



**Board of Riley County
Commissioners
Regular Meeting
Agenda
August 26, 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

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Highway Use Permit, Mid Kansas Underground
4. Highway Use Permit, Mid Kansas Underground
5. Sign Riley County Personnel Action Form(s)
6. Approve payroll/accounts payables (when completed)

Elizabeth Ward, Human Resource Manager

7. Riley County Summer Intern Introduction

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Aug 23, 2021 8:30 AM

Review Tentative Agenda

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

9:00 AM

Rich Vargo, County Clerk

11. Contract for Services with Alice Massimi Crouch for Communication & Social Media

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

12. Administrative Work Session
13. Executive session to discuss confidential legal advice regarding potential litigation issues

- 9:35 AM Kevin Howser, IT/GIS Director**
14. IT/GIS Staff Update - August 2021
- 9:50 AM Shelly Williams, Community Corrections Director**
15. Staff Update
16. FY22 Adult Services Carryover Reimbursement Budget
17. FY22 Juvenile Services Carryover Reimbursement Budget
- 10:05 AM Alice Massimi, PIO**
18. PIO August Update
- 10:20 AM Amanda Smeller, Planning/Special Projects Director**
19. Public Hearing to Consider Naming a Private Road Johnson Trail and Re-addressing Affected Properties
- 10:35 AM Clancy Holeman, Counselor/Director of Administrative Services**
20. Executive session to discuss confidential legal advice regarding potential litigation issues
- 11:05 AM Amanda Smeller, Planning/Special Projects Director**
21. Authorize Chairman to sign agreement creating restrictive covenants at 3197 Reservation Drive
- 11:15 AM Clancy Holeman, Counselor/Director of Administrative Services**
22. Executive session to discuss confidential legal advice regarding potential litigation issues
- 11:35 AM Russel Stukey, Emergency Management Director**
23. Fire Dept. Equipment Purchase
- 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.



PUBLIC WORKS
Permit

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

COMMISSION AGENDA REPORT

FROM: Shannon Sterling, Administrative Assistant
MEETING: August 26, 2021
SUBJECT: Highway Use Permit, Mid Kansas Underground
PRESENTER: Gary Rosewicz, Assistant County Engineer

BACKGROUND

Mid Kansas Underground is requesting permission to work in the right of way to install water meters in multiple locations along Freeman Road.

RECOMMENDATION(S)

Staff recommends approval of the Highway Use Permit as presented.

POSSIBLE MOTION(S)

Move to approve the Highway Use Permit granting Mid Kansas Underground permission to complete the work as outlined in the Permit.

Enclosures:

- 08.13.21-Mid Kansas Underground_Freeman Rd (PDF)

**Riley County Public Works Department
Highway Use Permit - Document Management Form**

Project Number: Freeman Rd

Requesting Party: Mid Kansas Underground, Inc., 1345 Old Hwy 40, Salina, KS 67401

Processing Procedure: Date and initial completed steps.

1. The public works department sends a copy of the document management form and permit to Operations Manager (OM) & Assistant County Engineer for recommendation.

Comments: Ensure all areas are backfilled, re-establish elevations and repair the existing right of way profiles within the work area. Maintain proper traffic control procedures during construction.

Signature:  8/16/20

2. The public works department sends a copy of Highway Use Permit to Township for recommendation. Township will call Public Works with any recommendations, if applicable.

Comments: **Manhattan**

The public works department attaches document management form to permit and gets recommendation signature from County Engineer. If recommended proceed by submitting scanned .pdf file (to include: Doc. Management Form and Original Highway Use Permit, with County Engineer signature and any additional maps or pages) to Minute Traq for scheduling of Commission meeting agenda. Place "Sign Here" post-it on original and deliver original to County Clerk's designated employee. Keep one copy here for our files.

Date _____ by _____

3. County Clerk via Minute Traq schedules permit to be signed by Chairman during next BOCC business meeting.
4. BOCC Chairman signs and dates permit. County Clerk produces 2 copies of permit including attached maps and sends to Administrative Clerk Public Works **the next business day**. County Clerk keeps original.
5. The public works department distributes copies of permit received from County Clerk.

CC: Petitioner ☐

Operations Manager ☐

Township Trustee: _____ (if on Township Road) ☐

Highway Use Permit filed with Document Management Form attached ☐

Date _____ by _____

Submitted by: _____

Date Submitted: _____

Attachment: 08.13.21-Mid Kansas Underground_Freeman Rd (11073 : Highway Use Permit)

Permit No. _____

APPLICATION FOR HIGHWAY USE PERMIT

Riley County, Kansas

.. MID KS UNDERGROUND, INC. UNDERGROUND UTILITIES
 Applicant Name Type of Construction

1345 OLD HWY 40 SALINA KS 67401
 Applicant Mailing Address City State Zip

Applicant hereby requests permission to PERFORM INSTALLATION OF H₂O METERS
 along and/or across the public roads of Riley County, Kansas, according to the details and route shown on the attached plans and standards
 for said construction.

A \$100 Application Fee and a detailed map of location (include an aerial when possible) are required.

In support of its application, the Applicant states it is in the best interest of the residents of Riley County to allow construction of said facility. In addition, Applicant agrees as follows:

- A. Facility shall be installed in conformance with all items on approved plans, pertinent national codes/standards and the Riley County Highway Use Permit Requirements and Procedures. Any request for variance shall be an addendum to this application. Any utility sharing facilities with another entity is required to obtain a separate Highway Use Permit for their installation.
- B. A refundable deposit as specified in the Riley County Highway Use Permit Requirements and Procedures, made payable to Riley County, Kansas, shall accompany this application to guarantee satisfactory performance of the conditions of this permit.
- C. The County Engineer and/or the Township Trustee shall have the authority to require any needed repairs resulting from such construction in the road right-of-way for a period of one year from date of completed construction.
- D. In the event of road improvement or maintenance within the right-of-way, the applicant or its assigns will be responsible for the relocation of the facility at no cost to Riley County or the Township.
- E. Applicant shall notify the County Engineer at least 2 business days prior to the beginning of construction and upon completion of construction at 785-537-6330.
- F. It is understood, the work shall commence within three (3) months of the permit approval and be completed within thirty (30) days of the estimated duration of construction otherwise, the permit becomes null and void, unless an extension of time is approved.
- G. Applicant further represents it shall comply with and abide by any rule, regulation or condition of the permit made by the County Engineer and/or the Township Trustee.

Submitted by: DUSTY HELLER
 Submitter's signature

9/12/21
 Date

DUSTY HELLER PM
 Printed Name & Title

785-706-8171
 Submitter's Telephone Number

MID KS UND. INC.
 Contractor Name

DHELLER@GMAIL.COM
 Submitter's Email Address

 Contractor Telephone Number

9/2/21
 Proposed Date of Construction

17 DAYS
 Estimated Duration of Construction

RECOMMENDED BY: John Elho

Riley County Engineer

Permit granted this _____ day of _____, 20____.

BOARD OF COUNTY COMMISSIONERS
 RILEY COUNTY, KANSAS

Chairman

OFFICE USE ONLY:

Application Fee: \$100

\$1,000 Deposit ☒ Bond ☒ Letter ☒

Receipt No. 12623 Date: 8-13-21

Signature: S.S.

Attachment: 08.13.21-Mid Kansas Underground_Freeman Rd (11073 : Highway Use Permit)





PUBLIC WORKS
Permit

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

COMMISSION AGENDA REPORT

FROM: Shannon Sterling, Administrative Assistant
MEETING: August 26, 2021
SUBJECT: Highway Use Permit, Mid Kansas Underground
PRESENTER: Gary Rosewicz, Assistant County Engineer

BACKGROUND

Mid Kansas Underground is requesting permission perform installation of water main in right of way at 1725 Wildcat Creek Rd, 6010 Tuttle Terrace, and 6020 Tuttle Terrace.

RECOMMENDATION(S)

Staff recommends approval of the Highway Use Permit as presented.

POSSIBLE MOTION(S)

Move to approve the Highway Use Permit granting Mid Kansas Underground permission to complete the work as outlined in the Permit.

Enclosures:

- 08.13.21-Mid Kansas Underground_Tuttle Terr (PDF)

Permit No. _____

APPLICATION FOR HIGHWAY USE PERMIT

Riley County, Kansas

MID KS UNDERGROUND, INC. UNDERGROUND UTILITIES
 Applicant Name Type of Construction

1345 OLD HWY 40 SALINA KS 67401
 Applicant Mailing Address City State Zip

Applicant hereby requests permission to PERFORM INSTALLATION OF H₂O MAIN IN ROW
 along and/or across the public roads of Riley County, Kansas, according to the details and route shown on the attached plans and standards
 for said construction.

A \$100 Application Fee and a detailed map of location (include an aerial when possible) are required.

In support of its application, the Applicant states it is in the best interest of the residents of Riley County to allow construction of said facility. In addition, Applicant agrees as follows:

- Facility shall be installed in conformance with all items on approved plans, pertinent national codes/standards and the Riley County Highway Use Permit Requirements and Procedures. Any request for variance shall be an addendum to this application. Any utility sharing facilities with another entity is required to obtain a separate Highway Use Permit for their installation.
- A refundable deposit as specified in the Riley County Highway Use Permit Requirements and Procedures, made payable to Riley County, Kansas, shall accompany this application to guarantee satisfactory performance of the conditions of this permit.
- The County Engineer and/or the Township Trustee shall have the authority to require any needed repairs resulting from such construction in the road right-of-way for a period of one year from date of completed construction.
- In the event of road improvement or maintenance within the right-of-way, the applicant or its assigns will be responsible for the relocation of the facility at no cost to Riley County or the Township.
- Applicant shall notify the County Engineer at least 2 business days prior to the beginning of construction and upon completion of construction at 785-537-6330.
- It is understood, the work shall commence within three (3) months of the permit approval and be completed within thirty (30) days of the estimated duration of construction otherwise, the permit becomes null and void, unless an extension of time is approved.
- Applicant further represents it shall comply with and abide by any rule, regulation or condition of the permit made by the County Engineer and/or the Township Trustee.

Submitted by: DUSTY HELLER
 Submitter's signature

8/12/21
 Date

DUSTY HELLER PM
 Printed Name & Title

785-706-8171
 Submitter's Telephone Number

MID KS UND. INC.
 Contractor Name

DHELLER.LARSON@GMAIL.COM
 Submitter's Email Address

 Contractor Telephone Number

8/19/21
 Proposed Date of Construction

7 DAYS
 Estimated Duration of Construction

RECOMMENDED BY: [Signature]
 Riley County Engineer

Permit granted this _____ day of _____, 20____.

BOARD OF COUNTY COMMISSIONERS
 RILEY COUNTY, KANSAS

 Chairperson

OFFICE USE ONLY:

Application Fee: \$100.00

\$1,000 Deposit ☒ Bond ☒ Letter ☒

Receipt No. 12623 Date: 8-13-21

Signature: S.S.









COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: August 26, 2021

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2021-08 F Usoltseff - PRN Paramedic (green) (PDF)
- 2021-08 G Rosewicz - Assist PW Director (green)(PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date: 8/13/2021
☒ Change		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

Usoltseff	Fred		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

Paramedic	EMS	0001-000020
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Position Title Department Fund

8/12/2021	☐ Exempt	☒ Non-Exempt		☒ Yes	☐ No
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Effective Date Ending Date For Temporary Is this a budgeted position?

Paramedic	2	\$17.16	☐ Hour	\$	☐ Bi-weekly	☐ 40	☒ up to 32 month
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Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department: David A. Adams Date: 8-18-21

Personnel: E. J. Adams 8/20/21

BOCC

Chairman: _____

Member: _____

Member: _____

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date: 08/19/2021
☒ Change		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

Rosewicz	Gary		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

Asst PW Director/Asst Co. Engineer	Public Works	001-040
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Position Title Department Fund

09/17/2021	☒	☐		☒ Yes	☐ No
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Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

GG	\$	☐ Hour	\$ 5,071.86	☒ Bi-weekly	☒ 40	☐
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Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department: John Ellerman Date: 8-20-2021

Personnel: E. Rosewicz 8/21/21

BOCC

Chairman: _____

Member: _____

Member: _____



COUNTY CLERK & ELECTIONS
Agreement

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

MEMORANDUM

FROM: Elizabeth Ward, Human Resource Manager

MEETING: August 26, 2021

SUBJECT: Riley County Summer Intern Introduction

PRESENTER: Elizabeth Ward

Riley County is proud to have several interns throughout the year, across many departments. At the Commissioners' request, we will begin presenting the interns at the Commission meeting, giving the Commissioners a chance to meet and talk with the interns, as well as giving the interns a view of local governance.

Currently, Riley County has four interns; three are working in the Health Department and one in Planning and Development.

Health Department

Julia Hagen

Julia Hagen is originally from New York, graduated from the University of Wisconsin-Madison in Spring of 2020 with degrees in Gender & Women's Studies and Sociology and is currently a second-year Master's Candidate in Couple's and Family Therapy at K-State. She began seeing clients at the Family Center on campus and developed a clinical interest in working with LGBTQ+ individuals and couples, perinatal/postpartum individuals and families, and issues with sexual and reproductive health and functioning.

Julia started seeing clients at RCHD Maternal & Child Health at the beginning of the summer and has so far provided individual psychotherapy, couples therapy, and parent-child play therapy with clients through the health department. Many clients are perinatal or postpartum individuals and families, or individuals who have utilized various Health Department resources or services in the past. Julia hopes to continue to work with various communities and populations through this placement site and help clients

process their past trauma, establish healthy self-care and coping strategies, and form meaningful and balanced interpersonal and family relationships.

Barkley Pool

Barkley Pool attended the University of South Alabama, Women's Health Nurse Practitioner program and anticipates graduating this December with a Masters of Science in Nursing (MSN). Additionally, she will have graduated with a specialization in Women's Health (WHNP). Although Barkley does not currently live in Manhattan, she still considers Manhattan home, she grew up in Manhattan and most of her family still live here. Barkley is married to an Active Duty Army Psychologist and they have a 2-year-old daughter.

In terms of clinical experience, she has been a nurse for 17 years, with the last 15 years serving in the Neonatal Intensive Care Unit. Barkley has my Bachelor's of Science in Nursing (BSN) as well as National Certification in Neonatal Intensive Care. She has also completed 3 other WHNP related clinicals here in Manhattan.

Barkley is excited to have joined Riley County Health Department as she believes public health services, including reproductive health are an invaluable service to the community, especially for the underserved population. A broad goal she has for this clinical placement is learning more about all of the programs and services provided by the health department. Barkley believes in comprehensive or holistic care and enjoys collaborating with other providers and utilizing various resources to treat patients. Barkley is truly grateful and thankful for this opportunity to complete her final clinical hours at the health department. She is at the final stages of clinicals and academic training and very soon, will begin transitioning from a student to a provider. A very exciting and hard earned professional change!

Carly Davis

Carly Davis was born and raised in Minneapolis, Minnesota where she then attended the University of Minnesota, Twin Cities, graduating with a bachelor's degree in the spring of 2020 in Family Social Science with a focus in family therapy, and specialization in working with children with ASD (autism spectrum diagnosis). She then moved to Manhattan to pursue a master's degree in Couple's and Family Therapy at Kansas State University and is now beginning her second year in the program. After beginning to work with clients, Carly recognized that her clinical interests remain for the most part broad, finding excitement in the diversity of her clients and their unique reasons for seeking therapy.

Carly's more specific clinical interests include working with couples, children, LGBTQ+ individuals, clients with disordered eating, and clients who have experienced trauma. Through her work as a student therapist at both the Family Center and the RCHD Maternal and Child Health Center, Carly continues to broaden her knowledge of the human condition, and her understanding of what it means to show up in the room for her clients. A priority for Carly has always been to provide free mental health services throughout her career, so the work she is able to do through the Health Department is immensely meaningful. Carly is excited to continue her lifelong journey of becoming a therapist.

Planning & Development:**Lindsay Mason:**

Lindsay has lived in Manhattan KS for two years now while obtaining a Masters of Public Health from K-State. Lindsay is originally from central Illinois where she received a Bachelors in Biology/Zoology. She then worked in the veterinary field for several years after and subsequently decided to go into the MPH program and specialize in infectious disease and zoonosis.

Lindsay is interested in all aspects of public health, and has worked with vector diseases, emergency coordination during COVID-19, and now environmental health. Lindsay plans to graduate in December. In addition to this internship at the environmental health office, she works for the Office of Educational Innovation and Evaluation at K-State where she is a graduate research assistant and assist in the evaluation of large grant-funded projects.

Lindsay's in-town family consists of her husband, who previously worked at Harry's in Manhattan, and now is a manager at The Guilty Biscuit. She also has three cats. Lindsay's hobbies include reading, knitting, sewing, and cooking with her husband.

Enclosures:



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
August 30, 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

9:20 AM

Break

9:30 AM

Press Conference

2. Presentation of retirement plaque to Gary Rosewicz - John Ford (3-5 minutes)

9:50 AM

Dana Nayduch

3. White Canyon proposed benefit district

Adjournment

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

Attachment: 08-30-21 tentative agenda (10490 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
September 02, 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

Tami Robison, Budget and Finance Officer

1. Present final proposed budget & notice of budget hearing/intent to exceed RNR

9:15 AM

Michael Boller, Noxious Weed Director

2. Staff update

9:30 AM

Greg McHenry, Appraiser

3. Staff update

9:55 AM

Break

10:00 AM

Amanda Smeller, Planning/Special Projects Director

4. Staff update

10:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

5. Administrative Work Session

10:35 AM

Gary Rosewicz, Assistant County Engineer

6. Bid opening for Riley County Transfer Station Truck Scales

Attachment: 09-02-21 tentative agenda (10490 : Tentative Agenda)

10:45 AM

Gary Rosewicz, Assistant County Engineer

7. Bid opening for West 32nd Avenue bridge replacement

Adjournment**Announcement**

Riley County Offices will be closed Monday, September 6th due to the observance of the Labor Day holiday.

The Board of County Commissioners will not be in session on Monday, September 6th.

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

Attachment: 09-02-21 tentative agenda (10490 : Tentative Agenda)



COUNTY CLERK & ELECTIONS
Contract

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Administrative Assistant II

MEETING: August 26, 2021

SUBJECT: Contract for Services with Alice Massimi Crouch for Communication & Social Media

PRESENTER: Rich Vargo, County Clerk

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:

- PIO.Independent.Kor.Agreement (DOCX)

Contract for Services

This is a contract between Alice Massimi Crouch and the Riley County Government for communication/social media services. Alice Massimi Crouch will be referred to as “Contractor” throughout this document. The Riley County Government will be referred to as “the Client”. All parties agree to the following:

1. **SERVICES:** The Client requires a communication professional to assist with professional, timely, and accurate public information services including public relations, social media management, media relations, and educational marketing. The Contractor agrees to perform such services personally subject to the terms and conditions of this contract for services. No such services can be subcontracted by Contractor without the advance written agreement of Client.

The contractor shall perform the following services for the Client:

- A. Write formal media releases and edit copy
- B. Publish public service announcements
- C. Provide guidance on the use of social media
- D. Disseminate public information as needed
- E. Create and execute social media campaigns
- F. Handle all press inquiries referred by Client or Department Heads
- G. Oversee Website Redesign Process

2. **EQUIPMENT** the Contractor will supply the equipment needed to perform the services as listed, except if the Contractor’s work must be performed on or with the Company’s equipment (i.e. any access programs to information sharing that the Client requires). The Client will provide access to department records, data, or infrastructure (tools) as necessary for Contractor to fulfill her obligations under this contract, provided Contractor first executes and returns to Client any document Client requires before allowing Contractor access to Client’s computer network, access programs or infrastructure. Contractor will provide the means necessary to complete the services as outlined in Section 1 of this document.

3. **FINANCIAL AGREEMENT:** The Client will pay Contractor \$32.25 per hour for work up to 20 hours per week. The Contractor **will not** work over 40 hours without the advance written permission of the Client.

Contractor will invoice on a monthly basis on the last day of the month to be paid by the Client the following month. Time spent recording work and invoicing will not be

considered time worked and will not be invoiced or billed to Client. The compensation agreed upon in this section will be the sole compensation provided to the Contractor under this agreement.

No Payment in Certain Circumstances: Payment will not be made to the Contractor under these circumstances:

- A. Contractor did not perform the Services to the reasonable satisfaction of the Client.
- B. Services are performed outside of the agreed-upon term set forth in this contract.
- C. Client may terminate this contract immediately for convenience at any time during the term, by verbal or written notice and may immediately deny Contractor access to Client's computer network, even before Contractor receives verbal or written notice from Client. Upon receipt of such notice of termination, Contractor shall immediately cease all work under this agreement and immediately return to Client all of Client's equipment, records and data. If this contract is terminated by Client for convenience, Contractor shall only be paid for acceptable work completed prior to termination.

4. **TERM:** It is mutually agreed that this contract shall begin _____ and is for an **indefinite term, such term to end at the sole discretion of Client.** Subject to paragraph 3.C. herein, during such term, this contract may be reviewed, revised, or cancelled at the request of either party if such party gives **10 days** advance written notice to the other party. Subject to paragraph 3.C. herein, and provided the required 10 days advance written notice described in this paragraph has been given, both parties agree to work towards a mutually beneficial contract.

5. **CREDENTIALS:** The Client will maintain the credentials and login details necessary during the term of the contract. The client will share these credentials and logins with the Contractor as necessary for them to perform their work, provided Contractor executes and returns to Client any document(s) Client requires before allowing Contractor access to Client's computer network, access programs or infrastructure. (See paragraph 2 herein.) Contractor will not share these credentials and login details with third parties without advance written permission from Client. At the cancellation or expiration of this contract, access to Client's computer network, access programs and infrastructure will end and all related accounts will be surrendered by Contractor and Contractor will be prohibited from accessing them except as a member of the public.

6. **CONFIDENTIALITY:** Due to the nature of the work, the Contractor will have access to or receive information that may be considered confidential by the Client. The Contractor will treat confidential information as such and will not disclose such information to any third party or use it for any purpose but fulfilling the terms set forth in this contract.

7. LEGAL CONTINGENCIES:

a. Work products produced from this contract are the property of the Client and shall not be used for any other purpose without written permission from Client. Work products include, but are not limited to all materials and branded materials which represent the Client. This does not include generic templates, tools, or online workspaces the Contractor maintains to perform her work, and which generic templates, tools or online workspaces Contractor owned prior to her full-time employment by Client and prior to her work under this contract.

b. This contract shall conform with the laws of the State of Kansas. Kansas law, without reference to its conflict of laws principles, will prevail in the event of any conflict between this contract and state law. Any legal actions taken under the scope of this contract will be filed in state district court in Riley County, Kansas, or if in federal court, in Topeka, Kansas, to the exclusion of the courts of any other states or country. Both parties submit to venue and jurisdiction in these courts. In the event an action or claim arises outside of the exclusive jurisdiction specified herein which names County as a party, Contractor agrees to initiate, consent to and/or cooperate with any and all efforts to remove the matter to the exclusive jurisdiction named herein and otherwise to take any and all reasonable actions to achieve Client's objectives of this provision.

8. **CONTRACTOR STATUS:** Those involved agree the relationship status between Alice Massimi Crouch and the Riley County Government is that of an independent contractor. The Contractor has the sole right to establish the means, details, manner, and method the services will be performed while performing the services at any time, place, or location. Contractor is not eligible for employee benefits provided by the Client. Contractor will be solely responsible for payment of all federal, state, and local taxes that may accrue as a result of the services provided. No withholdings or deductions will be made from the compensation set forth.

9. **OTHER:** The Contractor may enter into or engage in other job opportunities as well as contracting opportunities during the terms of this agreement.

By signing this document both parties represent and agree this document is the final terms agreed upon by all involved and their duly authorized personnel.

 Alice Massimi Crouch Date
 Contractor

 Client Date
 Riley County Government



IT/GIS
Staff Update

Kevin Howser
IT/GIS Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6305

STAFF REPORT

FROM: Kevin Howser

MEETING: August 26, 2021

SUBJECT: IT/GIS Staff Update - August 2021

PRESENTER: Kevin Howser

Commissioners,

The last two months have been spent working on internal projects, as well as continued progress on department/countywide projects. Here are some highlights of the past month:

Information Technology (IT)

- Continued COVID 19 related work, including Splashtop remote access installs, assistance with Zoom and BOCC meetings, emergency Website updates, etc.
- Assist District Court with setup/teardown of Wareham jury selection site for two events.
- Work with ATA Bus on the conversion from a County hosted page to their own website, which better supports transportation needs such as bus scheduling, tracking, etc.
- 2021 computer swaps will be complete with the swap of a couple of Public Works pc's.
- Order hardware for final 2021 server swap, which will be done in late Nov. early Dec. (after hours for least customer disruption).
- Assist in relocation of FCRC employees within the facility.
- Deploy and retrieve equipment used by Extension at Pottorf Hall during annual Fair.
- Continue to work with RCHD on Vaccine Refrigerator monitoring issues.
- Assist with August election activities.
- Attend web based Microsoft Exchange training (1 tech), using program vouchers.
- Start initial discussions with Vendor regarding quotes for our 2022 Microsoft Enterprise Agreement renewal.
- Complete installation of equipment for new FCRC west end conference room.

- Evaluate and pursue quotes for an enterprise electronic document signature solution.
- Continue discussion with county PIO/Civic Plus on the 2021 refresh of the Riley County Website. Will be working changes thru DH meetings, then bring to BOCC.
- Work with District Court and State on a statewide project to convert DC employee email addresses to a consistent KSCourts.org format.
- Continue ongoing work with new PIO/HR staff on review/update of unfinished IT Policies, which has been delayed by Covid related work.
- Complete final tweaks/adjustments to
- Continue review of Microsoft Office upgrade strategy, which was delayed by Covid - needs to be done in 2021 on a departmental basis, with the least possible disruption.
- Completed monthly transfer of SVQs & Deeds to the State, the transfer of City Specials to Komtek/Newlook, and various customer requested phone programming changes.
- Ongoing account activation/deactivation, answering of help desk calls, Komtek/AS400 backups, resolution of user issues, swap of older/replacement of failed equipment, etc.

Geographic Information Systems (GIS)

- Attend work session with the Planning department regarding the Fort Riley Military Installation Resiliency project; supply useful GIS maps, data, etc.
- Work with IT and RCHD staff on Covid dashboard updates as well as plan for vaccine booster deployment.
- Contact Sanborn regarding setting up a kickoff meeting for our 2022 Ortho flight.
- Finalize planning/back end work to supply access to Ortho Oblique imagery to non-County (ie. RCPD, KSUPD, KSU) users.
- Work with Public Works and engineering company to update sewer/water line info on GIS website, to more accurately reflect actual line locations.
- Work with Konza management and RCPD to develop emergency response layers to submit to NG911, which will assist in dispatch for wildfires, lost hikers, accidents, etc.
- Update Ft. Riley roads/addresses for an App that Riley and Geary Co. Treasurers offices uses to determine county residency in order to charge property tax correctly.
- Host at Public Works a 3 day onsite Python scripting class, and attend - along with employees of other counties/City, in order to defray cost.
- Finalize work on new backup process for GIS related servers, which will significantly shorten recovery time, should these servers become non-functional in a disaster scenario, etc.
- Order RAM (memory) for GIS workstations, which will extend their effective lifespan.
- Download/test latest NG911 toolbox; make monthly NG911 data submissions.
- Misc. work orders; Lot of Record, Ag Use changes, Zoning updates, etc.

**Signed,
Kevin Howser**

Enclosures:



COMMUNITY CORRECTIONS
Staff Update

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

STAFF REPORT

FROM: Shelly Williams, Director, Riley County Community Corrections

MEETING: August 26, 2021

SUBJECT: Staff Update

PRESENTER: Shelly Williams, Director, Riley County Community Corrections

KDHE Opioid Grant

Earlier this summer, the Clay Counts Coalition Fiscal Officer/Grant Manager approved utilizing grant funds for ISO Megan Lewis to attend the National Association of Drug Court Professionals RISE21 Conference in National Harbor, MD. in August. However after further inquiry they realized they could not use the funds for out-of-state travel, only for the registration. Having already purchased an airline ticket, we requested the funds be utilized to pay for three registrations (verses one), with Riley County Appropriations and Carryover Reimbursement funds paying for travel.

Four staff attended the NADCP RISE21 August 15th through the 18th in National Harbor, MD.

We were notified in late July that we are eligible to apply a second year as an OD2A Sub-Award recipient. The applications are due back to KDHE by September 10th.

Drug Court

Brett Bruning and I have been working with the MESI, Be Able and Working Men of Christ exploring sober living and dual diagnosis housing options. Gaps exist within the community for both these types of housing needs. We had our fourth meeting last week and discovered several properties in foreclosure that may be a good fit for such housing needs.

Misc.

We were able to make some year-end purchases specific to officer safety. We are now able to access Dispatch through a mobile app. on our phones whether out in the field on home visits, or back in the interview rooms.

We also had cameras installed in the vehicles for those occasions where we are transporting juvenile and adult clients.

Enclosures:



COMMUNITY CORRECTIONS
Grant

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

COMMISSION AGENDA REPORT

FROM: Shelly Williams, Director, Riley County Community Corrections

MEETING: August 26, 2021

SUBJECT: FY22 Adult Services Carryover Reimbursement Budget

PRESENTER: Shelly Williams, Director, Riley County Community Corrections

BACKGROUND

The KDOC requires us to develop annual budgets with our carryover reimbursement monies, and requires both the Joint Corrections Advisory Boards and the BOCC to review and approve.

DISCUSSION

The carryover reimbursement dollars come from reimbursed drug testing fees, supervision fees or the sale of vehicles and/or old furniture/equipment.

We have \$11,488.76 in FY22 Carryover Reimbursement.

FISCAL IMPACT

Our balance forward for Adult Services Carryover FY22 is \$11,488.76 that is budgeted on the attached document.

RECOMMENDATION(S)

Approve the FY22 Adult Services Carryover Reimbursement Budget of \$11,488.76 as outlined in the attached document.

POSSIBLE MOTION(S)

Move to approve the FY22 Adult Services Carryover Reimbursement Budget of \$11,488.76 as outlined in the attached document.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- FY22 Adult Carryover Reimbursement Budget (PDF)

FY22

ADULT CARRYOVER REIMBURSEMENT PERSONNEL BUDGET NARRATIVE

Riley County Community Corrections

Reminder: To calculate salary to be paid for out of reimbursements: Enter the em
TOTAL Salary in column F; Update % in G to reflect the % of total salary to be paid
of reimbursement. The subtotal will calculate the Reimb share based on what is e

CARRYOVER REIMBURSEMENT PERSONNEL SECTION

1A ADMIN PERSONNEL

Name	FTE	New Staff	Salary Detail	Salary	Reimb percent	Salary Total
Employee A	0.6		Unfunded liabilities	5,296.74	100.00%	5,296.74
					100.00%	0.00
					100.00%	0.00
					100.00%	0.00
					100.00%	0.00
TOTAL SALARY						5,296.74

Name	Benefits Detail	Salary etc	Reimb percent	Subtotal	Benefit Total
Employee A		5,296.74	100.00%		1,459.25
	FICA Social Security	5,296.74	6.20%	328.40	
	FICA Medicare	5,296.74	1.45%	76.80	
	KPERS (Retirement Benefits)	5,296.74	9.90%	524.38	
	State Unemployment	5,296.74	10.00%	529.67	
	State Workman's Comp	5,296.74	0.00%	0.00	
	Health Insurance	0.00	100.00%	0.00	
	Life Insurance	0.00	100.00%	0.00	
	Longevity	0.00	100.00%	0.00	
	(Please Specify)	0.00	100.00%	0.00	
0		0.00	100.00%		0.00
	FICA Social Security	0.00	6.20%	0.00	
	FICA Medicare	0.00	1.45%	0.00	
	KPERS (Retirement Benefits)	0.00	4.00%	0.00	
	State Unemployment	0.00	1.00%	0.00	
	State Workman's Comp	0.00	1.00%	0.00	
	Health Insurance	0.00	100.00%	0.00	
	Life Insurance	0.00	100.00%	0.00	
	Longevity	0.00	100.00%	0.00	
	(Please Specify)	0.00	100.00%	0.00	

TOTAL BENEFITS **1,459.25**

1A TOTAL ADMIN PERSONNEL **6,755.99**

TOTAL AGENCY PERSONNEL CARRYOVER BUDGET **6,755.99**

Attachment: FY22 Adult Carryover Reimbursement Budget (11080 : FY22 Adult Services Carryover Reimbursement Budget)

FY22

ADULT CARRYOVER REIMBURSEMENT NON-PERSONNEL BUDGET NARRATIVE

Riley County Community Corrections

Please attach a Budget Summary to this document

AGENCY OPERATIONS SECTION

2A TRAVEL CATEGORY	Details	Total Expense	Reimb percent	TOTAL
Fuel/mileage	\$25 x 6	150.00	100.00%	150.00
Per Diem	\$8 x 3	22.77	100.00%	22.77
Vehicle Maintenance			100.00%	0.00
Vehicle Insurance	\$50 x 12	600.00	100.00%	600.00
			100.00%	0.00
			100.00%	0.00
			100.00%	0.00
2A TOTAL TRAVEL CATEGORY				772.77

Travel Category Comments

2B TRAINING CATEGORY	Details	Total Expense	Reimb percent	TOTAL
Fuel/mileage			100.00%	0.00
Per Diem			100.00%	0.00
Registration			100.00%	0.00
K-Tag/Tolls			100.00%	0.00
			100.00%	0.00
			100.00%	0.00
2B TOTAL TRAINING CATEGORY				0.00

Training Category Comments

2C COMMUNICATION CATEGORY	Details	Total Expense	Reimb percent	TOTAL
Cell Phone	\$60 x 12	720.00	100.00%	720.00
Internet Services			100.00%	0.00
Land Line	\$165 x 12	1,980.00	100.00%	1,980.00
			100.00%	0.00
			100.00%	0.00
2C TOTAL COMMUNICATION CATEGORY				2,700.00

Cell phone: cell phone allowance \$30/month x 2 employees

2D EQUIPMENT CATEGORY	Details	Total Expense	Reimb percent	TOTAL
Computer			100.00%	0.00
Printer			100.00%	0.00
			100.00%	0.00
			100.00%	0.00
			100.00%	0.00
			100.00%	0.00
Vehicle Purchase			100.00%	0.00
2D TOTAL EQUIPMENT CATEGORY				0.00

Attachment: FY22 Adult Carryover Reimbursement Budget (11080 : FY22 Adult Services Carryover Reimbursement Budget)

FY22

ADULT CARRYOVER REIMBURSEMENT NON-PERSONNEL BUDGET NARRATIVE

Riley County Community Corrections

Please attach a Budget Summary to this document

Equipment Category Comments

2E	SUPPLIES/COMMODITIES CATEGORY	Details	Total Expense	Reimb percent	TOTAL
	Office Supplies	\$85 x 12	1,020.00	100.00%	1,020.00
	Postage	\$10 x 12	120.00	100.00%	120.00
	Printing			100.00%	0.00
				100.00%	0.00
				100.00%	0.00
				100.00%	0.00
				100.00%	0.00
2E	TOTAL SUPPLIES/COMMODITIES CATEGORY				1,140.00

Supplies Category Comments

2F	FACILITY CATEGORY	Details	Total Expense	Reimb percent	TOTAL
	Rent			100.00%	0.00
	Utilities			100.00%	0.00
	Insurance			100.00%	0.00
	Trash Service			100.00%	0.00
	Building Maintenance			100.00%	0.00
				100.00%	0.00
				100.00%	0.00
				100.00%	0.00
				100.00%	0.00
2F	TOTAL FACILITY CATEGORY				0.00

Facility Category Comments

2G	CONTRACTUAL CATEGORY	Details	Total Expense	Reimb percent	TOTAL
	Copier Maintenance			100.00%	0.00
	Computer Maintenance			100.00%	0.00
	Shredding	\$10 x 12	120.00	100.00%	120.00
	Postage Meter Rental			100.00%	0.00
	Membership / Subscription Dues and fees			100.00%	0.00
				100.00%	0.00
				100.00%	0.00
				100.00%	0.00
				100.00%	0.00
				100.00%	0.00
2G	TOTAL CONTRACTUAL CATEGORY				120.00

Contractual Category Comments

TOTAL AGENCY OPERATIONS SECTION

4,732.77

Attachment: FY22 Adult Carryover Reimbursement Budget (11080 : FY22 Adult Services Carryover Reimbursement Budget)

	FY22
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ADULT CARRYOVER REIMBURSEMENT NON-PERSONNEL BUDGET NARRATIVE	
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Riley County Community Corrections

Please attach a Budget Summary to this document									
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CONTRACTS/CLIENT SERVICES SECTION						
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3A	CONTRACTS/CLIENT SERVICES	Details	Total Expense	Reimb percent			TOTAL
		Drug Testing Supplies		100.00%			0.00
		Drug Testing Services		100.00%			0.00
		Substance Abuse Evaluations		100.00%			0.00
		Substance Abuse Treatment		100.00%			0.00
		Mental Health Evaluations		100.00%			0.00
		Mental Health Treatment		100.00%			0.00
		Sex Offender Evaluations		100.00%			0.00
		Sex Offender Treatment		100.00%			0.00
		Academic Education Services		100.00%			0.00
		Vocational Education Services		100.00%			0.00
		Transportation Assistance		100.00%			0.00
		Housing Assistance		100.00%			0.00
		Subsistence		100.00%			0.00
		Cognitive Skills		100.00%			0.00
		Client Incentives		100.00%			0.00
		Electronic Monitoring Services		100.00%			0.00
		Surveillance Services		100.00%			0.00
				100.00%			0.00
				100.00%			0.00
				100.00%			0.00
				100.00%			0.00
				100.00%			0.00
				100.00%			0.00
				100.00%			0.00
				100.00%			0.00
3A	TOTAL CONTRACTS/CLIENT SERVICES						0.00

Client Services Category Comments

TOTAL CONTRACTS/CLIENT SERVICES SECTION	0.00
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TOTAL CONTRACTS/CLIENT SERVICES SECTION	0.00
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TOTAL AGENCY CARRYOVER REIMBURSEMENT BUDGET FOR OPERATIONS, CONTRACTS/SVCS	4,732.77
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TOTAL AGENCY CARRYOVER REIMBURSEMENT BUDGET FOR OPERATIONS, CONTRACTS/SVCS	4,732.77
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FY22

ADULT CARRYOVER REIMBURSEMENT BUDGET SUMMARY

Riley County Community Corrections

Please attach a Budget Narrative to this document

PERSONNEL SECTION		
1A	ADMIN PERSONNEL CATEGORY	
	Salary	5,296
	Benefits	1,459
1B	AISP PERSONNEL CATEGORY	
	Salary	0
	Benefits	0
	TOTAL PERSONNEL	6,755.
AGENCY OPERATIONS SECTION		
2A	TRAVEL CATEGORY	772.
2B	TRAINING CATEGORY	0.
2C	COMMUNICATIONS CATEGORY	2,700.
2D	EQUIPMENT CATEGORY	0.
2E	SUPPLIES/COMMODITIES CATEGORY	1,140.
2F	FACILITY CATEGORY	0.
2G	CONTRACTUAL CATEGORY	120.
	TOTAL AGENCY OPERATIONS	4,732.
3A	CONTRACTS/CLIENT SERVICES CATEGORY	
	TOTAL CONTRACTS/CLIENT SERVICES	0.
	TOTAL CARRYOVER REIMBURSEMENT BUDGET	11,488.
1A RESIDENTIAL PERSONNEL SECTION		
	Salary	0.
	Benefits	0.
	TOTAL RESIDENTIAL PERSONNEL	0.
RESIDENTIAL OPERATIONS SECTION		
2A	TRAVEL CATEGORY	0.
2B	TRAINING CATEGORY	0.
2C	COMMUNICATIONS CATEGORY	0.
2D	EQUIPMENT CATEGORY	0.
2E	SUPPLIES/COMMODITIES CATEGORY	0.
2F	FACILITY CATEGORY	0.
2G	CONTRACTUAL CATEGORY	0.
	TOTAL RESIDENTIAL OPERATIONS	0.
3A	RESIDENTIAL CONTRACTS/CLIENT SERVICES SECTION	
	TOTAL RESIDENTIAL CONTRACTS/CLIENT SERVICES	0.
	TOTAL RESIDENTIAL CARRYOVER REIMBURSEMENT BUDGET	0.
	TOTAL FY22 CARRYOVER REIMBURSEMENT BUDGET	11,488.70

Attachment: FY22 Adult Carryover Reimbursement Budget (11080 : FY22 Adult Services Carryover Reimbursement Budget)

SIGNATORY APPROVAL
FY 2022 Carryover Reimbursement Plan
Budget Summary and Budget Narrative
Riley County Community Corrections
Adult Services

DIRECTOR / ADMINISTRATIVE CONTACT

I hereby certify by my signature that I have developed my agency's FY 2022 Carryover Reimbursements Plan, attached hereto, with the active participation of my agency's Corrections Governing/Advisory Board, and that I have reviewed the Plan for accuracy. I further certify that I find the Plan complies with the written directions supplied me by KDOC and with applicable Kansas statutes, regulations, and KDOC standards and financial guidelines.

Shelly Williams

Name (Typed or Printed)

Shelly Williams

Signature

8/24/21

Date

GOVERNING/ADVISORY BOARD CHAIRPERSON

I hereby certify by my signature below that the Corrections Governing/Advisory Board has actively participated in development of the attached FY 2022 Carryover Reimbursements Plan and that the Board has reviewed the Plan for accuracy and compliance with applicable Kansas statutes, regulations, and KDOC standards and financial guidelines, and approves it.

Linda Teener

Name (Typed or Printed)

Signature

Date

COUNTY COMMISSION CHAIRPERSON (Sponsoring County)

I hereby certify by my signature below that the Board of County Commissioners has reviewed the attached FY 2022 Carryover Reimbursements Plan for accuracy and compliance with applicable Kansas statutes, regulations, and KDOC standards and financial guidelines and approves it.

John Ford

Name (Typed or Printed)

Signature

Date

Attachment: FY22 Adult Carryover Reimbursement Budget (11080 : FY22 Adult Services Carryover Reimbursement Budget)



COMMUNITY CORRECTIONS
Grant

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

COMMISSION AGENDA REPORT

FROM: Shelly Williams, Director, Riley County Community Corrections

MEETING: August 26, 2021

SUBJECT: FY22 Juvenile Services Carryover Reimbursement Budget

PRESENTER: Shelly Williams, Director, Riley County Community Corrections

BACKGROUND

The KDOC requires us to develop annual budgets with our carryover reimbursement monies, and requires both the Joint Corrections Advisory Boards and the BOCC to review and approve.

DISCUSSION

The carryover reimbursement dollars come from reimbursed drug testing fees, supervision fees or the sale of vehicles and/or old furniture/equipment.

In FY21, juvenile core programs brought in and expended \$0 reimbursement dollars. We started FY21 with \$10,970.44 in carryover reimbursement. We received a CARES carryover reimbursement of \$2,642.52 for PPE supplies (purchased out of carryover reimbursement in FY20), \$115.50 from County auction items, and a \$375 credit from KDOC correcting an FY20 shortage. Therefore we are starting FY22 with \$14,103.46 in carryover reimbursement dollars.

In FY21, YCIIP brought in \$900 in supervision fees and spent \$441.15 in supplies and direct client services. We started FY21 with \$504.72 in YCIIP carryover reimbursement dollars. Therefore, our FY21 ending YCIIP carryover reimbursement dollar balance and our FY22 beginning balance is \$963.57.

The total amount carried forward for Juvenile Services (includes core & YCIIP carryover reimbursements) totals \$15,067.03.

FISCAL IMPACT

Our balance forward for Juvenile Services Carryover FY22 is \$15,067.03 that is budgeted on the attached document.

RECOMMENDATION(S)

Approve the FY22 Juvenile Services Carryover Reimbursement Budget of \$15,067.03 as outlined in the attached document.

POSSIBLE MOTION(S)

Move to approve the FY22 Juvenile Services Carryover Reimbursement Budget of \$15,067.03 as outlined in the attached document.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- FY22 Juvenile Carryover Reimbursement Budget (PDF)

TOTAL BENEFITS	0.00
1A TOTAL ADMIN PERSONNEL	0.00

Personnel Category Comments

1B Non Admin PERSONNEL

Name	FTE	New Staff	Salary Detail	Salary	Reimb percent	TOTAL	
Employee A	0.6		AISO - Unfunded liabilities	3,528.03	100.00%	3,528.03	
					100.00%	0.00	
					100.00%	0.00	
					100.00%	0.00	
TOTAL SALARY						3,528.03	
Name			Benefits Detail	Salary etc	Reimb percent	Subtotal	Benefit Total
Employee A				3,528.03	100.00%		971.97
			FICA Social Security	3,528.03	6.20%	218.74	
			FICA Medicare	3,528.03	1.45%	51.16	
			KPERS (Retirement Benefits)	3,528.03	9.90%	349.27	
			State Unemployment	3,528.03	10.00%	352.80	
			State Workman's Comp	3,528.03	0.00%	0.00	
			Health Insurance	0.00	100.00%	0.00	
			Life Insurance	0.00	100.00%	0.00	
			Longevity (50 per year X 10 yrs)	0.00	100.00%	0.00	
			(Please Specify)	0.00	100.00%	0.00	
	0			0.00	100.00%		0.00
			FICA Social Security	0.00	6.20%	0.00	
			FICA Medicare	0.00	1.45%	0.00	
			KPERS (Retirement Benefits)	0.00	4.00%	0.00	
			State Unemployment	0.00	1.00%	0.00	
			State Workman's Comp	0.00	1.00%	0.00	
			Health Insurance	0.00	100.00%	0.00	
			Life Insurance	0.00	100.00%	0.00	
			Longevity (50 per year X 5 yrs)	0.00	100.00%	0.00	
			(Please Specify)	0.00	100.00%	0.00	
TOTAL BENEFITS							971.97
1B TOTAL Non Admin PERSONNEL							4,500.00
Personnel Category Comments							
TOTAL JUVENILE CARRYOVER PERSONNEL BUDGET							4,500.00

FY22

JUVENILE CARRYOVER REIMBURSEMENT PERSONNEL BUDGET NARRATIVE

Riley County Community Corrections

Reminder: To calculate salary to be paid for out of reimbursements: Enter the employee's TOTAL Salary in column F; Update % in G to reflect the % of total salary to be paid for out of reimbursement. The subtotal will calculate the Reimb share based on what is entered in Columns F & G

PERSONNEL SECTION

1A ADMIN PERSONNEL

Name	FTE	New Staff	Salary Detail	Salary	Reimb percent	TOTAL
					100.00%	0.
					100.00%	0.
					100.00%	0.
TOTAL SALARY						0.

Name	Benefits Detail	Salary etc	Reimb percent	Subtotal	Benefit Totals
0		0.00	100.00%		0.
	FICA Social Security	0.00	6.20%	0.00	
	FICA Medicare	0.00	1.45%	0.00	
	KPERS (Retirement Benefits)	0.00	4.00%	0.00	
	State Unemployment	0.00	1.00%	0.00	
	State Workman's Comp	0.00	1.00%	0.00	
	Health Insurance	0.00	100.00%	0.00	
	Life Insurance	0.00	100.00%	0.00	
	Longevity	0.00	100.00%	0.00	
	(Please Specify)	0.00	100.00%	0.00	
0		0.00	100.00%		0.
	FICA Social Security	0.00	6.20%	0.00	
	FICA Medicare	0.00	1.45%	0.00	
	KPERS (Retirement Benefits)	0.00	4.00%	0.00	
	State Unemployment	0.00	1.00%	0.00	
	State Workman's Comp	0.00	1.00%	0.00	
	Health Insurance	0.00	100.00%	0.00	
	Life Insurance	0.00	100.00%	0.00	
	Longevity (50 per year X 10 yrs)	0.00	100.00%	0.00	
	(Please Specify)	0.00	100.00%	0.00	

Attachment: FY22 Juvenile Carryover Reimbursement Budget (11078 : FY22 Juvenile Services Carryover Reimbursement Budget)

FY22

JUVENILE CARRYOVER REIMBURSEMENT NON-PERSONNEL BUDGET NARRATIVE

Riley County Community Corrections

AGENCY OPERATIONS SECTION

2A	TRAVEL CATEGORY	Details	Total Expense	Reimb percent	Total
	Fuel/mileage	\$25 x 6	150.00	100.00%	150.00
	Per Diem	\$25 x 6	150.00	100.00%	150.00
	Vehicle Mainenance	\$10 x 12	120.00	100.00%	120.00
	Vehicle Insurance	\$50 x 12	600.00	100.00%	600.00
			0.00	100.00%	0.00
2A	TOTAL TRAVEL CATEGORY				1,020.00

Travel Category Comments

2B	TRAINING CATEGORY	Details	Total Expense	Reimb percent	Total
	Fuel/Mileage	\$25 x 6	150.00	100.00%	150.00
	Per Diem	\$25 x 6	150.00	100.00%	150.00
	Registration	\$25 x 8	200.00	100.00%	200.00
	K-Tag/Tolls		0.00	100.00%	0.00
			0.00	100.00%	0.00
			0.00	100.00%	0.00
			0.00	100.00%	0.00
2B	TOTAL TRAINING CATEGORY				500.00

Training Category Comments

2C	COMMUNICATION CATEGORY	Details	Total Expense	Reimb percent	Total
	Cell Phone	\$75 x 12; \$85 x 12	1,920.00	100.00%	1,920.00
	Internet Services		0.00	100.00%	0.00
	Land Line	Clay \$51 x 12; Riley \$114 x12	1,980.00	100.00%	1,980.00
			0.00	100.00%	0.00
			0.00	100.00%	0.00
2C	TOTAL COMMUNICATION CATEGORY				3,900.00

Communication Category Comments

2D	EQUIPMENT CATEGORY	Details	Total Expense	Reimb percent	Total
	Computer			100.00%	0.00
	Printer		0.00	100.00%	0.00
			0.00	100.00%	0.00
			0.00	100.00%	0.00
	Vehicle Purchase		0.00	100.00%	0.00
2D	TOTAL EQUIPMENT CATEGORY				0.00

Attachment: FY22 Juvenile Carryover Reimbursement Budget (11078 : FY22 Juvenile Services Carryover Reimbursement Budget)

FY22

JUVENILE CARRYOVER REIMBURSEMENT NON-PERSONNEL BUDGET NARRATIVE

Riley County Community Corrections

Equipment Category Comments

2E	SUPPLIES/COMMODITIES CATEGORY	Details	Total Expense	Reimb percent	Total
	Office Supplies	\$101.12 x 12	1,213.44	100.00%	1,213.44
	Postage	\$25 x 12	300.00	100.00%	300.00
	Printing		0.00	100.00%	0.00
			0.00	100.00%	0.00
			0.00	100.00%	0.00
2E	TOTAL SUPPLIES/COMMODITIES CATEGORY				1,513.44

Supplies Category Comments

2F	FACILITY CATEGORY	Details	Total Expense	Reimb percent	Total
	Rent		0.00	100.00%	0.00
	Utilities		0.00	100.00%	0.00
	Insurance		0.00	100.00%	0.00
	Trash Service		0.00	100.00%	0.00
	Building Maintenance		0.00	100.00%	0.00
			0.00	100.00%	0.00
			0.00	100.00%	0.00
			0.00	100.00%	0.00
			0.00	100.00%	0.00
2F	TOTAL FACILITY CATEGORY				0.00

Facility Category Comments

2G	CONTRACTUAL CATEGORY	Details	Total Expense	Reimb percent	Total
	Copier Maintenance	\$185 x 12	2,220.00	100.00%	2,220.00
	Computer Maintenance		0.00	100.00%	0.00
	Shredding		0.00	100.00%	0.00
	Postage Meter Rental		0.00	100.00%	0.00
	Membership dues / Subscription fees	\$75 x 6	450.00	100.00%	450.00
			0.00	100.00%	0.00
			0.00	100.00%	0.00
			0.00	100.00%	0.00
			0.00	100.00%	0.00
			0.00	100.00%	0.00
2G	TOTAL CONTRACTUAL CATEGORY				2,670.00

Contractual Category Comments

TOTAL AGENCY OPERATIONS SECTION

9,603.44

Attachment: FY22 Juvenile Carryover Reimbursement Budget (11078 : FY22 Juvenile Services Carryover Reimbursement Budget)

	FY22
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JUVENILE CARRYOVER REIMBURSEMENT NON-PERSONNEL BUDGET NARRATIVE

Riley County Community Corrections

	CONTRACTS/CLIENT SVCS CATEGORY						
3A	CONTRACTS/CLIENT SERVICES	Details	Total Expense	Reimb percent			Total
	Drug Testing Supplies		0.00	100.00%			0.00
	Drug Testing Services		0.00	100.00%			0.00
	Substance Abuse Evaluations		0.00	100.00%			0.00
	Substance Abuse Treatment		0.00	100.00%			0.00
	Mental Health Evaluations		0.00	100.00%			0.00
	Mental Health Treatment		0.00	100.00%			0.00
	Sex Offender Evaluations		0.00	100.00%			0.00
	Sex Offender Treatment		0.00	100.00%			0.00
	Academic Education Services		0.00	100.00%			0.00
	Vocational Education Services		0.00	100.00%			0.00
	Transportation Assistance		0.00	100.00%			0.00
	Housing Assistance		0.00	100.00%			0.00
	Subsistence		0.00	100.00%			0.00
	Cognitive Skills		0.00	100.00%			0.00
	Client Incentives		0.00	100.00%			0.00
	Electronic Monitoring Services		0.00	100.00%			0.00
	Surveillance Services		0.00	100.00%			0.00
			0.00	100.00%			0.00
			0.00	100.00%			0.00
			0.00	100.00%			0.00
			0.00	100.00%			0.00
			0.00	100.00%			0.00
			0.00	100.00%			0.00
			0.00	100.00%			0.00
			0.00	100.00%			0.00
			0.00	100.00%			0.00
			0.00	100.00%			0.00
3A	TOTAL CONTRACTS/CLIENT SERVICES						0.00
Client Services Category Comments							
	TOTAL CONTRACTS/CLIENT SERVICES SECTION						0.00
	TOTAL JUVENILE CARRYOVER OPERATIONS & CONTRACTS/SVCS BUDGET						9,603.44

Attachment: FY22 Juvenile Carryover Reimbursement Budget (11078 : FY22 Juvenile Services Carryover Reimbursement Budget)

FY22

JUVENILE CARRYOVER REIMBURSEMENT IIP BUDGET NARRATIVE

Riley County Community Corrections

Please attach a Budget Summary to this document

IIP PERSONNEL SECTION

1A PERSONNEL

Name	Salary Detail	Total Salary	Reimb percent	Total
			100.00%	0.00
			100.00%	0.00
			100.00%	0.00
TOTAL SALARY				0.00

Name	Benefits Detail	Salary etc	Reimb percent	Subtotal	Benefits Total
0		0.00	100.00%		0.00
	FICA Social Security	0.00	6.20%	0.00	
	FICA Medicare	0.00	1.45%	0.00	
	KPERS (Retirement Benefits)	0.00	4.00%	0.00	
	State Unemployment	0.00	1.00%	0.00	
	State Workman's Comp	0.00	1.00%	0.00	
	Health Insurance	0.00	100.00%	0.00	
	Life Insurance	0.00	100.00%	0.00	
	Longevity	0.00	100.00%	0.00	
	(Please Specify)	0.00	100.00%	0.00	
0		0.00	100.00%		0.00
	FICA Social Security	0.00	6.20%	0.00	
	FICA Medicare	0.00	1.45%	0.00	
	KPERS (Retirement Benefits)	0.00	4.00%	0.00	
	State Unemployment	0.00	1.00%	0.00	
	State Workman's Comp	0.00	1.00%	0.00	
	Health Insurance	0.00	100.00%	0.00	
	Life Insurance	0.00	100.00%	0.00	
	Longevity (50 per year X 10 yrs)	0.00	100.00%	0.00	
	(Please Specify)	0.00	100.00%	0.00	
0		0.00	100.00%		0.00
	FICA Social Security	0.00	6.20%	0.00	
	FICA Medicare	0.00	1.45%	0.00	
	KPERS (Retirement Benefits)	0.00	4.00%	0.00	
	State Unemployment	0.00	1.00%	0.00	
	State Workman's Comp	0.00	1.00%	0.00	
	Health Insurance	0.00	100.00%	0.00	
	Life Insurance	0.00	100.00%	0.00	
	Longevity (50 per year X 10 yrs)	0.00	100.00%	0.00	
	(Please Specify)	0.00	100.00%	0.00	
TOTAL BENEFITS					0.00

1A TOTAL IIP PERSONNEL

0.00

Personnel Category Comments

Attachment: FY22 Juvenile Carryover Reimbursement Budget (11078 : FY22 Juvenile Services Carryover Reimbursement Budget)

FY22

JUVENILE CARRYOVER REIMBURSEMENT IIP BUDGET NARRATIVE

Riley County Community Corrections

Please attach a Budget Summary to this document

AGENCY OPERATIONS SECTION

2A	TRAVEL CATEGORY	Details	Total Expense	Reimb percent	Total
	Fuel/mileage		0.00	100.00%	0.00
	Per Diem		0.00	100.00%	0.00
	Vehicle Maintenance		0.00	100.00%	0.00
	Vehicle Insurance		0.00	100.00%	0.00
			0.00	100.00%	0.00
2A	TOTAL TRAVEL CATEGORY				0.00

Travel Category Comments

2B	TRAINING CATEGORY	Details	Total Expense	Reimb percent	Total
	Fuel		0.00	100.00%	0.00
	Per Diem		0.00	100.00%	0.00
	Registration	\$25 x 6	150.00	100.00%	150.00
	Mileage		0.00	100.00%	0.00
	K-Tag/Tolls		0.00	100.00%	0.00
			0.00	100.00%	0.00
			0.00	100.00%	0.00
2B	TOTAL TRAINING CATEGORY				150.00

Training Category Comments

2C	COMMUNICATION CATEGORY	Details	Total Expense	Reimb percent	Total
	Cell Phone		0.00	100.00%	0.00
	Internet Services		0.00	100.00%	0.00
	Land Line		0.00	100.00%	0.00
			0.00	100.00%	0.00
			0.00	100.00%	0.00
2C	TOTAL COMMUNICATION CATEGORY				0.00

Communication Category Comments

2D	EQUIPMENT CATEGORY	Details	Total Expense	Reimb percent	Total
	Computer		0.00	100.00%	0.00
	Printer		0.00	100.00%	0.00
			0.00	100.00%	0.00
			0.00	100.00%	0.00
	Vehicle Purchase		0.00	100.00%	0.00
2D	TOTAL EQUIPMENT CATEGORY				0.00

Equipment Category Comments

2E	SUPPLIES/COMMODITIES	Details	Total Expense	Reimb percent	Total
	Office Supplies	\$17 x 12	204.00	100.00%	204.00
	Postage	\$10 x 12	120.00	100.00%	120.00

Attachment: FY22 Juvenile Carryover Reimbursement Budget (11078 : FY22 Juvenile Services Carryover Reimbursement Budget)

FY22

JUVENILE CARRYOVER REIMBURSEMENT IIP BUDGET NARRATIVE

Riley County Community Corrections

Please attach a Budget Summary to this document

Printing	0.00	100.00%	0.00
	0.00	100.00%	0.00
	0.00	100.00%	0.00
2E TOTAL SUPPLIES/COMMODITIES CATEGORY			324.00

Supplies Category Comments

2F FACILITY CATEGORY	Details	Total Expense	Reimb percent	Total
Rent		0.00	100.00%	0.00
Utilities		0.00	100.00%	0.00
Insurance		0.00	100.00%	0.00
Trash Service		0.00	100.00%	0.00
Building Maintenance		0.00	100.00%	0.00
		0.00	100.00%	0.00
		0.00	100.00%	0.00
		0.00	100.00%	0.00
		0.00	100.00%	0.00
2F TOTAL FACILITY CATEGORY				0.00

Facility Category Comments

2G CONTRACTUAL	Details	Total Expense	Reimb percent	Total
Copier Maintenance		0.00	100.00%	0.00
Computer Maintenance		0.00	100.00%	0.00
Shredding		0.00	100.00%	0.00
Postage Meter Rental		0.00	100.00%	0.00
		0.00	100.00%	0.00
		0.00	100.00%	0.00
		0.00	100.00%	0.00
		0.00	100.00%	0.00
		0.00	100.00%	0.00
		0.00	100.00%	0.00
2G TOTAL CONTRACTUAL CATEGORY				0.00

Contractual Category Comments

TOTAL AGENCY OPERATIONS SECTION	474.00
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CONTRACTS/CLIENT SERVICES SECTION

3A CONTRACTS/CLIENT SERVICES	Details	Total Expense	Reimb percent	Total
Drug Testing Supplies		0.00	100.00%	0.00
Drug Testing Services		0.00	100.00%	0.00
Substance Abuse Evaluations		0.00	100.00%	0.00
Substance Abuse Treatment		0.00	100.00%	0.00
Mental Health Evaluations		0.00	100.00%	0.00
Mental Health Treatment		0.00	100.00%	0.00
Sex Offender Evaluations		0.00	100.00%	0.00
Sex Offender Treatment		0.00	100.00%	0.00
Academic Education Services	3rd Mil classes - \$60 x 7	420.00	100.00%	420.00
Vocational Education Services		0.00	100.00%	0.00
Transportation Assistance		0.00	100.00%	0.00
Housing Assistance		0.00	100.00%	0.00
Subsistence		0.00	100.00%	0.00
Cognitive Skills		0.00	100.00%	0.00
Client Incentives	Gift cards, incentives	69.57	100.00%	69.57

Attachment: FY22 Juvenile Carryover Reimbursement Budget (11078 : FY22 Juvenile Services Carryover Reimbursement Budget)

Attachment: FY22 Juvenile Reimbursement Budget (11078 : FY22 Juvenile Services Carryover Reimbursement Budget)

FY22

JUVENILE CARRYOVER REIMBURSEMENT BUDGET SUMMARY

Riley County Community Corrections

Please attach a Budget Narrative to this document

	PERSONNEL SECTION	Cells auto fill-Verify amounts against Narrative
1A	ADMIN PERSONNEL CATEGORY	
	Salary	0.00
	Benefits	0.00
1B	AISP PERSONNEL CATEGORY	
	Salary	3,528.03
	Benefits	971.97
	TOTAL PERSONNEL SECTION	4,500.00
	AGENCY OPERATIONS SECTION	Cells auto fill-Verify amounts against Narrative
2A	TRAVEL CATEGORY	1,020.00
2B	TRAINING CATEGORY	500.00
2C	COMMUNICATIONS CATEGORY	3,900.00
2D	EQUIPMENT CATEGORY	0.00
2E	SUPPLIES/COMMODITIES CATEGORY	1,513.44
2F	FACILITY CATEGORY	0.00
2G	CONTRACTUAL CATEGORY	2,670.00
	TOTAL AGENCY OPERATIONS SECTION	9,603.44
	CONTRACTS/CLIENT SERVICES SECTION	Cells auto fill-Verify amounts against Narrative
3A	CONTRACTS/CLIENT SERVICES CATEGORY	
	TOTAL CONTRACTS/CLIENT SERVICES CATEGORY	0.00
	TOTAL CONTRACTS/CLIENT SERVICES SECTION	0.00
1A	IIP PERSONNEL CATEGORY	
	Salary	0.00
	Benefits	0.00
	TOTAL PERSONNEL SECTION	0.00
	AGENCY OPERATIONS SECTION (IIP)	Cells auto fill-Verify amounts against Narrative
2A	TRAVEL CATEGORY	0.00
2B	TRAINING CATEGORY	150.00
2C	COMMUNICATIONS CATEGORY	0.00
2D	EQUIPMENT CATEGORY	0.00
2E	SUPPLIES/COMMODITIES CATEGORY	324.00
2F	FACILITY CATEGORY	0.00
2G	CONTRACTUAL CATEGORY	0.00
	TOTAL AGENCY OPERATIONS SECTION (IIP)	474.00
	CONTRACTS/CLIENT SERVICES CATEGORY (IIP)	Cells auto fill-Verify amounts against Narrative
3A	TOTAL CONTRACTS/CLIENT SERVICES SECTION (IIP)	489.57
	TOTAL JUVENILE FY22 CARRYOVER BUDGET	15,067.01

Attachment: FY22 Juvenile Carryover Reimbursement Budget (11078 : FY22 Juvenile Services Carryover Reimbursement Budget)

SIGNATORY APPROVAL
FY 2022 Carryover Reimbursement Plan
Budget Summary and Budget Narrative
Riley County Community Corrections

DIRECTOR / ADMINISTRATIVE CONTACT

I hereby certify by my signature that I have developed my agency's FY 2022 Carryover Reimbursements Plan, attached hereto, with the active participation of my agency's Corrections Governing/Advisory Board, and that I have reviewed the Plan for accuracy. I further certify that I find the Plan complies with the written directions supplied me by KDOC and with applicable Kansas statutes, regulations, and KDOC standards and financial guidelines.

Shelly Williams

Name (Typed or Printed)

Signature

Date

GOVERNING/ADVISORY BOARD CHAIRPERSON

I hereby certify by my signature below that the Corrections Governing/Advisory Board has actively participated in development of the attached FY 2022 Carryover Reimbursements Plan and that the Board has reviewed the Plan for accuracy and compliance with applicable Kansas statutes, regulations, and KDOC standards and financial guidelines, and approves it.

Linda Teener

Name (Typed or Printed)

Signature

Date

COUNTY COMMISSION CHAIRPERSON (Sponsoring County)

I hereby certify by my signature below that the Board of County Commissioners has reviewed the attached FY 2022 Carryover Reimbursements Plan for accuracy and compliance with applicable Kansas statutes, regulations, and KDOC standards and financial guidelines and approves it.

John Ford

Name (Typed or Printed)

Signature

Date

Attachment: FY22 Juvenile Carryover Reimbursement Budget (11078 : FY22 Juvenile Services Carryover Reimbursement Budget)



COUNTY CLERK & ELECTIONS
Staff Update

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

MEMORANDUM

FROM: Alice Massimi, PIO
MEETING: August 26, 2021
SUBJECT: PIO August Update
PRESENTER: Alice Massimi, PIO

Throughout the past month, I have worked on a variety of projects.

HEALTH DEPARTMENT:

COVID-19 communication continues to be at the forefront of what I am focused on for Riley County. While we enjoyed a dip in the number of cases and hospitalizations in May and June, the numbers this summer have unfortunately dramatically increased. I have continued to write and publish a weekly press release concerning COVID-19. Additionally, I have been social media posts and trying to minimize and correct the misinformation on our social media accounts regarding COVID-19. I've also been updating the COVID-19 section of our website to ensure it has the most up-to-date and relevant information for our community.

At the beginning of the month, we held a Facebook Live with Julie Gibbs, Aryn Price and Bob Copple to address the dramatic increase in cases and hospitalizations. We had over 300 people tune in for the Facebook live, and more than a hundred and fifty people ask questions or make comments. FB live continues to be an effective way to reach the community.

I facilitated a meeting between K-State Athletics and the Health Department to discuss ways to partner in promoting getting vaccinated. There will be more details to come from Julie.

I will be meeting with members of the Health Department this Friday to go over the basics of Canva, a graphics program, and social media best practices.

I've also been able to review some of the Health Departments SOPS to ensure they reflect the addition of a Riley County Public Information Officer. The updates have been passed along to the department.

FIRE DEPARTMENT

I issued a press release announcing the addition of John Martens and Doug Russell as part of the restructuring of Fire District #1. WIBW came out and interviewed both Deputy Fire Chiefs, and KMAN wrote a story.

SALES TAX PROPOSAL

The campaign to inform the community about the sales tax proposal is continuing to move forward. I have created a list of meetings, and I have sent those out to Commissioner Ford and John Ellermann to ascertain who can attend. We already have some presentations scheduled and some interviews with area news organizations.

I have also written a press release that can be distributed once John Ellermann returns to the office.

Social media posts are also being planned to ensure residents are receiving all of the information they need to make an informed decision.

ARCHIVE SOCIAL

Clancy has the contract, and hopefully, the commission will be able to move forward with this item and implement Archive Social.

PLANNING AND DEVELOPMENT

I am working with Amanda Smeller to help with messaging on the NG911 program and a program to encourage Riley County residents to recycle batteries.

WEBSITE:

Kevin and I continue to work with Civic Plus regarding the redesign of the website. We have a layout but are waiting on some final color palettes. Kevin will be presenting it to department heads and county commissioners in the coming weeks.

With the assistance of IT, we have created a process for departments to update the website. Now that we have cleaned up the website, we want to ensure it remains that way. Under the new SOP, those who received formal training via CivicPlus will be tasked with making routine changes for their departments. If there is no POC, departments have been asked to submit a help desk ticket, and IT can handle the changes.

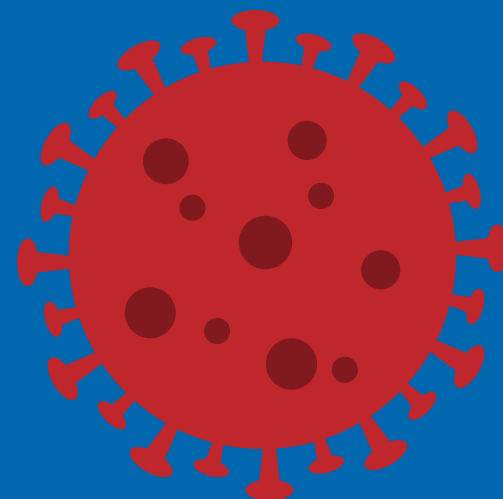
Finally, I would like to thank you all for giving me the opportunity to work at Riley County. I have truly enjoyed my time here and everyone I have met. It was hard to decide to leave Riley County and accept the US Chamber of Commerce position. I am still in town, so please let me know if I can be of any assistance.

Enclosures:

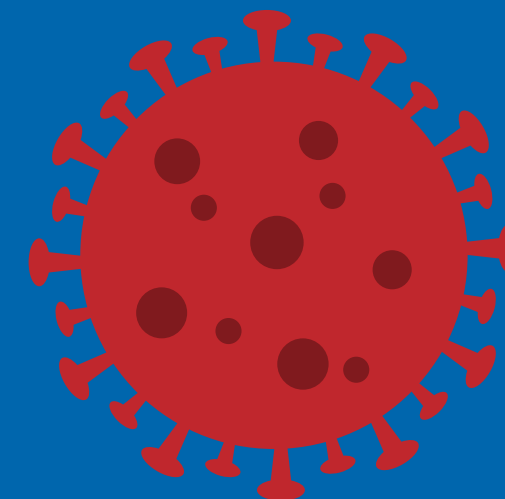
- AUGUST PUBLIC INFORMATION OFFICER UPDATE (PDF)



AUGUST PUBLIC INFORMATION OFFICER UPDATE



COVID-19
PRESS RELEASES
SOCIAL MEDIA
WEBSITE
FB LIVE



K-STATE ATHLETICS AND RCHD



Fire Department



Sales Tax Proposal



NG911



Battery Recycling Campaign



ARCHIVE SOCIAL



WEBSITE UPDATE

<https://xd.adobe.com/view/6fac65c1-9763-42ae-9f53-25a97389f4de-3aff/screen/16d9aba4-edf3-4812-b9c5-da92f2f908e5?fullscreen>



UPDATING CONTENT ON THE WEBSITE

**HAVE I HAD FORMAL TRAINING OR
AM A I DEPT POC FOR THE WEBSITE?**



YES

Please make
the needed
changes to the
content



NO

Please do not make
any changes to the
website.



Do you have a
department POC?



YES

Great! Please
submit the
update to
your POC.



NO

Submit a help
desk ticket to IT
and they will
handle the
content update.







PLANNING & DEVELOPMENT
Public Hearing

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

RESOLUTION

FROM: Lisa Daily, Admin Asst II

MEETING: August 26, 2021

SUBJECT: Public Hearing to Consider Naming a Private Road Johnson Trail and Re-addressing Affected Properties

PRESENTER: Amanda Smeller

BACKGROUND

In accordance with the NG911 Resolution adopted by the Board of County Commissioners on March 13, 2017, owners of the properties adjacent to the private roads identified in the attached map, were notified regarding naming of this private road and re-addressing of their properties using the proposed name. We did not receive any comments from the property owners, therefore, it is assumed the property owners are in agreement with the proposed change.

DISCUSSION

A copy of the proposed resolution naming this private road to Johnson Trail and assigning new addresses to the affected properties is attached for your consideration. As required by the NG911 Resolution, this is an advertised public hearing.

FISCAL IMPACT

Planning and Development budget will cover the cost of the certified mailings. The Emergency Management fund will cover the cost of publications, filing fee and new signage. Exact costs will vary for each instance and are unknown at this time.

RECOMMENDATION(S)

Staff recommends proceeding with the private road naming and re-addressing as presented in the resolution.

POSSIBLE MOTION(S)

Move to approve

Move to deny

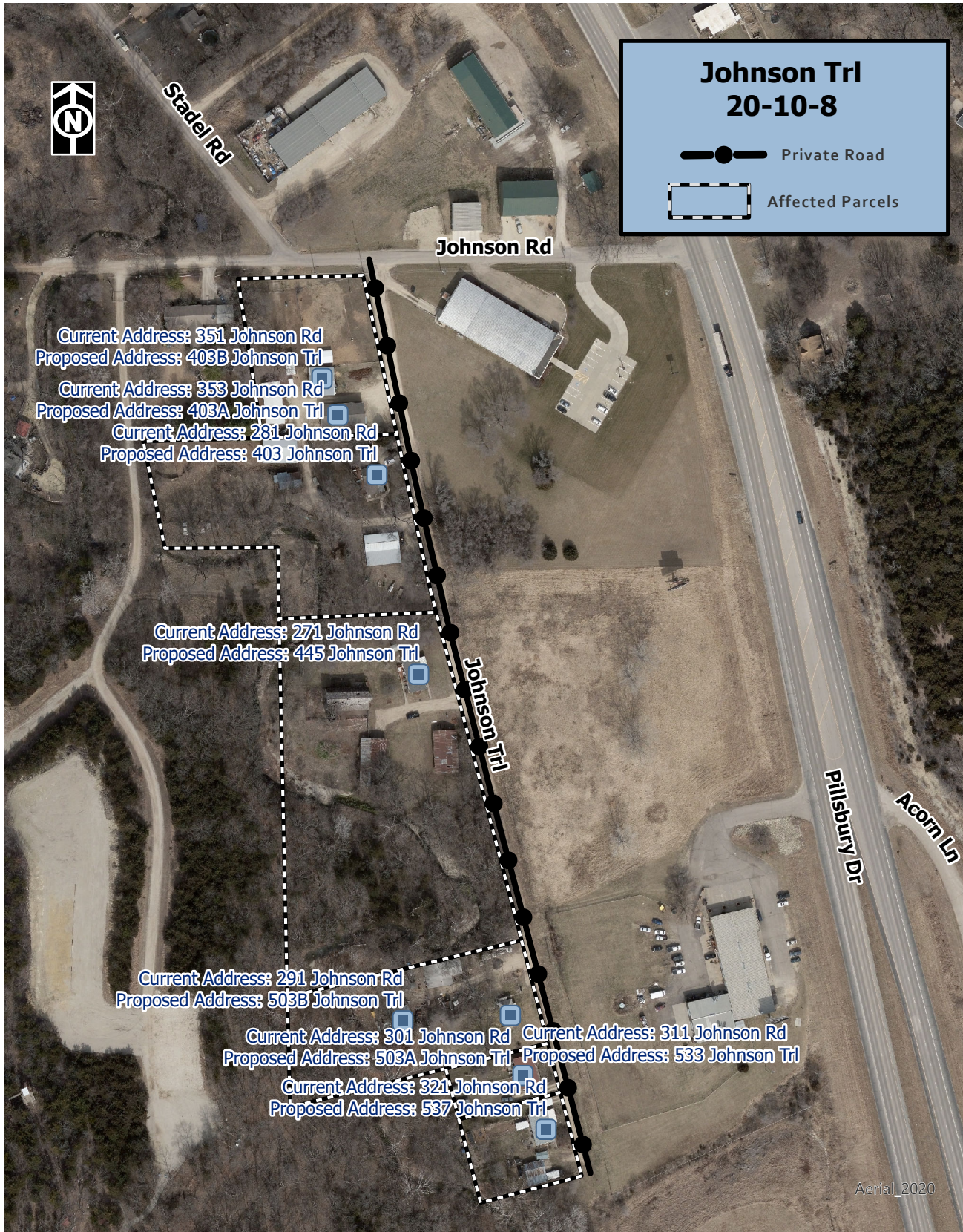
Move to modify

Move to table

Enclosures:

- Map (PDF)
- Prenotification letters (PDF)
- 2nd Notification Letters (PDF)
- Resolution (PDF)

EXHIBIT A



Attachment: Map (11061 : Naming Private Road Johnson Trail)



**PLANNING & DEVELOPMENT
ENVIRONMENTAL HEALTH**

Amanda Smeller

Director

110 Courthouse Plaza

Manhattan, Kansas 66502-0109

Phone: 785-537-6332

Fax: 785-537-6331

E-mail: asmeller@rileycountyks.gov

Website: www.rileycountyks.gov/planning

May 24, 2021

Steven & M K Springer
281 Johnson Rd
Manhattan, KS 66502

Dear Steven & M K Springer:

The technology used for calling 9-1-1 when there is an emergency has not significantly changed in more than 40 years. The need to upgrade the 9-1-1 system has created a nationwide movement known as Next Generation 9-1-1 (NG911). NG911 has updated the system with the latest tools and technologies, including text, multimedia messaging, and Internet Protocol (IP) communication platforms. This includes the use of Geographic Information Systems (GIS) data for 9-1-1 call routing and location validation. The desired result is for the public to have the ability to contact 9-1-1 through a variety of methods and to receive an emergency response promptly at any location.

Several years ago, the Kansas 911 Coordinating Council utilized contractors to analyze legal 911 system deficiencies in each Kansas County. Riley County received recommendations for changes to include providing more accurate addressing to help locate individuals in need. On August 22, 2019, Riley County joined the Kansas hosted NG911 system which is now comprised of over 100 911 answering points state-wide. The Board of Commissioners of Riley County have determined these recommendations should be implemented to promote the highest level of public safety.

The recommended changes involve the following:

1. Eliminating duplicate road or street names;
2. Naming previously unnamed public or private roads or streets;
3. Assigning new addresses based on the new road/street name.

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Attachment: Prenotification letters (11061 : Naming Private Road Johnson Trail)

property owners. Resolution No. 031317-13 outlines the process for the naming of the private road and the method for requesting alternatives.

If you have any questions concerning this notification, please contact me at (785) 537-6335 or asmeller@rileycountyks.gov. Thank you.

Sincerely,



Amanda Smeller
Planning & Development Director

Cc: Board of County Commissioners
Rich Vargo, County Clerk
NG911 Committee



**PLANNING & DEVELOPMENT
ENVIRONMENTAL HEALTH**

Amanda Smeller
Director

110 Courthouse Plaza
Manhattan, Kansas 66502-0109
Phone: 785-537-6332
Fax: 785-537-6331

E-mail: asmeller@rileycountyks.gov
Website: www.rileycountyks.gov/planning

May 24, 2021

Steven R & Mary K Springer
281 Johnson Rd
Manhattan, KS 66502

Dear Steven R & Mary K Springer:

The technology used for calling 9-1-1 when there is an emergency has not significantly changed in more than 40 years. The need to upgrade the 9-1-1 system has created a nationwide movement known as Next Generation 9-1-1 (NG911). NG911 has updated the system with the latest tools and technologies, including text, multimedia messaging, and Internet Protocol (IP) communication platforms. This includes the use of Geographic Information Systems (GIS) data for 9-1-1 call routing and location validation. The desired result is for the public to have the ability to contact 9-1-1 through a variety of methods and to receive an emergency response promptly at any location.

Several years ago, the Kansas 911 Coordinating Council utilized contractors to analyze legal 911 system deficiencies in each Kansas County. Riley County received recommendations for changes to include providing more accurate addressing to help locate individuals in need. On August 22, 2019, Riley County joined the Kansas hosted NG911 system which is now comprised of over 100 911 answering points state-wide. The Board of Commissioners of Riley County have determined these recommendations should be implemented to promote the highest level of public safety.

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Amanda Smeller
Planning & Development Director

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**PLANNING & DEVELOPMENT
ENVIRONMENTAL HEALTH**

19.b

Amanda Smeller
Director

110 Courthouse Plaza
Manhattan, Kansas 66502-0109

Phone: 785-537-6332

Fax: 785-537-6331

E-mail: asmeller@rileycountyks.gov

Website: www.rileycountyks.gov/planning

May 24, 2021

Wendy S Jensen
271 Johnson Rd
Manhattan, KS 66502

Dear Wendy S Jensen:

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Amanda Smeller
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May 24, 2021

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314-F Tuttle Creek Blvd
Manhattan, KS 66502

Dear I-70 Properties LLC:

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May 24, 2021

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311 Johnson Rd
Manhattan, KS 66502

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ENVIRONMENTAL HEALTH**

19.b

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May 24, 2021

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321 Johnson Rd
Manhattan, KS 66502

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Director

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Fax: 785-537-6331

E-mail: asmeller@rileycountyks.gov

Website: www.rileycountyks.gov/planning

June 25, 2021

Steven & M K Springer
281 Johnson Rd
Manhattan, KS 66502

Dear Steven & M K Springer:

To improve public emergency services response times and to fulfill the NG911 objectives, Riley County staff has determined this road should be named in accordance with Resolution No. 031317-13 included herein for your reference. Because there are addresses assigned on these roads, all properties abutting the road will have to be re-addressed based off the name assigned to this private road. Riley County staff is proposing a road name for each private road to expedite the process. Riley County staff proposes the roads be named **Johnson Trail**.

As an adjoining property owner to this road, you may suggest alternative names; however any alternative name must be agreeable to a majority of the adjoining property owners as well as meet the requirements outlined in the above-referenced resolution. After 30 days from the date of this letter, Riley County staff will schedule the road naming for a public hearing before the Board of County Commissioners to consider finalizing the naming of this private road as **Johnson Trail** unless a substitute name is selected and approved. You will be notified in writing of the date of this public hearing.

Once the name of the road has been finalized, your address will officially be changed as follows:

CURRENT ADDRESS

00000 Johnson Rd
Manhattan, KS 66502

NEW ADDRESS

00000 Johnson Trl
Manhattan, KS 66502

Riley County will notify the local Postmaster of this address change and the post office will work with you on the changeover as described in the attached letter from your Postmaster.

Please let me know if you have any concerns regarding this road naming process and whether or not you agree or disagree with the proposed name of **Johnson Trail**. Thank you in advance for your cooperation in this matter.

Sincerely,

Amanda Smeller
Planning & Development Director

Copy: Board of County Commissioners; Rich Vargo, County Clerk; Greg McHenry, County Appraiser
NG911 Committee; Postmaster; Township Trustee

Attachment: 2nd Notification Letters (11061 : Naming Private Road Johnson Trail)



**PLANNING & DEVELOPMENT
ENVIRONMENTAL HEALTH**

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Amanda Smeller

Director

110 Courthouse Plaza

Manhattan, Kansas 66502-0109

Phone: 785-537-6332

Fax: 785-537-6331

E-mail: asmeller@rileycountyks.gov

Website: www.rileycountyks.gov/planning

June 25, 2021

Steven R & Mary K Springer
281 Johnson Rd
Manhattan, KS 66502

Dear Steven R & Mary K Springer:

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CURRENT ADDRESS

281 Johnson Rd
Manhattan, KS 66502

NEW ADDRESS

403 Johnson Trl
Manhattan, KS 66502

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Planning & Development Director

Copy: Board of County Commissioners; Rich Vargo, County Clerk; Greg McHenry, County Appraiser
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Website: www.rileycountyks.gov/planning

June 25, 2021

Wendy S Jensen
271 Johnson Rd
Manhattan, KS 66502

Dear Wendy S Jensen:

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Manhattan, KS 66502

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June 25, 2021

I-70 Properties LLC
314 Tuttle Creek Blvd #F
Manhattan, KS 66502

Dear I-70 Properties LLC:

To improve public emergency services response times and to fulfill the NG911 objectives, Riley County staff has determined this road should be named in accordance with Resolution No. 031317-13 included herein for your reference. Because there are addresses assigned on these roads, all properties abutting the road will have to be re-addressed based off the name assigned to this private road. Riley County staff is proposing a road name for each private road to expedite the process. Riley County staff proposes the roads be named **Johnson Trail**.

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CURRENT ADDRESS

301 Johnson Rd
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NEW ADDRESS

503A Johnson Trl
Manhattan, KS 66502

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503B Johnson Trl
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Planning & Development Director

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June 25, 2021

Gertrude Martin
311 Johnson Rd
Manhattan, KS 66502

Dear Gertrude Martin:

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NEW ADDRESS

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Manhattan, KS 66502

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June 25, 2021

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321 Johnson Rd
Manhattan, KS 66502

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Manhattan, KS 66502

Riley County will notify the local Postmaster of this address change and the post office will work with you on the changeover as described in the attached letter from your Postmaster.

Please let me know if you have any concerns regarding this road naming process and whether or not you agree or disagree with the proposed name of **Johnson Trail**. Thank you in advance for your cooperation in this matter.

Sincerely,

Amanda Smeller
Planning & Development Director

Copy: Board of County Commissioners; Rich Vargo, County Clerk; Greg McHenry, County Appraiser
NG911 Committee; Postmaster; Township Trustee

Attachment: 2nd Notification Letters (11061 : Naming Private Road Johnson Trail)

RESOLUTION NO. 082621-**RESOLUTION NAMING A PRIVATE ROAD
AND THE NUMBERING OR RENUMBERING OF EXISTING
BUSINESS AND RESIDENCE ADDRESSES
IN THE UNINCORPORATED AREA OF RILEY COUNTY, KANSAS**

WHEREAS, the Board of Riley County Commissioners is authorized by K.S.A. 2016 Supp. 19-101a(a) and (b) to name any road or street and to number or renumber business and residence addresses outside the corporate limits of any city within Riley County, Kansas; because that power is not contrary to any act of the legislature; and

WHEREAS, a number of private roads exist in Riley County, private roads being defined as “A non-dedicated way which forms the principal vehicular access to two or more properties”; and

WHEREAS, the implementation of NG911 requires the naming or renaming of private roads and the numbering or renumbering of business and residence addresses; and

WHEREAS, the Board of Riley County Commissioners has determined it would be in the best interest of the public to improve the ability of emergency responders to locate existing businesses and residences on existing private roads in the unincorporated area of Riley County by implementing NG911 recommendations.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Riley County, Kansas:

1. That a private road in Section 20, Township 10, South, Range 8 East, Manhattan, Township, in Riley County, Kansas exists and is shown in attached Exhibit A (incorporated herein by reference).
2. That such private road shall be named Johnson Trail (see Exhibit A).
3. That the private road, Johnson Trail, as described above, shall be added to the official Riley County Road Identification and Locator Map.

4. The following properties (see Exhibit A) shall be assigned the following road names and addresses:

<u>OWNER</u>	<u>“OLD” ADDRESS</u>	<u>“NEW” ADDRESS</u>
Steven & M K Springer	351 Johnson Road	403B Johnson Trail
Steven & M K Springer	353 Johnson Road	403A Johnson Trail
Steven R & Mary K Springer	281 Johnson Road	403 Johnson Trail
Wendy S Jensen	271 Johnson Road	445 Johnson Trail
I-70 Properties	301 Johnson Road	503A Johnson Trail
I-70 Properties	291 Johnson Road	503B Johnson Trail
Gertrude Martin	311 Johnson Road	533 Johnson Trail
Timothy M & Vickie T Bolin	321 Johnson Road	537 Johnson Trail

NOW THEREFORE, BE IT RESOLVED that the foregoing findings are made, the final order of this Board and the “new” addresses assigned are effective with passage of this resolution and publication once in the official county newspaper.

Adopted this 26th day of August, 2021.

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

John Ford, Chair

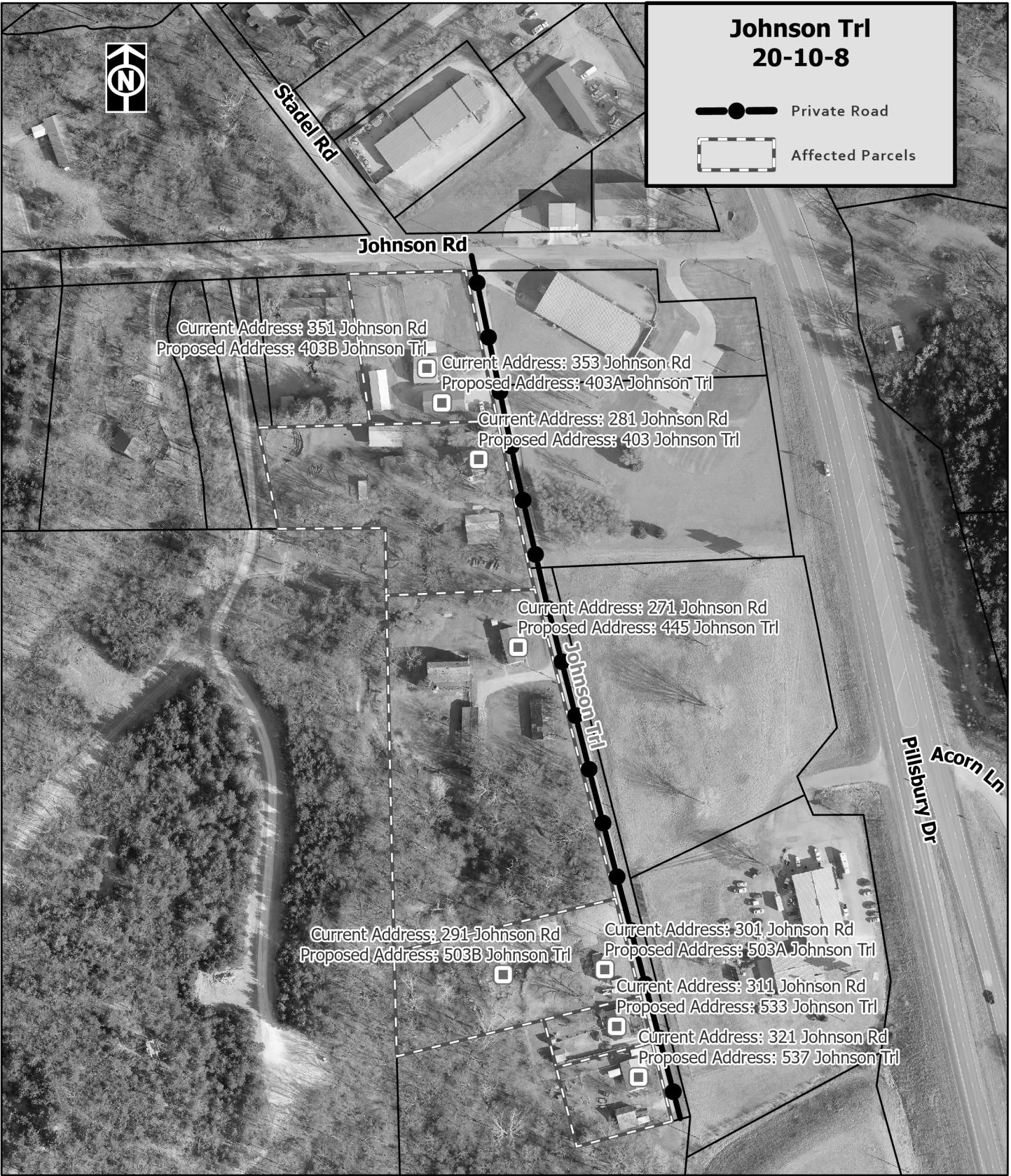
Greg McKinley, Vice Chair

Kathryn G. Focke, Member

ATTEST:

Rich Vargo, Riley County Clerk

EXHIBIT A



Attachment: Resolution (11061 : Naming Private Road Johnson Trail)



PLANNING & DEVELOPMENT
Agreement

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

COMMISSION AGENDA REPORT

FROM: Amanda Smeller, Planning Director

MEETING: August 26, 2021

SUBJECT: Authorize Chairman to sign agreement creating restrictive covenants at 3197 Reservation Drive

PRESENTER: Amanda Smeller, Planning Director

BACKGROUND/DISCUSSION

The existing wastewater system located at 3197 Reservation Drive consists of a septic tank, seepage pit, and a small lateral field. This system was installed in the early 1960s, prior to the Sanitary Code, so no permit was required or is on file. Current code regulations do not allow for seepage pits.

The existing septic tank failed and must be replaced. The seepage pit is within 25' of the rural water line installed in the 1980s. Current code regulations require all septic system components to be a minimum 25' from any rural water line. It is unknown if the seepage pit is meeting its intended use and can no longer be used. The existing lateral field is old clay tile and is likely no longer functioning either.

While the Walters have the space on their property to install a completely new, fully compliant septic system (to include a new tank and lateral field sized for the two bedroom home), this is costly as it will require a pump tank and for the system to be installed uphill. The Keats sewer benefit district should be in place within three to four years which will make the Walters' individual wastewater system unnecessary.

Rather than having the Walters spend a prohibitive amount of money to install a fully compliant system, staff proposes to allow the Walters to install a new septic tank and lateral field to support a one bedroom home rather than a two bedroom home. This will allow them to use the space to

the south of the home and will result in a less expensive system. Additionally, the system will be within 20' of the home and within 10' of the property boundary with a county waiver. If the Keats sewer benefit district does not go forward or if the Walters sell the home, a fully compliant system will be required at that time.

Please see the attached proposed agreement for full terms.

FISCAL IMPACT:

Signing this agreement does not cause any fiscal impact to the County.

RECOMMENDATION:

Staff recommends the chairman sign the attached Agreement Creating Restrictive Covenants for 3197 Reservation Drive.

POSSIBLE MOTION(S)

Move to approve the chairman signing the Agreement Creating Restrictive Covenants for 3197 Reservation Drive.

Enclosures:

- Agreement Creating Restrictive Covenants (DOC)

AGREEMENT CREATING RESTRICTIVE COVENANTS

This agreement is entered into on the _____ day of _____, 2021, by and between Dale D. Walters and Phyllis A. Walters, Trustees of Dale D. Walters and Phyllis A. Walters Trust dated November 5, 1997 of 3197 Reservation Drive, Manhattan, Kansas, referred to as Owner, and the Board of Riley County Commissioners, referred to as the County. The undersigned parties to this agreement recite and declare:

SECTION ONE—DESCRIPTION

The following is a description of the property of the Owner which is embraced within the terms and provisions of this covenant:

A tract of land in the South half of the Northwest quarter and the Northeast quarter of the Southwest quarter of section 36, Township 9 South, Range 6 East of the 6th P.M., described as follows: Beginning at a point near the center of Section 36, Township 9, Range 6 East, said point being the intersection of township road from the South and the state highway No. 24 (Formerly the Highway Road No. 40 North) thence North 77 degrees 49 minutes West along the said center line of said highway No. 24, 10 rods thence South parallel with the center line of township road 16.4 rods, thence South 77 degrees 49 minutes East 10 rods to the center line of said Township Road, thence North along the center line of said Township Road to point of beginning, containing one acre more or less, in Riley County, Kansas. Also known as 3197 Reservation Drive, Manhattan, Kansas.

SECTION TWO--CONSIDERATION

- A. Owner desires and intends to: Repair current septic system by installing a new septic tank; 104 feet of new lateral line; and decommission (disconnect) the sewage collection pit. Use and occupy the residence as a “one bedroom” residence and for resale purposes list the residence as a “one bedroom” residence.

- B. County agrees and ensures: With owners' house being designated as a "one bedroom," County will waive its set back requirements down to KDHE standards for installation of new septic system. County will approve occupancy of the residence as a "one bedroom" residence upon completion of construction for a new septic system.

SECTION THREE--COVENANTS AND RESTRICTIONS

The parties agree that the County's property described in SECTION ONE above is held and shall be conveyed subject to the covenants and restrictions set forth as follows: 3197 Reservation Drive, Manhattan, Kansas, shall be used and occupied as a "one bedroom" residence, and for resale purposes, list the residence as a "one bedroom" residence.

SECTION FOUR--DURATION

Each and all of the covenants and restrictions contained in this agreement shall go to terminate when the Keats Sewer District special assessment resolution is filed with the Riley County Register of Deeds. In the alternative, if the Keats Sewer District does not construct a wastewater treatment system, the covenants and restrictions shall terminate when the Riley County Environmental Health Specialist files an approved sanitary permit with the Riley County Register of Deeds for installation of a septic system with a multi-bedroom capacity.

SECTION FIVE--COVENANTS RUN WITH LAND

All covenants and restrictions contained in this agreement shall run with the land and shall extend to and be binding on the heirs, assigns, legal representatives and successors of each party.

SECTION SIX--RELEASE OR MODIFICATION

Any release or modification of this agreement or additional obligation assumed by any party in connection with the agreement shall be binding only if in writing signed by each party or an authorized representative of each party.

SECTION SEVEN--ASSIGNMENT OF RIGHTS

The rights of each party under this agreement are personal to that party and may not be assigned or transferred to any other person, firm, corporation, or other entity without the prior, express, and written consent of the other party.

SECTION EIGHT--ENFORCEMENT OF COVENANTS

If the parties to this agreement, or their heirs, assigns, legal representatives or successors shall violate or attempt to violate any of the covenants or restrictions set forth in this agreement, it shall be lawful for any party, their heirs, assigns, legal representatives or successors to prosecute any proceedings at law or in equity against such person, persons or party to prevent them from so doing or to recover damages or other relief for the violation.

SECTION NINE--GOVERNING LAW

This agreement shall be governed by, construed, and enforced in accordance with the laws of Kansas.

SECTION TEN--PARTIAL INVALIDITY

The invalidity of any portion of this agreement will not and shall not be deemed to affect the validity of any other provision. In the event any provision of this agreement is held to be invalid, the parties agree that the remaining provisions shall be deemed to be in full force and effect as if they had been executed by the parties subsequent to the expungement of the invalid provision.

SECTION ELEVEN--ENTIRE AGREEMENT

This agreement shall constitute the entire agreement between the parties and any prior understanding or representation of any kind preceding the date of this agreement shall not be binding on either party except to the extent incorporated in this agreement.

In witness whereof, the Owner and County, respectively, have caused this agreement to be duly executed, the day and year first herein written; all copies of which, to all intents and purposes, shall be considered the original.

ENTERED INTO this agreement on the ____ day of _____, 2021.

GRANTOR:

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

John Ford, Chair

ATTEST:

(seal)

Rich Vargo, Riley County Clerk

GRANTEE ACKNOWLEDGEMENT

Dale D. Walters, Trustee
Dale D. Walters and Phyllis A. Walters Trust
Dated November 5, 1997

Phyllis A. Walters, Trustee
Dale D. Walters and Phyllis A. Walters Trust
Dated November 5, 1997

STATE OF KANSAS
COUNTY OF RILEY, ss

The foregoing instrument was acknowledged before me on the ____ day of _____, 2021
by Dale D. Walters and Phyllis A. Walters, Trustees of Dale D. Walters and Phyllis A. Walters
Trust dated November 5, 1997.

Signature of Notary

My appointment Expires:

Attachment: Agreement Creating Restrictive Covenants (11071 : Agreement creating restrictive covenants at 3197 Reservation Drive)



RILEY COUNTY FIRE DISTRICT #1
Purchase

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

COMMISSION AGENDA REPORT

FROM: Russel Stukey
MEETING: August 26, 2021
SUBJECT: Fire Dept. Equipment Purchase
PRESENTER: Russel Stukey

BACKGROUND

We acquired a free 1 ton pickup from the forestry service and need to purchase a 300 gallon skid unit for it. This will replace one of the 50 year old trucks we currently operate. We will retire the old truck and return it to the forest service. We received 3 quotes from Danko \$15,766, Heiman \$13,165 and Weis \$15,500 fire equipment vendors and have chosen the lowest priced quote as our first choice.

FISCAL IMPACT

The Heiman quote will cost \$13,165 delivered.

RECOMMENDATION(S)

Staff recommends purchasing the 300 gallon skid unit from Heiman Fire Equipment.

POSSIBLE MOTION(S)

Move to approve RCFD#1 purchase of a 300 gallon skid unit from Heiman Fire Equipment for the delivered purchase price of \$13,165 with funds to come from the RCFD#1 budget.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Danko Slide in 8-2021 (PDF)
- Heiman Slide in Qoute 8-2021 (PDF)
- Weis Slide in Qoute 8-20201 (PDF)

Douglas Russell

From: Dave Knobbe <dknobbe@danko.net>
Sent: Friday, July 30, 2021 11:34 AM
To: Douglas Russell
Cc: John House
Subject: FW: Skid Unit Quote Request Form [#108]
Attachments: Manhattan-KS.pdf

Hello Doug

Attached to this email are the Danko 300 gallon skid unit specifications based off the information you provided thru our online form. The cost of the skid comes to \$15,766.00 which includes shipping to Manhattan, KS.

NOTE: The crating and shipping comes to \$1,429.00. If you had someone to drive up to Danko and pick up the skid, you can deduct that amount from the price.

Please look over the info and contact John or myself with any questions or changes.

Thank you

David Knobbe

Apparatus Sales

Direct: 402.568.2105

Cell: 402.380.1223

Toll Free: 866.568.2200

Fax: 877.568.2443

Email: david@danko.net

www.danko.net

One Source for Fire-Rescue-EMS



FIRE | RESCUE | EMS

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From: Wufoo <no-reply@wufoo.com>
Sent: Thursday, July 29, 2021 4:15 PM
To: Truck Sales <trucksales@danko.net>
Subject: Skid Unit Quote Request Form [#108]

Department / Company Name *

Riley County Fire Dist.. #1

Name *

Doug Russell

Title or Job Function *

Deputy Chief of Operations

Attachment: Danko Slide in 8-2021 (11075 : Equipment Purchase)

Email *	drussell@rileycountyks.gov
Phone Number *	(785) 798-5127
Address *	 115 N. 4th Street MANHATTAN, Kansas 66502 United States
Water Tank Size *	300 Gallons
Pump & Engine Combination *	18HP B&S Gas Engine with Waterous 2515
Primers Available (B&S and Honda) *	Exhaust
Fuel Tank *	5 Gallon Fuel Tank
Valves *	Akron Brass 8800 Series quarter-turn ball type
Inlets *	One (1), 2.5" Gated/Valved Male screened inlet with cap (OAL will exceed standard pickup box)
Hosebed *	None
1" Discharges *	Two (2), 1" w/ caps
1-1/2" Discharges *	Two (2), 1-1/2" w/ caps
Hose Reel *	One (1), Electric reel with 150' of 1" booster hose with hose roller on left and right side
Nozzle/Hose Bracket *	Pac Handlelok model 1004 (Shipped Loose)
Nozzle for Hose Reel *	TFT model DS1040P 1" Pistol Grip Nozzle
Foam System *	None
Are there any comments, questions or additional features you would like to request?	No
Delivery Method *	Crated and shipped truck freight to customer (FOB Destination)
SHIPPING Address *	

Attachment: Danko Slide in 8-2021 (11075 : Equipment Purchase)

Douglas Russell

From: Mary Johnson <maryjohnson@heimanfire.com>
Sent: Monday, August 16, 2021 3:20 PM
To: John Martens; Jon Larsen
Cc: Douglas Russell
Subject: RE: Heiman slide in quote, Riley Co KS (revised)
Attachments: Riley Co KS 081621.pdf

Hi John,
Here is the revised quote with the reel added.
Thanks!
Mary



Mary Johnson | Sales
Heiman Fire Equipment- Ashton, IA
ph: 712.724.6212
fax: 712.724.6474

www.heimanfire.com | www.heimanfiretrucks.com

From: John Martens <jmartens@rileycountyks.gov>
Sent: Monday, August 16, 2021 3:01 PM
To: Mary Johnson <maryjohnson@heimanfire.com>; Jon Larsen <jonlarsen@heimanfire.com>
Cc: Douglas Russell <drussell@rileycountyks.gov>
Subject: Fw: Heiman slide in quote, Riley Co KS

Mary / Jon,

Thanks for sending the quote. It originally went to my old email (IDEX). My correct email is jmartens@rileycountyks.gov

Also, we need one revision on this quote. Please add 1 electric hose reel included/installed. Otherwise, this is great. We are hoping to get commission approval on Thursday of this week to make a purchase.



Weis Fire & Safety Equipment, LLC.

111 E. Pacific * P.O. Box 3467

Salina, Kansas 67402-3467

785-825-9527 * 1-888-689-9347 * 785-825-9538 Fax

www.weisfiresafety.com

"It's a Weis choice"

WEIS FIRE PROPOSAL

TO: Riley County Fire Dept. #1

DATE: 07/29/2021

GENTLEMEN:

WEIS FIRE AND SAFETY EQUIPMENT, LLC, HEREBY PROPOSES TO MANUFACTURE AND FURNISH YOU, SUBJECT TO YOUR ACCEPTANCE OF THIS PROPOSAL AND THE PROPER SIGNING AND EXECUTION OF THE ATTACHED CONTRACT AND ADDENDUM(S) BY THE PARTIES THERETO, THE APPARATUS AND APPURTENANCES HEREIN DESCRIBED AND FOR THE FOLLOWING PRICES LISTED BELOW. IN THE EVENT THE PURCHASER USES ITS OWN PURCHASE ORDER OR ITS OWN CONTRACT PAGES IN LIEU OF SIGNING THE ATTACHED CONTRACT, IT SHALL BE UNDERSTOOD BY ALL PARTIES THAT ALL TERMS AND CONDITIONS OF THE ATTACHED CONTRACT AND ADDENDUM(S) SHALL TAKE PRECEDENCE OVER ANY AND ALL OTHER DOCUMENTS.

One (1) 2021 Weis Fire 300 Gallon Slide-In Unit as per the attached specifications

PRICE: \$15,500.00

NO FEDERAL, STATE, OR LOCAL TAXES ARE INCLUDED, UNLESS SUCH TAXES ARE ITEMIZED.

DELIVERY: 90 - 120 DAYS

F.O.B. Salina, KS.

All apparatus and appurtenances shall be manufactured in accordance with the attached specifications, with the same specifications becoming a part of the contract. Delivery shall be made within the time specified below after receipt and acceptance by WEIS FIRE AND SAFETY EQUIPMENT, LLC, of the properly signed and executed contract and addendum(s). The delivery time indicated is based on the best delivery knowledge available at this time. Delivery shall be contingent upon delays or failure to deliver from our suppliers, delays caused by or resulting from labor problems, chassis shortages, strikes, fire, flood, accidents, any other acts of God, or any other circumstances which are beyond the control of this corporation.

TERMS OF PAYMENT: Net due upon completion.

ALL PRICES OR QUOTATIONS ARE SUBJECT TO CHANGE OR WITHDRAWAL UNLESS ACCEPTED WITH 30 DAYS FROM THE DATE HEREIN SET FORTH.

BY:

Candace McBride – Contract Administrator

Attachment: Weis Slide in Qoute 8-20201 (11075 : Equipment Purchase)