



**Board of Riley County
Commissioners
Regular Meeting
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

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Outside Agency Request
4. Sign Riley County Employee Action Form(s)

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Jul 31, 2025 8:30 AM

Review Tentative Agenda

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

9:00 AM

Jacob Hansen, County Counselor

8. Administrative Work Session
9. Pending County Projects County Counselor

9:20 AM

Jessie Hubbard, Administrative Assistant II

10. FY25 4th Quarter Line-Item Adjustments
11. 2025 Vehicle Internet Auction

9:30 AM

Press Conference

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

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

9:40 AM

Brittany Phillips, Budget and Finance Officer

15. Approval to Submit 2026 Budget to Auditors

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.



EMS/AMBULANCE
Outside Agency Request

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

COMMISSION AGENDA REPORT

FROM: David Adams
MEETING: August 4, 2025
SUBJECT: Outside Agency Request
PRESENTER: David Adams, EMS/Ambulance Director

BACKGROUND

Pottawatomie County has requested to borrow one of our Patient Haulers (UTV) to assist in their operations at the "Rock the Plains" music festival August 8th and 9th.

DISCUSSION

This is the first time another jurisdiction has requested the use of one of our UTV's for an event such as this. We routinely allow Pottawatomie County to use one of our UTV's for their 4th of July festival without issue.

My experience working the Country Stampede as well as other large events leads me to understand the importance of using equipment such as this. The use of this UTV will have a positive and profound effect on their patient care.

FISCAL IMPACT

There will be minimal if no costs.

RECOMMENDATION(S)

It is staff's recommendation to deploy the resource they have requested.

POSSIBLE MOTION(S)

Move to approve the request from Pottawatomie County EMS to use an RCEMS UTV/Patient Hauler from August 7th to August 10th for the "Rock the Plains" music festival.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- EMS UTV Hauler Request (PDF)



Jennifer Merrow
Director of Emergency Management

406 C Miller Drive
Wamego, KS 66548

Phone (785) 457-3358

Fax (785) 457-3359

Email: jmerrow@pottcounty.org

Riley County EMS
Director David Adams
1115 Charles Little Road
Manhattan, KS 66502

July 29, 2025

This letter is to formally request equipment from your organization to support an event occurring in both of our jurisdictions August 8-9, 2025. The event name "Rock the Plains" will be holding a 2 day music festival at the Tuttle Creek State Park with attendance ranging from 1500-5000 ticket sales, with camping. Our EMS crew is requesting the use of your UTV patient hauler for the two day event to assist in response and transport of patients within the pedestrian congested event site. We appreciate your consideration in this request upon a short notice.

Respectfully,

Jennifer A. Merrow
Director of Emergency Management
Pottawatomie County, KS

Attachment: EMS UTV Hauler Request (16093 : Deploy Resource to Assist Pottawatomie County EMS)



**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: August 4, 2025

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2025-07 JHansen EAF (DOCX)
- 2025-07 KCeneviva EAF (DOCX)
- 3160-20080 (DOCX)
- 2025-08 VGonzales EAF (DOCX)
- 2025-07 BWilkinson EAF (DOCX)
- 2025-07 AOCrowley EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Jacob Hansen**Status Change Date:** 08/02/2025**Status Change:** Promotion**Date of Hire:** 09/30/2024**Seniority:** 0 Year(s), 10 Month(s)**Position:** County Counselor**Position Type:** Full Time**Pay Range:** LL**Pay Type:** Salary**Base Rate:** \$6,652.00**Annualized Pay:** \$172,951.96**Funds Codes:** 1-General/4-Counselor**Supervisor:** BOCC**Department Head:** BOCC

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-07 JHansen EAF (16095 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Katie Ceneviva**Status Change Date:** 08/08/2025**Status Change:** New Hire**Date of Hire:** 08/08/2025**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 Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-07 KCeneviva EAF (16095 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Corinna Hammon**Status Change Date:** 08/15/2025**Status Change:** Separation**Date of Hire:** 06/24/2024**Seniority:** 1 Year(s), 1 Month(s)**Position:** EMS/Ambulance Paramedic [EMSPAR]**Position Type:** Full Time**Pay Range:** Paramedic**Pay Type:** Hourly**Base Rate:** \$18.65**Annualized Pay:** \$69,005.00**Funds Codes:** 1-General, 20-EMS**Supervisor:** Joshua Gering**Department Head:** David Adams

