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

Cindy Kabriel
785-565-6200

Board of Riley County Commissioners
Regular Meeting
Agenda
August 12, 2021

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. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Action on a Plaza Reservation Request for Downtown Manhattan, Inc.
4. 2020 CIP Authorization-Courthouse Stone Replacement & Patching
5. Sign Riley County Personnel Action Form(s)
6. Discuss Joint City/County/County Meeting Agenda
7. Discuss Intergovernmental Luncheon
8. Approve payroll/accounts payables (when completed)

Review Minutes

9. Board of Riley County Commissioners - Regular Meeting - Aug 9, 2021 8:30 AM

Review Tentative Agenda

10. Tentative Agenda

Press Conference Topics

11. Discuss Press Conference

9:00 AM **Clancy Holeman, Counselor/Director of Administrative Services**

12. Administrative Work Session
13. Work Session--Discussion with BOCC of County Options on First Christian Church Property
14. Executive session to discuss confidential legal advice regarding potential litigation issues

9:20 AM **John Ellermann, Public Works Director/County Engineer**

15. Request to Exchange Federal Funds

9:30 AM **Shilo Heger, Treasurer**

16. July 2021 Revenue Reporting - Riley County Treasurer

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

17. Economic development update

10:00 AM **Julie Gibbs, Health Department Director**

18. Riley County Health Department August Update

10:30 AM **Budget and Planning Committee - Tami Robison, Budget and Finance Officer**

19. Monthly Cash Flow Reports for July 2021

10:50 AM **Craig Cox, Deputy County Counselor**

20. Fairmont Heights Sewer Benefit District General Obligation Bond Resolution

11:05 AM **Greg McHenry, Appraiser**

21. Appraiser's Office Report

11:30 AM **Josh Gering, EMS/Ambulance Assistant Director**

22. Request To Fill Open Position

11:40 AM **John Ellermann, Public Works Director/County Engineer**

23. Request to Extend Expiration Date for Park Seasonal Laborer

11:45 AM **Amanda Smeller, Planning/Special Projects Director**

24. Request to Refill vacant As-Needed Clerical 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.

RILEY COUNTY

OUTSIDE AGENCY
Plaza Reservation Request

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

COMMISSION AGENDA REPORT

FROM: **Cindy Kabriel, Administrative Assistant II**

MEETING: **August 12, 2021**

SUBJECT: **Action on a Plaza Reservation Request for Downtown Manhattan, Inc.**

PRESENTER: **Gina Scroggs, Downtown Manhattan**

Move to approve a Plaza Reservation Request for Downtown Manhattan, Inc. for Thursday, August 19, 2021 from 4:00 p.m. - 8:00 p.m. for third Thursday.

Move to deny a Plaza Reservation Request for Downtown Manhattan, Inc. for Thursday, August 19, 2021 from 4:00 p.m. - 8:00 p.m.

Move to modify

Enclosures:
- 2021 Plaza Reservation Request (4) (DOC)

PLAZA RESERVATION REQUEST

DATE OF REQUEST: August 5, 2021   DATE OF EVENT: August 19th

REQUESTING ORGANIZATION NAME: Downtown Manhattan, Inc

PURPOSE OF EVENT: Third Thursdays

AREA OF PLAZA TO BE USED: no use, just access to electrical outlet on south side of Court House.

PROGRAM OF ACTIVITIES: Cheer Team demonstration and KSU Japanese Dance Club
EXPECTED ATTENDANCE: 500 HOURS REQUESTED: 4pm to 8pm

CONTACT PERSON:

NAME: Gina Scroggs

ADDRESS: 323 Poyntz Ave suite 101

TELEPHONE NUMBER: (785) 537-9683

Are Loudspeakers at this Event Approved by County Commission?:   ______Yes   No______

RESERVATION APPROVED:

DATE: _________________________   **____________________________**

CHAIRMAN, BOARD OF
RILEY COUNTY COMMISSIONERS

NOTE TO APPLICANT: PLEASE BE AWARE OF THE FOLLOWING CONDITIONS FOR RESERVATION OF PLAZA:

1. **No loudspeakers are allowed at this event unless approved above by the County Commission. Be aware excessive noise during the event may disturb customers and owners of nearby businesses, so work to keep the volume level of the event at a reasonable level, whether approved loudspeakers are used or not.**

2. **Encourage event participants to not litter the area during the event, and clean the area at the end of your event.**

3. **No alcohol may be served or consumed in the Plaza.**

4. **The two sets of west outside steps of the Courthouse and the single set of outside steps east of the Carnegie Building must remain open for public and staff access during the event. No participants shall stand on these steps during the event. Each building’s outside steps must remain open and accessible to the public and staff during the event.**

cc: Public Works Director

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

COUNTY CLERK & ELECTIONS
Budget

COMMISSION AGENDA REPORT

FROM: **Tami Robison, Budget & Finance Officer**

MEETING: **August 12, 2021**

SUBJECT: **2020 CIP Authorization-Courthouse Stone Replacement & Patching**

PRESENTER: **Tami Robison, Budget & Finance Officer**

Move to approve and sign the CIP Authorization Form and Purchase Authorization approved on August 5, 2021.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:
- Courthouse Stone Replacement and Repair (PDF)

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # ______________________ Fund(s) Name: ______________________

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works Date: 08/06/2021

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Courthouse Stone Replacement and Patching Total Cost $: $ 32,571

Brief Description:
Replacement of 16 stones with new stone on the South & West elevations of the Courthouse. Stone will match original as closley as possible. Also patch 60 square feet of deteriorated stone.

Project Justification:
To repair and preserve the look of the courthouse and to help mitigate futher deterioration.

Operating Cost Implications:
To perform the replacement and repairs now help preserve the stone from future deterioration. It will also has some project savings for mobilizaton since the contractor is already working in town.

Department Head Name (PRINT): John Ellermann Department Head (SIGNATURE): John Ellermann

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N
- ☐☐ Will this project be used exclusively by your department?
- ☐☐ Will this project require support from Information Technology?

Information Technology Director's Signature: ______________________

To be completed by IT:

Y N
- ☐☐ Will the project require the implementation of new technologies/costs? If so, what & costs? ______________________
- ☐☐ Is the project duplicated in other CIP requests? ______________________
- ☐☐ Is the project compatible with the technology development plans of Riley County?

CERTIFICATION OF PROJECT AUTHORITY

CASH:
Cash Available: ______________________ Shilo Heger, Riley County Treasurer Dat

- ☐ This project **is funded** for start-up as cash is available.
- ☐ This project is **not funded** for start-up as cash is not available.

BUDGET:
Budget Available: ______________________ Rich Vargo, Riley County Clerk Dat

- ☐ This project **is funded** for start-up as budget authority is available.
- ☐ This project is **not funded** for start-up as budget authority is not available.

APPROVAL:
Approved Amount: ______________________ Chairman Dat
Board of County Commissioners

- ☐ This project **is funded.**
- ☐ This project is **not funded.**

ALL FIELDS MUST BE COMPLETED

08/06/2021 11:44 AM

Prepared by Tami Robison
Budget and Finance Officer

Attachment: Courthouse Stone Replacement and Repair (11048 : CIP Authorization)

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

COUNTY CLERK & ELECTIONS
Personnel

COMMISSION AGENDA REPORT

FROM: **Elizabeth Ward, Human Resource Manager**

MEETING: **August 12, 2021**

SUBJECT: **Sign Riley County Personnel Action Form(s)**

PRESENTER: **Elizabeth Ward, Human Resource Manager**

Enclosures:

- 2021-08 B Fangman - Traffic Control (green) (PDF)
- 2021-08 K Voth - Contract Tracer (green) (PDF)
- 2021-08 A Bloom - As Needed Planning (green) (PDF)
- 2021-08 C Bekemeyer - FT EMT (green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add ☐ Change		Fill Request Date 08/06/2021 Employee #

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

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

Name: Last	First	Middle	Home Phone
Fangman	Brian	J	

Address: Street	City	State	Zip

Position Title	Department	Fund
Traffic Control Technician	Public Works/Operations Div	001-040

Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?
08/23/2021	☐	☒		☒ Yes ☐ No

Grade/Step		Pay Rate		Hours Per Workweek	
I	4	$19.18 ☒ Hour	$ ☐ Month	☒ 40	☐

Comments:
Brian Fangman is replacing Jason Anderson

Approvals:
Department: John Ullmann Date: 8-5-2021

Personnel: E. J. Awad 8/9/21

BOCC:
Chairman: ______________________ ______________

Member: ______________________ ______________

Member: ______________________ ______________

Original to Division of Human Resources; copy to Payroll, hiring department; revised 2/27/03

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add ■ Change		Fill Request Date: 8/5/2021 Employee #

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

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

Name: Last	First	Middle	Home Phone
Voth	Kyle		

Address: Street	City	State	Zip

Position Title	Department	Fund
Contact Tracer	Health Department	00030-0000400-0337

Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?
8/19/2021	☐	■		■ Yes ☐ No

Grade/Step		Pay Rate		Hours Per Workweek	
B	9	$15.80 ☐ Hour	$ ☐ Bi-weekly	☐ 40	☐

Approvals:

Department: ______________________ Date: 8-5-21

Personnel: AWad ______________________ 8/9/21

BOCC Chairman: ______________________ ______________

Member: ______________________ ______________

Member: ______________________ ______________

Original to Division of Human Resources, copy to Payroll, hiring department, revised 7/21/2021

Attachment: 2021-08 K Voth - Contract Tracer (green) (11049 : Personnel Action Form (Green Sheet))

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add ■ Change		Fill Request Date: 8-6-2021 Employee #

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

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

Bloom	Anita		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

As Needed Clerical	Planning & Development	0001-000024
Position Title	Department	Fund

8-6-2021	☐	■		■ Yes ☐ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?

D	1	$13.60 ■ Hour	$ ☐ Bi-weekly	☐ 40	■ up to 20
Grade/Step		Pay Rate		Hours Per Workweek	

Approvals:

Department: Amanda Fuller Date: 8/9/2021

Personnel: [signature] 8/10/21

BOCC Chairman: ______________________ ______________

Member: ______________________ ______________

Member: ______________________ ______________

Original to Division of Human Resources; copy to Payroll, hiring department; revised 7/21/2021

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add ☐ Change		Fill Request Date: 8/9/2021 Employee #

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

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

Name: Last	First	Middle	Home Phone
Bekemeyer	Courtney		

Address: Street	City	State	Zip

Position Title	Department	Fund
EMT ~~Paramedic~~	EMS	0001-000020

Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?
8/22/2021	☐	☒		☒ Yes ☐ No

Grade/Step		Pay Rate		Hours Per Workweek
EMT	2	$14.30 ☒ Hour	$ ☐ Bi-weekly	☐ 40 ☒ 40+

Approvals:

Department: David Adams Date: 8-10-2021

Personnel: E. Awad 8/10/2021

BOCC Chairman: ____________________ ____________

Member: ____________________ ____________

Member: ____________________ ____________

Original to Division of Human Resources; copy to Payroll, hiring department; revised 7/21/2021

Attachment: 2021-08 C Bekemeyer - FT EMT (green) (11049 : Personnel Action Form (Green Sheet))

Joint City/County/County Meeting:
(at county offices August 19th)

Topics for Agenda:

COUNTY CLERK & ELECTIONS
Meeting information

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

MEMORANDUM

FROM: **Rich Vargo, County Clerk**

MEETING: **August 12, 2021**

SUBJECT: **Discuss Intergovernmental Luncheon**

PRESENTER: **Rich Vargo, County Clerk**

Enclosures:

- attendees and topics for agenda form (DOC)

Virtual Intergovernmental Luncheon: August 23rd

Topics for Agenda:	Lunch attendees:
	John Ford –
	Greg McKinley –
	Kathryn Focke –
	Rich Vargo –
	Clancy Holeman –

Attachment: attendees and topics for agenda form (9932 : Intergovernmental Luncheon Meeting Information)

Board of Riley County Commissioners
Regular Meeting
TENTATIVE Agenda
August 16, 2021

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	
	Review Minutes	
	Review Tentative Agenda	
	Press Conference Topics	
9:00 AM	**Clancy Holeman, Counselor/Director of Administrative Services**	
	1.	Administrative Work Session
9:15 AM	**David Adams, EMS/Ambulance Director**	
	2.	Staff update
9:30 AM	**Press Conference**	
	3.	Public Notice - Alvin Perez (1-2 minutes)
9:50 AM	**Tami Robison, Budget and Finance Officer**	
	4.	Approve auditor review of budgets
10:00 AM	**Primary Election Canvass**	
10:30 AM	**Alice Massimi, PIO**	
	5.	ArchiveSocial
12:00 PM	**Law Enforcement Agency Meeting**	
	Adjournment	

Attachment: 08-16-21 tentative agenda (10486 : 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
August 19, 2021

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

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM **Bob Isaac, Planner**

1. Blue River Hills Unit 5 final plat request

9:30 AM **Clancy Holeman, Counselor/Director of Administrative Services**

2. Administrative Work Session

9:50 AM **Bob Isaac, Planner**

3. Tegtmeier Addition Unit 2 Final Plat Request

10:00 AM **Gary Fike, County Extension Director**

4. Staff update

10:15 AM **Dennis Butler, RCPD Director**

5. RCPD update

10:30 AM **Greg Vahrenberg, Raymond James & Associates**

6. Refunding Bond Resolution

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

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 COUNSELOR/ADMINISTRATIVE SERVICES
Work Session

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: **August 12, 2021**

SUBJECT: **Work Session--Discussion with BOCC of County Options on First Christian Church Property**

PRESENTER: **Clancy Holeman**

BACKGROUND

Saturday, August 7, 2021, the state's "Historic Sites Board of Review" approved, by its members' motion, the formal "listing" of the county-owned First Christian Church property as a "historic" property.

The Board of Riley County Commissioners had appeared through present counsel at that hearing and opposed such "listing" unsuccessfully.

DISCUSSION

This is a work session only. It is intended only to advise the Board of Riley County Commissioners of what existing law says about potential "next steps," given the above "listing."

Today's discussion is not a "public hearing" regarding any plans the BOCC may or may not develop and authorize regarding a "project" for the property (whether that "project" is rehabilitation, demolition, or some other use).

This distinction is important. That's because a "public hearing" under the existing statutory scheme results in specific rights and obligations under the statute.

Today's work session is submitted only for the purpose of discussion between counsel, county staff and the Board of Riley County Commissioners. If a "public hearing" on this matter is scheduled later, it will be conducted on a later date. And such a "public hearing," if it is scheduled, will appear on a regular agenda of this Board.

FISCAL IMPACT
N/A--This is a work session only.

RECOMMENDATION(S)
N/A--This is a work session only.

POSSIBLE MOTION(S)
N/A--This is a work session only.

Enclosures:

PUBLIC WORKS
Application

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, Director of Public Works**

MEETING: **August 12, 2021**

SUBJECT: **Request to Exchange Federal Funds**

PRESENTER: **John Ellermann, PE, Director of Public Works**

The attached form allows Riley County to exchange the federal Funds allocated for federal fiscal year 2021 in the amount of $260,046.14. These funds will be exchanged at the rate of $0.90/$1.00. Riley County will receive **$234,041.53** to use toward transportation projects. (See attached documents)

Staff recommends the Commission sign the document and deposit the funds in CIP for a project to be determined later.

POSSIBLE MOTION(S)

Move to approve the Chairman sign the Request to Exchange Federal Funds with the State of Kansas and to deposit the funds in CIP.

Enclosures:
- Riley RtE_2021 (PDF)
- Riley Co_FFE2021 (PDF)

Kansas
Department of Transportation
Bureau of Local Projects

REQUEST TO EXCHANGE FEDERAL FUNDS
under the Federal-Aid Fund Exchange Master Agreement

County: Riley

Federal Funds to Be Exchanged: $260,046.14

Exchange Rate for 2021: $0.90 State Funds/$1.00 Federal Funds

Available Funds After Exchange: $234,041.53

The Secretary of Transportation is hereby requested to make available to the city/county State Funds in exchange for the city's/county's allotment of Federal Funds in the amount stated above. The Exchange will be made under the Terms and Conditions as set forth in the city/county's Federal Fund Exchange Master Agreement previously executed between the city/county and the Secretary. This request shall be attached to and become a part of the city/county's Federal Funds Exchange Agreement.

Contact Person: John Ellermann, P.E. Title: Public Works Director

Address: 6215 Tuttle Creek Blvd, Manhattan, KS 66503

Phone: 785-537-6330 Email: jellermann@rileycountyks.gov

Signature* ***Date***

John Ford
Typed or Printed Name

Chairman, Riley County Commission
Title

****The representative signing this request must be authorized by law to bind the city/county to an agreement.***

Dwight D. Eisenhower State Office Building
700 S.W. Harrison Street
Topeka, KS 66603-3745

Kansas
Department of Transportation
Bureau of Local Projects

Phone: 785-296-3861
Fax: 785-296-6946
kdot#publicinfo@ks.gov
http://www.ksdot.org

Julie L. Lorenz, Secretary
Michael J. Stringer, P.E., Chief

Laura Kelly, Governor

BLP Memo 21-02

MEMO TO: Board of County Commissioners
Riley County

DATE: 2/5/2021

SUBJECT: Federal funds distribution/Federal Fund Exchange 2021

I am pleased to announce that the Kansas Department of Transportation (KDOT) is making federal funds, in the amount of $260,046.14 available to Riley County for the federal fiscal year 2021 (October 1, 2020 through September 30, 2021). These funds may be used to develop a federal-aid project following the procedures outlined in the KDOT LPA Project Development Manual, or you may exchange them with KDOT under the Federal Fund Exchange Program.

The Federal Fund Exchange program is a voluntary program that allows a local public agency (LPA) to trade all or a portion of its federal fund allocations in a specific federal fiscal year with KDOT in exchange for state transportation dollars. The exchange rate for the 2021 program is $0.90 of state funds for every $1.00 of local federal obligation authority exchanged. State funds will be paid on a reimbursement basis as the LPA incurs costs for transportation related projects.

The FFE Program Guidelines and required documents are found at http://www.ksdot.org/burlocalproj/default.asp. For your convenience, the amount of funds available to exchange for federal fiscal year 2021 have been entered into the attached Request to Exchange Federal Funds form. **Please remember that the Request to Exchange Federal Funds and the Request for Reimbursement requesting the entire amount of funds available for 2021 must be returned by September 15, 2021.**

We appreciate your participation in the federal-aid/Federal Fund Exchange program for local public agencies. Please contact Tod Salfrank or me at 785-296-3861 or KDOT.Lpeplans@ks.gov if you have any questions regarding this program or if you need assistance in completing the Request to Exchange Federal Funds form.

Sincerely,

Michael J. Stringer

Michael J. Stringer, P.E., Chief
Bureau of Local Projects

cc: Office of County Engineer
Calvin Reed, P.E., Director, Division of Engineering and Design
Michael J. Moriarty, Chief, Bureau of Transportation Planning

Attachment: Riley Co_FFE2021 (11045 : Federal Fund Exchange)

Shilo Heger
Treasurer
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6320

COUNTY TREASURER'S OFFICE
Staff Update

STAFF REPORT

FROM: **Shilo Heger**

MEETING: **August 12, 2021**

SUBJECT: **July 2021 Revenue Reporting - Riley County Treasurer**

PRESENTER: **Shilo Heger**

Enclosures:
- July 2021 Financials (PDF)

Riley County Balance Sheet
July 31, 2021

Assets		Liabilities/Fund Balances	
KS State Bank-Checking	45,374,558.85	County General	21,702,241.58
KS State Bank-ARP	7,209,348.00	Disaster Fund (Cares Act)	7,209,348.00
Riley State Bank	118,309.66	Health Department	1,616,201.38
Leonardville State Bank	5,000.00	Capital Improvements Fund	8,620,742.56
Sunflower Bank	116,508.59	Economic Development	164,475.81
Cash on Hand	30,721.48	RCPD Levy/Inmate Medical	1,182,474.76
CD/CDARS	7,500,000.00	Radio Infrastructure Project	10,000.00
		Bond & Interest	649,753.32
		Road & Bridge Capital Projects	5,695,392.04
		Landfill Closure	58,713.04
		County Building	221,420.33
		County Auction	13,899.21
		Solid Waste	667,055.52
		Emergency Management	825,795.80
		Fire District #1	756,301.23
		Register of Deeds Tech Fund	173,503.15
		Clerk Tech Fund	119,517.99
		Treasurer Tech Fund	67,346.67
		Motor Vehicle Operations	61,204.80
		RCPD Ops/IT Reserve/Seizure	3,363,849.45
		District Court-Technology	179,682.42
		Court Services	2,450.00
		EMS Grants	6,067.64
		Museum Bequest	6,582.25
		War Memorial Fund	10,370.07
		Miscellaneous	41,551.87

Community Corrections		324,614.19
JJA Prevention	Teen Court	Adult Services
Juvenile Intake Case Manager	Juvenile Service	Special Alcohol

County Attorney		4,069.31
Special Prosecutor Trust	PATF	

Benefit Districts		934,693.70
University Park	Moehlman Bottoms	Deep Creek
Carson Sewer	Valleywood	Lakeside Heights
Hunters Island	Terra Heights	Konza
Mertz/McGehee Drainage		

Funds to be Distributed		235,464.57
City Funds	Wildlife & Parks	School Funds
Township Funds	Special Assessments	State Funds
Cemetery Funds		

Tax Holding Funds		5,429,663.92
Commercial Vehicle Fees	16/20M Truck Taxes	Advance Tax
Recreational Vehicle Tax	Current Ad Valorem Tax	Sales Tax Coll
Motor Vehicle Tax	Delinquent PP Tax	Driver's License
Motor Vehicle Registrations	Delinquent RL Tax	Veh Rental Excise

TOTAL ASSETS	**$ 60,354,446.58**	**TOTAL LIABILITIES & FUND BAL**	**60,354,446.58**

Investments and Interest
July 31, 2021
Investments & Year to Date Interest

Bank	CDs	Checking Savings	Year to Date Interest	2020 Interest
KS State Bank	$0.00	$52,583,906.85	$30,257.64	
Riley State Bank	$500,000.00	$118,309.66	$7,731.63	
Leonardville State Bank	$0.00	$5,000.00	$5.50	
Sunflower	$0.00	$116,508.59	$2,093.71	
UMB	$1,900,000.00	$0.00	$0.00	
Landmark National Bank	$0.00	$0.00	$0.00	
Intrust	$2,100,000.00	$0.00	$840.58	
Capitol Federal	$0.00	$0.00	$2,393.42	
Community 1st National Bank	$0.00	$0.00	$41,086.89	
United Bank	$0.00	$0.00	$0.00	
Municipal Investment Pool	$0.00	$0.00	$0.00	
Commerce Bank	$1,700,000.00	$0.00	$303.33	
Central National Bank	$1,300,000.00	$0.00	$9,683.26	
US Bancorp	$0.00	$0.00	$0.00	
Total	**$7,500,000.00**	**$52,823,725.10**	**$94,395.96**	**$575,159.53**
Cash & Transfer items	$30,721.48			
Total on Deposit	**$60,354,446.58**			

	2021	2020
Interest Transfers		
Capital Improvements #145	$3,443.21	$66,724.57
Emergency 911 #148	$327.53	$5,550.50
Reg of Deeds Technology #106	$68.36	$939.02
Clerk Technology #107	$43.73	$630.69
Treasurer Technology #108	$21.95	$307.27
RCPD Seizure Funds	$120.72	$184.89
Total Transfers	$4,025.50	$74,336.94
Net Interest to County General	**$88,276.75**	**$479,949.50**
Budget	**$ 200,000.00**	**$450,000.00**
% Collected	44.14%	106.66%
% Over(Under Budget)	-14.19%	
Interest to CIP - Radio Project	**$2,093.71**	**$20,873.09**

Interest rate on active checking account	0.05%
Interest rate on one year investments	0.06%

Attachment: July 2021 Financials (11026 : July Treasurer's Report-2021)

General Fund Revenue Detail
Through July 31, 2021

	July		Year To Date		
	Actual	Budget	Actual	Budget	Variance
Motor Vehicle					
Motor Vehicle	0.00	0.00	1,086,088.54	1,111,994.30	-25,905.76
Vehicle Rental Excise	0.00	0.00	6,065.52	17,802.50	-11,736.98
Recreational Vehicle	0.00	0.00	9,965.25	9,583.73	381.52
Commercial Vehicles	0.00	0.00	73,030.02	87,016.00	-13,985.98
Ad Valorem					
RL/Oil/PP	0.00	0.00	22,564,069.47	22,497,049.00	67,020.47
Intangible	0.00	0.00	291,359.16	193,197.37	98,161.79
16/20 M Trucks	0.00	0.00	14,920.01	16,380.29	-1,460.28
Watercraft	0.00	0.00	10,357.47	11,076.79	-719.32
Delinquent Tax	0.00	0.00	239,609.34	0.00	239,609.34
Sales Tax	176,957.79	125,000.00	1,173,360.47	875,000.00	298,360.47
Payment In Lieu of Tax	0.00	18,500.00	39,132.00	18,500.00	20,632.00
City/County Highway	269,455.34	276,250.00	835,846.50	828,750.00	7,096.50
Interest/Penalties	18,464.96	16,666.67	282,236.84	116,666.67	165,570.17
Investment Interest	3,517.91	16,666.67	88,276.75	116,666.67	-28,389.92
Recording Fees	59,206.00	22,916.67	408,527.00	160,416.67	248,110.33
Hertiage Trust Fund	4,379.00	0.00	30,329.00	0.00	30,329.00
Juvenile Supervision Fees	10.34	41.67	214.39	291.67	-77.28
Diversion Fees	5,323.38	4,333.33	36,269.88	30,333.33	5,936.55
Franchise Fees	8,144.25	10,000.00	26,350.72	30,000.00	-3,649.28
Miscellaneous	370.98	0.00	653.39	0.00	653.39
Departments					
Clerk	106.00	291.67	798.35	2,041.67	-1,243.32
Register of Deeds	2,538.95	3,750.00	31,469.40	26,250.00	5,219.40
Treasurer	263.60	625.00	2,180.44	4,375.00	-2,194.56
Clerk of the District Court	3,395.38	3,750.00	20,338.29	26,250.00	-5,911.71
Emergency Management	0.00	2,500.00	31,659.00	17,500.00	14,159.00
Coroner	0.00	0.00	3,952.41	0.00	3,952.41
Fair	955.00	2,500.00	7,897.50	17,500.00	-9,602.50
Museum	0.00	0.00	19,015.00	0.00	19,015.00
Election	203.19	166.67	1,753.19	1,166.67	586.52
Ambulance/EMS	91,410.00	92,535.17	718,765.02	647,746.17	71,018.85
Appraiser	349.00	1,166.67	9,502.04	8,166.67	1,335.37
Planning & Development	2,994.50	2,916.67	23,229.25	20,416.67	2,812.58
Information Systems	35.00	0.00	19,344.21	0.00	19,344.21
General-General	13,098.02	0.00	52,539.92	0.00	52,539.92
Public Works	15,072.03	40,000.00	233,868.53	280,000.00	-46,131.47
Noxious Weed	12,626.39	10,000.00	61,697.91	70,000.00	-8,302.09
Total Before Transfers	**688,877.01**	**650,576.83**	**28,454,672.18**	**27,242,137.81**	**1,212,534.37**
Transfers In	0.00	0.00	2,839,333.56	0.00	0.00
Total After Transfers	**688,877.01**	**650,576.83**	**31,294,005.74**	**27,242,137.81**	**4,051,867.93**
Over/Under Budget Before Transfers	**5.89%**		**4.45%**		
Over/Under Budget After Transfers	**5.89%**		**14.87%**		

Prepared by Shilo Heger
08/03/2021

2021 General Fund Revenue
Year To Date

	July		Year To Date		
	Actual	Budget	Actual	Budget	% of Budget Collected
Motor Vehicle					
Motor Vehicle	0.00	0.00	1,086,088.54	2,098,101.00	51.77%
Vehicle Rental Excise	0.00	0.00	6,065.52	35,605.00	17.04%
Recreational Vehicle	0.00	0.00	9,965.25	18,790.00	53.03%
Commercial Vehicles	0.00	0.00	73,030.02	87,016.00	83.93%
Ad Valorem					
RL/Oil/PP	0.00	0.00	22,564,069.47	23,681,104.00	95.28%
Intangible	0.00	0.00	291,359.16	199,173.00	146.28%
16/20 M Trucks	0.00	0.00	14,920.01	16,887.00	88.35%
Watercraft	0.00	0.00	10,357.47	11,419.00	90.70%
Delinquent Tax	0.00	0.00	239,609.34	0.00	0.00%
Sales Tax	176,957.79	125,000.00	1,173,360.47	1,500,000.00	78.22%
Payment In Lieu of Tax	0.00	18,500.00	39,132.00	37,000.00	105.76%
City/County Highway	269,455.34	276,250.00	835,846.50	1,105,010.00	75.64%
Interest/Penalties	18,464.96	16,666.67	282,236.84	200,000.00	141.12%
Investment Interest	3,517.91	16,666.67	88,276.75	200,000.00	44.14%
Recording Fees	59,206.00	22,916.67	408,527.00	275,000.00	148.56%
Hertiage Trust Fund	4,379.00	0.00	30,329.00	0.00	0.00%
Juvenile Supervision Fees	10.34	41.67	214.39	500.00	42.88%
Diversion Fees	5,323.38	4,333.33	36,269.88	52,000.00	69.75%
Franchise Fees	8,144.25	10,000.00	26,350.72	40,000.00	65.88%
Miscellaneous	370.98	0.00	653.39	0.00	0.00%
Departments					
Clerk	106.00	291.67	798.35	3,500.00	22.81%
Register of Deeds	2,538.95	3,750.00	31,469.40	45,000.00	69.93%
Treasurer	263.60	625.00	2,180.44	7,500.00	29.07%
Clerk of the District Court	3,395.38	3,750.00	20,338.29	45,000.00	45.20%
Emergency Management	0.00	2,500.00	31,659.00	30,000.00	0.00%
Coroner	0.00	0.00	3,952.41	0.00	0.00%
Fair	955.00	2,500.00	7,897.50	30,000.00	26.33%
Museum	0.00	0.00	19,015.00	0.00	0.00%
Election	203.19	166.67	1,753.19	2,000.00	87.66%
Ambulance/EMS	91,410.00	92,535.17	718,765.02	1,110,422.00	64.73%
Appraiser	349.00	1,166.67	9,502.04	14,000.00	67.87%
Planning & Development	2,994.50	2,916.67	23,229.25	35,000.00	66.37%
Information Systems	35.00	0.00	19,344.21	0.00	0.00%
General-General	13,098.02	0.00	52,539.92	0.00	0.00%
Public Works	15,072.03	40,000.00	233,868.53	480,000.00	48.72%
Noxious Weed	12,626.39	10,000.00	61,697.91	120,000.00	51.41%
Total Before Transfers	**688,877.01**	**650,576.83**	**28,454,672.18**	**31,480,027.00**	**90.39%**
Transfers In	0.00	0.00	2,839,333.56	0.00	0.00%
Total After Transfers	**688,877.01**	**650,576.83**	**31,294,005.74**	**31,480,027.00**	**99.41%**
Over/Under Budget Before Transfers	**5.89%**				
Over/Under Budget After Transfers	**5.89%**				
July = 58.33% of the budget					

Attachment: July 2021 Financials (11026 : July Treasurer's Report-2021)

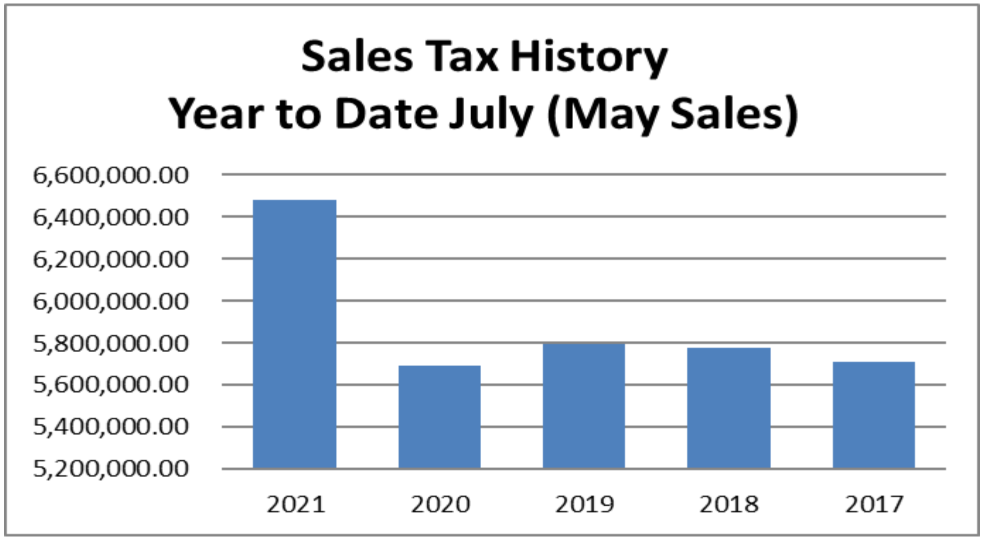
Prepared by Shilo Heger 08/03/2021

Sales Tax Received
July 31, 2021

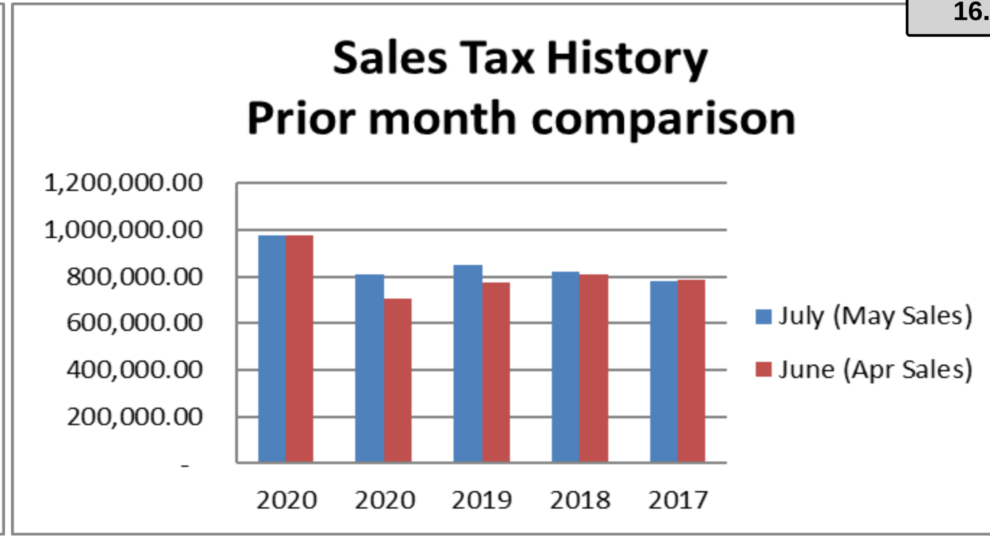
	County General		Road & Bridge Cap Fund					
	2020	2021	2020	2021	Prior Year Variance	Total Collected	2021 Budget	% Over Budget
January (Nov Sales)	157,610.46	158,605.23	157,610.46	158,605.22	0.63%	317,210.45	250,000.00	26.88
February (Dec sales)	175,524.77	166,103.83	175,524.76	166,103.82	-5.37%	332,207.65	250,000.00	32.88
March (Jan sales)	141,647.43	166,534.18	141,647.42	166,534.17	17.57%	333,068.35	250,000.00	33.23
April (Feb sales)	138,252.67	152,296.10	138,252.66	152,296.09	10.16%	304,592.19	250,000.00	21.84
May (Mar sales)	133,567.21	176,602.73	133,567.21	176,602.72	32.22%	353,205.45	250,000.00	41.28
June (Apr sales)	126,023.04	176,260.61	126,023.03	176,260.61	39.86%	352,521.22	250,000.00	41.01
July (May sales)	144,801.12	176,957.79	144,801.12	176,957.78	22.21%	353,915.57	250,000.00	41.57
August (June sales)	170,498.20		170,498.20		-100.00%	0.00	250,000.00	-100.00
September (July sales)	131,862.24		131,862.23		-100.00%	0.00	250,000.00	-100.00
October (Aug sales)	167,930.55		167,930.54		-100.00%	0.00	250,000.00	-100.00
November (Sept sales)	154,998.26		154,998.25		-100.00%	0.00	250,000.00	-100.00
December (Oct sales)	164,742.15		164,742.15		-100.00%	0.00	250,000.00	-100.00
Year to Date	**$1,807,458.10**	**$1,173,360.46**	**$1,807,458.03**	**$1,173,360.41**	**-35.08%**	**$2,346,720.87**	**$3,000,000.00**	**-21.78**

	2020	2021
Sales Tax Collected	**$3,614,916.13**	**$2,346,720.87**
Budget	**$3,000,000.00**	**$3,000,000.00**
% of Budget Collected	**120.50%**	**78.22%**
% Over Budget	**20.50%**	**19.89%**

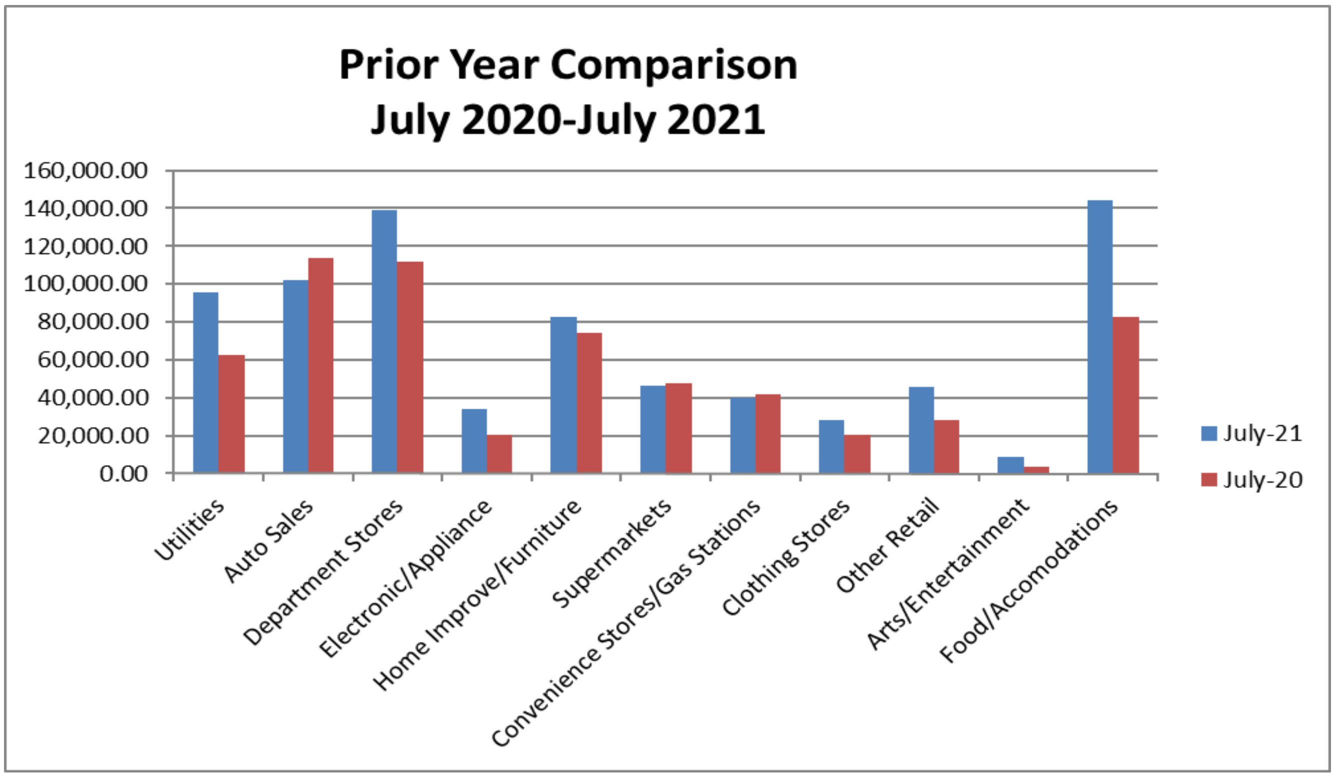
Prepared by Shilo Heger 08/03/2021



Year to Date Sales Tax is up 13.90% compared to July 2020



July 2021 Sales Tax is up .40% compared to June 2021



July 2021 Sales Tax is up 21.09% compared to July 2020

Auto/RV/MC Dealers	-10.6
Department Stores/Specialty Stores	24.1
Electronic/Appliance	66.3
Home Improve/Furniture	11.2
Supermarkets	-2.2
Convenience Stores/Gas Stations	-3.9
Clothing Stores	38.0
Other Retail	61.3
Utilities	52.4
Arts/Entertainment/ Recreation	130.8
Accomodation/Food Services	74.5

Prepared by Shilo Heger 08/03/2021

Sales Tax/Use Tax Comparison
2020/2021

	2020	2021		2020	2021		2020	2021	
	Use Tax		% Change	Sales Tax		% Change	Total		% Change
Janaury (Nov Sales)	113,497.53	140,065.96	23.41%	780,092.69	731,676.02	-6.21%	893,590.22	871,741.98	-2.44%
February (Dec Sales)	136,599.50	140,908.95	3.15%	842,707.15	777,357.41	-7.75%	979,306.65	918,266.36	-6.23%
March (Jan Sales)	114,829.14	161,815.02	40.92%	675,465.39	758,830.43	12.34%	790,294.53	920,645.45	16.49%
April (Feb Sales)	92,653.89	174,167.99	87.98%	678,700.29	667,765.52	-1.61%	771,354.18	841,933.51	9.15%
May (Mar Sales)	103,698.89	112,712.06	8.69%	641,513.61	863,595.03	34.62%	745,212.50	976,307.09	31.01%
June (Apr Sales)	111,757.65	148,631.96	32.99%	591,363.58	825,783.79	39.64%	703,121.23	974,415.75	38.58%
July (May Sales)	142,828.87	152,751.87	6.95%	665,061.20	825,518.10	24.13%	807,890.07	978,269.97	21.09%
August (Jun Sales)	174,712.05		-100.00%	762,397.36		-100.00%	937,109.41	0.00	-100.00%
September (Jul Sales)	123,569.05		-100.00%	601,185.50		-100.00%	724,754.55	0.00	-100.00%
October (Aug Sales)	137,659.60		-100.00%	785,337.13		-100.00%	922,996.73	0.00	-100.00%
November (Sep Sales)	132,966.28		-100.00%	718,950.79		-100.00%	851,917.07	0.00	-100.00%
December (Oct Sales)	142,786.84		-100.00%	762,685.56		-100.00%	905,472.40	0.00	-100.00%

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

HEALTH DEPARTMENT
Update

COMMISSION AGENDA REPORT

FROM: **Julie Gibbs**

MEETING: **August 12, 2021**

SUBJECT: **Riley County Health Department August Update**

PRESENTER: **Julie Gibbs**

Budget to Actual - July
Covid Updates
Staff Updates
Program Updates

Enclosures:
- 2021 budget to actual_July21 (PDF)
- monthlyupdateAugust2021 (PPTX)

RILEY COUNTY HEALTH DEPARTMENT
2021 Budget to Actual Comparison of Revenues and Expenses
January 1, 2021-July 31, 2021
58.3% of year

ACTUAL BEG. CASH BAL.	$783,651.18

	Total Budget	Total Actuals	General		Emergency Preparedness		WIC		Kansas Health Foundation		CDRR		KCCTF	
Revenues			Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Grants	2,642,296.00	2,400,306.96	-	508,044.15	49,578.00	40,136.27	901,636.00	659,819.00	75,000.00	25,000.00	45,000.00	23,250.00	-	53,015.77
Client Fees	94,750.00	35,914.45	-		-	-	-	-	-	-	-		-	-
Medicaid	46,500.00	17,283.30	-	-	-	-	-	-	-	-	-		-	-
Insurance	276,500.00	89,523.32	-	-	-	-	-	-	-	-	-		-	-
Transfer from General	1,154,526.00	1,154,526.00	1,154,526.00	1,154,526.00	-	-	-	-	-	-	-		-	-
Transfer In-CARES	-	180,447.05	-	180,447.05	-	-							-	-
Miscellaneous	25,296.00	36,932.42	25,296.00	34,394.86	-	-	-	479.83	-	1,800.00	-		-	-
TOTALS	**4,239,868.00**	**3,914,933.50**	**1,179,822.00**	**1,877,412.06**	**49,578.00**	**40,136.27**	**901,636.00**	**660,298.83**	**75,000.00**	**26,800.00**	**45,000.00**	**23,250.00**	**-**	**53,015.77**
% of Budget Received		92.34%		159.13%		80.96%		73.23%		35.73%		51.67%		

	Child Care Licensing		Family Planning		Immunization Action Plan		MCH		OPEI		Smart Start/ECBG		State Formula		March of Dimes		Wildcat Region PHEP	
Revenues	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Grants	209,133.00	130,671.00	154,712.00	104,140.00	9,060.00	5,662.00	131,556.00	97,668.00	220,000.00	165,000.00	756,386.00	566,769.67	50,148.00	18,314.00	10,000.00	-	30,087.00	2,817.10
Client Fees	18,000.00	17,262.50	32,000.00	10,985.39	35,000.00	4,134.29	500.00	40.00	-	-	-		9,250.00	3,492.27	-	-	-	-
Medicaid	-	-	14,000.00	6,115.91	28,000.00	9,047.90	3,500.00	767.65	-	-	-		1,000.00	1,351.84	-	-	-	-
Insurance	-	-	40,000.00	18,251.66	225,000.00	62,705.76	1,500.00	150.42	-	-	-	-	10,000.00	8,415.48	-	-	-	-
Transfer from General	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer In-CARES							-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	217.71	-	-	-	-	-	40.02	-	-	-	-
TOTALS	**227,133.00**	**147,933.50**	**240,712.00**	**139,492.96**	**297,060.00**	**81,549.95**	**137,056.00**	**98,843.78**	**220,000.00**	**165,000.00**	**756,386.00**	**566,769.67**	**70,398.00**	**31,613.61**	**10,000.00**	**-**	**30,087.00**	**2,817.10**
% of Budget Received		65.13%		57.95%		27.45%		72.12%		75.00%		74.93%		44.91%		0.00%		9.36%

Expenses	Total Budget	Total Actual	General Budget	General Actual	Emergency Preparedness Budget	Emergency Preparedness Actual	WIC Budget	WIC Actual	Kansas Health Foundation Budget	Kansas Health Foundation Actual	CDRR Budget	CDRR Actual	KCCTF Budget	KCCTF Actual
Total Personnel	3,455,815.00	2,137,048.64	372,314.00	511,735.64	70,111.00	39,304.65	840,263.00	405,284.75	67,697.00	-	36,941.00	11,920.98	-	25,335.31
Total Contract	807,445.00	660,936.15	193,190.00	234,260.83	1,025.00	3,037.86	23,304.00	11,829.58	2,930.00	7,704.75	8,350.00	10,798.28	-	20,705.63
Total Commodities	453,497.00	255,700.98	11,500.00	120,388.12	-	1,979.35	17,100.00	4,254.38	2,351.00	8,467.88	1,100.00	2,925.40	-	12,805.64
Capital	189,433.00	28,697.53	185,933.00	13,981.56	-		-	-	-	2,464.19	-	-		5,602.45
Tranfers Out	-	-	-		-	-	-	-	-	-	-	-		
TOTALS	**4,906,190.00**	**3,082,383.30**	**762,937.00**	**880,366.15**	**71,136.00**	**44,321.86**	**880,667.00**	**421,368.71**	**72,978.00**	**18,636.82**	**46,391.00**	**25,644.66**	**-**	**64,449.03**
% of Budget Spent		62.83%		115.39%		62.31%		47.85%		25.54%		55.28%		
BALANCE:														
EXCESS/(DEF.) BUDGET			416,885.00		(21,558.00)		20,969.00		2,022.00		(1,391.00)		-	
EXCESS/(DEF.) ACTUAL				997,045.91		(4,185.59)		238,930.12		8,163.18		(2,394.66)		(11,433.26)

Expenses	Child Care Licensing Budget	Child Care Licensing Actual	Family Planning Budget	Family Planning Actual	Immunization Action Plan Budget	Immunization Action Plan Actual	MCH Budget	MCH Actual	OPEI Budget	OPEI Actual	Smart Start/ECBG Budget	Smart Start/ECBG Actual	State Formula Budget	State Formula Actual	March of Dimes Budget	March of Dimes Actual	Wildcat Region PHEP Budget	Wildcat Region PHEP Actual
Total Personnel	261,820.00	144,507.41	348,803.00	173,963.69	169,410.00	88,509.41	262,060.00	146,643.10	369,836.00	206,814.57	374,662.00	226,037.87	278,513.00	155,085.99	-	-	3,385.00	1,905.27
Total Contract	13,315.00	6,065.97	25,800.00	8,998.08	6,800.00	3,128.32	8,560.00	11,576.56	66,270.00	34,289.05	384,746.00	255,934.64	58,500.00	39,679.62	-	-	14,655.00	12,926.98
Total Commodities	2,825.00	1,329.88	58,750.00	26,063.03	254,850.00	30,033.31	5,400.00	2,759.58	3,400.00	1,245.01	60,325.00	32,922.82	13,950.00	3,611.62	10,000.00	4,961.19	11,946.00	1,953.77
Capital	-	2,739.87	-	-	-	3,119.48	-	-	-	-		789.98	3,500.00	-	-	-	-	-
Tranfers Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTALS	**277,960.00**	**154,643.13**	**433,353.00**	**209,024.80**	**431,060.00**	**124,790.52**	**276,020.00**	**160,979.24**	**439,506.00**	**242,348.63**	**819,733.00**	**515,685.31**	**354,463.00**	**198,377.23**	**10,000.00**	**4,961.19**	**29,986.00**	**16,786.02**
% of Budget Spent		55.64%		48.23%		28.95%		58.32%		55.14%		62.91%		55.97%		49.61%		55.98%
BALANCE:																		
EXCESS/(DEF.) BUDGET	(50,827.00)		(192,641.00)		(134,000.00)		(138,964.00)		(219,506.00)		(63,347.00)		(284,065.00)		-		101.00	
EXCESS/(DEF.) ACTUAL		(6,709.63)		(69,531.84)		(43,240.57)		(62,135.46)		(77,348.63)		51,084.36		(166,763.62)		(4,961.19)		(13,968.92)

ENDING CASH BAL.	$1,616,201.38

BOH Monthly Report August 2021

Julie Gibbs, MPH
Riley County Health Department
2030 Tecumseh Rd.
Manhattan, Kansas 66502

Healthy people in a healthy community

July 2021 Budget to Actual Explanations

Revenues:

- Kansas Health Foundation-Health Equity grant ended. Branding funds were all received in a prior year.
- CDRR-timing of payments
- Family Planning-timing of grant payments, fees received are less than projected
- IAP-COVID has caused delays in some vaccinations
- MoD/BaM-grant funds received in prior year-timing
- Wildcat Region-timing
- State Formula-timing

Expenses:

- Overall-unbudgeted COVID expenses
- General-COVID
- Emergency Preparedness-COVID
- Smart Start/ECBG- timing of expenses, grant year ended in June

Covid Updates

Numbers countywide	Testing Update	Vaccine information
Percent Positive (goal is under 5%)	Testing daily at the HD (symptomatic)	All vaccinations at HD now
Variants – Delta Variant	RADX-UP Program offering testing with all vaccine events!	Upcoming remote events for August
Hospital numbers (Goal is 0!)	KDHE testing (2 options of tests) at mall on Tuesdays and Thursdays 10-4	

August Vaccine Events

- August 7 @ Everybody Counts = 25
- August 8 @ First Congregational Church = 6
- August 10 and 11 @ HD
- August 12 (2nd Dose) @ Florence
- August 14 @ The Mall
- August 15 @ Little Apple Brewing Company
- August 20 @ Flint Hills Community Clinic
- August 24 @ Mt. Zion Church
- August 27 @ Manhattan Arts Center

Staff Updates

PH Nurse - Clinic

- 1 FT position

Contact Tracer

- 1 FT position

Social Worker - MCH

- 1 FT position

Program Updates

WIC

- National Breastfeeding Month
- More $$ for fruits and veggies through September
- Continuing remote through November

RR

- Child Assessments for fall
- Child Care Providers meeting with RR staff for grant requirements (subsidies)
- Another round of Circle of Security classes – Sept. 1
- Update on Storywalk – Grand Opening Sept. 18

Clinic

- Back to School Vacs

CCL

- 7 complaints
- 3 illegal care complaints
- 12 initials!!
- Fingerprinting is going well (30 just last week)
- Building a relationship with RCPD

MCH

- Virtual Learning Classes: Becoming a Mom, Pumping 101, 4th Trimester Lunch and Learn, Scream Free Parenting, Infant Massage
- KSU Counseling Program doing GREAT!
- Hiring for a FT Social Worker

Thank You!!

Healthy people in a healthy community

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

COUNTY CLERK & ELECTIONS
Budget

MEMORANDUM

FROM: **Tami Robison, Budget & Finance Officer**

MEETING: **August 12, 2021**

SUBJECT: **Monthly Cash Flow Reports for July 2021**

PRESENTER: **Tami Robison, Budget & Finance Officer**

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

Enclosures:

- cash flow reports2 2021 (PDF)

2021 Riley County CIP Cash Flow Analysis

% of Year: 58.33%

Month	Revenue	Transfers In	Reimbursements	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	2,588	3,716,027		3,718,615	186,717			186,717
Feb	200			200	198,094			198,094
Mar	181			181	42,008			42,008
Apr	14,043			14,043	44,782			44,782
May	195			195	588,275			588,275
Jun	2,486			2,486	63,839			63,839
Jul	4,138			4,138	120,206			120,206
Aug				-				-
Sep				-				-
Oct				-				-
Nov				-				-
Dec				-				-
Totals	$23,832	$3,716,027	$0	$3,739,859	$1,243,920	$0	$0	$1,243,920

Cash Reconciliation	
2021 Beginning Unencumbered Cash	$5,647,333
2021 Revenue	$3,739,859
Less 2021 Expenditures/Encumbrances	$1,243,920
2021 Ending Unencumbered Cash	$8,143,272
Less Remaining Approved Projects	$2,777,290
Less Reserves	$1,726,070
2021 Unreserved Cash	$3,639,912

Riley County 2021 Budget Authority Summary		% Budget Expended
2021 Budgeted Expenditures	$9,070,167	
Expenditures to Date	$1,243,920	13.71%
2021 Remaining Budget Authority	$7,826,247	

Reserved Funds:	
CIP Reserve	$500,000
Fair Reserve	$89,538
Radio Int Reserve	$106,509
FFE Reserve	$438,911
Hardware Refresh	$591,112
Total Reserves	$1,726,070

Riley County 2021 Budgeted Revenue		% Budgeted Revenue
2021 Budgeted Revenue	$3,857,265	
Revenue to Date	$3,739,859	96.96%

2021 CIP Detailed Expenditures per Project and per Dept

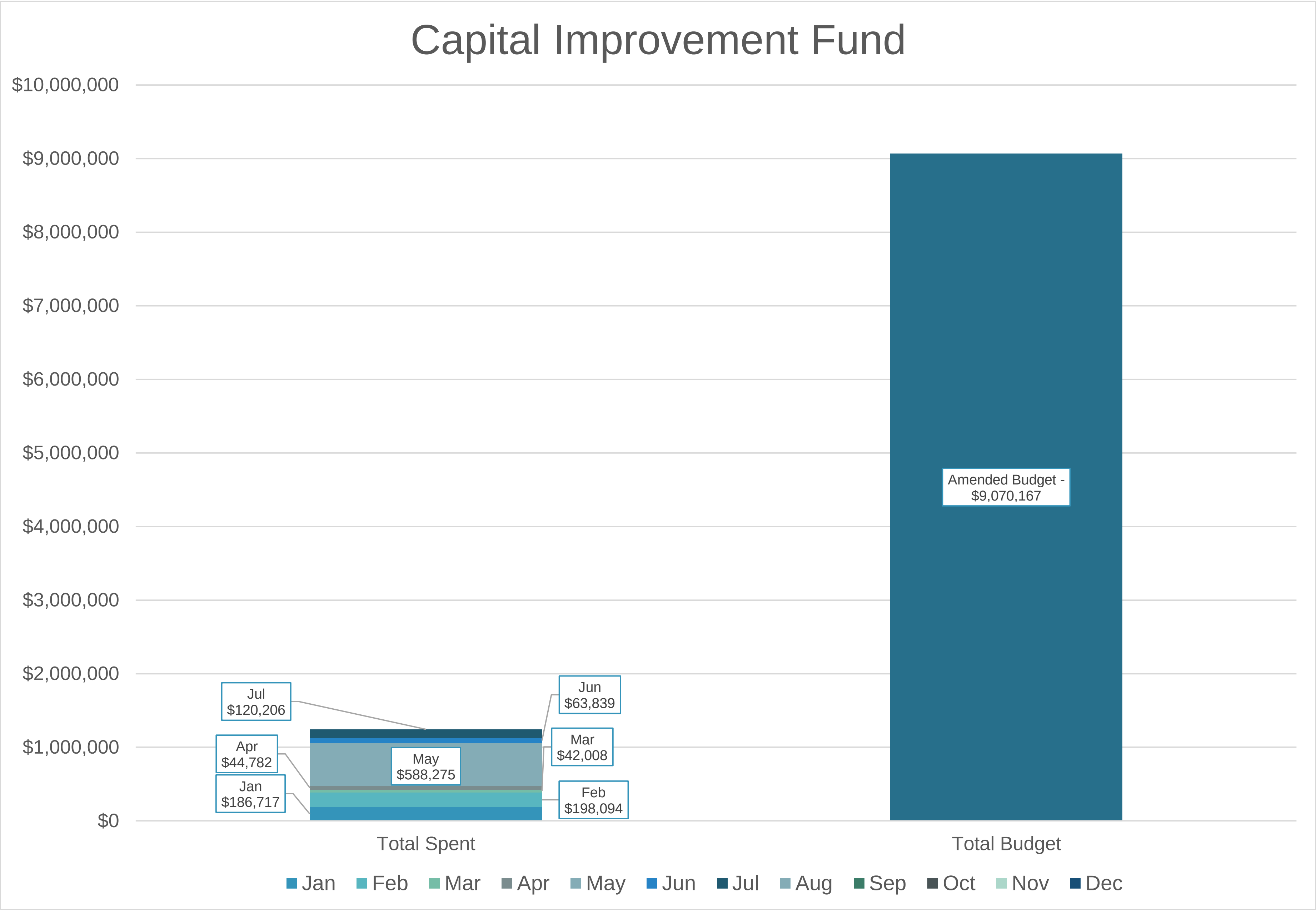
Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	2021 Actual Expenditures/ Encumbrances/ Reserve	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
		PUBLIC WORKS:					
13-13PW005		Design cost for 2 culverts	35,000	16,100		18,900	
16-16PK003	71	Parking lot for CICO Playground	18,000	7,078		10,922	
18-18PK003		Playground Equipment at CICO Park + (PK trx-$75,000)	225,000	0		225,000	
18-18PW012	27	Fairgrounds ADA Walkway	170,000	104,648		65,352	
19-19PW008		1 1/2T Truck w/Utility Bed	100,000	46,725		53,275	
19-19PW014		Winkler Bridge Deck-FFE	250,000	0		250,000	
19-19LEC004	98	RCPD Firing Range	2,285,000	2,147,270	61,177	76,553	
20-20PW003		Tandem Axle Truck w/Plow & Spreader	200,000	0		200,000	
20-20PW004		1 Ton Truck w/Utility Bed	55,000	0		55,000	
20-20PW005		Equipment Storage Shed Leonardville	35,000	0	35,000	0	0
20-20PW006		AWS Telehandler w/Attachments	120,000	0	119,000	1,000	
20-20PW007		Forklift	60,000	0		60,000	
20-20PW008		3/4T 4x4 Ext. Cab Pickup	33,000	0		33,000	
20-20PW009		Power Broom	45,000	0	40,000	5,000	
20-20PW010	509	Welsh Road Asphalt Overlay	243,641	233,509		10,131	
20-20LEC001		Replace 1 Roof Top HVAC Unit	15,000	14,500		500	
20-20LEC002		Replace Air Regulators on 1/2 Jail Doors	30,000	0	13,188	16,812	
20-20LEC003		Rewire Elevator Safety Systems	40,000	0		40,000	
20-20PK004		CICO Parking Lot Engineering	10,000	0		10,000	
20-20PK005		Wildcat Park Bridge Replacement	100,000	0	18,300	81,700	
20-20PK006		Ogden Park Restroom Phase Two (trx from PW 2021)	3,750	0	3,750	0	0
21-21LEC001		Replace 2 Roof Top HVAC Units	32,000	0		32,000	
21-21PK001		3/4T 4x4 Ext. Cab Pickup	40,000	0		40,000	
21-21PK002		72" Zero Turn Mower	20,000	0		20,000	
21-21PK003		1/2T Pickup	30,000	0		30,000	
21-21PK004		72" Mower w/Accessories	31,000	0		31,000	
21-21PW001		Tandem Axle Truck w/Plow & Spreader	205,000	0		205,000	
21-21PW002		Semi Truck	85,000	0		85,000	
21-21PW003		Pneumatic Roller	125,000	0	82,860	42,140	
21-21PW004		Low Boy Trailer	150,000	0		150,000	
		PUBLIC WORKS TOTAL	4,791,391	2,569,830	373,276	1,848,285	-
		EMERGENCY MEDICAL SERVICE					
13-13AM001	302	Design of the EMS Facility Enhancement	100,000	25,770		74,230	
20-20AM002	302	800 MhZ Radios	195,226	176,100	646	18,480	
20-20AM003	302	EMS Facility Engineering Design Cost	50,000	0		50,000	
20-20AM004	302	Zoll "X" Series Cardiac Monitor	40,000	0	35,941	0	4,059
21-21AM001	302	Ambulance Replacement	270,000	0		270,000	
21-21AM002	302	LUCAS CPR Device	14,000	0	13,940	0	60
		EMS TOTAL	669,226	201,870	50,527	412,710	4,058.55
		CLERK					
21-21CK001		Open.Gov software	53,870	0	53,870	0	0
		CLERK TOTAL	53,870.00	0	53,870	0	-
		ATTORNEY					
19-19AT001	760	Odyssey Software System	280,000	187,412		92,588	
		ATTORNEY TOTAL	280,000	187,412	0	92,588	-
		BOCC					
21-21BOCC001		Repair Boiler in Courthouse Plaza East	40,000	0	34,563	5,437	
21-21BOCC002		Church Asbestos Removal	50,000	0		50,000	
		BOCC TOTAL	90,000	0	34,563	55,437	-
		PLANNING & DEVELOPMENT					
18-18PD001		MOU-Flood Modeling/Training/Research/Software	62,500	39,857	7,220	15,423	
21-21PD001		Truck Replacement	30,000	0	28,933	1,067	
		PLANNING & DEVELOPMENT TOTAL	92,500	39,857	36,153	16,490	-
		NOXIOUS WEED					
20-20NW001		1 1/2T 4x4 Spray Truck	40,000	0		40,000	
		NOXIOUS WEED TOTAL	40,000	0	0	40,000	-

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	2021 Actual Expenditures/ Encumbrances/ Reserve	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
		EMERGENCY MANAGEMENT					
16-16EM002		Standby/Backup Generator Pottorf Hall	40,000	0		40,000	
20-20EM003		River Gauges	2,985	0	3,045	0	-60
20-20EM004		1/2 SUV 4x4	20,000	0	14,259	5,741	
20-20EM005		Bi-directional amplifiers (radio project)	35,000	8,982	9,978	16,039	
21-21EM001		Mobile Command Post Upgrade/Equip Refresh	125,000	0		125,000	
21-21EM002		EM Storage Building	125,000	0		125,000	
		EMERGENCY MANAGEMENT TOTAL	347,985	8,982	27,282	311,780	-
		OTHER					
13-13PW009		Motor Grader (Lease Purchase through 2023)	1,000,605	440,484	55,060	505,060	
18-18EM003	21	Hardware Refresh Reserve (through 2025)	1,182,221	591,112		591,109	
Lease pmt to 2033	21	Radio Infrastructure Project Lease (15 yr term through 2033)	6,401,938	853,592	426,796	5,121,550	
B&I Trx to 2025		2010-B G.O. Bond payment (15 yr term through 2025)	2,849,815	1,921,954	186,392	741,469	
		OTHER TOTAL	11,434,579	3,807,142	668,248	6,959,189	-
		TOTAL	17,799,551	6,815,093	1,243,920	9,736,480	4,058.55

Remaining Approved Projects less lease/debt payments/hardware refresh 2,777,290

(not included as these payments are subject to approval with annual budget)

Completed Projects


Capital Improvement Fund
$10,000,000
$9,000,000
$8,000,000
$7,000,000
$6,000,000
$5,000,000
$4,000,000
$3,000,000
$2,000,000
$1,000,000
$0
Jul $120,206
Apr $44,782
Jan $186,717
May $588,275
Jun $63,839
Mar $42,008
Feb $198,094
Amended Budget - $9,070,167
Total Spent
Total Budget
Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

2021 Riley County Building Cash Flow Analysis

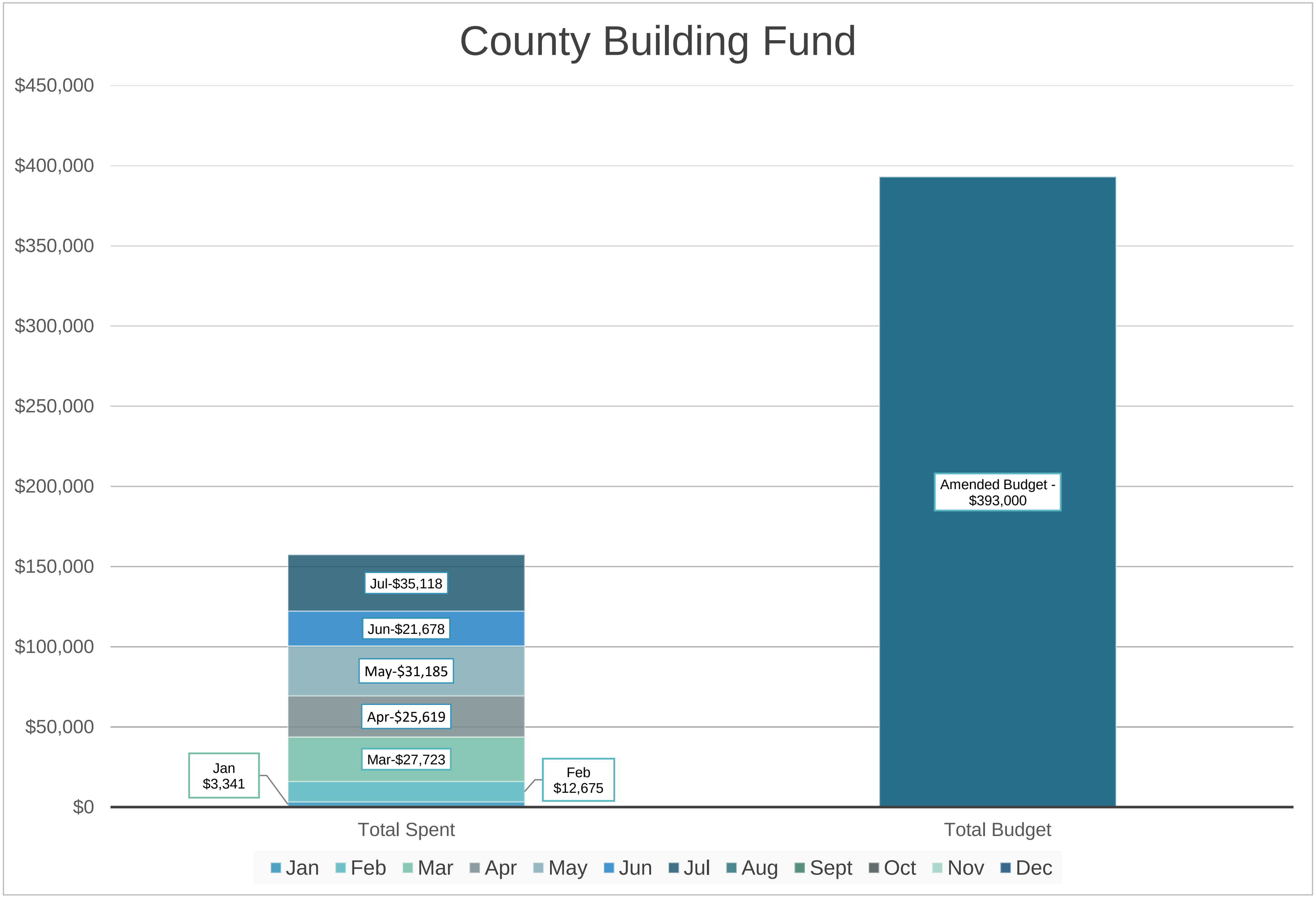
% of Year: 58.33%

Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	189,844			189,844	3,341			3,341
Feb		110	34	144	12,675			12,675
Mar	16,662	20	1,467	18,149	27,723			27,723
Apr				-	25,619			25,619
May	141,066		34	141,099	31,185			31,185
Jun			44	44	21,678			21,678
Jul		3,742	34	3,775	35,118			35,118
Aug				-				-
Sep				-				-
Oct				-				-
Nov				-				-
Dec				-				-
Totals	$347,572	$3,872	$1,611	$353,054	$157,339	$0	$0	$157,339

Cash Reconciliation	
2021 Beginning Unencumbered Cash	$24,207
2021 Revenue	$353,054
Less 2021 Expenditures/Encumbrances	$157,339
2021 Ending Unencumbered Cash	$219,922

Riley County 2021 Budget Authority Summary		% Budget Expended
2021 Budgeted Expenditures	$393,000	
Expenditures to Date	$157,339	40.04%
2021 Remaining Budget Authority	$235,661	

Riley County 2021 Budgeted Revenue		% Budgeted Revenue
2021 Budgeted Revenue	$374,044	
Revenue to Date	$353,054	94.39%


County Building Fund
$450,000
$400,000
$350,000
$300,000
$250,000
$200,000
$150,000
$100,000
$50,000
$0
Jul-$35,118
Jun-$21,678
May-$31,185
Apr-$25,619
Mar-$27,723
Jan
$3,341
Feb
$12,675
Amended Budget -
$393,000
Total Spent
Total Budget
Jan Feb Mar Apr May Jun Jul Aug Sept Oct Nov Dec

2021 Riley County Economic Development Cash Flow Analysis

% of Year: 58.33%

Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	300,000			300,000	93,020			93,020
Feb	-			-	150,675			150,675
Mar	-			-	8,834			8,834
Apr	-			-	-			-
May	-			-	-			-
Jun	-			-	818			818
Jul	-			-	34,012			34,012
Aug	-			-				-
Sep	-			-				-
Oct	-			-				-
Nov	-			-				-
Dec	-			-				-
Totals	$300,000	$0	$0	$300,000	$287,358	$0	$0	$287,358

Cash Reconciliation	
2021 Beginning Unencumbered Cash	$151,834
2021 Revenue	$300,000
Less 2021 Expenditures/Encumbrances	$287,358
2021 Ending Unencumbered Cash	$164,476
Less Est. Project Balance for CY	$156,561
2021 Projected Unencumbered Cash	$7,915

Riley County 2021 Budget Authority Summary		% Budget Expended
2021 Budgeted Expenditures	$401,322	
Expenditures to Date	$287,358	71.60%
2021 Remaining Budget Authority	$113,964	

Riley County 2021 Budgeted Revenue		% Budgeted Revenue
2021 Budgeted Revenue	$300,000	
Revenue to Date	$300,000	100.00%

Attachment: cash flow reports2 2021 (11031 : Monthly Cash Flow Reports)

2021 Eco Devo Detailed Expenditures per Project and per Dept

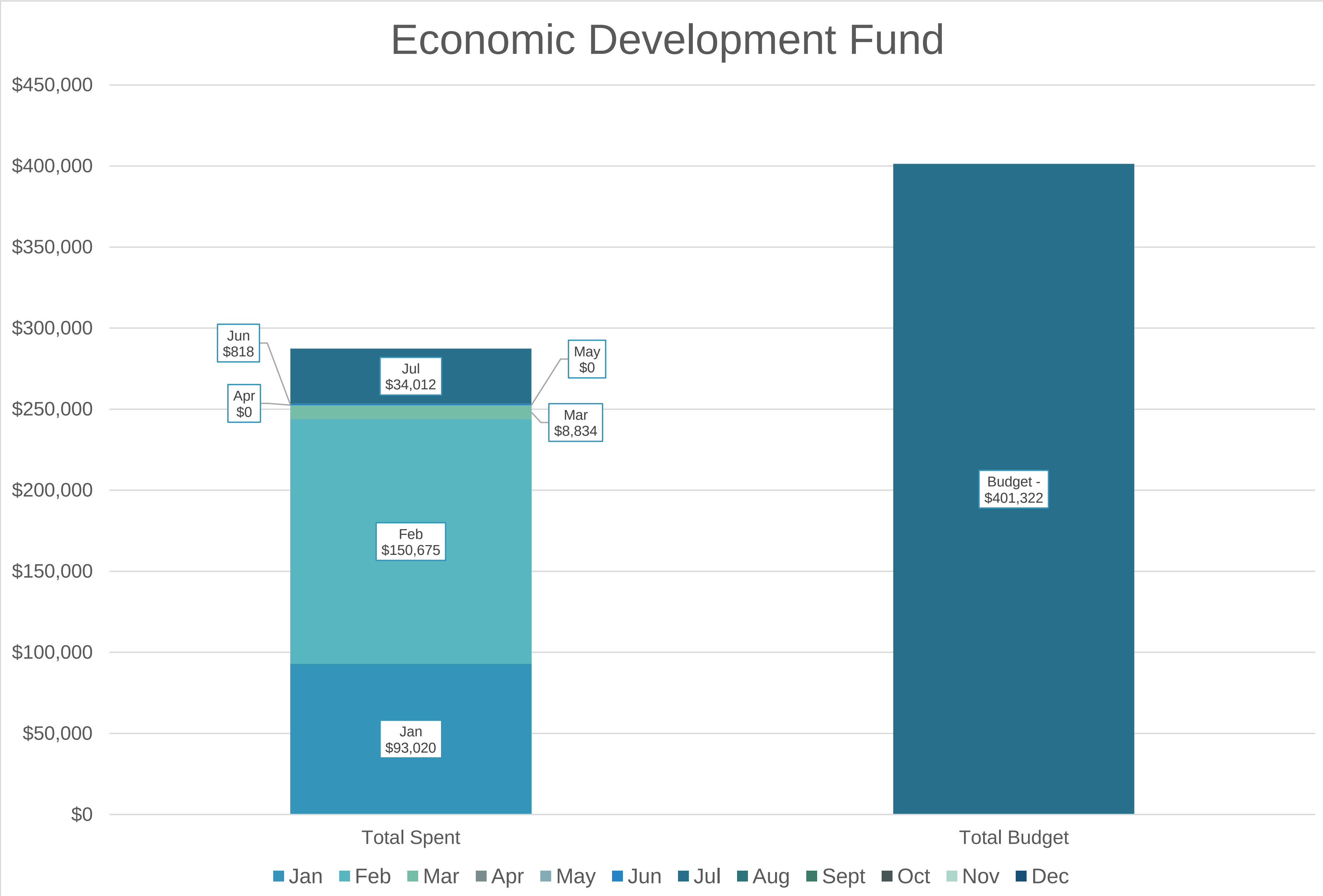
Projects	Approved Project Estimate	Prior Year Expenditures	2021 Expenditures/ Encumbrances	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
APPROPRIATIONS					
Chamber of Commerce	55,000	0	55,000	0	
Flint Hills Veterans Coalition	1,100	0	1,100	0	
Downtown Manhattan	5,000	0	5,000	0	
Riley Co. General Eco Devo	74,190	0		74,190	
APPROPRIATION TOTALS	$135,290	$0	$61,100	$74,190	$0
MEMBERSHIPS					
FHMPO Contribution	5,000	0	3,648	1,352	
FHRC Contribution	10,000	0	9,118	882	
MEMBERSHIP TOTALS	$15,000	$0	$12,765	$2,235	$0
CONTRACTS					
Auto Lane Development (2024)	121,140	96,912		24,228	
K18 Ramp Contribution (10 pmts)	1,500,000	1,350,000	150,000	0	
CONTRACT TOTALS	$1,621,140	$1,446,912	$150,000	$24,228	$0
DEBT OBLIGATION TRANSFER					
Konza Water Debt Payment Transfer	658,502	262,377	44,975	351,150	
DEBT OBLIGATION TRANSFER TOTALS	$658,502	$262,377	$44,975	$351,150	$0
PROJECTS					
Project Study/Design/Engineer	50,000	0		50,000	
Re-write Zoning/Subdivision Regs	150,000	107,403	18,518	24,079	
PROJECT TOTALS	$200,000	$107,403	$18,518	$74,079	$0
TOTALS	$2,629,931	$1,816,691	$287,358	$525,882	$0

Remaining Approved Projects less lease/debt payments/reserve $156,561

(not included as these payments are subject to approval with annual budget)

Completed Projects

Attachment: cash flow reports2 2021 (11031 : Monthly Cash Flow Reports)


Economic Development Fund
$450,000
$400,000
$350,000
$300,000
$250,000
$200,000
$150,000
$100,000
$50,000
$0
Jun $818
Apr $0
Jul $34,012
May $0
Mar $8,834
Feb $150,675
Jan $93,020
Budget - $401,322
Total Spent
Total Budget
Jan Feb Mar Apr May Jun Jul Aug Sept Oct Nov Dec

2021 Riley County Sales Tax Cash Flow Analysis

% of Year: 58.33%

Month	Sales Tax Revenue	Reimbursements	KDOT	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	158,605			158,605	-			-
Feb	166,104			166,104	4,299			4,299
Mar	166,534			166,534	11,617			11,617
Apr	152,296			152,296	3,698			3,698
May	176,603			176,603	1,270			1,270
Jun	176,261			176,261	78,476			78,476
Jul	176,958			176,958	666			666
Aug				-				-
Sep				-				-
Oct				-				-
Nov				-				-
Dec				-				-
Totals	$1,173,360	$0	$0	$1,173,360	$100,026	$0	$0	$100,026

Cash Reconciliation	
2021 Beginning Unencumbered Cash	$4,471,895
2021 Revenue	$1,173,360
Less 2021 Expenditures/Encumbrances	$100,026
2021 Ending Unencumbered Cash	$5,545,230
Remaining 2021 Projected Revenue	326,640
Less Est. Project Balance for CY	$ 495,759
2021 Projected Unencumbered Cash	$5,376,110

Riley County 2021 Budget Authority Summary		% Budget Expended
2021 Budgeted Expenditures	$4,320,367	
Expenditures to Date	$100,026	2.32%
2021 Remaining Budget Authority	$4,220,341	

Riley County 2021 Budgeted Revenue		% Budgeted Revenue
2021 Budgeted Revenue	$1,500,000	
Revenue to Date	$1,173,360	78.22%

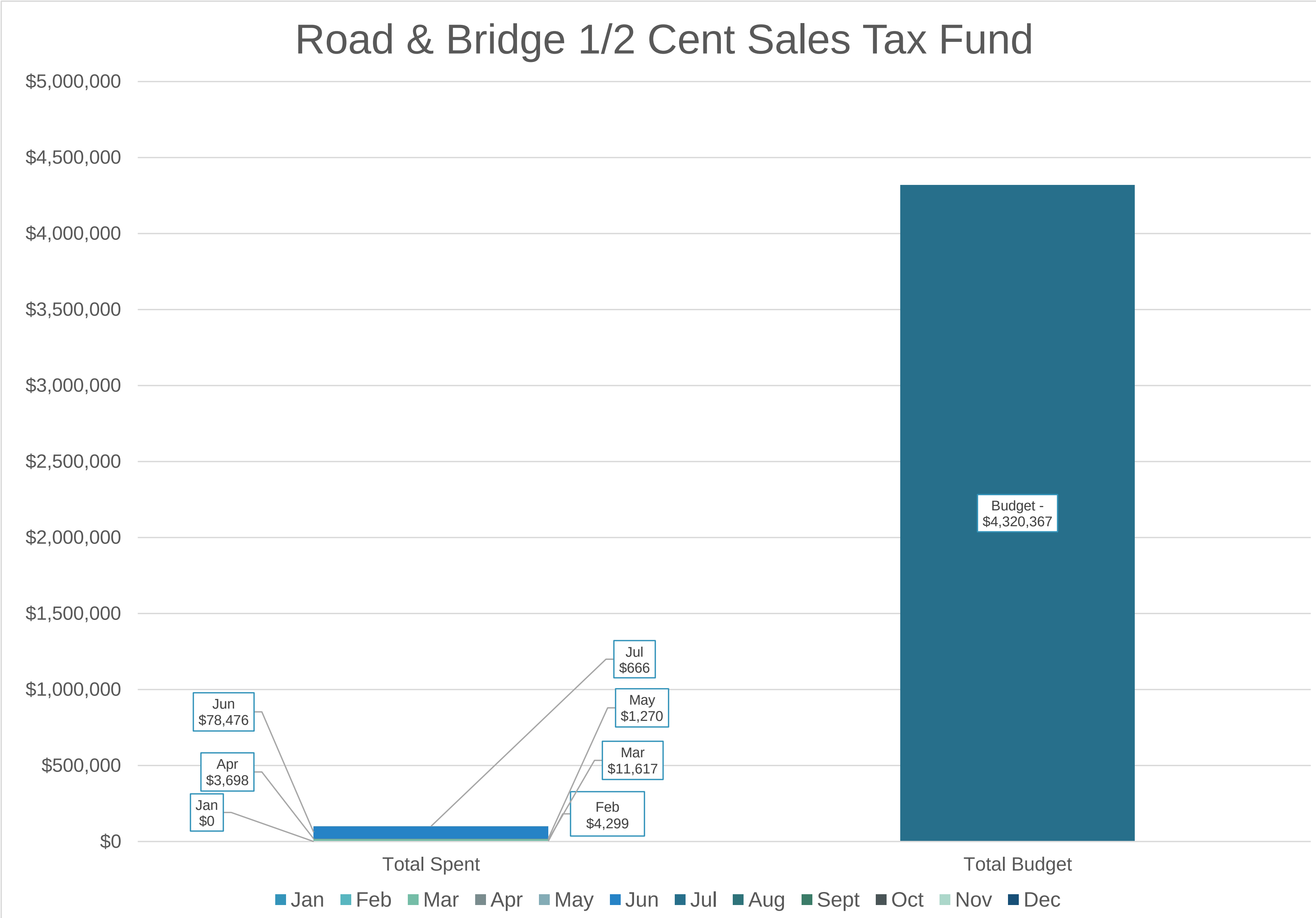
2021 Sales Tax Detailed Expenditures per Project and per Dept

Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	2021 Expenditures/ Encumbrances	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
	CULVERTS					
437	Casement Drainage Outlet Structure	298,852	298,852		0	0
442	West 54th Avenue	124,000	168,131		0	-44,131
310	Frog Holler	160,218	160,218		0	0
440	Green Randolph Road	260,819	260,819		0	0
441	N 52nd Street	139,894	139,894		0	0
451	Sherman Road	83,000	7,598		0	75,402
457	Flat Rock Road	113,500	52,707		60,793	
402	Vinton School Road	182,000	183,596		0	-1,596
458	Parallel Road	117,000	51,270	170	65,560	
403	Kitten Creek Road	148,000	37,341		110,659	
404	Peach Grove Road	104,000	229,115	9,235	-134,350	
452	Fancy Creek Road I.2/6.3	93,000	0		0	93,000
459	Union Road	125,000	56,605		68,395	
	CULVERT TOTALS	$1,949,282	$1,646,146	$9,405	$171,056	$122,675
	BRIDGES					
435	West 40th Bridge	349,501	349,501		0	0
439	Daniels Drive	252,631	252,631		0	0
425	Green Randolph	1,089,402	1,092,613		0	-3,211
401	Fancy Creek F.5/5.9	1,231,800	1,162,197		0	69,603
461	Fancy Creek K.0/6.2	653,800	53,632	98	600,070	
443	S. 32nd Street	160,743	160,743		0	0
444	Parallel	208,990	208,990		0	0
455	Rose Hill	654,200	63,000	80,220	510,980	
447	Fancy Creek E.2/5.6	929,211	1,222,128		0	-292,917
412	Anderson Avenue	1,050,000	874,399		175,601	
449	Stockdale Park	927,400	924,119		0	3,281
456	Senn Rd	454,500	59,650	7,721	387,129	
454	West 32nd Avenue	1,000,000	108,056	1,107	890,837	
460	Winkler Mills Bridge	1,200,000	102,516	320	1,097,164	
462	South Otter Bridge	75,000	49,080	1,156	24,764	
	BRIDGE TOTALS	$10,237,178	$6,683,255	$90,621	$3,686,546	-$223,244
	RECONSTRUCTION					
448	Denison (Marlatt to City Limits)	3,951,470	3,857,457		0	94,013
431	McDowell Creek Road (north end)	3,000,000	515,848		0	2,484,152
	RECONSTRUCTION TOTALS	$6,951,470	$4,373,305	$0	$0	$2,578,165
	OVERLAY					
412	Anderson Avenue	470,000	470,000		0	0
509	Welsh Road	175,000	175,466		0	-466
414	Mill Cove/W. 59th	200,000	200,000		0	0
	Tabor Valley Road	410,928	0		0	0
453	Kansas Ave/Crooked Creek	425,617	0		0	0
	Barton Road	509,418	0		0	0
438	Fancy Creek Road	450,000	450,000		0	0
450	University Park Road	259,910	175,000		0	0
463	Tuttle Cove Road	512,622	0		175,000	
464	Barnes/Casement Road	386,690	0		175,000	
	Scenic Drive	151,324	151,324		0	0
	4 Unidentified Overlays	800,000	175,000		625,000	
	OVERLAY TOTALS	$4,751,509	$1,796,790	$0	$975,000	-$466
	TOTALS	$23,889,440	$14,499,496	$100,026	$4,832,603	$2,477,130

Completed Projects

Project Estimates for 2021	Total	Updated
Culverts-Fancy Creek/Sherman	$ 60,000	$ -
Rosehill Road Bridge	$ 254,200	$ 173,980
Senn Road Bridge	$ 154,500	$ 146,779
Overlay TBD and approved by BOCC	$ 175,000	$ 175,000
TOTAL	$ 643,700	$ 495,759

Attachment: cash flow reports2 2021 (11031 : Monthly Cash Flow Reports)


Road & Bridge 1/2 Cent Sales Tax Fund
$5,000,000
$4,500,000
$4,000,000
$3,500,000
$3,000,000
$2,500,000
$2,000,000
$1,500,000
$1,000,000
$500,000
$0
Budget - $4,320,367
Jun $78,476
Apr $3,698
Jan $0
Jul $666
May $1,270
Mar $11,617
Feb $4,299
Total Spent
Total Budget
Jan Feb Mar Apr May Jun Jul Aug Sept Oct Nov Dec

COUNTY COUNSELOR/ADMINISTRATIVE SERVICES
Project

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

COMMISSION AGENDA REPORT

FROM: **Jana Chingway, Senior Legal Assistant**

MEETING: **August 12, 2021**

SUBJECT: **Fairmont Heights Sewer Benefit District General Obligation Bond Resolution**

PRESENTER: **Craig Cox, Deputy County Counselor**

RECOMMENDATION(S)

Move the Board adopt Resolution No. 081221-__ as submitted.

Enclosures:

- Resolution No 081221-__ (DOC)

RESOLUTION NO. _______

A RESOLUTION OF RILEY COUNTY, KANSAS, AUTHORIZING ISSUANCE OF THE COUNTY'S GENERAL OBLIGATION BONDS, SERIES A, 2021, IN THE PRINCIPAL AMOUNT OF $319,000 SPECIFYING THE TERMS AND DETAILS OF THE BONDS AND PROVIDING FOR THE LEVY AND COLLECTION OF SPECIAL ASSESSMENTS OR GENERAL TAXES TO PAY THE PRINCIPAL OF AND INTEREST ON THE BONDS WHEN DUE AND AMENDING RESOLUTION NO. 091020-43.

WHEREAS, Riley County, Kansas (the "County") is a political subdivision of the State of Kansas (the "State") properly created, organized and existing; and

WHEREAS, by Resolution No. 051517-24, adopted on May 15, 2017, as amended by Resolution No. 091020-43, adopted on September 10, 2020, the County created the Fairmont Heights Sewer District (the "District") pursuant to K.S.A. 19-27a01 *et seq*., (the "Act"); and

WHEREAS, pursuant to K.S.A. 19-27a27 the District is governed by the Act and the Board of County Commissioners of the County serve as the governing body of the District; and

WHEREAS, pursuant to the Act and particularly Section 19-27a02 (j) of the Act, the County is authorized to exercise its local home rule authority pursuant to K.S.A. 19-101a, 19-101b and 19-101c (the "Home Rule Statute") as necessary and convenient for the purpose of providing sewer services and governing the operation and business of sewer districts; and

WHEREAS, pursuant to the Act, and Resolution No. 051517-24, as amended by Resolution No. 091020-43, each as amended and supplemented, and after conducting required public hearings, the County has authorized the construction of a gravity sewer collection system in the County at a total cost of $606,511(the "Project"); and

WHERAS, since the adoption of Resolution No. 091020-43, the costs of the Project have increased due to change orders and the inclusion of the City of Manhattan sewer connection fee and it is necessary to amend Resolution No. 091020-43 to authorize the increased cost of the Project and to authorize payment of such increased costs from other available funds of the County; and

WHEREAS, the increase in costs over that authorized in Resolution No. 091021-43 is $59,989, which is less than 10% of the costs previously authorized and no additional public hearing is required to approve such costs; and such costs will not be assessed to the District; and

WHEREAS, pursuant to the Act, the County is authorized to issue its general obligation bonds (the "Bonds") to pay a portion of the cost of the Project, with the Bonds to be issued and sold to the United States of America acting through Rural Development, United States Department of Agriculture, and its successor and assigns ("Rural Development"); and

WHEREAS, the County has authorized the construction of the Project at a total estimated cost of $666,500.00 , plus any costs of financing; and authorized payment of the costs of the Project in part from the proceeds of the Bonds in the amount of $319,000, which Bonds will be sold to Rural Development in evidence of its USDA Rural Development Loan in that amount, from proceeds of a USDA Rural Development Grant in the amount of $250,000.00, from available American Rescue Plan funds of the County in the amount of $97,500 ($85,000 approved by the governing body on July 8, 2021 and $12,500 on July 26, 2021); and

WHEREAS, the Project is complete and the County now finds the total costs of the Project to be paid through issuance of the Bonds (including interest on temporary financing and costs of issuing the Bonds) is $319,000 to be paid by the owners of property within the County benefitting from the Project by levy of special assessments on such property as provided in the Act, with the balance of such costs paid as described in the preceding paragraph; and the owners of property liable for special assessments have paid $___________ to the County prepaying such special assessments, leaving $319,000 to be paid from issuance of the Bonds; and

WHEREAS, the governing body of the County finds it is necessary to authorize the issuance and delivery of the Bonds to pay a portion of the costs of the Project, including Costs of Issuance and the costs of retiring temporary financing for the Project.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS:

SECTION 1. Definitions. Capitalized words used in this Resolution are defined as follows:

"Act" means the Constitution and statutes of the State, including but not limited to K.S.A. 10-101 *et seq.*, K.S.A. 19-27a01 *et seq.*, and K.S.A. 19-101a, 19-101b and 19-101c, each as amended and supplemented.

"Agreement" means the Agreement between Issuer and Agent, dated as of August 27, 2021 between the County and the Paying Agent for the Bonds, described in Section 5.

"Authorized Costs" means the amount of expenditures for a project authorized to be paid by the County by resolution, less (1) the amount of any notes, bonds or other obligations of the County issued to pay Authorized Costs and that are currently outstanding or available to pay such costs, and (2) any Authorized Costs previously paid by the County or from any other source unless such amounts may be reimbursed under State and federal law.

"Authorized Investments" means investments authorized for bond proceeds by State law applicable to the County.

"Bond and Interest Fund" means the County's Bond and Interest Fund for its general obligation bonds.

"Bond Counsel" means the law firm of Triplett Woolf Garretson, LLC, or other attorneys whose ability in matters relating to the issuance of bonds or other obligations by local governments is nationally recognized and acceptable to the County.

"Bond Payment Date" means any date when principal of or interest on any Bond is payable.

"Bond Register" means the books for recording registration, transfer or exchange of Bonds maintained by the Bond Registrar.

"Bond Registrar" means the Treasurer of the State, Topeka, Kansas.

"Bonds" means the County's General Obligation Bonds, Series A, 2021, authorized by this resolution in the principal amount of $319,000 and dated August 27, 2021.

"Business Day" means a day the Paying Agent is scheduled to be open and conducting its normal operations and does not include Saturdays, Sundays or holidays designated by the United States of America or by the State.

"Chairman" means the elected and acting chairman of the governing body of the County, or, if the Chairman is absent, the appointed Vice-Chairman or acting Chairman.

"Code" means the Internal Revenue Code of 1986, as amended, and the regulations proposed or issued under the Code by the United States Department of the Treasury that are applicable to the County.

"Costs of Issuance" means all costs of issuing the Bonds, including but not limited to, publication, signing, mailing and delivery expense, registration fees, legal fees and expenses of Bond Counsel and other legal counsel, the fees and expenses of the municipal advisor, expenses associated with the assignment of a rating to the Bonds, if any, premiums and expenses of obtaining municipal bond insurance for the Bonds, if any, and all fees of the Attorney General of the State related to the Bonds.

"Dated Date" means the date the Bonds are issued, which is August 27, 2021.

"County" means Riley County, Kansas.

"County Clerk" means the elected or appointed County Clerk or in the County Clerk's absence, the acting or deputy County Clerk.

"County Treasurer" means the elected or appointed County Treasurer or in the County Treasurer's absence, the acting County Treasurer.

"Governing Body" or "governing body" means the Board of County Commissioners of Riley County.

"Interest Payment Dates" means the dates when installments of interest on Bonds are payable as shown on the amortization schedule attached as **Schedule I** to this Resolution, beginning as shown on **Schedule I**.

"Maturity" means the date the principal of a Bond become due and payable, whether as scheduled or upon a call for redemption or otherwise.

"Original Purchaser" means the United States of America, acting through USDA Rural Development.

"Outstanding" means on any specific date, all Bonds authenticated and delivered under this Resolution except for:

A. Bonds canceled by the Paying Agent or that have been delivered to the Paying Agent for cancellation under this Resolution;

B. Bonds for which moneys or investments have been deposited to pay or redeem the Bonds under the defeasance provisions of this Resolution; and

C. Bonds for which other Bonds have been authenticated or delivered, either in exchange for or in lieu of such Bonds, according to this Resolution.

"Owner" means, with respect to a Bond, the person or entity shown as the registered owner of the Bond on the books of the Bond Registrar.

"Paying Agent" means the Treasurer of the State of Kansas, Topeka, Kansas, and any successors and assigns.

"Principal and Interest Account" means the account by that name created by this Resolution.

"Principal Payment Date" means the dates shown for payment of principal in each year on the amortization schedule attached as **Schedule I** to this Resolution, beginning as shown on **Schedule I** and continuing as provided in this Resolution until the Bonds are paid in full.

"Project" means the improvement project described in the preamble to this Resolution.

"Project Fund" means the Project Fund for the Bonds created by this Resolution.

"Purchase Price" means the par value of the Bonds plus accrued interest to the date of delivery, if any.

"Record Date" means the fifteenth day of each month (whether or not a Business Day) preceding an Interest Payment Date.

"Redemption Date" means a date set for the redemption of Bonds according to this Resolution.

"Redemption Price" means the price to be paid for any Bond called for redemption under this Resolution including any redemption premium but not including interest due on such Bonds before the Redemption Date.

"Resolution" means this resolution authorizing the issuance of the Bonds.

"SEC Rule" means the Securities and Exchange Commission Rule 15c2-12 issued under the Securities and Exchange Act of 1934, as amended, at 17 C.F.R. 240.15c2-12.

"State" means the State of Kansas.

"State Treasurer" means the elected Treasurer of the State or, in the State Treasurer's absence, the appointed Assistant Treasurer of the State.

"United States Governmental Obligations" means bonds, notes, certificates of indebtedness, treasury bills or other securities that are direct obligations of the United States of America or obligations that are fully guaranteed as to full and timely payment of principal and interest by the United States of America, including evidences of direct ownership interest in future interest or principal payment on obligations issued by the United States of America, or securities that represent and undivided interest in such obligations and that are rated in the highest rating category by a nationally recognized rating service and are held in a custodial account for the County.

SECTION 2. Authority for Bonds; Security; Levy of Taxes for Payment.

(A) Pursuant to the Act, the Bonds are authorized and directed to be issued to provide funds to pay the Authorized Costs of the Project and Costs of Issuance.

(B) The full faith, credit and resources of the County are pledged to secure the payment of the principal of and the interest on the Bonds when due. The Bonds shall be general obligations of the County payable from special assessments levied upon property in the County specially benefitted by the Project and, if not so paid, from unlimited ad valorem taxes levied upon all the taxable tangible property within the territorial limits of the County. The governing body of the County covenants that it will provide for the payment of the principal of and the interest on the Bonds when due in each year by levying and collecting such assessments or ad valorem taxes in such amounts as are necessary to provide for the annual payment of the Bonds.

When received, the proceeds derived from such assessments and taxes shall be deposited into the Principal and Interest Account. If at any time the amount in the Principal and Interest Account is not sufficient to make the payments of the principal of and the interest on the Bonds when due, the Treasurer or the County Clerk is authorized and directed to pay the principal of and interest on the Bonds out of the general funds of the County and to then reimburse the County's general funds for such expended amounts immediately upon the collection and receipt of assessments or ad valorem taxes for that purpose.

SECTION 3. Details of Bonds; Payment of Principal and Interest. The Bonds shall be dated August 27, 2021 and issued in the total principal amount of $319,000. The principal of the Bonds shall mature in annual installments on the Principal Payment Dates and in the amounts set forth on the Amortization Schedule attached to this Resolution as **Schedule I**. Interest shall accrue on the Bonds at the rate of 1.75% per annum on the outstanding principal of the Bonds (calculated on the basis of a 365-day calendar year). Interest on the Bonds shall be payable in annual installments on the Interest Payment Dates as shown on **Schedule I**, commencing as shown on **Schedule I** and continuing until the principal amount of the Bonds is fully paid or provision made for such payment.

The Amortization Schedule as shown on **Schedule I** is incorporated in this Resolution by this reference as though fully set forth here and is authorized and directed to be printed on or attached to the Bonds.

The Bonds are issued as fully registered bonds in denominations of $1,000 or any integral multiple not exceeding the authorized principal amount of the Bonds maturing on a Principal Payment Date and will be numbered in the manner determined by the Bond Registrar. The Bonds shall be initially issued as a single fully registered security in the denomination of $319,000 numbered in the manner determined by the Bond Registrar.

The principal of the Bonds or their Redemption Price shall be payable on the Principal Payment Dates or Redemption Dates, in lawful money of the United States of America by check or draft of the Paying Agent upon the presentation of the Bonds for payment and cancellation at the Paying Agent's principal office in the City of Topeka, Kansas. The interest on the Bonds shall be payable on the Interest Payment Dates to the Owners of the Bonds as shown on the Bond Registrar as of the Record Date. The Bonds shall bear interest from the Interest Payment Date immediately preceding their effective authentication date, unless the effective authentication date is an Interest Payment Date when the Bonds will bear interest from that Interest Payment Date, provided that, if the effective authentication date for the Bonds is before the first Interest Payment Date, the Bonds shall bear interest from the Dated Date. The effective date of authentication shall be the date of authentication of the Bond by the Bond Registrar. The interest on the Bonds shall be payable in lawful money of the United States of America to the Owners shown on the Bond Register as of the Record Date, by (i) check or draft of the Paying Agent mailed to the Owners at their addresses as shown on the Bond Registrar, or at such other address as an Owner has furnished in writing to the Bond Registrar or, (ii) in case of an Owner of 100% of the Bonds Outstanding, by wire transfer to that Owner upon written notice given by the Owner, not less than 15 days before the Record Date for such interest, which provides the electronic transfer instructions including the bank address, ABA routing number and account number where such Owner seeks to have the wire deposited.

In any case where a Bond Payment Date occurs on a day that is not a Business Day then the payment due on that day may be made on the next succeeding business day with the same force and effect as if made on the scheduled Bond Payment Date, and no interest shall accrue for the period after the scheduled Bond Payment Date.

SECTION 4. Redemption of Bonds.

(A) Optional Redemption. At the option of the County, the Bonds are subject to redemption, in whole or in part, on any date selected by the County, at a redemption price equal to 100% of the principal of the Bonds so redeemed plus all accrued and unpaid interest on such Principal Amount so redeemed to the Redemption Date.

(B) Redemption Upon Graduation. The County acknowledges the provisions of 7 U.S.C. 1983 (3) and the right and ability of the United States Government, during the time it is the Owner of the Bonds, to require redemption of the Bonds according to such provisions.

(C) Selection of Bonds to be Redeemed. The Bonds shall be redeemed only in face amounts of $1,000 or integral multiples thereof. When less than all of the Bonds are to be redeemed and paid prior to maturity, the Bonds shall be redeemed in such equitable manner as the County shall determine, with Bonds of less than a full maturity to be selected by lot in units of $1,000; and the County shall, in the case of Bonds registered in denominations greater than $1,000, treat each $1,000 of face value of a Bond so registered as though it were a separate Bond in the denomination of $1,000. If it is determined that one or more, but not all, of the $1,000 units of face value represented by any fully registered Bond certificate is selected for redemption, then, upon notice of such redemption given to the Owner of such Bond, the Owner shall present and surrender such Bond to the Paying Agent for payment of the redemption price of the $1,000 unit or units of face value called for redemption, and for exchange, without charge to the Owner, for a new Bond or Bonds of the aggregate principal amount of the unredeemed portion of the principal amount of such Bond. If the Owner of any such Bond of a denomination greater than $1,000 fails to present such Bond to the Paying Agent for payment and exchange, such Bond shall, nevertheless, become due and payable on the Redemption Date to the extent of the principal amount called for redemption (and to that extent only).

(D) Notice of Redemption. The County shall give notice of any call for redemption and payment in writing to the Paying Agent not less than forty-five (45) days before the redemption date; and shall cause the Paying Agent to give notice of such call for redemption and payment in writing to the Owners of Bonds called for redemption with the notice mailed via United States first class mail not less than thirty (30) days before the redemption date, unless an Owner has waived written notice of redemption. The County shall also give or cause to be given such additional notice of any call for redemption and payment as may be required by the laws of the State of Kansas or regulation of the Securities and Exchange Commission that are in effect as of the date of giving any such notice. All notices of redemption given under the provisions of this Section shall be dated at least thirty (30) days before the redemption date, and shall state (i) the redemption date, (ii) the redemption price, (iii) if less than all Outstanding Bonds are to be redeemed, the identification (and in the case of partial redemption, the respective principal amounts) of the Bonds to be redeemed, (iv) that on the redemption date the principal amount, and premium, if any, will become due and payable upon each such Bond or portion thereof which has been selected for redemption, and that the interest thereon shall cease to accrue from and after the redemption date, (v) any conditions required prior to redemption and payment; and (vi) that the Bonds so selected for redemption are to be surrendered to or at the principal office of the Paying Agent for payment.

At the option of the County, a notice of optional redemption may be conditional upon moneys being on deposit with the Paying Agent on or prior to the redemption date in an amount sufficient to pay the redemption price on the redemption date. If a notice is conditional and moneys are not received, the notice shall be of no force and effect, the Paying Agent shall not redeem such Bonds and the Paying Agent shall give notice, in the same manner that the notice of redemption was given, that such moneys were not so received and that such Bonds will not be redeemed.

(E) Deposit of Moneys for and Payment of Redemption Price. Before the Redemption Date, the County shall deposit with the Paying Agent sufficient funds to pay the Redemption Price of the Bonds or portions of the Bonds called for redemption on the Redemption Date. Upon the surrender by the Owners of Bonds selected for redemption, the Paying Agent shall pay the Redemption Price to the Owners. Installments of interest payable on or before the Redemption Date shall be payable as provided herein for the payment of interest. If one or more, but not all, of the $1,000 units of face value represented by any Bond is selected for redemption and surrendered and paid, then the Paying Agent shall prepare and furnish to the Owner thereof a new Bond or Bonds of the same maturity and in the amount of the unredeemed portion of such Bond as provided above. All Bonds selected, called, and surrendered for redemption shall be canceled and destroyed by the Paying agent and shall not be reissued.

(F) Effect of Call for Redemption. Whenever any Bond, or one or more of the $1,000 units of face value represented by any Bond, has been selected for redemption and payment as provided in this Section, all interest on such Bond, or increments of the Bonds selected for redemption, shall cease from and after the redemption date, provided funds are then available for its payment at the specified Redemption Price.

SECTION 5. Designation of Paying Agent and Bond Registrar; Agreement. Pursuant to K.S.A. 10-620 *et seq.*, the governing body elects to have the provisions of the Kansas Bond Registration Law apply to the Bonds and designates and appoints the Treasurer of the State as the Bond Registrar and Paying Agent for the Bonds. The "Agreement between Issuer and Agent", dated as of August 27, 2021, setting forth the duties and responsibilities of the Paying Agent and Bond Registrar is approved and the Chairman and County Clerk are authorized to execute and deliver the Agreement on behalf of the County. The text of the Agreement is approved and incorporated here by this reference.

SECTION 6. Ownership; Transfers and Exchanges; Mutilated, Lots, Stolen or Destroyed Bonds. Pursuant to the Agreement, the Bond Registrar shall maintain the Bond Register in its offices and the person(s) in whose name any Bond is registered as shown on the Bond Register shall be deemed and regarded as the absolute Owner thereof for all purposes. Payment of, or on account of the principal of and the interest on any such Bond shall be made only to or upon the order of the Owner or his duly authorized agent. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond, including the interest thereon, to the extent of the sum or sums so paid.

The provisions, terms, conditions and requirements for the transfer and exchange of the Bonds, and for the replacement of a mutilated, lost, stolen, or destroyed Bond shall be governed by the Agreement. Replacement bonds delivered upon any transfer or exchange made in compliance with the provisions, terms, conditions and requirements of the Agreement shall be valid obligations of the County, evidencing the same debt as the Bonds surrendered, shall be secured by the pledges made in this Resolution and shall be entitled to all of the security and benefits hereof to the same extent as the bonds surrendered. The County will pay the fees and expenses of the Bond Registrar for the registration, transfer and exchange of Bonds as provided in this Resolution and the costs of preparing a reasonable supply of Bond blanks. Any additional costs or fees incurred in the secondary market, other than fees of the Bond Registrar, are the responsibility of the Owners of Bonds.

The County and the Bond Registrar shall not be required to register the transfer or exchange of any Bond that has been called for redemption during a 15 day period preceding the date of mailing the notice of redemption to Owners as required by this Resolution and after notice of such redemption has been mailed by the Paying Agent.

SECTION 7. Execution and Authentication of Bonds. The Bonds shall be executed for and on behalf of the County by the manual or facsimile signature of its Chairman, attested by the manual or facsimile signature of its County Clerk, and the County's official seal shall be imprinted on the Bonds. The Bonds shall be registered in the office of the County Clerk, with such registration evidenced by the manual or facsimile signature of the County Clerk on a Certificate of Registration appearing on the Bonds, attested by a facsimile of the County's official seal opposite the signature. The Bonds shall be registered by the State Treasurer in the municipal bond register in his or her office, with that registration evidenced by his or her manual or facsimile signature on a Certificate of State Treasurer which shall appear on the Bonds, and which shall be attested by a facsimile of his or her official seal imprinted opposite his or her signature. In case any officer of the County or of the State whose manual or facsimile signature appears on the Bonds ceases to be such officer before the actual delivery of the Bonds, such signature shall nevertheless be valid and sufficient for all purposes, as if such officer had remained in office until such delivery.

No bond shall be valid or obligatory for any purpose unless and until the Certificate of Authentication on the Bond is duly executed by the Bond Registrar or an authorized representative of the Bond Registrar, and a properly executed Certificate of Authentication on any Bond shall be conclusive evidence that it has been authenticated and delivered under this Resolution. It shall not be necessary that the same officer or signatory of the Bond Registrar manually sign such Certificate on all the Bonds.

SECTION 8. Payment of Costs. The County shall pay out of the proceeds of the Bonds or available County funds all costs incurred in connection with the issuance, transfer, exchange, registration, redemption and payment of the bonds except (a) the reasonable fees and expenses of replacing a Bond or Bonds which have been mutilated, stolen, lost or destroyed, or (b) any tax or other governmental charge imposed in relation to the transfer, exchange, registration, redemption or payment of the Bonds.

SECTION 9. Form of Bonds. The Bonds issued under this Resolution shall be evidenced by certificates in the form required by the laws of the State, and shall contain recitals as required by the Constitution and laws of the State, including a recital that the bonds are issued in the manner prescribed by the Act. Triplett Woolf Garretson, LLC, the County's Bond Counsel, is authorized and directed to prepare the form and text of the certificates for the Bonds.

SECTION 10. Creation of Accounts. Simultaneously with the issuance and delivery of the Bonds, there shall be created within the Treasury of the County, the following accounts for the Bonds:

(A) Principal and Interest Account for General Obligation Bonds, Series A, 2021; and

(B) Project Fund for General Obligation Bonds, Series A, 2021.

SECTION 11. Sale and Delivery of Bonds; Disposition of Proceeds. The Chairman and County Clerk are authorized and directed to execute the Bonds as provided in this Resolution and to register the Bonds in the office of the County Clerk and to cause them to be registered with the State Treasurer, as required by law. The Bonds shall be delivered to the Original Purchaser, upon receipt by the County of the full Purchase Price.

The proceeds from the sale of the Bonds shall be deposited into the Treasury of the County for the credit of and shall be applied, together with other monies of the County, as follows:

(A) Accrued interest on the Bonds, if any, paid on the Bonds shall be deposited in the Principal and Interest Account; and

(B) $319,000 of the proceeds of the Bond shall be deposited in the Project Fund.

SECTION 12. Application of Money in Accounts. *Principal and Interest Account*. The Principal and Interest Account shall be administered and maintained for depositing moneys from the issuance, sale and delivery of the Bonds which represent accrued interest and premium, if any, and for the deposit of ad valorem taxes levied to make payments of principal of and interest on the Bonds or amounts transferred from the general funds of the County to pay principal of and interest on the Bonds on any Payment Date, and for no other purpose. All amounts paid and credited to the Principal and Interest Account shall be expended by the County solely for the purpose of paying the principal of, premium, if any and interest on the Bonds and to pay the usual and customary fees of the Paying Agent. The Principal and Interest Account may be a sub-account of the County's Bond and Interest Fund. Moneys and investments remaining in the Principal and Interest Account after the retirement of the indebtedness represented by the Bonds shall be transferred to the County's Bonds and Interest Fund.

Project Fund. The Project Fund shall be administered and maintained for the purpose of depositing moneys received in connection with the issuance, sale and delivery of the Bonds for the purpose of paying the Authorized Costs of the Project, including the redemption or reimbursement of temporary financing issued for the Project, and Costs of Issuance. Amounts in the Project Fund not so applied shall be transferred to the Principal and Interest Account and applied to the payment of principal of and/or interest on the Bonds.

Moneys in each of the funds and accounts described above shall be deposited and secured according to the laws of the State. Moneys held in such accounts may be invested in Authorized Investments that mature at times as shall reasonably provide for moneys to be available for the purposes of such accounts. All earnings on investments in such accounts shall accrue to and become a part of such account or fund.

SECTION 13. Transfer of Funds to Paying Agent. The Treasurer is authorized and directed to withdraw from the Principal and Interest Account amounts sufficient to pay the principal of, premium, if any, and interest on the Bonds when due and to forward such amounts to the Paying Agent. The Treasurer is also authorized and directed to pay the customary charges of the Paying Agent for its services with respect to the payment of the Bonds and to forward such amounts to the Paying Agent. All moneys deposited with the Paying Agent shall be deposited in accord with and subject to the provisions of this Resolution.

SECTION 14. Resolution Constitutes Contract; Remedies of Owners. The provisions of this Resolution, and all of the covenants and agreements found herein, shall be a contract between the County and the Owners, and the Owners of not less than ten percent (10%) of the Bonds at the time Outstanding shall have the right, for the equal benefit and protection of all Owners similarly situated:

(A) By mandamus or other suit, action or proceeding at law or in equity to enforce such Owner or Owners rights against the County and its officers, agents and employees, and to require and compel the County and its officers, agents and employees to perform all duties and obligations required by the provisions of this Resolution or by the Constitution and laws of the State;

(B) By suit, action, or other proceeding in equity or at law to require the County, its officers, agents, and employees to account as if they were the trustees of an express trust, and

(C) By suit, action, or other proceeding in equity or at law to enjoin any acts or things which may be unlawful or in violation of the rights of the Owners.

SECTION 15. Limitation on Actions by Owners' Remedies Cumulative; Delay or Omission Not Waiver. No one or more of the Owners secured by this Resolution shall have any right in any manner whatsoever by his or their action to affect, disturb or prejudice the security granted and provided for herein, or to enforce any right hereunder, except in the manner here provided, and all proceedings at law or in equity shall be instituted, had and maintained for the equal benefit of all of the Owners. Nothing in this Resolution or in the Bonds shall affect or impair the obligations of the County to pay at the date of maturity thereof or on any prepayment date established therefor, the principal of and the interest on the Bonds to the respective Owners thereof or affect or impair the right of action of any Owners to enforce payment of the Bonds held by them, or to reduce to judgment their claim against the County for the payment of the principal amount of and the interest on the Bonds without reference to or consent of any other Owners. No remedy herein conferred upon the Owners is intended to be exclusive of any other remedy or remedies, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute, and may be exercised without regard to any other remedy however given. No delay or omission of any Owners to exercise any right or power accruing upon any default occurring and continuing as here described shall impair any such right or power or be construed as an acquiescence in default, and every right, power and remedy given by this Resolution to the Owners, respectively, may be exercised from time to time and as often as may be deemed expedient. In case any proceeding taken by any Owners on account of any default shall have been discontinued or abandoned for any reason, or shall have been determined adversely to the Owners, then in every such case the County and the Owners shall be restored to their former positions and rights hereunder, respectively, and all rights, remedies, powers and duties of the Owners shall continue as though no such proceedings had been taken.

SECTION 16. Amendments. The County may, without the consent of the Owners, amend or supplement the provisions of this Resolution (i) to cure any ambiguity or to correct or supplement any provision which may be inconsistent with any other provision or to correct errors, provided such action shall not materially adversely affect the interest of the Owners, or (ii) to grant or confer upon the Owners any additional rights, remedies, powers or security, or (iii) to more precisely identify the Project, or (iv) to conform this Resolution to the Code or future applicable Federal laws concerning tax-exempt obligations. The rights and duties of the County and the Owners and the terms and provisions of this Resolution may be modified or altered in any respect by a resolution of the County with the consent of the Owners of not less than seventy-five percent (75%) in principal amount of the bonds then Outstanding, such consent to be evidenced by an instrument or instruments executed by the Owners and duly acknowledged or proved in the manner of a deed to be recorded, and such instrument or instruments shall be filed with the County Clerk; provided that, the following modifications or alterations shall require the written consent of one hundred percent (100%) of the Owners of the Bonds then Outstanding:

(A) Extending the maturity of any payment of principal or interest due upon the Bonds, or

(B) Effecting a reduction in the amount which the County is required to pay by way of principal or interest on the Bonds, or

(C) Permitting a preference or priority of any Bond or Bonds over any other Bond or Bonds, or

(D) Reduction of the percentage of the principal amount of the then outstanding Bonds for which the written consent of the Owners is required for any modification or alteration of the provisions of this Resolution.

Any and all modifications made in the manner provided above shall not become effective until a duly certified copy of the resolution of the County authorizing the modifications has been filed with the County Clerk, along with proof of consent to such modification by the Owners of not less than the percentage of the principal amount of the bonds then outstanding as required by this Resolution. It shall not be necessary to note on any of the outstanding Bonds any reference to such amendment or modification.

SECTION 17. Defeasance. When the principal of and the interest on the Bonds shall have been paid and discharged, then the requirements contained herein, and all other rights granted by this Resolution shall cease and terminate. The Bonds shall be deemed to have been paid and discharged within the meaning of this Resolution if there shall have been deposited with the Paying Agent or with a bank located in the State of Kansas and having full trust powers, at or prior to the maturity or date of redemption, as the case may be, of the Bonds, in trust for and irrevocably appropriated thereto, moneys and/ or United States Governmental Obligations, which together with the interest to be earned on such investments, will be sufficient for the payment of the principal amount of and the interest on the Bonds, to the date of maturity or redemption, as the case may be, or if default in such payment shall have accrued on such date, then to the date of the tender of such payments; provided that, if such payment and discharge is to be made on a redemption date that notice of such redemption has been duly and properly given as provided by this Resolution and that all of the other terms and provisions of this Resolution relative to the call for and the redemption and payment of the Bonds shall have been complied with. Any moneys which at any time shall be deposited with the Paying Agent or such Kansas bank by or on behalf of the County, for the purpose of paying and discharging any of the Bonds or interest thereon, shall be and are hereby assigned, transferred and set over to the Paying Agent or such Kansas bank in trust for the respective Owners of the Bonds, and such moneys shall be and are hereby irrevocably appropriated to the payment and discharge thereof. All moneys so deposited with the Paying Agent or such Kansas bank shall be deemed to be deposited in accordance with and subject to all the provisions contained in this Resolution.

The provisions of this Section 17 are subject to the following proviso: As long as the Bonds or any portion thereof are owned or insured by the Original Purchaser, no provisions for the payment and defeasance of the Bonds shall be made in accordance with this Section 17 unless either: (i) all of the Bonds then outstanding shall be paid or provision made for their payment concurrently with the deposit of funds to pay the Bonds as required by this Section 17 or any remaining balance of the Bonds shall be paid at the first Interest Payment Date or Principal Payment Date following the deposits described in this Section 17 with respect to the Bonds, or (ii) consent to a partial defeasance of the Bonds is obtained from the Original Purchaser of the Bonds.

SECTION 18. Surrender and Cancellation of Bonds. Whenever any outstanding Bond shall be delivered to the Bond Registrar after payment of the principal amount of and the interest represented thereof or for replacement pursuant to this Resolution, such Bond shall be canceled and destroyed by the Bond Registrar and counterparts of a Certificate of Destruction describing such Bonds so destroyed and evidencing such destruction shall be furnished by the bond Registrar to the County.

SECTION 19. Covenants of the County Regarding Original Purchaser. (A) As long as the Bonds or any part thereof are outstanding and owned by the Original Purchaser, the County shall not sell, lease, or otherwise dispose of the Project without the prior written consent of the Original Purchaser. The County covenants and agrees to carry and maintain a reasonable amount of fire and extended coverage insurance upon the properties that are a part of the Project insofar as they are of an insurable nature, the amount of such insurance being such amount as would normally be carried by a municipal corporation engaged in a similar type of business; provided that, the amounts of such insurance to be carried may be specified by the Original Purchaser as long as the Bonds are held or insured by the Original Purchaser. In the event of loss or damage to the Project, the County will, with all reasonable dispatch, use the net proceeds of any such insurance to reconstruct or replace the property damaged or destroyed, or, if such reconstruction or replacement is unnecessary or impossible, then to redeem or purchase in the open market any outstanding indebtedness of the County related to the Project.

Refinancing. As long as the Bonds are owned or insured by the Original Purchaser, the County agrees to refinance, in whole or in part, any Bonds currently outstanding, upon the request of the Original Purchaser, if at any time it should appear to the Original Purchaser that the County is able to and the County is, in the opinion of its Bond Counsel, authorized by law to so refinance by obtaining a loan for such purpose from a responsible cooperative or private sources at reasonable rates and terms.

USDA Loan Resolution. To the extent permitted by law and as long as the Original Purchaser is the owner of the Bonds, the Bonds shall be subject to the terms of RUS Bulletin 1980-27, Loan Resolution (Public Bodies) previously adopted by the County and attached to this Resolution as **Exhibit A**.

Construction of Documents. The provisions of the USDA Loan Resolution and this Bond Resolution are to be construed when possible so that no conflict will exist between them. In the event such construction is not possible, and to the extent permitted by the laws of the State of Kansas and the Code, the provisions of the USDA Loan Resolution shall be deemed controlling.

Audits. To the extent required by law, as long as the Original Purchaser is the Owner or insurer of the Bonds, the County shall cause audits of the County to be made at such times and in such manner as the Original Purchaser shall require. Such audits will be done according to RUS Staff Instruction 1780-4 and in accordance with 2 CFR Part 200, as adopted by USDA through 2 CFR Part 400.

Inspection of Project. As long as the Original Purchaser is the Owner or insurer of the Bonds, the Original Purchaser shall have the right at all reasonable times to inspect the Project and all of the books, records, accounts and data relating thereto, and the County shall furnish the Original Purchaser with all information concerning the Project and the operations thereof which may reasonably be requested.

SECTION 20. Tax Covenants. The governing body of the County further covenants that so long as any of the Bonds remain outstanding and unpaid, it will not use or permit the use of proceeds of the Bonds, which, if such use had been reasonably expected on the date of issuance and delivery, would have caused the Bonds to be "arbitrage bonds" within the meaning of Section

103(b)(2) of the Internal Revenue Code of 1986, as amended (the "Code"); and that it will comply with all applicable requirements of Section 148 of the Code and the rules and regulations of the United States Treasury Department issued thereunder for so long as any of the Bonds remain outstanding and unpaid. The governing body hereby further covenants to take all such action in its power as may be required from time to time in order to assure the continued tax-exempt status of the interest on the Bonds, and to comply with all provisions of the Code, as the same be amended, and any applicable rules and regulations of the United States Treasury Department issued thereunder.

The County further covenants and agrees that it will use the proceeds of the Bonds as soon as practicable and with all reasonable dispatch for the purposes for which the Bonds are issued and it will not use any portion of the proceeds of the Bonds or investment income earned on such proceeds in any manner that would cause a Bonds to be a "private activity bond" within the meaning of Section 141(a) of the Code.

SECTION 21. Designation as Qualified Tax-Exempt Obligations. The Bonds are designated as "qualified tax-exempt obligations" as defined in Section 265(b)(3) of the Code.

SECTION 22. Other Documents. The Chairman and County Clerk are authorized and directed to prepare and execute any and all supporting documents and certificates required in the issuance of the bonds, including final certificates required to be included in the official Transcript of Proceedings relating to the authorization and issuance of the Bonds, all without further action by the governing body.

SECTION 23. Further Authority. The County shall, and its officers, agents and employees are authorized and directed to, take such actions, expend such moneys and execute such other documents, certificates and instruments as may be necessary or desirable in order to carry out and comply with the provisions of this Resolution and to give effect to the transactions authorized and described by this Resolution.

SECTION 24. Amendment of Resolution No. 091020-43. Resolution No. 091020-43, adopted by the governing body on September 10, 2020, is amended and supplemented as follows:

(a) The following recitals to this Resolution shall amend and supplement Resolution No. 091020-43:

WHEREAS, pursuant to the Act, and Resolution No. 051517-24, as amended by Resolution No. 090120-43, each as amended and supplemented, and after conducting required public hearings, the County has authorized the construction of a gravity sewer collection system in the County at a total cost of $606,511(the "Project"); and

WHERAS, since the adoption of Resolution No. 091020-43, the costs of the Project have increased due to change orders and the inclusion of the City of Manhattan sewer connection fee and it is necessary to amend Resolution No. 091020-43 to authorize the increased cost of the Project and to authorize payment of such increased costs from other available funds of the County; and

WHEREAS, the increase in costs over that authorized in Resolution No. 091021-43 is $59,989, which is less than 10% of the costs previously authorized and no additional public hearing is required to approve such costs; and such costs will not be assessed to the District;

(b) Section 6 of Resolution No. 091021-43 is amended and supplemented as follows:

An increase in the approved costs of the Fairmont Heights Sewer District sewer collection system, in the amount of $59,989, which is less than 10% of the costs previously authorized, is approved and total approved project costs are $666,500.

(c) A new section 7 is added to Resolution No. 091020-43 as follows:

Section 7. The total project costs are authorized to be paid as follows: in part from the proceeds of Bonds in the amount of $319,000, which Bonds will be sold to Rural Development in evidence of its USDA Rural Development Loan in that amount, from proceeds of a USDA Rural Development Grant in the amount of $250,000.00, from available American Rescue Plan funds of the County in the amount of $97,500 ($85,000 approved by the governing body on July 8, 2021 and $12,500 approved by the governing body on July 26, 2021), to pay part of the costs of the sewer collection system.

SECTION 25. Severability. If any provision of this Resolution is held or deemed to be invalid, inoperative or unenforceable because it conflicts with any other provision or provisions hereof or any constitution or statute or rule of public policy, or for any other reason, such circumstances shall not have the effect of rendering the provision in question inoperative or unenforceable in any other case or circumstance, or of rendering any other provision or provisions of this Resolution invalid, inoperative or unenforceable to any extent whatsoever.

SECTION 26. Governing Law. This Resolution and the Bonds shall be governed exclusively by and construed according to the applicable laws of the State.

SECTION 27. Effective Date. This Resolution shall be in force and take effect from and after its adoption and approval by the governing body of the County.

[Remainder of Page Intentionally Left Blank]

ADOPTED AND APPROVED by the governing body of Riley County, Kansas on August 12, 2021.

RILEY COUNTY, KANSAS

[Seal]

____
John Ford, Chairman

____
Greg McKinley, Vice-Chair

____
Kathryn G. Focke, Member

ATTEST:

____
Rich Vargo, County Clerk

SCHEDULE I

AMORTIZATION SCHEDULE

Date	Payment Amount	Interest Payment (Determined on Interest Payment Date)	Principal Payment	Outstanding Debt
8/27/2021				$319,000.00
8/27/2022	$11,159.00	$5,582.50	$5,576.50	313,423.50
8/27/2023	11,159.00	5,484.91	5,674.09	307,749.41
8/27/2024	11,159.00	5,400.37	5,758.63	301,990.78
8/27/2025	11,159.00	5,284.84	5,874.16	296,116.62
8/27/2026	11,159.00	5,182.04	5,976.96	290,139.66
8/27/2027	11,159.00	5,077.44	6,081.56	284,058.10
8/27/2028	11,159.00	4,984.64	6,174.36	277,883.74
8/27/2029	11,159.00	4,862.97	6,296.03	271,587.71
8/27/2030	11,159.00	4,752.78	6,406.22	265,181.49
8/27/2031	11,159.00	4,640.68	6,518.32	258,663.17
8/27/2032	11,159.00	4,539.01	6,619.99	252,043.18
8/27/2033	11,159.00	4,410.76	6,748.24	245,294.94
8/27/2034	11,159.00	4,292.66	6,866.34	238,428.60
8/27/2035	11,159.00	4,172.50	6,986.50	231,442.10
8/27/2036	11,159.00	4,061.33	7,097.67	224,344.43
8/27/2037	11,159.00	3,926.03	7,232.97	217,111.46
8/27/2038	11,159.00	3,799.45	7,359.55	209,751.91
8/27/2039	11,159.00	3,670.66	7,488.34	202,263.57
8/27/2040	11,159.00	3,549.31	7,609.69	194,653.88
8/27/2041	11,159.00	3,406.44	7,752.56	186,901.32
8/27/2042	11,159.00	3,270.77	7,888.23	179,013.09
8/27/2043	11,159.00	3,132.73	8,026.27	170,986.82
8/27/2044	11,159.00	3,000.47	8,158.53	162,828.29
8/27/2045	11,159.00	2,849.50	8,309.50	154,518.79
8/27/2046	11,159.00	2,704.08	8,454.92	146,063.87
8/27/2047	11,159.00	2,556.12	8,602.88	137,460.99
8/27/2048	11,159.00	2,412.16	8,746.84	128,714.15
8/27/2049	11,159.00	2,252.50	8,906.50	119,807.65
8/27/2050	11,159.00	2,096.63	9,062.37	110,745.28
8/27/2051	11,159.00	1,938.04	9,220.96	101,524.32
8/27/2052	11,159.00	1,781.54	9,377.46	92,146.86
8/27/2053	11,159.00	1,612.57	9,546.43	82,600.43
8/27/2054	11,159.00	1,445.51	9,713.49	72,886.94
8/27/2055	11,159.00	1,275.52	9,883.48	63,003.46
8/27/2056	11,159.00	1,105.58	10,053.42	52,950.04
8/27/2057	11,159.00	926.63	10,232.37	42,717.67
8/27/2058	11,159.00	747.56	10,411.44	32,306.23

Attachment: Resolution No 081221-__ (11038 : Fairmont Heights Sewer District GO Bonds)

Date	Payment Amount	Interest Payment (Determined on Interest Payment Date)	Principal Payment	Outstanding Debt
8/27/2059	11,159.00	565.36	10,593.64	21,712.59
8/27/2060	11,159.00	381.01	10,777.99	10,934.60
8/27/2061	11,125.96	191.36	10,934.60	0.00
	$446,326.96	$127,326.96	$319,000.00	

EXHIBIT A

USDA LOAN RESOLUTION

EXCERPT OF MINUTES

The governing body of Riley County, Kansas, met in regular session at the usual meeting place in the County on August 12, 2021, at ____a.m., with the Chairman John Ford presiding, and the following members of the governing body present:

The following members were absent:

A Resolution was presented entitled:

A RESOLUTION OF RILEY COUNTY, KANSAS, AUTHORIZING ISSUANCE OF THE COUNTY'S GENERAL OBLIGATION BONDS, SERIES A, 2021, IN THE PRINCIPAL AMOUNT OF $319,000 SPECIFYING THE TERMS AND DETAILS OF THE BONDS AND PROVIDING FOR THE LEVY AND COLLECTION OF SPECIAL ASSESSMENTS OR GENERAL TAXES TO PAY THE PRINCIPAL OF AND INTEREST ON THE BONDS WHEN DUE AND AMENDING RESOLUTION NO. 091020-43.

The Resolution was considered and discussed, and upon the motion of ______, seconded by _____________, the Resolution was adopted by a majority vote of the governing body, and was assigned No. _______-___.

****

COUNTY CLERK'S
CERTIFICATION OF EXCERPT OF MINUTES

I certify that the foregoing is a true and correct Excerpt of Minutes of the meeting of the governing body of Riley County, Kansas held on August 12, 2021.

[Seal]

____
Rich Vargo, County Clerk

Greg McHenry
County Appraiser
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6310

COUNTY APPRAISER'S OFFICE
Staff Update

STAFF REPORT

FROM: **Greg McHenry, County Appraiser**

MEETING: **August 12, 2021**

SUBJECT: **Appraiser's Office Report**

PRESENTER: **Greg McHenry, County Appraiser**

APPRAISER'S OFFICE REPORT
BOCC

August 12th, 2021

APPRAISER'S OFFICE OVERVIEW:

- Our income & expense surveys were mailed August 2nd. We use these to analyze the rental market for commercial properties & apartment buildings. We'll follow up with site visits and conversations with property owners, property managers & tenants. That process will begin the first week of September and last approximately 3 weeks.
- One of our residential appraiser positions will be open at the end of the month. I'd like to hold off requesting the position be filled for the time being. This time of the year is not conducive for training, since it's not likely we'd find a trained applicant.
- We've completed our commercial land analysis & neighborhood analysis. We'll finish residential land analysis & neighborhood analysis this month.
- We participated in a disaster/damage assessment training with the City of Manhattan Code Department July 19th.

- BOTA granted our request for reconsideration of their earlier ruling in the 2018 Home Depot case. They scheduled oral arguments for August 26th. Both parties will be given 4 hours to present evidence. Tim Keller, Steve Schurle, attorney Mike Montoya and myself will attend on behalf of the County..

- The Kansas County Appraiser's Association annual conference was be held in Topeka July 26-28. Chris Courtwright spoke about the history of taxation in Kansas. Mr Courtwright recently retired after 34 years as the Kansas Legislature's Principal Economist and member of the Consensus Revenue Estimating Group. There was much discussion about "dark store" litigation, including our upcoming Home Depot hearing.

- We've had 1,036 real estate sales in 2021 through July 31st, with 872 of those being home sales. The median sale price for homes was $200,000. The average sale price was $226,516. In addition there have been 208 building permits in 2021 through July 31st. Our median residential sales ratio is currently 91%.

We have several Board of Tax Appeals (BOTA) cases currently docketed for trial. Pending cases include: Central National Bank (2019, 2020), Genesis (2020, 2021), Hilton Garden Inn (2020), Holiday Inn-Campus (2021), Holiday Inn.

Enclosures:

EMS
Personnel

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: **August 12, 2021**

SUBJECT: **Request To Fill Open Position**

PRESENTER: **Josh Gering, EMS/Ambulance Assistant Director**

BACKGROUND

This request is to fill 3 vacant positions in EMS-Ambulance.

The first is for 2 vacant PRN positions. The department is budgeted for 9 PRN positions, and currently has 4 staff members. These positions will be filled internally by current staff members moving from FT Paramedics to a PRN roles, which was approved by the Director.

The third position is for FT Paramedic. The vacancy was caused by the recent status change from the full time staff member to PRN.

DISCUSSION

The PRN positions will be filled internally.

The full time Paramedic position would be open to both internal PRN staff as well as external candidates.

FISCAL IMPACT

There will be no negative impact in our budget as all 3 positions are already budgeted. Failure to fill these positions will result in increased overtime costs in order to have staffing on the scheduled days when PRN staff are not available.

RECOMMENDATION(S)

We recommend that these positions be approved and made available both internally as well as externally.

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:

- 2021-08 FT Paramedic (gold) (PDF)
- 2021-08 PRN Paramedic (gold) (PDF)

RILEY COUNTY POSITION ACTION FORM

Department EMS/Ambulance Date 08/9/2021 Job Title Full Time Paramedic

☒ Full Time ☐ Part Time	☒ Regular ☐ As Needed	☐ Seasonal ☐ Intern	☐ Grant Funded ☐ Temporary	Pay Grade Paramedic ave 62 Hours per ☒ Week ☐ Month	Start Date ASAP End Date	☒ Non-Exempt ☐ Exempt

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

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement-same duties ☐ Request to hire replacement-new duties	☐ Request to change budgeted hours ☐ Request to change position status	☐ Request to create a new position for current fiscal year only ☐ Request for current non-budgeted position to be included in future annual budgets	☐ Request to create a new position which will be included in future annual budgets
1. Name of former incumbent or current employee: Frederick Usoltseff	2. Effective date of promotion, transfer, termination, or change: 8/10/2021	1. Are there current budgeted funds available to pay for this position? ☒ Yes ☐ No ☐ Grant Funded	2. Requested hours per year: 2912
3. If requesting a change in budgeted hours, estimated change in cost per year:	4 Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	3. Estimated cost per year (financial impact): $	4 Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☐ No
5. Has this position been "On Hold?" ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position:	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? Resignation of incumbent
2. Is it possible to fill this position internally? If no, why not? no

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills: Graduation from a standard high school or G.E.D possession. State of Kansas certified Paramedic licensure required upon date of hire. Successful completion of Paramedic training program, ACLS course completion and BLS provider credentialed from AHA obtained within 45 days of hire date.

Additional comments:

Approval by:		Date:
Department Head:	David A Adams	8-10-2021
Personnel:	Eric Aldwin	8/10/21
BOCC Chairman:		
BOCC Member:		
BOCC Member:		

approved request affects current and future budget figures, a copy will go to Payroll and Budget & Finance 3/19/03

Attachment: 2021-08 FT Paramedic (gold) (11050 : Position Request)

RILEY COUNTY POSITION ACTION FORM

Department EMS/Ambulance Date 08/9/2021 Job Title PRN Paramedic

☐ Full Time ☒ Part Time	☒ Regular ☐ As Needed	☐ Seasonal ☐ Intern	☐ Grant Funded ☐ Temporary	Pay Grade Paramedic 36 Hours per ☐ Week ☒ Month	Start Date ASAP End Date	☒ Non-Exempt ☐ Exempt

TYPE OF REQUEST

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

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement-same duties ☐ Request to hire replacement-new duties	☐ Request to change budgeted hours ☐ Request to change position status	☐ Request to create a new position for current fiscal year only ☐ Request for current non-budgeted position to be included in future annual budgets	☐ Request to create a new position which will be included in future annual budgets
1. Name of former incumbent or current employee: ~~Courtney Bekemeyer~~ Catlin Burenhide (SMW)	2. Effective date of promotion, transfer, termination, or change: 8/22/2021	1. Are there current budgeted funds available to pay for this position? ☒ Yes ☐ No ☐ Grant Funded	2. Requested hours per year: 2912
3. If requesting a change in budgeted hours, estimated change in cost per year:	4 Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	3. Estimated cost per year (financial impact): $	4 Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☐ No
5. Has this position been "On Hold?" ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position: 2 open positions (EMW) Both EMW	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? ~~Current~~ incumbent went from PT to FT

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

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills: Graduation from a standard high school or G.E.D possession. Successful completion of Paramedic training program. Advanced cardiac life support credential.

Additional comments:

Approval by:		Date:
Department Head:	David A Adams	5-10-2021
Personnel:	Eileen Ahlwarded	8/10/21
BOCC Chairman:		
BOCC Member:		
BOCC Member:		

approved request affects current and future budget figures, a copy will go to Payroll and Budget & Finance

3/19/03

Attachment: 2021-08 PRN Paramedic (gold) (11050 : Position Request)

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

PUBLIC WORKS
Personnel

COMMISSION AGENDA REPORT

FROM: **Mary Graham, Admin Asst II**

MEETING: **August 12, 2021**

SUBJECT: **Request to Extend Expiration Date for Park Seasonal Laborer**

PRESENTER: **John Ellermann**

BACKGROUND

We are requesting to extend the current expiration date on the Park Seasonal position from 9/15/21 to 12/15/21. This seasonal position will assist with mowing and normal park activities.

DISCUSSION

Discuss extension.

FISCAL IMPACT

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

POSSIBLE MOTION(S)

Move to approve extending the expiration date to December 15, 2021

Enclosures:

- 2021-08 Seasonal Labor-Parks (gold) (PDF)

RILEY COUNTY POSITION ACTION FORM

Department: Public Works / Parks Division Date: 08/04/2021 Job Title: Seasonal Laborer

☐ Full Time ☐ Part Time	☐ Regular ☐ As Needed	☒ Seasonal ☐ Intern	☐ Grant Funded ☐ Temporary	Pay Grade I >40 Hours per ☒ Week ☐ Month	Start Date 04/15/2021 End Date 12/15/2021	☒ Non-Exempt ☐ Exempt

TYPE OF REQUEST

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

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement-same duties ☐ Request to hire replacement-new duties	☐ Request to change budgeted hours ☐ Request to change position status	☐ Request to create a new position for current fiscal year only ☐ Request for current non-budgeted position to be included in future annual budgets	☐ Request to create a new position which will be included in future annual budgets
1. Name of former incumbent or current employee:	2. Effective date of promotion, transfer, termination, or change:	1. Are there current budgeted funds available to pay for this position? ☒ Yes ☐ No ☐ Grant Funded	2. Requested hours per year: 3 at 1560 or less
3. If requesting a change in budgeted hours, estimated change in cost per year:	4 Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	3. Estimated cost per year (financial impact):	4 Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☒ No
5. Has this position been "On Hold?" ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position: No	5. If applicable, what is the ending date for the position?:Extending date to 12/15/2021	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? Seasonal Position - up to 3 FTE for 2021 Season (less than 1560 hours per season per employee)

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

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:
High School Graduate or equivalent required. Experience in horticulture preferred

Additional comments: Requesting to extend the ending date from 09/15/2021 to 12/15/2021

Approval by:		Date:
Department Head:	John Ellermann	8-6-2021
Personnel:	Eric Allen	8/9/21
BOCC Chairman:		
BOCC Member:		
BOCC Member:		

If the approved request affects current and future budget figures, a copy will go to Payroll and Budget & Finance

3/19/03

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

PLANNING & DEVELOPMENT
Personnel

COMMISSION AGENDA REPORT

FROM: **Amanda Smeller, Planning Director**

MEETING: **August 12, 2021**

SUBJECT: **Request to Refill vacant As-Needed Clerical Assistant**

PRESENTER: **Amanda Smeller, Planning Director**

BACKGROUND

The Board of County Commissioners approved the addition of an As-Needed Clerical Assistant position to Planning & Development in February 2021 and the position was filled the following month. The position is now vacant due to an immediate resignation.

DISCUSSION

Even though this position is part time, having this person proved invaluable for department coverage and assistance. This position serves as front line customer service/reception, backs up the Administrative Assistant and provides support to all department staff. This position helps provide office coverage and ensures the department is as well staffed as possible during all times of the day. This position is vital to assist the department as things keep getting busier.

I am requesting permission to refill this position immediately.

FISCAL IMPACT

This is a currently budgeted position within the Planning & Development Department.

RECOMMENDATION

Staff recommends approval to refill the position.

POSSIBLE MOTION(S)

Move to approve to refill the As-Needed Clerical Assistant for Planning & Development.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2021-08 As Needed Planning (gold) (PDF) epartment Planning & Development Date 08/09/2021 Job Title As Needed Clerical Assistant

☐ Full Time ☐ Part Time	☐ Regular ☒ As Needed	☐ Seasonal ☐ Intern	☐ Grant Funded ☐ Temporary	Pay Grade D 15-20 Hours per ☒ Week ☐ Month	Start Date ASAP End Date	☒ Non-Exempt ☐ Exempt

TYPE OF REQUEST

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

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

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

2. Is it possible to fill this position internally? If no, why not? Entry Level Position

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:
Graduation from a standard high school or G.E.D possession. Knowledge of office practices & equip, basic computer skills. Ability to learn assigned tasks readily and to adhere to prescribed routines. Valid driver's license required.

Additional comments:

Approval by: Date:

Department Head: Amanda Fuller 8/9/2021

Personnel: Eli Alvarez 8/10/21

BOCC Chairman:

BOCC Member:

BOCC Member:

If the approved request affects current and future budget figures, a copy will go to Payroll and Budget & Finance