



**Board of Riley County
Commissioners
Regular Meeting
Agenda
July 31, 2025**

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

Cindy Kabriel
785-565-6200

FCRC 2101 Claflin Rd

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Audit Consent Authorization
4. Sign Riley County Employee Action Form(s)
5. Sign Riley County Position Action Form(s)

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Jul 28, 2025 8:30 AM

Press Conference Topics

7. Discuss Press Conference

Review Tentative Agenda

8. Tentative Agenda

9:00 AM

Jacob Hansen, Interim County Counselor

9. Administrative Work Session
10. Executive session to discuss confidential legal advice regarding pending litigation issues

9:20 AM

Brittany Phillips, Budget and Finance Officer

11. 2026 Opioid Funds Requests

9:40 AM

John Ellermann, Public Works Director/County Engineer

12. Judicial Center Space Needs Assessment - Consultant Selection

10:00 AM

Kathy Oliver, Court Administrator and Alexis Robinson, Court Service

Officer

13. Out of State Travel Request

10:05 AM Katharine Hensler, Museum Director

14. Request to Receive Funding through Riley County Historical Society

10:15 AM Jacob Hansen, Interim County Counselor

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

10:45 AM David Adams, EMS/Ambulance Director

16. EM/RCFD #1 Remodel Permit

11:05 AM Rich Vargo, County Clerk

17. Request to Fill - Elections Assistant

Adjournment

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



**COUNTY CLERK &
ELECTIONS**
Audit

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 31, 2025

SUBJECT: Audit Consent Authorization

PRESENTER: Brittany Phillips, Budget & Finance Officer

BACKGROUND

James Gordon & Associates are conducting an audit of our financial statement for the fiscal year of 2024. This letter allows us to furnish all the information to our auditors requested in this letter along with the information that was already requested in the engagement letter.

DISCUSSION

The auditors are requesting information regarding any pending, threatened litigations, claims, and assessments.

RECOMMENDATION(S)

It is my recommendation that the commissioners make a motion to approve the authorization of the release of this information to the auditors.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2024 Audit Consent Letter (PDF)



BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
 Manhattan, Kansas 66501
 Phone: 785-565-6841
 Fax: 785-565-6842
 E-mail: boccc@rileycountyks.gov

July 25, 2025

Riley County Counselor
 Jacob Hansen
 115 North 4th Street
 3rd Floor East
 Manhattan, Kansas 66502

Our auditors, James Gordon & Associates CPA, P.A. 1960 Kimball Ave, Suite 400, Manhattan, KS, are conducting an audit of our financial statements at December 31, 2024 and for the year then ended. This letter will serve as our consent for you to furnish to our auditors all the information requested herein. Accordingly, please provide to them the information requested below involving matters with respect to which you have been engaged and to which you have devoted substantive attention on behalf of Riley County in the form of legal consultation or representation.

Pending or Threatened Litigation, Claims, and Assessments (excluding unasserted claims and assessments)

Please prepare a description of all material pending or threatened litigation, claims, and assessments (excluding unasserted claims and assessments). Materiality for purposes of this letter includes items involving amounts exceeding \$15,000 individually or in the aggregate. The description of each matter should include:

- 1) the nature of the litigation;
- 2) the progress of the matter to date;
- 3) how management of Riley County is responding or intends to respond to the litigation; e.g., to contest the case vigorously or to seek an out-of-court settlement; and
- 4) an evaluation of the likelihood of an unfavorable outcome and an estimate, if one can be made, of the amount or range of potential loss.

Also, please identify any pending or threatened litigation, claims, and assessments with respect to which you have been engaged but as to which you have not devoted substantive attention.

Unasserted Claims and Assessments

We have represented to our auditors that there are no unasserted possible claims or assessments that you have advised us are probable of assertion and must be disclosed in accordance with FASB ASC 450, Contingencies.

We understand that, whenever, in the course of performing legal services for us with respect to a matter recognized to involve an unasserted possible claim or assessment that may call for financial statement disclosure, if you have formed a professional conclusion that we should disclose or consider disclosure concerning such possible claim or assessment, as a matter of professional responsibility to us, you will so advise us and will consult with us concerning the question of such disclosure and the applicable requirements of FASB ASC 450, Contingencies (excerpts of which can be found in the ABA's *Auditor's Letter Handbook*). Please specifically confirm to our auditors that our understanding is correct.

Response

Your response should include matters that existed as of December 31, 2024, and during the period from that date to the effective date of your response. Please specify the date of your response if it is other than the date of reply.

Please specifically identify the nature of, and reasons for, any limitations on your response.

Our auditors expect to have the audit completed by about August 4, 2025. They would appreciate receiving your reply by that date with a specified effective date no earlier than August 1, 2025. You may also be requested to provide updates to your written response at a later date. We authorize you to respond to a request for updates made directly from our auditors in connection with the audit of our financial statements as of December 31, 2024 and for the year then ended. We appreciate your timely response to such requests.

Other Matters

Please also indicate the amount we were indebted to you for services and expenses (billed or unbilled) as of July 25, 2025.

Very truly yours,

Board of County Commissioners of Riley County, Kansas,

Chairman

Member

Member



**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 31, 2025

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2025-06 SFox EAF (DOCX)
- 2025-07 HAustin EAF (DOCX)
- 2025-07 JBolek EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Steve Fox**Status Change Date:** 08/04/2025**Status Change:** New Hire**Date of Hire:** 08/04/2025**Seniority:** 0 Year(s), 0 Month(s)**Position:** PW Operator II**Position Type:** Full Time**Pay Range:** 7**Pay Type:** Hourly**Base Rate:** \$22.35**Annualized Pay:** \$46,488.00**Funds Codes:** General – 1, Public Works - 40**Supervisor:** Alvin Perez**Department Head:** John Ellermann

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-06 SFox EAF (16092 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Hunter Austin**Status Change Date:** 08/04/2025**Status Change:** New Hire**Date of Hire:** 08/04/2025**Seniority:** 0 Year(s), 0 Month(s)**Position:** Volunteer Firefighter**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Stipend**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183- Fire District #1/ 183- Fire District #1**Supervisor:** Jake Konrardy**Department Head:** Russel Stuke

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-07 HAustin EAF (16092 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Jake Bolek**Status Change Date:** 07/28/2025**Status Change:** Separation**Date of Hire:** 09/03/2019**Seniority:** 5 Year(s), 10 Month(s)**Position:** Volunteer Firefighter**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Stipend**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183- Fire District #1/ 183- Fire District #1**Supervisor:** Jake Konrardy**Department Head:** Russel Stuke

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-07 JBolek EAF (16092 : Employee Action Form (Green Sheet))



**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 31, 2025

SUBJECT: Sign Riley County Position Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2025-07 Seasonal Public Health Nurse PAF (DOCX)

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

- Submitted by Diane Creek on 07/28/2025 at 06:52 AM
- Elizabeth Ward, Final Approval

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template Seasonal Public Health Nurse [TPHNURS]	Work Location Health Department/EMS
Job ID 3447609	Salary \$43 per hour	Supervisor Position No
Pay Grade --	EEO Class Technicians [3]	Workers Compensation 8835 [8835]
Cost Center 1 Health Department [30]	Cost Center 2 HD-Immunization Action [422]	Cost Center 3 --
1 Job Slot TEMPORA-1		

Supervisor: Jacob Clarke

Department Head: Diane Creek

☐ No changes to Position or Budget

☒ Position Description attached

Total annual hours: 480

☒ Budgeted

☐ New or updated position description

☐ New request for budget (details attached)

Salary: \$20,640 Budget for Benefits: \$ 1,606 Total proposed annual budget: \$22,246

Additional Position Comments: ____ 2025-2026 seasonal dates will be Nov 1, 2025 thru Jan 30, 2026_____

BoCC Chair

Date: _____

BoCC Member

Date: _____

BoCC Member

Date: _____



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
August 04, 2025**

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

Cindy Kabriel
785-565-6200

FCRC 2101 Claflin Rd

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Jacob Hansen, Interim County Counselor

1. Administrative Work Session

9:20 AM

Jessie Hubbard, Administrative Assistant II

2. Line item adjustments
3. Purple Wave Auction for vehicles

9:30 AM

Press Conference

4. RCPD Update - Captain Scott Hajek and Major Mark French (3-5 minutes)
5. Downtown Manhattan update - Gina Snyder (3-5 minutes)

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: 08-04-25 tentative agenda (16005 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
August 7, 2025**

2101 Claflin Road
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Family & Child Resource Center, Room #124

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss Intergovernmental Luncheon
2. Approve payroll/accounts payables (when completed)

Review Minutes

3. Board of Riley County Commissioners - Regular Meeting - XXXXXXXXX, 20XX
X:XX AM

Review Tentative Agenda

4. Tentative Agenda

Press Conference Topics

9:00 AM

Elizabeth Ward, Human Resources Director

5. Human Resources update

9:15 AM

Michael Boller, Noxious Weed/HHW Director

6. Riley County Noxious Weed Staff Update

9:30 AM

Anna Burson, Appraiser

7. Staff update

9:45 AM

Russel Stukey, Emergency Management Director/Fire Chief

8. Staff update

10:00 AM

Amanda Webb, Planning/Special Projects Director

9. Staff update

10:15 AM

Jacob Hansen, Interim County Counselor

10. Administrative Work Session

10:35 AM **Jessie Hubbard, Administrative Assistant II or Megan Lewis, Community Corrections Director**

11. CY26 City Alcohol Funds

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: 08-07-25 tentative agenda (16005 : Tentative Agenda)



**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 31, 2025

SUBJECT: 2026 Opioid Funds Requests

PRESENTER: Brittany Phillips, Budget & Finance Officer

BACKGROUND

During the 2021 Legislative Session the Kansas Fights Addiction Act, House Bill 2079, was passed to address the use of funds received from opioid litigation and establish limits on future opioid litigation by municipalities.

Riley County has received this funding since the bill was passed. In 2023, in an effort to continue opioid education in the community, it was decided to utilize these funds for the Community Health Educator position in the Health Department. For the 2024 and 2025 budget year, the Health Department is the only request the Commissioners have received.

For the 2026 budgets, the Health Department and Community Corrections have requested the use of these funds.

DISCUSSION

As of June 30th, 2025, the fund balance available is \$238,141.69. For budgeting purposes, the AG's office provided an estimated amount Riley County will receive until 2038. For 2026-2038, the estimated amount to be received is \$457,465.92, with an average of \$35,189.69 per year. This is not a guaranteed amount to receive, it could be more or significantly less in any given year due to the potential administrative expenses such as payment disputes, bankruptcy, or other unforeseen modifications of the payment structure.

With two requests in front of the Commissioners, the Budget & Planning Committee developed a list of questions to ask the two Department Heads.

- What was the program designed to address?
- To what extent did the program meet its stated objectives?
- Is the program cost effective relative to its outcomes?
- What were the measurable changes in Riley County?
- Is there other funding available to provide this program?
- Please provide additional information that would benefit your program.
- Could the program be altered if the full amount was not approved?

The revised 2026 Health Department request is \$75,343.38. This includes 75% of a part-time employee's salary and supplies such as educational materials, ONE boxes, fentanyl test strips, and other various items needed for operations.

The 2026 Community Corrections request is \$130,798.03 for the bare minimum to operate the program. This includes one full-time position and conflict attorney and defense attorney costs.

The responses to the questions are attached for your reference.

FISCAL IMPACT

Department	Fund at 75%	Fund at 50%
Health Department	\$56,507.54	\$37,671.69
Community Corrections	\$98,098.52	\$65,399.02

RECOMMENDATION(S)

It is the recommendation of the Budget & Planning Committee to fund both programs for 2026 between 50-75% of their proposed budget requests with the intent of both programs continuing to search for outside funding to continue operations.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Health Department Responses (PDF)
- Community Corrections Request (PDF)

What was the program designed to address?

The opioid prevention & education program aims to achieve several core objectives with our target audiences in youth, families, healthcare/mental healthcare providers, community partners & the general public.

Program objectives:

1. Save lives through awareness & education
2. Prevention Strategies
3. Community & Parent engagement
4. Youth engagement
5. Early Intervention
6. Policy, System & Environmental changes
7. Improve public health outcomes

Our Opioid prevention & education program in terms of individual well-being & broader community impact address Opioid overdoses are a leading cause of preventable death. Prevention & education reduces the likelihood of first-time use & promote early intervention for those at risk. Naloxone distribution & overdose education directly assists in reducing the probability of fatalities.

To what extent did the program meet its stated objectives?

Our program has had an impact on individuals & our community by reducing the misuse of prescription & illicit opioids, raising awareness about the risks of addiction, & promoting healthier coping strategies. Our program provides education on safe medication use & opioid misuse. We have provided education to schools, healthcare providers, & local organizations in efforts to shift community norms, decrease overdose rates, & foster a more supportive environment for those at risk. Opioid prevention programs play a crucial role in saving lives & strengthening our public health systems.

Calculating our impact for 2024- Services/Partnerships/Education provided to over 40 agencies in Riley County

Numbers of Presentation and individuals reached

From January to December 2024 we provided 37 presentations to a total of 1,899 people. This doesn't include informational meetings with community partners

Events or Training

- Riley County Bug Event
- Riley County Baby Shower
- KSU Welcome Back to Campus
- DEA Drug take back
- Pars Training Topeka Emerging Drug Trends
- DCCCA Naloxone training TOT

- United to Transform ~ Statewide Opioid

Cox media campaign:

Two successful Cox media campaigns- please see attached document

Calculating our impact for 2025

- The approval of community wide naloxone distribution to Riley County prior to the spike alerts.
- Take the pledge to lock your meds campaign. To date we have had 175 community residents.
- Library project: We have placed educational books about substance misuse in four libraries in Riley County

Please see our attached document prepared by our Opioid Education and Prevention Specialist

Is the program cost effective relative to its outcomes?

Yes. It is hard to quantify lives saved or put a cost value to outcomes. Preventing opioid misuse reduces rates of addiction, infectious diseases (e.g., HIV, hepatitis C), & mental health crises. Informed individuals are more likely to seek help earlier, resulting in better recovery outcomes. According to Substance Abuse and Mental Health Services Administration (SAMHSA) & National Institute on Drug Abuse (NIDA), Opioid misuse costs the U.S. billions annually in healthcare, criminal justice, lost productivity, and child welfare. Every \$1 spent on prevention can yield up to \$18 in savings by avoiding future healthcare, legal, and social service costs.

What were the measurable changes in Riley County?