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 3160-20080 (16095 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Victoria Gonzalez**Status Change Date:** 08/18/2025**Status Change:** New Hire**Date of Hire:** 08/18/2025**Seniority:** 0 Year(s), 0 Month(s)**Position:** EMS/Ambulance Paramedic [EMSPAR]**Position Type:** Full Time**Pay Range:** Paramedic**Pay Type:** Hourly**Base Rate:** \$17.85**Annualized Pay:** \$66,045.00**Funds Codes:** 1-General, 20-EMS**Supervisor:** Joshua Gering**Department Head:** David Adams

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-08 VGonzales EAF (16095 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Brecken Wilkinson**Status Change Date:** 07/24/2025**Status Change:** Separation**Date of Hire:** 08/12/2024**Seniority:** 0 Year(s), 11 Month(s)**Position:** Clinic Intern**Position Type:** TASND**Pay Range:** TASND**Pay Type:** Hourly**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 30 – Health Dept, 400- HD**Supervisor:** Breva Spencer**Department Head:** Diane Creek

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-07 BWilkinson EAF (16095 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Ally O’Crowley**Status Change Date:** 07/18/2025**Status Change:** Separation**Date of Hire:** 06/02/2025**Seniority:** 0 Year(s), 1 Month(s)**Position:** Clinic Intern**Position Type:** TASND**Pay Range:** TASND**Pay Type:** Hourly**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 30 – Health Dept, 400- HD**Supervisor:** Jacob Clarke**Department Head:** Diane Creek

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-07 AOCrowley EAF (16095 : Employee Action Form (Green Sheet))



**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 - Aug 4, 2025 8:30 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. Appraiser's Office August Staff Update

10:00 AM

Amanda Webb, Planning/Special Projects Director

8. Staff update

10:15 AM

Jacob Hansen, County Counselor

9. Administrative Work Session

10:35 AM

Jessie Hubbard, Administrative Assistant II or Megan Lewis, Community Corrections Director

10. 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 (16006 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
August 11, 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

Review Minutes

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

Review Tentative Agenda

2. Tentative Agenda

Press Conference Topics

9:00 AM

Rich Vargo, County Clerk

3. Year to date budget and expenditure reports

9:30 AM

Press Conference

10:05 AM

Breva Spencer, Maternal and Child Health Supervisor

4. Memorial Hospital Application Grant

10:10 AM

John Ellermann, Public Works Director/County Engineer

5. Project update

10:25 AM

Russel Stukey, Emergency Management Director/Fire Chief

6. Staff update

10:40 AM

Jacob Hansen, County Counselor

7. Administrative Work Session

11:00 AM

Katharine Hensler, Museum Director

8. Staff Update

12:00 PM

County Officials Luncheon

Adjournment**Announcements**

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

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

Attachment: 08-11-25 tentative agenda (16006 : Tentative Agenda)



**COUNTY
COUNSELOR/ADMINISTRATIVE SERVICES**
Staff Update

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

STAFF REPORT

FROM: Jacob Hansen, Riley County Counselor

MEETING: August 4, 2025

SUBJECT: Pending County Projects County Counselor

PRESENTER: Jacob Hansen, Riley County Counselor

The County Counselor's Office plays a unique and active role in many of Riley County's ongoing projects and activities. We work closely with the staff of the various County departments to implement the goals and priorities of the County Commission

Our activities frequently include negotiating contracts and other documents on behalf of the County, coordinating with state and federal regulators, working with private businesses and our local government partners on matters involving the County, and assessing and responding to potential and ongoing litigation.

We are also responsible for preparing draft resolutions for consideration by the County Commission and frequently work with other County Departments in the assembly of information requested by the Commission.

ONGOING TASKS

Our office participates in several ongoing tasks, which include the following:

- Assist County departments with responses to Kansas Open Records Act requests
- Advise upon interpretation of County policies and procedures
- Review and approve department contracts as to form
- Assist with human resources matters
- Advise department heads and the County Commission on the interpretation of Kansas law as it applies to the County

- Conduct and supervise the County's tax foreclosure sale
- Assist with delinquent tax collection activities, including obtaining and maintaining enforceable judgments against non-paying taxpayers

CURRENT PROJECTS

In addition to our ongoing duties, the County Counselor's Office actively participates with County staff to address any and all legal issues surrounding county projects. These may include, but are not limited to, negotiation of project contracts, resolution of disputes between parties, advice concerning compliance, and other matters. A partial list of projects recently completed or currently being worked upon follows.

- 2025 Prairie Paws Animal Shelter Services Fees Renegotiation
- Draft Letter in Opposition to Animal Control Services Transfer
- Review and Approve FRA Certification Form
- First Christian Church RFP and Overview
- 6 On-Going Nuisance Abatement Cases in District Court
- Fire Department Benevolent Organization Bylaws Update
- University Park Fire Station Utilities Services
- Keats Sewer Project
- Peterson Ranch Benefit District Formation at Request of Property Owners
- Remediation of Former Firing Range
- Review Draft Electronic Medical Records RFP
- Marlatt Improvements
- Elevator Refurbishment
- Advise Department on Zoning and Federal laws
- Review benefit district legal issues
- Process and submit 2 Prosecutorial notices for violation of County regulations
- Prepare contract for monthly sewer pumping agreement
- Advise Department on subpoenaed records
- Advise Department on election records requested via KORA
- Prepare Resolution regarding K.S.A. 79-1613
- Prepare Fence View Order on Hargrave Salzman Fence View
- Prepare Resolution and Advise staff on the LK Townhomes RHID Application
- Monitor current records and evaluation of twelve (12) active cases
- Attend off-site meetings regarding nuisance abatement cases
- Review HB 2134 and advise Budget & Planning Committee
- Conduct legal research regarding Industrial Revenue Bonds

Enclosures:



**COMMUNITY
CORRECTIONS**
Budget

Megan Lewis
Community Corrections Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6380

COMMISSION AGENDA REPORT

FROM: Jessie Hubbard

MEETING: August 4, 2025

SUBJECT: FY25 4th Quarter Line-Item Adjustments

PRESENTER: Jessie Hubbard, Administrative Assistant II

BACKGROUND

The KDOC Financial Rules, Guidelines and Reporting Instructions for both Adult and Juvenile Community Corrections Services states that any budget adjustment of \$5,000 or more requires the grantee to print the Quarterly Budget Adjustment Report, obtain appropriate signatures and submit a signed copy of the adjustment to KDOC.

DISCUSSION

As anticipated, we had remaining funds in both Adult and Juvenile Services, specifically in our personnel line-items. We requested permission from the BOCC to reallocate those funds to purchase a vehicle, miscellaneous equipment, and to make security and office upgrades. We estimated the need to reallocate \$40,000 in Adult Services, and \$30,000 in Juvenile Services. The actual adjustment amounts are \$40,700.00 in Adult Services and \$31,907.00 in Juvenile Services.

By making these adjustments we were able to purchase a vehicle, desks and chairs, a camera/security system in the Clay Center office, and other miscellaneous furniture and office supplies. Additionally, we were able to purchase new filing cabinets with functioning locks, which enabled us to be in compliance with CJIS and KDOC regulations during construction.

RECOMMENDATION(S)

Approve the enclosed line-item adjustments to be submitted to the KDOC, in the amounts of \$40,700.00 for Adult Services and \$31,907.00 for Juvenile Services, respectively.

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:

- FY25 4th Quarter Line-Item Adjustments - Adult Services (PDF)
- FY25 4th Quarter Line-Item Adjustments - Juvenile Services (PDF)

KANSAS DEPARTMENT OF CORRECTIONS - DIVISION OF ADULT SERVICES

4TH QUARTER BUDGET ADJUSTMENT REPORT

Agency: **A-FY25 RL (21JD)**
 Period: **04/01/2025 - 06/30/2025**

BUDGET ADJUSTMENTS

FROM			TO		
Program	Category / Line Item	Amount	Program	Category / Line Item	Amount
AISP	Personnel: Non-Admin Salary	\$ (4,700.00)	AISP	#10 Personnel: Admin Benefits	4,700
AISP	Personnel: Non-Admin Salary	\$ (1,000.00)	AISP	#30 Training: Registration	1,000
AISP	Personnel: Non-Admin Salary	\$ (9,000.00)	AISP	#44 Equipment: Office Furniture	9,000
AISP	Personnel: Non-Admin Salary	\$ (18,000.00)	AISP	#47 Equipment: Vehicle Purchase	18,000
AISP	Personnel: Non-Admin Salary	\$ (6,000.00)	AISP	#50 Supplies: Office Supplies	6,000
AISP	Personnel: Non-Admin Salary	\$ (2,000.00)	AISP	#63 Facility: Security/Cameras	2,000

\$ (40,700.00)

\$ 40,700

IF BUDGET ADJUSTMENTS TOTAL \$5,000 OR ONE PERCENT OF THE CURRENT YEAR GRANT AWARD, WHICHEVER IS HIGHER, T

NEED SIGNATURES

I certify that any budget adjustment listed above has been approved by the Corrections Advisory Board

 Corrections Advisory Board Chair

I certify that any budget adjustment listed above, has been approved by the County Commission.

 County Commission Chair
 (Sponsoring County)

Agency Comments:

When our FY25 Grant was submitted to KDOC, our Director position was vacant. We met with our Budget and Finance Officer to estimate payroll expenses for the upcoming year based on a variety of possibilities, and budgeted accordingly. We hired within the agency, and it took longer than expected to fill the newly vacated position. As a result, we had extra funds which enabled us to purchase a second vehicle, as well as much needed furniture for several offices.

Attachment: FY25 4th Quarter Line-Item Adjustments - Adult Services (16065 : FY25 4th Qtr Line-Item Adjustments)

Agency: J-FY25 21JD
Period: 04/01/2025-06/30/2025

[illegible]

IF BUDGET ADJUSTMENTS TOTAL \$5,000 OR ONE PERCENT OF THE CURRENT YEAR GRANT AWARD, WHICHEVER IS HIGHER, THE FOLLOWING SIGNATURES ARE REQUIRED

NEED SIGNATURES

I certify that any budget adjustment listed above has been approved by the Corrections Advisory Board

Corrections Advisory Board Chair

I certify that any budget adjustment listed above, has been approved by the County Commission.

County Commission Chair
(Sponsoring County)

Agency Comments:

Agency Comments:
When our FY25 Grant was submitted to KDCC, our Director position was vacant. We met with our Budget and Finance Officer to estimate payroll expenses for the upcoming year based on a variety of possibilities, and budgeted accordingly. We hired within the agency, and it took longer than expected to fill the newly vacated position. As a result, we had extra funds which enabled us to purchase a second vehicle, as well as much needed furniture for several offices.

KANSAS DEPARTMENT OF CORRECTIONS - DIVISION OF JUVENILE SERVICES
4th QUARTER BUDGET ADJUSTMENT REPORT

Agency: J-FY25 21JD
 Period: 04/01/2025-06/30/2025

BUDGET ADJUSTMENTS							
FROM Program	Category / Line Item	Amount	TO Program	Category / Line Item	Amount		
CM	01 I - PERS I-A PERSONNEL (ADMIN) Salary	\$ (30.00)	CM	15 II - AGCY OP II-B TRAINING Registration	\$		
CM	01 I - PERS I-A PERSONNEL (ADMIN) Salary	\$ (672.00)	CM	26 II - AGCY OP II-D EQUIPMENT Other #2 - see comment	\$	6	
CM	01 I - PERS I-A PERSONNEL (ADMIN) Salary	\$ (60.00)	CM	29 II - AGCY OP II-E SUPPLIES/COMMODITIES Office Supplies	\$		
CM	01 I - PERS I-A PERSONNEL (ADMIN) Salary	\$ (1,675.00)	JISP	01 I - PERS I-A PERSONNEL (ADMIN) Salary	\$	1,6	
CM	01 I - PERS I-A PERSONNEL (ADMIN) Salary	\$ (140.00)	JISP	15 II - AGCY OP II-B TRAINING Registration	\$	1	
CM	01 I - PERS I-A PERSONNEL (ADMIN) Salary	\$ (150.00)	JISP	1 II - AGCY OP II-C COMMUNICATION Other #1 - see comment	\$	1	
CM	01 I - PERS I-A PERSONNEL (ADMIN) Salary	\$ (1,900.00)	JISP	26 II - AGCY OP II-D EQUIPMENT Other #2 - see comment	\$	1,9	
CM	02 I - PERS I-A PERSONNEL (ADMIN) Benefits	\$ (1,800.00)	JISP	26 II - AGCY OP II-D EQUIPMENT Other #2 - see comment	\$	1,8	
CM	02 I - PERS I-A PERSONNEL (ADMIN) Benefits	\$ (700.00)	JISP	28 II - AGCY OP II-D EQUIPMENT Vehicle Purchase	\$	7	
CM	04 I - PERS I-B PERSONNEL (NON-ADMIN) Salary	\$ (300.00)	JISP	28 II - AGCY OP II-D EQUIPMENT Vehicle Purchase	\$	3	
CM	05 I - PERS I-B PERSONNEL (NON-ADMIN) Benefits	\$ (400.00)	JISP	28 II - AGCY OP II-D EQUIPMENT Vehicle Purchase	\$	4	
IIP	01 I - PERS I-A PERSONNEL (ADMIN) Salary	\$ (2,050.00)	JISP	28 II - AGCY OP II-D EQUIPMENT Vehicle Purchase	\$	2,0	
IIP	04 I - PERS I-B PERSONNEL (NON-ADMIN) Salary	\$ (700.00)	JISP	29 II - AGCY OP II-E SUPPLIES/COMMODITIES Office Supplies	\$	7	
IIP	04 I - PERS I-B PERSONNEL (NON-ADMIN) Salary	\$ (800.00)	JISP	40 II - AGCY OP II-F FACILITY Other #1 - see comment	\$	8	
IIP	04 I - PERS I-B PERSONNEL (NON-ADMIN) Salary	\$ (800.00)	JIAS	02 I - PERS I-A PERSONNEL (ADMIN) Benefits	\$	8	
IIP	04 I - PERS I-B PERSONNEL (NON-ADMIN) Salary	\$ (1,350.00)	JIAS	04 I - PERS I-B PERSONNEL (NON-ADMIN) Salary	\$	1,3	
IIP	04 I - PERS I-B PERSONNEL (NON-ADMIN) Salary	\$ (300.00)	JIAS	1 II - AGCY OP II-C COMMUNICATION Other #1 - see comment	\$	3	
IIP	04 I - PERS I-B PERSONNEL (NON-ADMIN) Salary	\$ (4,300.00)	JIAS	26 II - AGCY OP II-D EQUIPMENT Other #2 - see comment	\$	4,3	
IIP	04 I - PERS I-B PERSONNEL (NON-ADMIN) Salary	\$ (1,700.00)	JIAS	28 II - AGCY OP II-D EQUIPMENT Vehicle Purchase	\$	1,7	
IIP	04 I - PERS I-B PERSONNEL (NON-ADMIN) Salary	\$ (1,420.00)	JIAS	29 II - AGCY OP II-E SUPPLIES/COMMODITIES Office Supplies	\$	1,4	
IIP	04 I - PERS I-B PERSONNEL (NON-ADMIN) Salary	\$ (400.00)	JIAS	40 II - AGCY OP II-F FACILITY Other #1 - see comment	\$	4	
IIP	04 I - PERS I-B PERSONNEL (NON-ADMIN) Salary	\$ (200.00)	IIP	10 II - AGCY OP II-A TRAVEL Vehicle Insurance	\$	2	
IIP	04 I - PERS I-B PERSONNEL (NON-ADMIN) Salary	\$ (100.00)	IIP	15 II - AGCY OP II-B TRAINING Registration	\$	1	
IIP	04 I - PERS I-B PERSONNEL (NON-ADMIN) Salary	\$ (160.00)	IIP	1 II - AGCY OP II-C COMMUNICATION Other #1 - see comment	\$	1	
IIP	04 I - PERS I-B PERSONNEL (NON-ADMIN) Salary	\$ (3,700.00)	IIP	26 II - AGCY OP II-D EQUIPMENT Other #2 - see comment	\$	3,7	
IIP	05 I - PERS I-B PERSONNEL (NON-ADMIN) Benefits	\$ (3,300.00)	IIP	28 II - AGCY OP II-D EQUIPMENT Vehicle Purchase	\$	3,3	
IIP	05 I - PERS I-B PERSONNEL (NON-ADMIN) Benefits	\$ (1,300.00)	IIP	29 II - AGCY OP II-E SUPPLIES/COMMODITIES Office Supplies	\$	1,3	
IIP	05 I - PERS I-B PERSONNEL (NON-ADMIN) Benefits	\$ (400.00)	IIP	31 II - AGCY OP II-E SUPPLIES/COMMODITIES Printing	\$	4	
IIP	05 I - PERS I-B PERSONNEL (NON-ADMIN) Benefits	\$ (800.00)	IIP	40 II - AGCY OP II-F FACILITY Other #1 - see comment	\$	8	
JIAS	02 I - PERS I-A PERSONNEL (ADMIN) Benefits	\$ (300.00)	JIAS	15 II - AGCY OP II-B TRAINING Registration	\$	3	
		\$ (31,907.00)			\$	31,9	

Attachment: FY25 4th Quarter Line-Item Adjustments - Juvenile Services (16065 : FY25 4th Qtr Line-Item Adjustments)



**COMMUNITY
CORRECTIONS**
Auction

Megan Lewis
Community Corrections Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6380

COMMISSION AGENDA REPORT

FROM: Jessie Hubbard, Administrative Assistant II

MEETING: August 4, 2025

SUBJECT: 2025 Vehicle Internet Auction

PRESENTER: Jessie Hubbard, Administrative Assistant II

BACKGROUND

We currently have two at Riley County Community Corrections that are no longer usable by our department. Both items have been inventoried and are ready to sell. We would like to request permission to move forward with a Vehicle Internet Auction. Attached is a list of the vehicles for sale.

DISCUSSION

If approved all items will be auctioned by "Internet Only". The vehicles will be sold on-line and can be viewed at Riley County Community Corrections located at 115 N 4th Street, Manhattan, Kansas.

Purple Wave, Inc. is currently contracted to conduct sales for the State of Kansas. All normal procedures will be followed in accordance with the statutory requirements for the sale of surplus County property as adopted in Riley County Commission RESOLUTION NO. 011107-03.

The notice of intent to sell excess personal property will be published in the legal notice section of the "The Manhattan Mercury" newspaper according to the statutes outlined.

FISCAL IMPACT

There are no costs to Riley County for contracting with Purple Wave to conduct this auction. Buyers will pay a 10% premium to Purple Wave to cover auction cost

RECOMMENDATION(S)

Staff recommends the Commission authorize the Public Works Department to begin the process of disposing of the surplus property through Purple Wave Inc., by public auction.

POSSIBLE MOTION(S)

Move to authorize staff to move forward and to authorize Community Corrections to contract with Purple Wave, Inc, of Manhattan, Kansas to conduct an "Internet Only" auction to sell surplus vehicles.

Enclosures:

- Intent to Sell 2025 (DOCX)

EXHIBIT 1

**NOTICE OF INTENT TO SELL EXCESS PERSONAL PROPERTY
BY THE BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS**

Public notice is hereby given pursuant to K.S.A. 19-211(b)(1) that the Board of County Commissioners of Riley County, Kansas intends to offer for sale at public auction excess personal property, generally described as follows:

- 2012 Chevy Impala
- 2019 Ford Transit 10 Passenger Van

Said sales are subject to the following terms and conditions:

1. The auction will take place **July 2025** and will be sold through an “Internet-only” auction conducted through Purple Wave, Inc.’s online marketing platform at www.purplewave.com. The equipment may be viewed at Riley County Community Corrections located at 115 N 4th Street, Manhattan, Kansas. Items offered for sale are also listed on the Riley County website at www.rileycountyks.gov. A printed list of such items may be obtained at the Riley County Community Corrections office, 115 N 4th Street, Manhattan, KS 66502 or by contacting Jessie Hubbard at 785-565-6818. Additionally, a list of items for sale and information regarding terms of the sale may be obtained by contacting Purple Wave, Inc., 825 Levee Dr., Manhattan, Kansas, 66502 Telephone 866-608-9283.
2. The items offered for sale are for sale in their present “as is” condition, and each bidder agrees to satisfy himself or herself that any item purchased is suitable for the bidder’s intended purpose. No warranties of any kind are made by either Riley County or Purple Wave Auction Inc.
3. Time is of the essence in the interpretation and enforcement of these conditions, and the sale herein authorized shall be closed according to the terms of the Purple Wave Auction, Inc. and all such sales are final.

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

Greg McKinley, Chairperson

Kathryn Focke, Vice Chair

John Ford, Member

ATTEST:

Rich Vargo, Riley County Clerk

(SEAL)

Attachment: Intent to Sell 2025 (16071 : 2025 Vehicle Internet Auction)



**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: August 4, 2025

SUBJECT: Approval to Submit 2026 Budget to Auditors

PRESENTER: Brittany Phillips, Budget & Finance Officer

BACKGROUND

The Board of County Commissioners on an annual basis, submits the budget James Gordon & Associates for review.

DISCUSSION

The 2026 Budget is ready to submit to auditors for final review before getting approval to publish. If it is approved today to submit to the auditors, it has been asked to have it back to Riley County by August 8th.

FISCAL IMPACT

There is no additional cost to the County as this is part of our audit fees.

RECOMMENDATION(S)

Recommended to approve to send the 2026 Budget to James Gordon & Associates for final review.

POSSIBLE MOTION(S)

Move to approve sending the 2026 budget to James Gordon & Associates.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures: