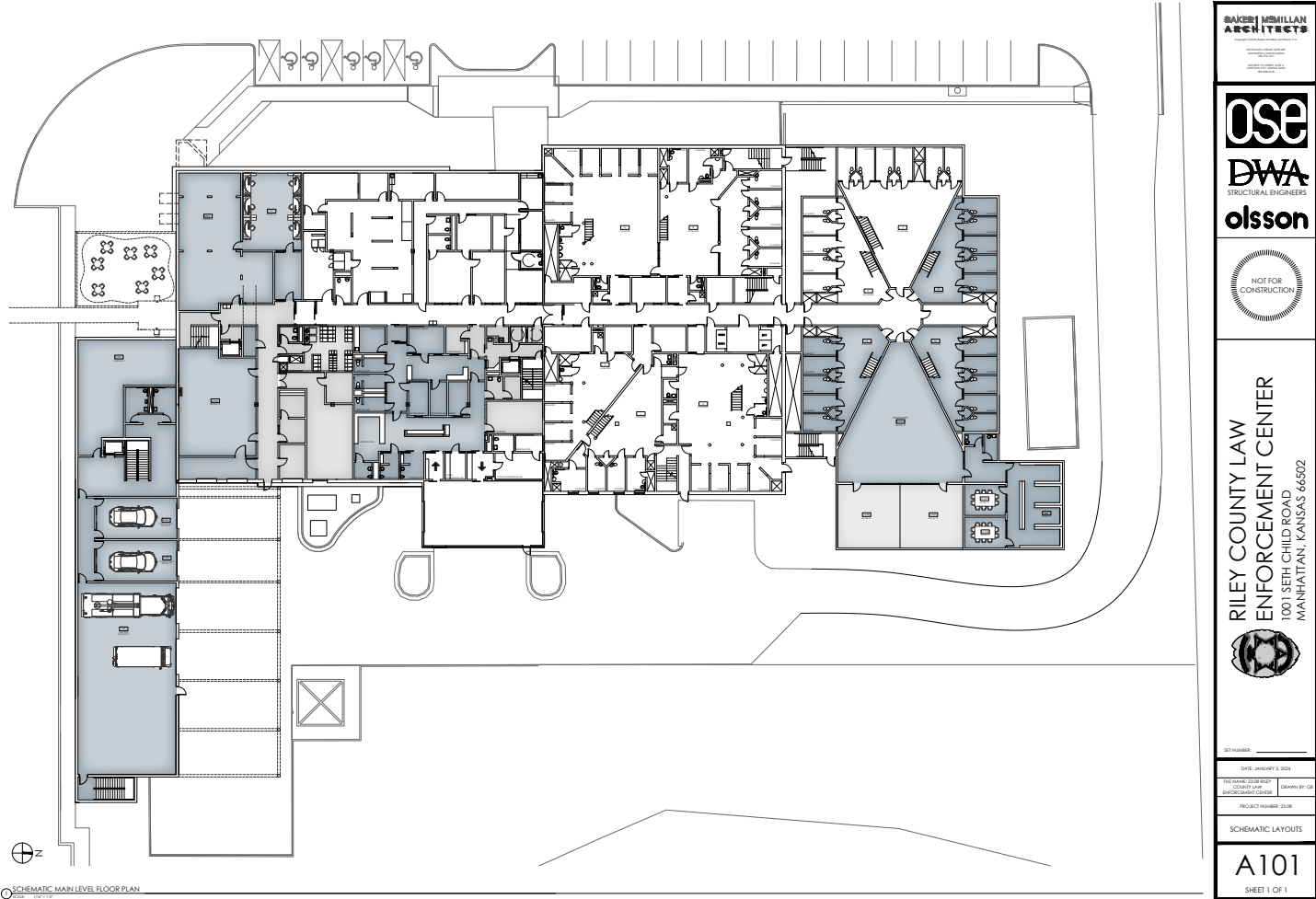
SPATIAL ALLOCATION

Office of the Director	680 sq. ft.	850 sq. ft.
Administration	2355 sq. ft.	4710 sq. ft.
Training	1026 sq. ft.	1026 sq. ft.
Records & Support	1344 sq. ft.	2016 sq. ft.
Patrol	1774 sq. ft.	3548 sq. ft.
Dispatch	772 sq. ft.	1544 sq. ft.
Maintenance & Fleet	5337 sq. ft.	8005 sq. ft.
Information & Tech.	1999 sq. ft.	3998 sq. ft.
Investigations	5106 sq. ft.	7659 sq. ft.
Jail & Corrections	46,712 sq. ft.	70,068 sq. ft.
Total Area	67,105 sq. ft.	103,424 sq. ft.
	Existing	Projected

8. Parking Requirements



9. Schematic Layouts





Feasibility Study:
Riley County Police Department

Riley County Law Enforcement Center
1001 South Seth Child Road
Manhattan, Kansas 66502

BAKER | MEMILLAN
ARCHITECTS
Baker-Memillan Architects
605 Fourth Avenue, Suite 205
Manhattan, Kansas 66502
785.776.3211

10. Recommendations





Feasibility Study:
Riley County Police Department

Riley County Law Enforcement Center
1001 South Seth Child Road
Manhattan, Kansas 66502

BAKER | MEMILLAN
ARCHITECTS
Baker-Memillan Architects
605 Fourth Avenue, Suite 205
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785-739-3211

10. Recommendations





Feasibility Study:
Riley County Police Department

Riley County Law Enforcement Center
1001 South Seth Child Road
Manhattan, Kansas 66502

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ARCHITECTS
Baker-Memillan Architects
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10. Recommendations





Feasibility Study:
Riley County Police Department

Riley County Law Enforcement Center
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ARCHITECTS
Baker McMillan Architects
800 Fourth Avenue, Suite 205
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785.776.3211

Renovated Area	New Construction	Total Cost
\$2,250,000 Renovated Administration Wing	\$10,115,000 New Administration Wing Construction	\$12,365,000 Administration Costs
\$700,000 Renovated Corrections Wing	\$4,160,000 New Corrections Wing Construction	\$4,860,000 Corrections Costs
\$900,000 Renovated Security Systems	\$900,000 New Security Systems	\$1,800,000 Security Systems Costs
\$531,000 Renovated Site Improvements & Utilities	\$1,200,000 New Site Improvements & Utilities	\$1,731,000 Site Improvements & Utilities
\$4,381,000 In Renovation Costs	\$16,375,000 In New Construction	\$20,756,000 Construction Costs
\$438,100 Contingency	\$1,637,500 Contingency	\$2,075,600 Contingency Costs
\$385,500 Architectural & Engineering Fees	\$1,441,000 Architectural & Engineering Fees	\$1,826,500 A/E Fees
\$5,204,600 In Total Renovation Costs	\$19,453,500 In Total New Construction	\$24,658,100 Cost
23,877 Square Feet \$217.98 per Square Foot	50,908 Square Feet \$382.13 per Square Foot	74,785 Square Feet \$329.72 per Square Foot

Project Scope:

1. Reduced over-crowding in existing cells & increased capacity in new cells.
2. More programmed space for inmates: Library, Chapel, Year-Round Sun Exposure in Rec Room.
3. Increased administration addition; increased capacityforofficers,processing,investigations, and evidence storage.
4. Space for outside agencies and partners; space for community interactions and media briefings.
5. Increased parking and storage; larger parcel for future programming.
6. Additions constructed with future growth in mind to allow for future expansion of jail capacity.



COUNTY CLERK & ELECTIONS
Budget

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

COMMISSION AGENDA REPORT

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: July 18, 2024

SUBJECT: Indication of Revenue Neutral Rate for Riley County Rural Fire District #1

PRESENTER: Brittany Phillips, Budget & Finance Officer

POSSIBLE MOTION(S)

Move to approve the indication of Revenue Neutral Rate for Riley County Rural Fire District #1.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- RCFD Intent to exceed (PDF)

Notice of Revenue Neutral Rate Intent

THE GOVERNING BODY OF RILEY COUNTY RURAL FIRE DISTRICT, HEREBY NOTIFIES THE RILEY COUNTY CLERK OF INTENT TO EXCEED THE REVENUE NEUTRAL RATE;

Yes, we intend to exceed the Revenue Neutral Rate and our proposed mill levy rate is 8.050.
The date of our hearing is August 22nd at 9:50 AM and will be held at the Riley County Commission Chambers at 115 N 4th St, Manhattan, KS 66502.

X

	RNR	Proposed	Proposed Ad Valorem Tax	Assessed Valuation
General	7.391	8.05	1,325,156	164,614,865
Total	7.391		1,325,156	164,614,865

No, we do not plan to exceed the Revenue Neutral Rate and will submit our budget to the County Clerk on or before August 25, 2024.

WITNESS my hand and official seal on _____, 2024.

(Seal)

Chairperson

Attachment: RCFD Intent to exceed (14906 : Indication of Revenue Neutral Rate Rural Fire)



COUNTY CLERK & ELECTIONS
Budget

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

COMMISSION AGENDA REPORT

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: July 18, 2024

SUBJECT: Indication of Revenue Neutral Rate for Riley County

PRESENTER: Brittany Phillips, Budget & Finance Officer

POSSIBLE MOTION(S)

Move to approve the indication of Revenue Neutral Rate for Riley County.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Riley County Intent to exceed (PDF)

Notice of Revenue Neutral Rate Intent

THE GOVERNING BODY OF RILEY COUNTY, HEREBY NOTIFIES THE RILEY COUNTY CLERK OF INTENT TO EXCEED THE REVENUE NEUTRAL RATE;

Yes, we intend to exceed the Revenue Neutral Rate and our proposed mill levy rate is _____. The date of our hearing is _____ at _____ AM/PM and will be held at _____.

	RNR	Proposed	Proposed Ad Valorem Tax	Assessed Valuation
County General	32.948			827,863,028
County Building	0.380			827,863,028
RCPD	6.574			827,863,028
Bond & Interest	0.000			827,863,028
Total	39.902			827,863,028

X No, we do not plan to exceed the Revenue Neutral Rate and will submit our budget to the County Clerk on or before August 25, 2024.

WITNESS my hand and official seal on _____, 2024.

(Seal)

Chairperson

Attachment: Riley County Intent to exceed (14907 : Indication of Revenue Neutral Rate)



COUNTY CLERK & ELECTIONS
Budget

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

COMMISSION AGENDA REPORT

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: July 18, 2024

SUBJECT: Indication of Revenue Neutral Rate for Terra Heights

PRESENTER: Brittany Phillips, Budget & Finance Officer

POSSIBLE MOTION(S)

Move to approve the indication of Revenue Neutral Rate for Terra Heights Benefit District.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Terra Heights intent to exceed (PDF)

Notice of Revenue Neutral Rate Intent

THE GOVERNING BODY OF TERRA HEIGHTS, HEREBY NOTIFIES THE RILEY COUNTY CLERK OF INTENT TO EXCEED THE REVENUE NEUTRAL RATE;

Yes, we intend to exceed the Revenue Neutral Rate and our proposed mill levy rate is _____. The date of our hearing is _____ at _____ AM/PM and will be held at _____.

	RNR	Proposed	Proposed Ad Valorem Tax	Assessed Valuation
General	3.014			1,677,652
Total	3.014			1,677,652

X

No, we do not plan to exceed the Revenue Neutral Rate and will submit our budget to the County Clerk on or before August 25, 2024.

WITNESS my hand and official seal on _____, 2024.

(Seal)

Chairperson

Attachment: Terra Heights intent to exceed (14908 : Indication of Revenue Neutral Rate)



COUNTY CLERK & ELECTIONS
Budget

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

COMMISSION AGENDA REPORT

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: July 18, 2024

SUBJECT: Indication of Revenue Neutral Rate for University Park Water & Sewer District

PRESENTER: Brittany Phillips, Budget & Finance Officer

POSSIBLE MOTION(S)

Move to approve the indication of Revenue Neutral Rate for University Park Water & Sewer District.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- University Park W&S Intent to exceed (PDF)

Notice of Revenue Neutral Rate Intent

**THE GOVERNING BODY OF UNIVERISTY PARK WATER & SEWER, HEREBY NOTIFIES
THE RILEY COUNTY CLERK OF INTENT TO EXCEED THE REVENUE NEUTRAL RATE;**

Yes, we intend to exceed the Revenue Neutral Rate and our proposed mill levy rate is
_____. The date of our hearing is _____ at _____ AM/PM and will be
held at _____.

	RNR	Proposed	Proposed Ad Valorem Tax	Assessed Valuation
General	3.806			2,736,823
Total	3.806			2,736,823

X No, we do not plan to exceed the Revenue Neutral Rate and will submit our budget to the
County Clerk on or before August 25, 2024.

WITNESS my hand and official seal on _____, 2024.

(Seal)

Chairperson

Attachment: University Park W&S Intent to exceed (14909 : Indication of Revenue Neutral Rate)



COUNTY CLERK & ELECTIONS
Budget

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

COMMISSION AGENDA REPORT

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: July 18, 2024

SUBJECT: Indication of Revenue Neutral Rate for Valleywood Operations

PRESENTER: Brittany Phillips, Budget & Finance Officer

POSSIBLE MOTION(S)

Move to approve the indication of Revenue Neutral Rate for Valleywood Operations benefit district.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Valleywood Operations intent to exceed (PDF)

Notice of Revenue Neutral Rate Intent

THE GOVERNING BODY OF VALLEYWOOD OPERATIONS, HEREBY NOTIFIES THE RILEY COUNTY CLERK OF INTENT TO EXCEED THE REVENUE NEUTRAL RATE;

Yes, we intend to exceed the Revenue Neutral Rate and our proposed mill levy rate is _____. The date of our hearing is _____ at _____ AM/PM and will be held at _____.

	RNR	Proposed	Proposed Ad Valorem Tax	Assessed Valuation
General	11.987			1,894,854
Total	11.987			1,894,854

X No, we do not plan to exceed the Revenue Neutral Rate and will submit our budget to the County Clerk on or before August 25, 2024.

WITNESS my hand and official seal on _____, 2024.

(Seal)

Chairperson

Attachment: Valleywood Operations intent to exceed (14910 : Indication of Revenue Neutral Rate)



MUSEUM
Staff Update

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

STAFF REPORT

FROM: Katharine Hensler, Museum Director

MEETING: July 18, 2024

SUBJECT: Monthly Staff Update - Riley County Historical Museum

PRESENTER: Katharine Hensler, Museum Director

Riley County Historical Museum - Director's Report

July 18, 2024

1. Visitation and Tours:

Site Name	APR 2024	MAY 2024	JUN 2024
Museum	183	225	372
Goodnow House	66	87	139
Wolf House	598	23	68
Pioneer Log Cabin	42	142	54
Programs & Outreach	70	6,174	161
TOTAL	959	6,651	794

Volunteer Hours	APR 2024	MAY 2024	JUN 2024
General	104.0	37.5	72.0
RCHS Board of Directors	64.5	56.5	73.5
Community Service	14.5	40.75	15.0
TOTAL	183.0	134.75	160.5

2. Education and Outreach

June 6 & 12 - Historic Walking Tour City Park (33 attended)

June 11 - Fireside Chat - Linear Trail Markers with RCGS (28 attended)

June 13, 20, 27 - USD383 Summer Education Program: "History Time Machine" - local history tours and scavenger hunts at Museum and Goodnow House (18 students attended on each of the three dates)

June 13 - UFM Teen Program - local history tour at Museum and Goodnow (9 attended)

June 17 - KMAN In-Focus program with Melanie Horton of the Polly Ogden Chapter DAR

June 18 - Exhibit Planning Committee met to discuss the creation of new exhibits in the RCHM exhibit space. There are currently only 2,163 SF of exhibit space available in the Museum. This committee, made up of nine members will begin exploring the possibilities of updating this space, funding sources, and a timeline, but early 2025 is currently the goal.

June 22 - Headstone Cleaning Workshop at the Mayday Cemetery (17 attended)

June 25 - KSU Global Classroom brought 19 students from Ecuador to tour Wolf House (19 attended)

Ongoing - Sunflower Summer, the RCHM is participating in this program through the Kansas Department of Tourism; there are seven other attractions in Riley County participating. The program will run until August 11.

3. Collections:

Collections Numbers	APR 2024	MAY 2024	JUN 2024
Number of Collections Donated	5	13	2
Individual Items Donated	52	223	8
Backlogged Collections Processed	0	1	0
Backlogged Items Processed	16	7	0
Museum Acquisitions Processed	0	0	0

Step 1 of the recent NAGPRA requirements has been completed by RCHM staff by the deadline of July 12, 2024. This includes creating a summary of all Native American objects in the collection. The completed summary was submitted to the National NAGPRA office electronically and we received a response of its receipt on July 15, 2024. Step 2, which we are already working on is to send invitations to consult with all relevant recognized tribes. This step must be completed 30 days after submission of the summary to NAGPRA, which makes the deadline for this next step August 12.

The Riley County Historical Society (RCHS) voted at their May board meeting to approve the object donation moratorium requested by Curator Munger and Director Hensler, effective immediately. Messaging has been put out online and signage placed on-site at the Museum. Staff members have been informed on how this process works and been provided with messaging in the event they must answer questions about the moratorium. The RCHS board indicated in their motion that the moratorium will be in place until May 1, 2025.

4. **Archives and Library** - Curator Glasglow managed nineteen new incoming patron requests for the public and one from internal sources in the month of June. There were seven appointments

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

Museum Assistants, Brantlee Shearmire, and Sydney Wolgast have been assigned to assist Curator Glasgow with research requests. Volunteer Doreen Towne assists with research requests once a week as well. Two new volunteers are currently in training and will eventually be able to support research requests and archives related projects.

Library and Archives Requests	APR 2024	MAY 2024	JUN 2024
Research (external)	8	10	19
Research (internal)	1	2	1
In-Person Appointments	3	6	7
Walk-In Appointments	0	1	2
TOTAL	12	19	29

5. **Building and Grounds** - No report

6. **Staffing** - No report

7. **Riley County Historical Society** - The Society's Board of Directors are now into their second month of working with Coneflower Consulting to provide both board education and help them develop and implement their new strategic plan. Recently, surveys were conducted to gather public and shareholder feedback. Thank you to everyone who participated. The RCHS was able to capture some very useful information through this platform. The board will continue to meet with the end goal of being able to present their strategic plan by the Society's annual meeting in November with an implementation date of January 1, 2025.

The Society Board is on recess until September of this year.

8. **Upcoming Events**

July 20 - ***Headstone Cleaning Workshop***, 9am, Ogden Protestant Cemetery, 9am, ***Free***

July 23 - RCHM Board of Trustees quarterly meeting, 4pm, RCHM Dallas Gallery

August 13 - ***Fireside Chat, Topic*** TBD, 5:30-7pm, Flight Crew Coffee, 423 Poyntz Ave., ***Free***

July and August - RCHS Board of Directors on summer recess; board meetings will resume on September 11

Enclosures:



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 18, 2024

SUBJECT: Request to Fill position – County Counselor

PRESENTER: Elizabeth Ward

BACKGROUND

The current County Counselor gave his resignation 2 years ago, with a retirement date of Jan 1, 2025. Therefore, the County Counselor position will be vacant no later than December 20, 2024.

Further, the Deputy County Counselor position has been vacant twice during the 2023 year, with the current incumbent having filled the role since May 2024.

Both roles are integral to Riley County as they provide legal advice to the Board of County Commissioners and the elected and appointed officials in a wide variety of legal subject areas. Those areas include but are not limited to: contracts; the Kansas Open Meetings Act; the Kansas Open Records Act; real property law; real property title issues; collection of county accounts in pending bankruptcies; public construction projects and their financing; benefit district formation and assessment; road opening; personnel issues; real property tax foreclosure and the supervision of two staff members in that effort; delinquent personal property tax collection; and enforcement of County zoning and sanitary codes. This advice must be communicated either verbally or in writing, as appropriate. And the County Counselor and Deputy must be willing and able to litigate county issues in the Kansas state or federal trial and appellate courts and administrative agencies, at the direction of the Board of Riley County Commissioners.

Further, the unique skills required to perform these jobs to standard include the ability to communicate the above legal advice in a timely manner with the highest ethical standards required by the Kansas Supreme Court's "Kansas Rules of Professional Conduct."

Additionally, both the Counselor and Deputy must respect and participate daily within a cooperative organizational culture operating between the County Commission and all the following separate and distinct departments in the Riley County governmental structure: the County Attorney; Register of Deeds; County Treasurer; County Clerk; Emergency Management/Volunteer Fire; Emergency Medical Service/Ambulance; Riley County Health Department; County Appraiser; Public Works; Noxious Weed/Household Hazardous Waste; Historical Museum, Planning and Development; Community Corrections; and Information Technology/GIS. While they are not Riley County departments, this “cooperative organizational culture” also includes the Riley County Police Department and K-State Extension.

DISCUSSION

For the reasons listed above the Counselor’s office and Human Resources believe the unique positions and responsibilities of these two positions will be best filled by promoting the current Deputy County Counselor, Bryant Parker, to the County Counselor position, effective upon Clancy’s exit, and to open the Deputy County Counselor position to fill.

As we have advertised the Deputy Position twice in less than 12 months, as well as the assistant County Attorney position, we are well informed of the candidate pool and those candidates in our area who meet the qualifications of both positions.

Furthermore, by promoting our internal, known candidate to the Counselor position, we not only have a capable candidate, but also one who we know fits with the Riley County culture and work expectations. We also are able to use the scarce time available to hire and train a qualified deputy while Bryant and Clancy can work together to transition the Counselor and Deputy responsibilities and knowledge to the new people in those positions.

FISCAL IMPACT

There is no budgetary impact to this request because in July of 2023, the Board of County Commissioners approved a request for 3 months training period for the County Counselor position in the 2024 budget.

This approved funding can be used to fund the overlap in Deputy County Counselor positions for a training period of 4 months starting as early as Aug 15, 2024.

The Deputy County Counselor has a pay grade of FF with an expected starting salary of \$126,411 per year.

Approved 2024 budget	Annualized Wage	Annualized Benefits	Total Compensation
Deputy County Counselor	\$140,000	\$55,300	\$195,300
County Counselor – grade LL	\$220,578.12	\$87,128	\$307,706

Proposed 2024 budget	Annualized Wage	Annualized Benefits	Total Compensation
Deputy County Counselor -grade ff	\$140,000	\$55,300	\$195,300
Deputy County Counselor in Training	\$43,758	\$17,284	\$61,042
County Counselor – grade LL	\$220,578.12	\$87,128	\$307,706

Proposed 2025 budget	Annualized Wage	Annualized Benefits	Total Compensation
Deputy County Counselor -grade FF	\$131,215	\$51,830	\$183,045
County Counselor – grade LL	\$179,870	\$71,049	\$250,919

RECOMMENDATION(S)

Recommendation is to promote Bryant Parker to the County Counselor position, effective Jan 1, 2025, and to open the Deputy County Counselor position with an intended start date of Aug 15, 2024.

POSSIBLE MOTION(S)

Move to promote Bryant Parker to the County Counselor position effective January 1, 2025, with a starting salary of \$179,870 annualized and to open the Deputy County Counselor position with an intended start date of Aug 15, 2024.

Move to open the County Counselor for recruitment with a start date of Oct 1, 2024.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2024Counselor approved Budget_new position training (PDF)
- County Counselor Position Description (PDF)
- Deputy County Counselor Position Description (PDF)
- 2024-07 Deputy County Counselor PAF(DOCX)

2024 Budget												
5% COLA	Employee Name	Position	Range	Rate	merit increase	merit percent	OT Rate	Base Annual	State UI	KPERS	Insurance	Budgeted Total Personnel
NonExempt	Sterling, Shannon	Senior Legal Assistant	15	\$30.74	\$ 1.44	4.91%	\$ 46.11	\$ 63,939.20	\$ 63.94	\$ 6,560.16	\$ 13,740.53	\$ 89,195.18
	Overtime	Overtime						\$ 959.09	\$ 0.96	\$ 98.40	\$ 206.11	\$ 1,337.93
	2							\$ 64,898.29	\$ 64.90	\$ 6,658.56	\$ 13,946.64	\$ 90,533.11
Exempt	Chingway, Jana Marie	Office Manager-Co Counselor	16	\$3,292.00	\$ 156.00	4.97%	\$ 4,938.00	\$ 85,592.00	\$ 85.59	\$ 8,781.74	\$ 18,393.72	\$ 119,400.84
	Woodward, Shelly	Deputy Co Counselor	FF	\$5,158.07	\$ 427.30	9.03%		\$ 134,109.69	\$ 134.11	\$ 13,759.65	\$ 28,820.17	\$ 187,083.02
	Holeman, Clarence D	County Counselor	LL	\$8,483.77	\$ 540.54	6.81%		\$ 220,578.12	\$ 220.58	\$ 22,631.32	\$ 47,402.24	\$ 307,706.48
	OPEN	County Counselor- 3months training	LL	\$6,664.82	\$ 6,664.82			\$ 46,653.71	\$ 46.65	\$ 4,786.67	\$ 10,025.88	\$ 65,081.93
	2					4.94%		\$ 486,933.52	\$ 401.34	\$ 41,177.64	\$ 86,248.29	\$ 559,871.42
												\$ 650,404.53

2024 Benefits estimate

Benefit Breakdown		
6.20%	Social Security	\$ 34,273.04
1.45%	Medicare	\$ 8,015.47
10.26%	KPERS	\$ 56,716.35
0.10%	Unemployment	\$ 552.79
21.49%	Insurance	\$ 118,794.76
39.50%		\$ 218,352.40

Additional Training for Counselor - 6 months		
Base	Benefits	Total
\$ 46,653.71	\$ 18,428.22	\$ 65,081.93

5% Department Personnel Budget	
Regular Wages-1001	\$ 551,831.81
Overtime wages-1005	\$ 959.09
Benefits	\$ 184,164.72
2024 Total Request	\$ 736,955.62
2023 approved budget	\$ 755,078.00
requested increase	\$ (18,122.38)
request with training period	\$ 46,959.55

Attachment: 2024Counselor approved Budget_new position training (14915 : Request to Fill position -

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	RILEY COUNTY COUNSELOR	
Department:	County Counselor	Division:
Reports To:	Board of Commissioners of Riley County, Kansas	
Pay Grade:	LL	Status: Full Time
FLSA Status:	Exempt	

POSITION SUMMARY: The County Counselor provides legal counsel to the Board of Commissioners and County Department Heads. The County Counselor is involved in human resources matters and may be asked to perform other responsibilities as requested by the Board of Commissioners. Provides advice and direction to the Board of Commissioners on all areas of county government as needed and requested by the Board of Commissioners.

ESSENTIAL FUNCTIONS:

- Attends the meetings of the Board; and present proposed policies, programs and plans aimed at addressing overall county needs for review, revisions and approval by the Board of Commissioners.
- Advises on all legal questions and assists the County on all legal matters referred to the Counselor.
- Commence, prosecute or defend, as required, all civil actions in which County is interested and represent County generally in all matters of civil law.
- Draw contracts and other documents required by the County and furnish to County, when requested by it, opinions in writing upon legal matters pending before the County.
- Perform the duties provided by K.S.A. 19-716 and amendments thereto.
- Collect delinquent personal property taxes.
- Initiate and complete a real estate tax foreclosure sale at least once a year.
- Advise Human Resources in discipline procedures, preparation of position descriptions, provision of employee training, and job evaluations by department heads.
- Assist in annual review of personnel policies, review and update of personnel forms, personnel related laws, regulations and cases related to County procedures, and perform such other human resources responsibilities as may reasonably be required by the Board.
- Assist in identifying and recommending individuals to the Board of Commissioners for appointment to boards and commissions.
- Assist departments in the evaluation and discipline of employees of Riley County, and supervision of personnel as assigned by the Board of Commissioners.
- Perform other duties as assigned by the Board of Commissioners.

NOMINAL FUNCTIONS:

- Counselor will not be required to handle any criminal, juvenile, mental illness, child in need of care or other proceeding usually and customarily handled by the Riley County Attorney.
- Subject to the prior approval of the Board of Commissioners, Counselor will be authorized to retain outside counsel for particular legal matters that may require unique expertise, or in the event time constraints or other conflicting demands of Counselor so require.

POSITION REQUIREMENTS:

Education: Must be a juris doctorate graduate from a properly accredited law school. Must have and maintain a license to practice law in Kansas District Courts and in Kansas Federal District Courts.

Conforms to HIPAA privacy regulations specific to position held. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. May need to interact with the all-county departments for allowable access to PHI.

Knowledge: A minimum of 5 years legal experience, preferably in Kansas local government law.

Skills: Ability to work independently carrying out the duties of the position under the direction and standards set by the County Counselor. Ability to provide advice and representation to the other elected and appointed officials of Riley County when appropriate whenever the situation does not present conflict of interest with representation of the Board of County Commissioners.

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

Physical Demands: The physical demands described represent those required 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, talk or hear. The employee must occasionally lift and/or move more than 10 pounds. Specific vision abilities required by this job include close vision, color vision, ability to adjust focus.

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

The noise level in the work environment is usually moderate.

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

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

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	DEPUTY RILEY COUNTY COUNSELOR		
Department:	Administrative Services	Division:	County Counselor
Reports To:	County Counselor of Riley County, Kansas		
Pay Grade:	FF	Status:	Fulltime
FLSA Status:	Exempt		

Position Summary: The Deputy County Counselor assists the Riley County Counselor to provide legal counsel to the Board of Commissioners and County Department Heads. The position is a resource to the County for matters involving contractual agreements, Benefit Districts, the annual filing of a tax foreclosure case, human resources matters, and may be asked to provide advice and direction to the Board of Commissioners on all areas of county government as needed.

Essential Functions:

- Represent the Board of County Commissioners under the purview of the County Counselor.
- Advise on legal questions and assist the County Counselor on legal matters. In the absence of the County Counselor, advise department heads and department supervisors with legal questions.
- Commence, prosecute, or defend, as the case requires, assigned civil suits or actions in which County is interested and represent County generally in all matters of civil law.
- Draw contracts and other papers or documents required by the County, as directed, and furnish opinions in writing upon legal matters pending before the County, when requested.
- Assist the County Counselor in the duties provided by K.S.A. 19-716 and amendments thereto.
- Collect delinquent personal property taxes, in collaboration with appropriate County Departments.
- Assist the Human Resources Director and Department Heads in personnel matters, as required.
- Supervise the preparation and filing of bankruptcy court, mortgage foreclosure and probate claims for real and personal property tax debts owed Riley County.
- Serve as primary point of contact for formation and expansion of Riley County sewer, water, and paving districts, with the County Clerk, Public Works department, citizen petitioners, and others.
- Collaborate with the Planning & Development department to enforce zoning and sanitary codes.
- Conduct a real property tax foreclosure case annually.

Secondary Functions:

- Attend Board meetings and present proposed policies, programs and plans aimed at addressing overall county needs for review, revisions and approval by the Board of Commissioners as needed.
- Perform other duties as assigned.

Position Requirements:

Education: Must be a juris doctorate graduate from a properly accredited law school. Must have and maintain a license to practice law in Kansas District Courts and in Kansas Federal District Courts.

Experience: A minimum of 5 years legal experience, in Kansas local government law required, preferably at the County level.

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

Skills: Ability to work independently carrying out the duties of the position under the direction and standards set by the County Counselor. Ability to provide advice and representation to the other elected and appointed officials of Riley County when appropriate whenever the situation does not present conflict of interest with representation of the Board of County Commissioners.

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

Updated July 2024

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, talk or hear. The employee must occasionally lifts/pushes/pulls 20-50lbs, frequently lifts 10-25lbs and constant lift of up to 10lbs. Specific vision abilities required by this job include close vision, color vision, ability to adjust focus.

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

The noise level in the work environment is usually moderate.

The duties listed are intended only as illustrations of the various 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. Other duties may be assigned by the Board of Riley County Commissioners, or the County Counselor.

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

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

- Submitted by Rachel Wyat on 07/16/2024 at 08:38 AM
- Elizabeth Ward, Final Approval

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template Deputy Riley County Counselor [DPTYCNSLR]	Work Location CPE Building
Job ID 2588398	Salary \$112,381.72-\$121,549.26	Supervisor Position Yes
Pay Grade FF [FF]	EEO Class Professionals [2]	Workers Compensation 8820 [8820]
Cost Center 1 County General [1]	Cost Center 2 Counselor [4]	Cost Center 3 --
1 Job Slot DEPUTY -1		

Supervisor: Board of County Commissioners

Department Head: Board of County Commissioners

- ☒No changes to Position or Budget

☒Budgeted

☐New request for budget (details attached)
- ☒Position Description attached

☒New or updated position description
- Total annual hours: 2080

Salary: \$121,549.26

Budget for Benefits: \$48,011.96

Total proposed annual budget: \$169,561.22

Additional Position Comments: _____

BoCC Chair

Date: _____

BoCC Member

Date: _____

BoCC Member

Date: _____

Attachment: 2024-07 Deputy County Counselor PAF (14915 : Request to Fill position – County Counselor)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Director of Human Resources

MEETING: July 18, 2024

SUBJECT: Request to Fill - Director Community Corrections

PRESENTER: Elizabeth Ward

BACKGROUND

On February 29 2024, the Riley County Board of County Commissioners appointed an interim Director of Community Corrections for a time period of 5 months based on budgetary concerns within the department.

An internal candidate was selected for the interim position effective April 1, 2024 through September 1, 2024.

This position is critical to Riley County operations and offers an important, as well as required, service to the citizens of Riley County.

DISCUSSION

The Community Corrections Director manages the Community Corrections department which ensures a cost-effective means of promoting public safety. The Director is responsible for balancing offender accountability, supervision and ability to live a productive life within our community.

FISCAL IMPACT

The position is included in the 2024 and 2025 approved budget. With the appointment of an interim Director for 5 months, the Community Corrections approved budget will sufficiently

cover the personnel needs of both the Director and the other budgeted positions.

The Community Corrections Director position is pay range DD with minimum annualized wage of \$99,987.91 and mid-range annualized wage of \$129,967.54 for 2024.

The personnel budget projections for 2025 would not be affected by these changes.

RECOMMENDATION(S)

I recommend the Board of County Commissioners approve the requisition to open the Community Corrections Director position for recruitment, with a start date of September 1, 2024.

POSSIBLE MOTION(S)

I move to approve the requisition to open the Community Corrections Director position for recruitment with a start date of September 1, 2024.

I move to deny approve the requisition to open the Community Corrections Director position for recruitment.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Community Corrections Director position description (PDF)
- 2024-07 Comm Corr Director PAF (DOCX)

Job Title:	COMMUNITY CORRECTIONS DIRECTOR	
Department:	Community Corrections	Division:
Reports To:	Board of County Commissioners	
Pay Grade:	DD	Status: Full Time
FLSA Status:	Exempt	

POSITION SUMMARY: The Community Corrections Director manages the Community Corrections department ensuring a cost-effective means to promote public safety. The Director is responsible for creating and executing a program that balances offender accountability, supervision, and the ability for offenders to live productively and lawfully in their community. versus to live a productive life within the community. Including: Adult Services, Juvenile Intake and Assessment, Juvenile Intensive Supervision Drug Court, and Youth Court Immediate Intervention Program.

ESSENTIAL FUNCTIONS:

- Oversee daily operations of the department and provide support to Supervision officers.
- Develop, plan, and implement department goals and objectives, remaining current with community needs.
- Develop and implement department services by coordinating and facilitating with other departments and outside agencies and organizations.
- Identify resources to enhance programs for justice involved individuals.
- Develop and administer the department's budget.
- Select, train, and evaluate Community Corrections personnel.
- Respond to and resolve difficult/sensitive citizen inquiries.
- Review and provide input into legislative issues affecting Community Corrections as needed.
- Manage RCCC resources to maximize public safety through multiple funding streams.

SECONDARY FUNCTIONS: The following activities are secondary only in the sense of the amount of time needed to carryout the activity:

- Create a positive work environment; enforce a safe workplace; create a culture of teamwork.
- Administer Riley County, state, local and federal policies and procedures related to employment.
- Administer State of Kansas and laws and regulations governing Community Corrections process.
- Provide direct offender services as needed.
- Update the BOCC on program services, initiatives, budget concerns and other items as needed.
- Represent the department in various County, community, and professional group meetings.
- Meet with the Joint Community Corrections Board as needed.
- Other duties as needed to ensure the effectiveness of the Community Corrections program.

POSITION REQUIREMENTS:

Education: Bachelor's degree in counseling, social work, social sciences, criminal or juvenile justice psychology or related field required.

Knowledge of the following required:

Effective principles and practices of Community Corrections program administration. Analysis and evaluation of programs, policies, and operational needs. Successful grant writing strategies. Advanced knowledge of personnel management, project management and strategic planning, budget preparation and administration and pertinent federal, state, and local laws, codes, and regulations.

License(s)/Certification(s): Valid driver's license in the State of Kansas required.

Experience: This position requires 6 years' experience working with youth and families. Prior

Updated 2024-01

Attachment: Community Corrections Director position description (14921 : Request to Fill - Director Community Corrections)

supervisory experience is required. The position requires 5 years' management experience in the criminal justice field. The management experience must include experience with both adult and juvenile offenders. Experience working with a citizen advisory board is also necessary.

19.a

2 years minimum grant writing experience.

A working knowledge of Kansas criminal law is needed as well as a strong understanding of the related Kansas Administrative Rules and Regulations. Must be very familiar with both KDOC Adult & Juvenile Services state standards.

Skills: Ability to communicate clearly, both orally and in writing. Ability to identify complex problems and review related information to develop and evaluate options and implement solutions. Ability to create and present reports using Microsoft Word, Excel, and other tools to effectively communicate with diverse stakeholders. Ability to facilitate conflict resolution and positive teamwork. Ability to gain cooperation through discussion and persuasion. Must be able to develop and administer a comprehensive annual operational plan and corresponding budget. Must be skilled in the development of a fiscal plan and the monitoring of the same. Must be able to interpret and apply federal, state, and local policies, procedures, laws, and regulations.

Physical Demands: The physical demands described represent those required 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; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee must occasionally lift and/or move more than 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Due to the occasional situation involving a verbally or physically aggressive offender, the director must be able to physically defend him or herself and/or subdue a violent offender.

Work Environment: The work environment characteristics described represent those encountered 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 often exposed to dangerous elements or potentially criminal behaviors, urine and saliva samples, blood borne pathogens related to DNA collection, illnesses, and diseases common among incarcerated individuals, wet and/or humid conditions, and outside weather conditions. While interacting with offenders, the employee may interact with someone having a mental health crisis. The noise level in the work environment is usually moderate.

Must be willing to travel throughout the judicial district and State of Kansas as necessary.

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: Community Corrections Director position description (14921 : Request to Fill - Director Community Corrections)

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

- Submitted by Rachel Wyat on 07/16/2024 at 10:29 AM
- Elizabeth Ward, Final Approval

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template Comm Corr Director [COMCORDR]	Work Location CPE Building
Job ID 2588981	Salary \$99,987.91-\$108,144.43	Supervisor Position Yes
Pay Grade --	EEO Class Exec/Senior Level Officials & Mgrs. [1.1]	Workers Compensation 7720 [7720]
Cost Center 1 KDOC Adult Services [2000]	Cost Center 2 KDOC Adult Services [520]	Cost Center 3 --
1 Job Slot COMMUNI-1		

Supervisor: Board of County Commissioners

Department Head: Board of County Commissioners

☒No changes to Position or Budget

☒Budgeted

☐New request for budget (details attached)

☒Position Description attached

☐New or updated position description

Total annual hours: 2,080

Salary: \$108,144.43

Budget for Benefits: \$42,717.05

Total proposed annual budget: \$150,861.48

Additional Position Comments: _____

BoCC Chair

BoCC Member

BoCC Member

Date: _____

Date: _____

Date: _____

Attachment: 2024-07 Comm Corr Director PAF (14921 : Request to Fill - Director Community Corrections)