Improved knowledge and attitudes – Pre- & post-surveys show increases in community understanding of opioid risks & prevention strategies.

Widely accessible Naloxone access- Our community went from limited availability to accessibility to Naloxone

Increased interest in the topic- For many months, the fentanyl awareness page has received the most traffic on our county website.

We are starting to see decreases in ER opioid overdose- Please see attachment

Is there other funding available to provide this program?

No, we have not applied for additional grant funding to support this work.

Please provide additional information that would benefit your program.

Prevention is not just a one-time campaign. It is a long-term investment in our vision “*Healthy People in a Healthy Community*”. Community-wide education builds a culture that prioritizes public health, wellness, compassion, and smart choices.

Could the program be altered if the full amount was not approved?

It depends on how much they want to cut and what their priorities are. The program can't be altered if we lose funding. We can adjust if we lose funding but the consequences will be less of everything we're doing. When I started here staff were under the impression that the commissioners weren't supportive of Naloxone. I didn't see any signs of that from the commissioners so we went full steam ahead, ensured they were supportive and now we have a good partnership with RCPD (and they're getting ready

to carry Naloxone and we're doing their training on using Naloxone), we just got our two "health" boxes that will be installed at FCRC and the health department (those boxes will have Naloxone and other health related things for people to come and get then they need them with no questions asked), we're in the process of putting the ONE boxes in the community to help prevent overdoses, and we're educating/supporting the kids on substance misuse. We've also been instrumental in getting K-State to provide Naloxone to their students in the dorms and on campus. We're just starting to see a difference in the overdoses including deaths in this county. We still have a lot of work to do.

We also use the OPIOID funding partially for Jenni's salary and I would hate to cut her hours.

This is really a hard question without knowing the number they're wanting to cut us down to.

Suspected Opioid Overdose Emergency Department Visits for Residents of Riley, Geary, Pottawatomie, Douglas, and Shawnee counties; 2020 to 2025 by Month

	2020	2021	2022	2023	2024	2025
January	12	18	15	26	19	14
February	16	11	19	12	15	10
March	9	16	23	14	17	18
April	10	24	31	25	18	21
May	10	22	15	24	16	14
June	20	12	17	26	18	-
July	22	25	29	18	22	-
August	12	28	20	16	14	-
September	10	31	15	13	13	-
October	16	18	21	17	23	-
November	12	22	19	21	19	-
December	19	25	26	18	11	-

Kansas Resident Opioid Overdose Deaths by County of Interest and Year, 2019-2023

	2019	2020	2021	2022	2023	5-year Total
Riley	<6	<6	<6	<6	8	24
Geary	<6	<6	7	7	6	24
Pottawatomie	0	0	<6	<6	<6	6
Douglas	7	9	21	18	10	65
Shawnee	12	17	31	35	27	122

Note: Counts less than 6 are suppressed

Suspected Opioid Overdose Emergency Department Visits Among Residents of Riley County, 2020-2025 by Quarter

	2020	2021	2022	2023	2024	2025
Quarter 1	<6	10	6	<6	11	<6
Quarter 2	<6	6	<6	13	8	-
Quarter 3	9	9	11	8	9	-
Quarter 4	9	9	15	8	13	-

Note: Counts less than 6 are suppressed

Suspected Opioid Overdose Emergency Department Visits Among Residents of Geary County, 2020-2025 by Quarter

	2020	2021	2022	2023	2024	2025
Quarter 1	0	<6	<6	<6	<6	<6
Quarter 2	<6	7	<6	<6	<6	-
Quarter 3	<6	11	7	<6	<6	-
Quarter 4	8	<6	7	<6	<6	-

Note: Counts less than 6 are suppressed

Suspected Opioid Overdose Emergency Department Visits Among Residents of Pottawatomie County, 2020-2025 by Quarter

	2020	2021	2022	2023	2024	2025
Quarter 1	0	0	0	<6	0	<6
Quarter 2	0	<6	<6	<6	<6	-
Quarter 3	<6	<6	<6	<6	<6	-
Quarter 4	<6	<6	<6	<6	0	-

Note: Counts less than 6 are suppressed

Suspected Opioid Overdose Emergency Department Visits Among Residents of Douglas County, 2020-2025 by Quarter

	2020	2021	2022	2023	2024	2025
Quarter 1	24	10	18	16	20	20
Quarter 2	26	16	21	17	17	-
Quarter 3	20	18	18	13	14	-
Quarter 4	8	15	12	19	15	-

Suspected Opioid Overdose Emergency Department Visits Among Residents of Shawnee County, 2020-2025 by Quarter

	2020	2021	2022	2023	2024	2025
Quarter 1	9	22	29	27	16	12
Quarter 2	10	27	29	38	23	-
Quarter 3	9	45	24	23	20	-
Quarter 4	20	36	31	22	21	-

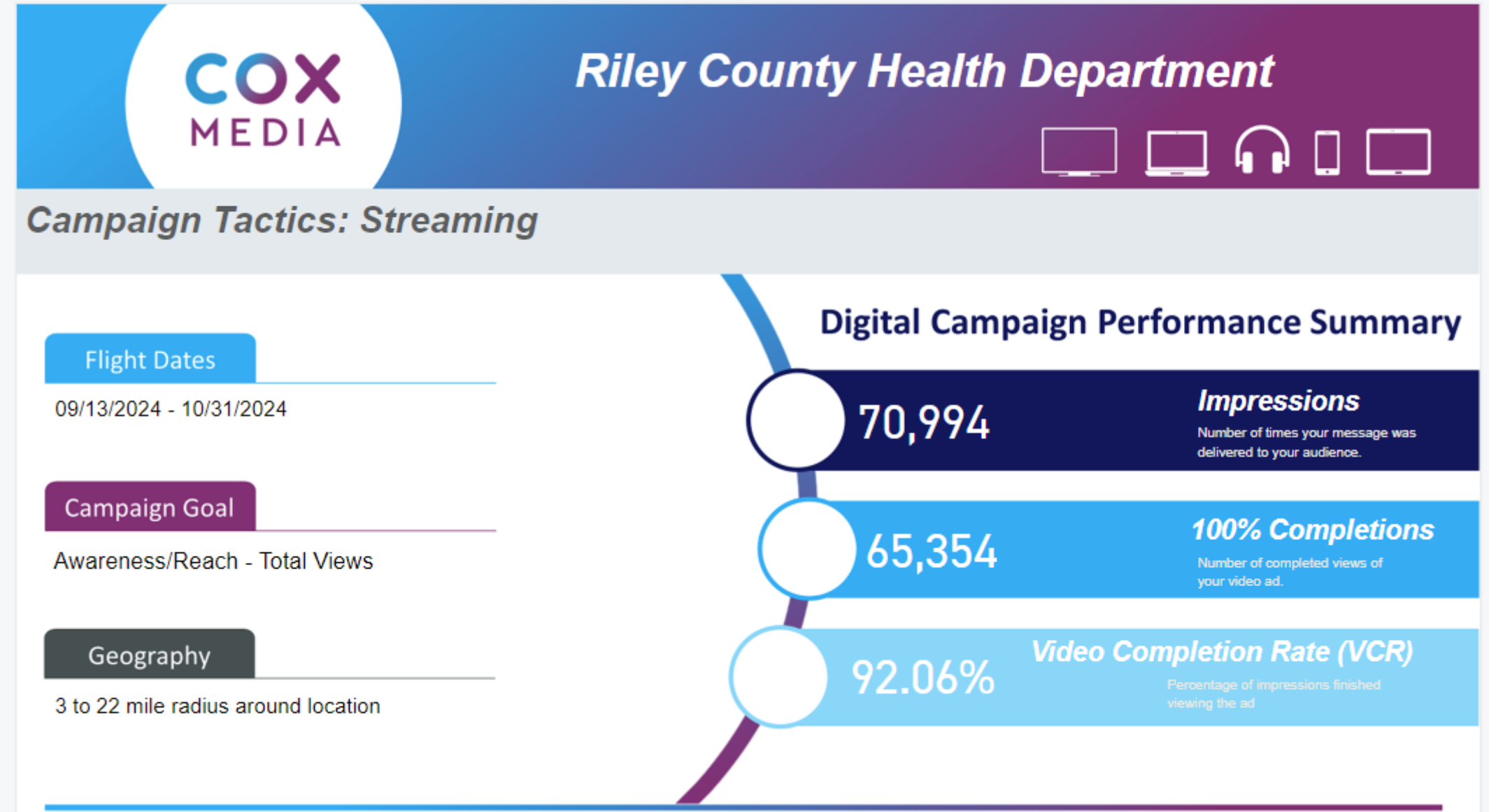
Technical Notes:

ED Visits: Emergency department visits were obtained from the Electronic Surveillance System for the Early Notification of Community-Based Epidemics (ESSENCE) – a syndromic surveillance system. Suspected overdose visits were determined through a combination of Chief Complaint text and Discharge Diagnosis codes. Counts should be considered preliminary estimates for situational awareness, due to variable data quality. Data is current as of 6/24/2025. Query used was CDC Opioid Overdose v4 Parsed. Details on this query can be found here: <https://knowledge.repositorio.sydromicsurveillance.org/search/syndrome>. Cases were included for emergency department visits only, and identified by patient residence. Counts less than 6 were suppressed.

Deaths: Deaths were obtained from the KS Office of Vital Statistics annual research files for death certificates among Kansas residents. Drug poisoning deaths were identified based on information about the underlying causes of death and were identified using the International Classification of Disease, Tenth Revision (ICD-10) codes X40-44 (unintentional drug poisoning), X60-64 (intentional self-drug poisoning – suicide), X85 (drug poisoning by homicide), or Y10-14 (drug poisoning of undetermined intent). Specific drug categories were identified using multiple cause of death codes:

Any Opioid: T40.0, T40.1, T40.2, T40.3, T40.4, and T40.6, which include opium, other or unspecified narcotics, as well as opioids where the type of opioid was not specified. Counts less than 6 were suppressed.

PARENT AWARE FENTANYL CAMPAIGN



Attachment: Health Department Responses (16072 : 2026 Opioid Funds Requests)

Riley County Health Department

Streaming

70,994

Impressions

Number of times your message was delivered to your audience.

92.06%

Video Completion Rate

Percentage of impressions who finished viewing the ad

65,354

100% Video Completions

Number of impressions who viewed the video until the end

175

Clicks

Number of times the audience clicked on the ad.

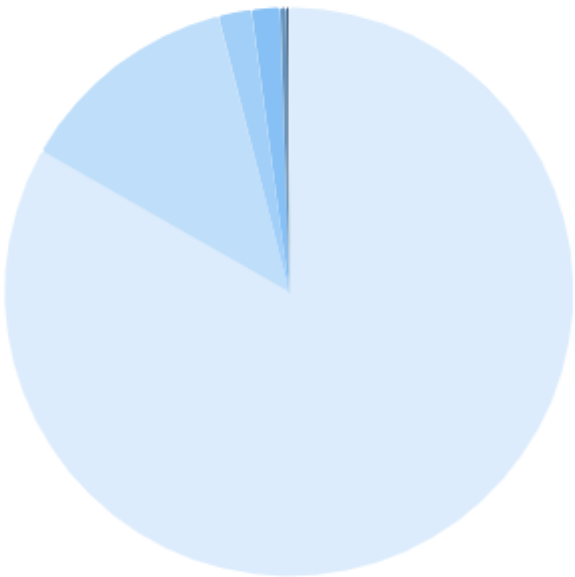
Delivery by Geography

Top 10 Zip Codes

Zip Code	Impressions
66502	54,921
66442	9,111
66503	4,549
66531	1,350
66449	1,151
66517	245
66506	83
66554	22

Top Cities

- MANHATTAN
- FORT RILEY
- RILEY
- LEONARDVILLE
- OGDEN
- UNKNOWN
- RANDOLPH



Performance by Creative

Creative	Impressions	Video Completions 100%	VCR	Clicks
ParentAwarenessFentanylFinal.mp4	40,206	36,762	92.00%	87
Riley Co. Health Dept. - ParentAwareFentanylFinal - 0960524.mp4	31,226	28,592	92.13%	88

Presentations/Meetings **Date**

RCPD Naloxone Training	7.3.25
DEC Community Partners	7.9.25
Pawnee Mental Meeting	7.9.25
KDHE Qrtly Meeting OD Alerts	7.10.25
Riley Cty Sub Misuse Prevention mee	7.14.25
DEC Monthly zoom	6.3.25
Ogden Community Center	6.4.25
Leonardville Library	6.4.25
CADCA Wichita	6.11.25
Every Brain matters	6.11.25
ACOA meeting	6.12.25
Safe Kids Joie Product zoom	6.18.25
KDHE zoom	6.18.25
Konza Clinic	6.30.25
Pawnee Mental for Task Force	6.30.25
DEC Events	25-Jun
Naloxone Training HD	5.5.25
Naloxone Training HD	5.6.25
DEC	5.6.25
ORS ~ trends, analysis & threats	5.7.25
Naloxone Training HD	5.7.25
Acoa meeting	5.8.25
Kstate Extension meeting Lawren	5.9.25
Every Brain Matters	5.12.25
KCLS Strong families and strong c	5.13.25
Riley Cty Safe Kids event	5.13.25
Sub Misuse task force meeting	5.14.25
CADCA	5.15.25
Naloxone Training HD	5.22.25
KS Prescription Drug -Opioid Advi	5.15.25
MARPC	5.27.25
National DEC Train the Trainer Tu	5.27.25
National DEC Train the Trainer We	5.28.25
National DEC Train the Trainer Th	5.29.25
National DEC Train the Trainer Fri	5.30.25
Manhattan Free Clinic	4.3.25
Safe Kids Training Car seat tech(F	4.4.25
Manhattan Senior Center	4.4.25
National Dec Manhattan KS	4.8.25
Dec Brown Bag Series	4.9.25
Riley County Commissioner	4.10.25
Dec Brown Bag Series	4.16.25
DEA Together for ALL zoom	4.17.25

Trainings **Date**

Beyond Don't Do it Real talk	6.3.25
Community Driven Respons	6.5.25
Reimagining the restoration	6.10.25
CADCA Center of public hea	6.10.25
Creatins Sfe space~ what yo	6.11.25
Unyielding presented with la	6.12.25
Foundations in planning and	6.16.25
KS fights addiction ECHO	6.17.25
Supporting Commuinity sign	6.17.25
Social Connections series	6.18.25
Disrupting the stigma	6.18.25
Protecting kids in the digital	6.19.25
Reducing the harms for youtl	6.20.25
Health on the Plains SUD	6.25.25
Recovery Science Series We	6.25.25
CADCA Upstreaming with yo	6.26.25
Safe Kids Keeping our babies	6.26.25
Two years to a Brighter Futur	6.26.25
Building Communication an	6.30.25

KSNT	4.18.25
MARPC	4.22.25
All Hands on Dec Qrtly call	4.23.25
The Path to Wellbeing ~ Preparing	4.24.25
The New Drug Talk : Community e	4.29.25
Real talk about the Fake Pills	4.29.25
The Power of Lived Expertise in Cr	4.30.25
Manhattan Free Clinic	3.3.25
All Hands on Deck Community of	3.4.25
United to Transform	3.4.25
Every Brain Matters	3.12.25
Acoa meeting	3.13.25
Riley Cty Officials Naloxone	3.14.25
Be Able	3.15.25
Ogden Community Event	3.15.25
Boys and Girl Club Conference	3.19.25
Opioid DCCCA	3.20.25
MARPC	3.25.25
Riley Cty Safe Kids	3.26.25
PAN webinar	3.27.25
Cadca Training	3.31.25
All Hands on Deck Community of	2.4.25
Your Community Cares~ Irving hil	2.4.25
Manhattan Town Center	2.8.25
Manhattan Public Library	2.11.25
Every Brain Matters	2.12.25
Be Able Workforce~ Mental health	2.20.25
Manhattan Public Library	2.28.25
USD 383 Staff Training (re-schedu	1.6.25
Youth Services Workgroup	1.6.25
Senior Center Training	1.10.25
SAPST Prevention Success Trainin	1.14.25
sapST Prevention Success Trainir	1.15.25
SAPST Prevention Success Trainir	1.16.25
SAPST Prevention Success Trainir	1.17.25
Kansas Prescription Drug Opioid ,	1.16.25
All Hands on Dec Qrtly	1.22.25
MARPC	1.28.25
DCF meeting	1.28.25
KSU Lafene	1.29.25
Manhattan Public Library	1.29.25
All Hands on Dec KS Jan	1.30.25
RCPD training Public Works	12.4.24
OneBox ~strategy for deployment	12.5.24

DCCCA Conference Wichita	12.12.24
DCCCA Conference Wichita	12.13.24

Trainings Date

All Hands on Deck Community of 5.1.25
 Community in Action 5.1.25
 Effects of Substance use within C 5.1.25
 Behind the numbers: making sense 5.5.25
 Parenting in an addictive world 5.6.25
 Preparedness ~ where adaptive learning 5.7.25
 Why boys often don't seek help 5.8.25
 Hopeful hearts 5.8.25
 Supporting Children and teens 5.9.25
 Integrating the 6 pillars Education 5.10.25
 Preventing SUD and school violence 5.13.25
 KS Legal services webinar series 5.14.25
 Innovative overdose prevention strategies 5.14.25
 Safe and Sound Web series 5.14.25
 Social and Emotional Competency 5.15.25
 Growing up online-Understanding 5.21.25
 KDHE/LHD 5.21.25
 Supporting Grieving youth Under 5.22.25
 Approaching Suicide Prevention 5.22.25
 Engaging Pharmacists in improving 5.28.25
 Establishing and embedding community 5.28.25

Trainings Date

All Hands on Deck Community c 4.1.25
 DEC Brown Bag Series 4.2.25
 Hope Lives Here: the village together 4.2.25
 Storytelling that sparks change 4.2.25
 Parent Education and Leadership 4.3.25
 Having impactful conversations 4.3.25
 Becoming a trauma informed leader 4.8.25
 Launch, Don't crash tips for you 4.9.25
 National Infrastructure for mental 4.9.25
 Prevention in a Tribal Context 4.10.25
 Perinatal substance use ~KCLS 4.10.25
 Session 1 Court trauma in the courtroom 4.15.25
 Session 2 Trauma in the courtroom 4.15.25
 Session 3 Ethics in Child Welfare 4.15.25
 CPST Adaptive transportation network 4.15.25
 Session 4 Trauma Informed for 4.16.25
 Attending the Building a Village 4.17.25
 Kansas Health Matters Webinar 4.21.25
 PrevCon Webinar Children's National 4.21.25
 Keeping Kids Safe Online ~ Keynote 4.21.25
 KCSL Darkness to Light 4.23.25
 Parent Child Contact Problems 4.23.25
 Transforming the System to connect 4.23.25
 Leverage the Science of the Positive 4.23.25
 ORN Recovery Ready Webinar Series 4.30.25
 Violent media toxic online space 4.30.25
 Screenagers How devices hurt youth 4.8.25
 Screenagers Expose therapy for 4.15.25
 Screenagers No phone in school 4.22.25

<u>Trainings</u>	<u>Date</u>	<u>Trainings</u>	<u>Date</u>
Mental Health Action Day Kickoff	3.4.25	Culturally Responsive collabor	2.4.25
Empowering Communities Tools for Bu	3.5.25	Kansas Statewide Coalition	2.5.25
Healthy Outcomes from Positive Exper	3.6.25	Win Win Parenting Child Safety	2.5.25
Special Considerations and Support fo	3.6.25	Go to Web State of Kansas Bui	2.5.25
DEC training KCSL	3.11.25	Moving Beyond 101	2.5.25
Becoming Trauma informed ~Preparing	3.11.25	Brain/Body response to traum	2.6.25
Beyond Corporal punishment~ reducin	3.12.25	NaCoa Facilitating Recovery	2.10.25
Join the Understanding community cer	3.12.25	COA Awareness Week Day1	2.10.25
Song for Charlie	3.13.25	COA awareness Week Day 2	2.11.25
The Overdose response strategy team i	3.13.25	Coa Awareness week day 3	2.12.25
Neuro-nurturing advancing powerful st	3.14.25	The Power of Connection	2.12.25
Kansas youth workshop	3.17.25	Coa Awareness Week Day 4	2.13.25
2025 TPN Compassion Collaborative	3.25.25	Moving Beyond 101 Part 2	2.19.25
Engaging Pharmacists:opportunities fo	3.25.25	Parent Resilience COA	2.20.25
Becoming Trauma informed ~Preparing	3.25.25	KS Commerce Community	2.20.25
Ongoing Critical Role in the US to the o	3.26.25	Compassion Collaborative Su	2.20.25
		2025 Compassion Collaborati	2.25.25
		Safer Funture Webinar series F	2.25.25
		Innovations in Healing youth	2.25.25
		Child Connection and Isolation	2.26.25
		Communication Now ~ Strate	2.27.25
		Revieing youth survey particip	2.27.25
		The bigger the back pack, the s	2.27.28

Trainings **Date**

First Call Substance Misuse	1.2.25
Youth Services Workgroup	1.6.25
Dec Training	1.7.25
Working Effectively with Substa	1.8.25
Working Effectively with Substa	1.15.25
MAT as an Emergent Standard F	1.16.25
Every Brain Matters Webinar	1.16.25
Point of Light Zoom	1.29.25
Delaney Screenagers The hidde	1.29.25
Delaney Screenagers Having th	1.22.25
Delaney Screenagers Be the voi	1.15.25
Delaney Screenagers Shock you	1.7.25
Delaney Screenagers Unfilterec	1.2.25

Recovery Court Funding Request – Riley County Opioid Settlement Funds

What was the program designed to address?

The 21st Judicial District Recovery Court is a team approach, designed to address substance use disorders among individuals in the justice system, offering an alternative to incarceration. The goal is to help participants become productive members of society through community-based treatment, court-monitored accountability, and structured recovery support, while promoting public safety. Adult recovery courts are the most carefully studied and well-proven intervention in our nation's history for leading people with substance use disorders out of the justice system and into lives of health and recovery.

To what extent did the program meet its stated objectives?

Since its launch in **March 2022**, the program has served **59 individuals** with non-violent drug convictions and high risk for future crime and substance use.

Key Program Outcomes:

Increased Sobriety:

- 30% of participants tested positive for drugs at entry, while 0% tested positive in their final phase.
- Graduates maintained an average of **440 days of sobriety**, compared to only a few months of sobriety at most prior to the program.

Reduced Criminal Thinking (Based on the PICTS Assessment, measuring thinking associated with criminal behavior):

- **Current Criminal Thinking** scores dropped from 25 to 17 (32% improvement)
- **Historical Criminal Thinking** scores dropped from 23 to 13 (43% improvement)

Improved Recidivism:

- One-year post-graduation re-arrest rate is **17%**, compared to **38% nationally** for individuals exiting prison

Lower Risk for Re-offending (Based on the Risk/Needs Assessment, which measures likelihood of re-offending):

- Reduced by **39%** from entry to graduation

Is the program cost effective relative to its outcomes?

Yes, the program is **cost-effective**:

- **Cost of Recovery Court per day per participant: \$20**
 - **Compared to cost of jail per person per day: \$60**; Recovery Court costs **66% less** than jail while also providing **addiction treatment and community support**, which jails often do not.
- Participants maintain **employment, family connections, and housing**, reducing long-term burdens on public systems (e.g., foster care, welfare, social services).

What were the measurable changes in Riley County?

As a community, Riley County has recognized the need to provide services and support to individuals with substance abuse disorders by adding increased social services and resources. Helping agencies are no longer working in silos, rather working together to continue efforts to help address substance abuse in our community. Recovery Court has provided the structure and accountability needed for participants to be successful.

Recovery Court Funding Request – Riley County Opioid Settlement Funds

- **Public Safety:** Lower recidivism has led to **reduced crime** in the community.
- **Family Reunification:** Participants have regained custody of children, decreasing demands on **foster care and social services**.
- **Employment:** Employment rates among participants improved from **55% at entry to 88% at graduation**, increasing local economic participation.
- **Collaborative Services:** Riley County agencies are working together to strengthen the community's substance abuse response network (e.g., with Oxford Houses, Be Able Community, Discovery House, Social Detox)

Is there other funding available to provide this program?

In addition to Riley County Opioid Funds, we are seeking funding from the City of Manhattan Opioid Settlement Funds.

Please provide additional information that would benefit your program.

Recovery Court is truly changing lives. Riley County Attorney, Barry Wilkerson, spoke about the program to the Riley County Board of County Commissioners on May 29th, 2025, “This is the best program that I’ve seen in my 34-year career as far as being able to treat addiction. We’re reducing crime and helping people turn their lives around. I do think it’s worth the investment.” As one graduate remarked, “I really appreciate this chance you have given me. I was lost in my addiction and poor decisions. Thank you for giving me the chance to be a father, a brother, a son, and a person again.”

Can the program be altered if the full amount is not approved?

We do not expect that the Riley County Opioid Funds would fully fund the 21st Judicial District Recovery Court program. It is the intent of our program to work to secure funding from both Riley County Opioid Settlement Funds and the City of Manhattan Opioid Settlement Funds.

Total cost to fund the 21st Judicial Recovery Court Program in Riley County is estimated at \$130,798.03.

Recovery Court Expenses Estimates with RCPD/Clay Drug Testing Changes

Est. exp. for CY26
(52 weeks)

Riley County Est.
exp. for CY26
(52 weeks)
w/deductions

Personnel

Intensive Supervision Officer - Salary	\$ 76,648.00 ²	\$ 76,648.00 ²
Intensive Supervision Officer - Fringe	\$ 30,275.96 ⁴	\$ 30,275.96 ⁴
OT for ISO Weekend Drug Testing - Salary	\$ 19,412.64 ⁶	\$ 6,719.76 ^{6a}
OT for ISO Weekend Drug Testing - Fringe	\$ 7,667.99 ⁸	\$ 2,654.31 ^{8a}
<i>Subtotal</i>	\$ 134,004.59	\$ 116,298.03

Contractual

Conflict Attorney	\$ 1,000.00 ¹⁰	\$ 1,000.00 ¹⁰
Defense Attorney (BIDS)	\$ 26,000.00 ¹²	\$ 13,500.00 ^{12A}
Drug Testing - Clay Co SO	\$ 9,600.00 ¹⁴	
Drug Testing - Riley County PD	\$	
<i>Subtotal</i>	\$ 36,600.00	\$ 14,500.00

Supplies

Copying Expenses	\$ 720.00	
Drug Testing Supplies	\$ 8,784.00	
Misc Supplies	\$ 960.00	
<i>Subtotal</i>	\$ 10,464.00	

Other Costs

Drug Testing - Redwood confirmation	\$ 4,500.00	
Housing Assistance	\$ 2,400.00	
MAT Services	\$ 900.00	
MAT Medication	\$ 3,900.00	
Medical (Physical) Assistance	\$ 2,400.00	
Registration (training)	\$	
Transportation (to inpatient/reintegration)	\$ 1,164.00	
<i>Subtotal</i>	\$ 15,264.00	

Total Recovery Court Expenses \$ 196,332.59 \$ 130,798.03

² Recovery Court ISO - CY26 salary x 2080 hours

⁴ Recovery Court ISO - CY26 salary x 39.5%

⁶ Weekend drug testing - CY26 ISO x 104 weekend days x 3 hours/day (312 hours)

^{6A} Weekend drug testing - CY26 ISO x 3 weekend days/month x 3 hours/day (108 hours)

⁸ Weekend drug testing - CY26 ISO x 312 hours x 39.5%

^{8A} Weekend drug testing - CY26 ISO x 108 hours x 39.5%

¹⁰ Est to pay for defense attorney when BIDS attorney has a conflict

¹² Defense Attorney - \$250 x 52 weeks x 2

^{12A} Defense Attorney - \$250 x 52 weeks x1 (no Clay Co)

¹⁴ Drug testing in Clay averages 40 tests/month x 20/per test x 12 months



PUBLIC WORKS
Recommendations

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, PE, Public Works Director

MEETING: July 31, 2025

SUBJECT: Judicial Center Space Needs Assessment - Consultant Selection

PRESENTER: John Ellermann

BACKGROUND

In October of 2024 the Board held a Public Building Strategic Planning session. One of the priorities coming out of the strategic plan was to explore a purpose-built Judicial Center to support the Courthouse, County Attorney, and Community Corrections. In May, the Board accepted Statement of Qualifications from consultants to perform a space needs assessment of each department and to analyze the feasibility of renovation or expansion of existing buildings, including the church, and new construction. The Judicial Center Selection Committee, consisting of Judge Bannister, Barry Wilkerson, Meagan Lewis, Evan McMillan and John Ellermann, reviewed the Statement of Qualification and interviewed selected candidates.

DISCUSSION

Five firms submitted Statements of Qualifications, four were interviewed. Interviews were held the week of the July 21st. Interviewed firms were Anderson Knight, Baker-McMillan, BG, and BBN. After careful review of submittal's and the interviews the selection committee is recommending the BBN/Fentress team for the Judicial Center space needs assessment.

The committee felt that BBN's partnership with Fentress Inc. is what set them apart the others. Fentress has more than 37 years specializing in courthouse and judicial service facility planning and programming. They have provided planning and programming of over 1,200 federal, state and county court facilities, as well as county attorney and community corrections space needs. While BBN has provided needs assessment and master planning along with the understanding of the importance of the historical significance of our buildings. Fentress will take the lead in the

assessment, planning and programming and BBN will provide the overall project management and take the lead in the design as the project progresses.

FISCAL IMPACT

Once a consultant is approved, costs will be submitted based on project scope.

RECOMMENDATION(S)

The Judicial Center Selection Committee recommend BBN Architects, Inc. for the Judicial Center Space Needs Assessment.

POSSIBLE MOTION(S)

Move to approve BBN Architects, Inc. to perform the Judicial Center Space Needs Assessment.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:



DISTRICT COURT
Travel Request

Kathy Oliver
Court Administrator
100 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6364

COMMISSION AGENDA REPORT

FROM: Kathy Oliver, Court Administrator

MEETING: July 31, 2025

SUBJECT: Out of State Travel Request

PRESENTER: Kathy Oliver, Court Administrator and Alexis Robinson, Court Service Officer

BACKGROUND/DISCUSSION

As a Court Services Probation Officer for Justice Involved Youth and Adults, being able to learn new best practices and evidence-based strategies would be beneficial to our community and state. This American Probation and Parole Association Conference will help me build and refine essential skills in areas such as drugs/alcohol, behavioral health intervention, case planning, cultural competency, and supervision techniques tailored for high-risk or special populations (e.g., youth and adults with alcohol abuse and other substances). With the criminal justice reform evolving rapidly, it's important for our department to stay current with legal, policy, and supervision trends. The APPA Conference serves as a vital platform to understand how other jurisdictions are innovating, measuring success, and navigating the challenges of alcohol abuse as well as other antisocial behaviors link to alcohol use. By reducing recidivism and improving client outcomes. The insight gained from this conference will allow me to contribute more strategically to county/statewide goals and to mentor or support colleagues who may not have the opportunity to attend. Attendance at the APPA Conference is not only a valuable professional development opportunity but a strategic investment in the effectiveness of our probation services. The training and insights I gain will translate into improved supervision practices, stronger outcomes for clients, and enhanced community safety.

FISCAL IMPACT

The approximate cost for sending Alexis is \$2798.29, which includes airfare, lodging, meals and other transportation. The amount proposed will be paid from a grant received from Riley County Alcohol Tax fund and the District Court Budget.

RECOMMENDATION(S)

The district court administrator recommends that the BOCC approve the Out of State Travel for Alexis Robinson to attend the APPA conference.

POSSIBLE MOTION(S)

Move to approve the Out of State Travel Request for Alexis Robinson to attend the APPA Conference in New York.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Out of State Travel Request form (DOCX)

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Alexis F. Robinson **DEPARTMENT:** District Court

POSITION TITLE: Court Services Officer **DATE REQUESTED** July 18, 2025

FUND: County Funds

Travel From: Kansas **Date:** 8/23/25

Travel To: New York **Date:** 8/28/25

Purpose of Travel: APPA Conference

Mode of Travel: Common Carrier ☐ Riley County Vehicle ☐ Privately Owned Vehicle ☒

☒ Administratively determined to be to the advantage of Riley County

☐ Not to exceed the cost of common carrier including food and lodging
Mileage rate of

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	Delta Ticket #: 0062337319995, ground transportation	472.97
Lodging	New York Marriot Marquis	1,101.92
Meals	\$70 per diem	280.00
Registration/Fees	Training institute registration	660
Other	Mileage to KC Airport and back, Baggage,	283.40

Total Estimated Travel Costs: 2798.29

Requested by: _____ **Date:** _____

Approved by:

Department Head: _____ **Date:** _____

Chair: _____ **Date:** _____

Board of County Commissioners

Attest: _____ **Date:** _____

Riley County Clerk

cc: Department Head
Department Assistant



MUSEUM
Personnel

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

COMMISSION AGENDA REPORT

FROM: Katharine Hensler, Museum Director

MEETING: July 31, 2025

SUBJECT: Request to Receive Funding through Riley County Historical Society

PRESENTER: Katharine Hensler, Museum Director

BACKGROUND

As-Needed Museum Assistants are essential to the daily operations of the Museum. They greet visitors, welcome them to the museum, take them on tours of the Goodnow House, assist the curators with collections related tasks, fulfill research requests, help with our exhibit installations, staff the Historical Society's gift shop, support memberships activities, and they have been instrumental in helping us clean up the library/archives. They also support the Riley County Historical Society with their newsletter, supporting events and programs, and more. Additionally, these staff people keep the museum open when curators/director must be out of the office providing public programming, attending meetings, etc.

Currently, the Museum employs four As-Needed Museum Assistants: Lisa Jones, Holly Hill, Brantlee Shearmire, and Eric Gudenkauf, under the line item Seasonal/Temp/PT. In 2025, our department budgeted a total of 1,430 hours, which was approved by the BOCC. These positions are paid \$15/hour.

Due to needing their assistance during earlier parts of the year, particularly their support during the new permanent exhibit installation in January and 4th grade field trips in April through May, we will have expended the majority of those hours and our budget line item for Seasonal/Temp/PT by August 1.

My request today is not to ask the County for additional funding to support these positions. It is however, to request acceptance of financial support of our charitable partner, the Riley County Historical Society (RCHS). The RCHS has set aside restricted funding, specifically to support the Museum's personnel needs. They have offered by board vote at their July 9 meeting to make

the funding available to the County to supplement our A-Needed positions through the remainder of the year, not to exceed \$15,000.

This funding, should the County pursue and accept, would be considered a grant with the specifications that the Museum Director establish a total number or hours that the As-Needed positions would be required through December 19, 2025. If approved by the BOCC, the RCHS would then present the grant payment to support the actual number of hours needed, following a payment timeline advised by the County.

DISCUSSION

The Museum Director has spoken with both the Human Resources and Finance Departments about this possibility and it was proposed by the Museum that the actual need for these As-Needed positions totals an additional 760 hours from August 1-December 19, 2025. Including the cost of hourly rates and employer taxes, this totals \$12,286.92. If approved, this cost would be completely funded by the Riley County Historical Society.

In looking at the remainder of the year, the Museum will be open to the public another 800 hours, minimum. These are our regular open hours and do not include special events/programs. Without the additional funding of hours, our regular As-Needed Museum Assistant support will end once our 2025 funding runs out, probably within two weeks, and it will return with our new 2026 budget cycle beginning on January 1.

If approved, this grant from the RCHS will allow for Museum operations to continue full force with the As-Needed Museum Assistants supporting all activities listed above, most notably, supporting the day to day Museum activities, tours, educational programs, research, and helping with the massive clean-up efforts we are undertaking. The Society appreciates the support that we provide to them through expertise, staffing, care of their collection, and support of their mission, and they are pleased to offer this financial support.

There is no expectation that these additional 760 hours will be included in future personnel budget proposals from the Museum. This year's needs were unique due to the new exhibit opening, fewer volunteers to help with field trips, and the major clean-up effort going on in the Museum's library and storage areas.

FISCAL IMPACT

No fiscal impact to Riley County budget, as this request will be fully funded by the RCHS.

The proposed actual total for these positions is an additional 760 hours from August 1-December 19, 2025. This is an average of 190 hours per the four staff members in these roles. Including the cost of hourly rates and employer taxes, this totals \$12,286.92.

If this grant and offer for funding is approved by the BOCC, these costs would be completely funded by the Riley County Historical Society and the County would not incur any financial burden.

These four staff members are already fully trained and efficient in their work. They do not require further training to complete the tasks required of them.

If the pursuit of the grant funding is not approved, the As-Needed Museum Assistants will work until the 2025 funding has been completely used and they will not be scheduled during the remainder of the budget cycle. This option also will not cost the County any financial impact.

Having a full staff at the Museum will allow us to continue to work at a higher rate of productivity. Many of these tasks, without the support of the As-Needed Museum Assistants, would need to be carried out by contractors. Were we to have to go in that direction, there may be additional costs incurred. However, this option is not being considered for the remainder of the 2025 budget cycle.

RECOMMENDATION(S)

The recommendation is to approve the proposed increase of hours for the As-Needed Museum Assistants of up to 760 hours for the remainder of the year, August 1- December 19, 2025; and to accept the grant proposal from the Riley County Historical Society whose board has generously offered to fund the 760 hours for As-Needed Museum Assistants at the proposed amount of \$12,286.92 through the time period indicated above.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:



EMS/AMBULANCE
Project

David Adams
EMS/Ambulance Director
2011 Claflin Rd
Manhattan, KS 66502
Phone: 785-539-3535

COMMISSION AGENDA REPORT

FROM: David Adams, EMS/Ambulance Director

MEETING: July 31, 2025

SUBJECT: EM/RCFD #1 Remodel Permit

PRESENTER: David Adams, EMS/Ambulance Director

BACKGROUND

On April 24th of this year the construction committee presented to you a CAR discussing the possibility of invoking the Authority Having Jurisdiction (AHJ) clause for the permitting and plans review of the EM/Fire/EOC remodel. You accepted this proposal.

DISCUSSION

The concern, at the time, was the possibility of delays and added expenses by going through the city permitting and plans review process for such items as a storm water drainage study, plans review by Risk Reduction and having a peer review on the storm shelter design. Since the presentation on April 24th, staff from the City of Manhattan and Riley County have been in discussion.

The City of Manhattan storm water engineer has studied the site plan and has determined no concerns on the storm water drainage thus no study will be necessary.

Code services have already begun a review of the plans, and it is believed they will be done with the review in time for demolition to begin.

Discussions among the construction committee have concluded a peer review of the storm shelter is important to ensure safety of those utilizing the shelter in an emergency. It

is understood the review of the shelter design can be done locally and concurrently with the remodel and thus not delay the project timeline.

FISCAL IMPACT

We will be petitioning the City of Manhattan to waive the permitting fees which are estimated to be less than \$9,000.00.

RECOMMENDATION(S)

Staff recommend the BoCC allows Riley County to work with City of Manhattan staff and follow city code guidelines for the EM/RCFD #1 remodel.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:



**COUNTY CLERK &
ELECTIONS**
Personnel

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

COMMISSION AGENDA REPORT

FROM: Susan Boller, Elections Supervisor

MEETING: July 31, 2025

SUBJECT: Request to Fill - Elections Assistant

PRESENTER: Rich Vargo, County Clerk

BACKGROUND

Temporary Election Assistants are necessary positions for the Elections office to meet mandated statutory requirements and would not be able to do so without them.

DISCUSSION

We will need additional election staff to ensure we can implement increased statewide security mandates, and upcoming City/School Election. It is important to fill three of these positions to prepare for the remainder of the 2025 election year.

The attached Election Assistant job description lists responsibilities, but not limited to, assisting with elections spreadsheets, electronic poll pads, voting equipment maintenance and testing, elections training, voter registration, ballot fulfillment and logging, answering the telephone, and data entry.

For 2025, we will need to hire 3 election assistants.

FISCAL IMPACT

No fiscal impact as these positions are included in the 2025 budget.

RECOMMENDATION(S)

I recommend the Board of County Commissioners approved the request to open the Elections Assistant positions for a start date at the end of July.

POSSIBLE MOTION(S)

Move to approve the request to open the Elections Assistant positions.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Part-time Elections Clerical Assistant Position Description (PDF)
- 2025-07 TASND Elections Assistant PAF (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title: ELECTION ASSISTANT

Department: Clerk Department

Division: Clerk's Office-Elections

Reports To: Election Supervisor

Pay Range: TASND

Status: Part-Time (As Needed-1000hrs)

FLSA Status: Non-Exempt

Position Summary: To provide clerical assistance to Clerk's Department and to assist in Elections, Real Estate, Wildlife and Park licenses and any other function in the Clerk's office that needs assistance.

ESSENTIAL FUNCTIONS:

- Assisting Elections with complex spreadsheets, daily balancing, processing poll workers, and preparing abstracts.
- Assisting Elections with electronic poll pads, and other Election equipment.
- Assisting Elections in conducting training for Supervisor Judges or other poll workers that need additional assistance.
- Aid with voter registration and motor voter registration on the statewide ELVIS system.
- Answer telephone and relay accurate messages to facilitate communications within the office, the department, and with the public.
- Operate office equipment to fulfill duties of computer data entry, document scanning & indexing, filing, photocopying, and facsimile communications as required.
- Greet and disseminate information to the public as instructed.
- Assist taxpayers in completing various forms.
- Aid with real estate questions.
- Assist with licenses as needed.
- Other duties as assigned

POSITION REQUIREMENTS:

Education: Knowledge of the election process, voting equipment and ELVIS, preferred

License(s)/Certification(s): Valid driver's license required.

Experience: Experience working in an office, proficient in excel preferred.

Skills: Knowledge of modern office practices, business English, spelling, and math. Knowledge of modern office equipment. Proficient, above average computer skills desirable. The ability to perform basic mathematical computations and follow both written and oral instructions. The ability to communicate effectively both in writing and orally.

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

- Submitted by Kymberlee Durbin on 07/29/2025 at 08:19 AM
- Elizabeth Ward, Final Approval

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template Elections Clerical Assistant Part Time [ELCLRASSTPT]	Work Location --
Job ID 3453132	Salary \$15.00	Supervisor Position No
Pay Grade Temporary and As-Needed pay range [TASND]	EEO Class Administrative Support [6]	Workers Compensation 8810 [8810]
Cost Center 1 County General [1]	Cost Center 2 Clerk [2]	Cost Center 3 --
1 Job Slot ELECTIO-1		

Supervisor: Anita Cook

Department Head: Rich Vargo

☐ No changes to Position or Budget

☒ Position Description attached

Total annual hours:1,000 x 3 employees

☒ Budgeted

☐ New or updated position description

☐ New request for budget (details attached)

Salary: \$45,000.00

Budget for Benefits: \$ 3,375.00

Total proposed annual budget: \$48,375.00

Additional Position Comments: Requesting to fill 3 positions

BoCC Chair

Date:

BoCC Member

Date:

BoCC Member

Date: