



**Board of Riley County
Commissioners
Regular Meeting
Agenda
August 26, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Standing Up Together to Promote Mental Health in Construction Proclamation
4. Action on Mobile Device Reimbursement Request Form

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Aug 22, 2024 8:30 AM

Press Conference Topics

6. Discuss Press Conference

Review Tentative Agenda

7. Tentative Agenda

9:00 AM

John Ellermann, Public Works Director/County Engineer

8. Request for a Back-up As-Needed Security Officer

9:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

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

9:30 AM

Press Conference

11. Presentation of Mental Health in Construction Proclamation - John Ford and Brian Fuemmeler (3 -5 minutes)
12. Public Notice for Hohman Road - Alvin Perez (1-2 minutes)
13. Public Notice for Transfer Station - John Ellermann (1-2 minutes)

9:35 AM**Megan Lewis, Community Corrections Interim Director**

- 14. Monthly Staff Update
- 15. FY25 Adult Services Carryover Reimbursement Budget
- 16. FY25 Juvenile Services Carryover Reimbursement Budget

12:00 PM**Intergovernmental Luncheon**

- 17. Intergovernmental Luncheon Agenda

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.



OUTSIDE AGENCY
Proclamation

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Senior Administrative Assistant

MEETING: August 26, 2024

SUBJECT: Standing Up Together to Promote Mental Health in Construction Proclamation

PRESENTER: McCownGordon

POSSIBLE MOTION(S)

Move to sign the Standing Up Together to Promote Mental Health in Construction Proclamation.

Enclosures:

- 2024 Mental Health in Construction Proclamation - Riley Co.(DOCX)

STANDING UP TOGETHER TO PROMOTE MENTAL HEALTH IN CONSTRUCTION PROCLAMATION

Whereas, the construction industry workers brave extreme weather conditions, work tirelessly, and often shoulder the weight of immense responsibility to build the infrastructure that sustains our society.

Whereas, construction laborers are also at a greater risk of suicide than any other professions. According to the CDC, the rate of suicide among male construction workers is four times higher than the general population.

Whereas, 2012 and 2015 National Violent Death Reporting System data from 17 states indicated the major occupational group with the highest male suicide rate was Construction and Extraction (2016, 43.6 and 2015, 53.2).

Whereas, according to a 2020 report from the Centers for Disease Control (CDC), the construction industry has the second-highest rate out of all major industries in the U.S.

Whereas, a 2020 survey of construction workers found that 14.3% of workers struggled with anxiety and nearly 6% struggled with depression, based on symptoms or medication use.

Whereas, the Associated General Contractors (AGC) of Kansas (the "*Chamber of Commerce for the Kansas Construction Industry*") and its partners have created the "Kansas Construction Safety Network" to help promote mental health in the construction industry.

Whereas, the Construction Companies of the Manhattan area, representing Kansas commercial, industrial, residential and utility construction contractors and their employees have engaged the following public/private partners:

- **Kansas Occupational Safety & Health Administration (OSHA)**
- **Kansas Mental Health Association**
- **Pawnee Mental Health**
- **Katie's Way**

Whereas, the Kansas Construction Safety Network has created a website, www.ksconstructionsafetynetwork.com, that provides resources associated with drug abuse and mental health and is accessible by the general public and the business community;

Whereas, the Kansas construction industry is proud to work in partnership with the above public agencies in bringing attention to the critical challenges associated with mental health in the community;

Therefore, we invite all residents of Riley County and the surrounding area to join the construction industry as we bring recognition to Mental Health in the Construction Industry and proclaim Wednesday, September 6th Mental Health in Construction Day.

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY KANSAS

Chairman

Member

Member

ATTEST:

Rich Vargo, Riley County Clerk

Packet Pg. 4

Attachment: 2024 Mental Health in Construction Proclamation - Riley Co. (14983 : Mental Health in Construction Proclamation)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Michele Reid, Human Resource Manager

MEETING: August 26, 2024

SUBJECT: Action on Mobile Device Reimbursement Request Form

PRESENTER: Michele Reid, Human Resource Manager

POSSIBLE MOTION(S)

Move to approve the Mobile Device Reimbursement Request Form(s).

Move to deny the Mobile Device Reimbursement Request Form(s).

Move to table the Mobile Device Reimbursement Request Form(s).

Enclosures:

- J Konrardy Mobile Reimbursement form (PDF)

Mobile Device Reimbursement Request Form

Employee Name: Jake Konrardy

Job Title: Deputy Chief of Administration Department: RCFD #1

Cell Phone Number: 573-489-2184

Reimbursement Amount: ☐ \$25 ☐ \$40 ☒ \$65 Data Enabled (BOCC approval needed)

Employee Certification and Signature: I certify my position will require the use of my portable communication device that the county is reimbursing me for my expense. I will promptly report any changes in the level of those business use expenses to my Supervisor. I further certify that I have read, understood, and intend to comply with Riley County's Portable Mobile Device Policy.

Employee Signature: _____

Date: 8/20/2024

Supervisory Certification and Signature: I certify the requested reimbursement is needed for this employee, to cover work-related expenditures due to cell phone use, or other, as described above.

Supervisor Signature: _____

Date: 8/20/2024

BOCC Designation:

☐

Approved

☐

Denied

BOCC Chair Signature: _____

Date: _____

Payroll Use Only

Start Date: _____

Terminate Current Monthly Allowance effective: _____

Updated March 2023

Attachment: J Konrardy Mobile Reimbursement form (14995 : Mobile Device Reimbursement Request Form)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
August 29, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

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

Bob Isaac, Planner

2. Public hearing for a rezone for Brock

9:40 AM

Bob Isaac, Planner

3. Public hearing for text amendments to the

9:55 AM

Evan McMillan, Assistant County Engineer

4. Grant application for KWO water meter

10:30 AM

Elizabeth Ward, Human Resources Director

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

Adjournment

Announcements

Riley County Offices will be closed Monday, September 2nd due to the

Attachment: 08-29-24 tentative agenda (14230 : Tentative Agenda)

observance of the Labor Day holiday.

The Board of County Commissioners will not be in session on Monday, September 2nd.

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



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
September 05, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Elizabeth Ward, Human Resources Director

2. Human Resources update

9:15 AM

Michael Boller, Noxious Weed Director

3. Staff update

10:00 AM

Amanda Webb, Planning/Special Projects Director

4. Staff update

10:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

5. Administrative Work Session

10:30 AM

Jason Hilgers, Interim Manhattan City Manager

6. General update City of Manhattan

Adjournment

Attachment: 09-05-24 tentative agenda (14230 : Tentative Agenda)

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

Attachment: 09-05-24 tentative agenda (14230 : Tentative Agenda)



PUBLIC WORKS
Personnel

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, P.E., Public Works Director

MEETING: August 26, 2024

SUBJECT: Request for a Back-up As-Needed Security Officer

PRESENTER: John Ellermann

BACKGROUND

We are requesting to hire a back-up As-needed Security Officer. The position is requested to fill in when the regular security officer is unavailable and possibly as a second during elections. This is a budgeted position in the Public Works Department/Facilities Division. This position is supervised by the Administrative Services Manager.

The As-needed Security Officer is responsible for securing premises, personnel, and the public by patrolling county facilities, buildings and grounds as well as permitting or prohibiting entry. A person in this position inspects and patrols premises regularly, checks building before leaving and assists the public and employees. A person in this position mainly serves during elections and when the Planning and Zoning Board meet.

DISCUSSION

Discuss filling the back-up As-needed Security Officer position within the Public Works Department/Facilities Division.

FISCAL IMPACT

This is a budgeted position within the Public Works Department.

RECOMMENDATION(S)

This is considered an important position for election staff working late during election season and for the planning staff during evening meetings. Staff recommends filling this position.

POSSIBLE MOTION(S)

Move to approve the Public Works Department advertise to hire a back-up As-needed Security Officer position.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Security Officer position description (PDF)
- As Needed Security Officer (gold) (PDF)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	AS NEEDED SECURITY OFFICER	
Department:	Public Works	Division: Administrative Services Division
Reports To:	Administrative Services Manager	
Pay Range:	2	Status: As Needed
FLSA Status:	Non-Exempt	

POSITION SUMMARY: The Security Officer is responsible for securing premises, personnel, and the public by patrolling county facilities, buildings and grounds as well as permitting or prohibiting entry.

ESSENTIAL FUNCTIONS:

- Inspect and patrol premises regularly
- Monitor the entry and exit of employees, visitors, and other individuals
- Report any suspicious behaviors and situations
- Check building before leaving
- Secure all exits and doors
- Provide assistance to employees and the general public
- Maintain professional image

SECONDARY FUNCTIONS:

- Provide regular predictable attendance and fosters a cooperative work environment.
- Enforce Riley County rules and policies by giving direction in accordance with Personnel Policy.
- Perform other duties as assigned

POSITIONS REQUIREMENTS:

Must be 18 years of age at the time of hire

Education: High school diploma or equivalent required

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

Experience: 5 years' experience as a Security Officer or similar role

Essential Knowledge/Skills/Abilities:

- Ability to follow safe practices and principles
- Knowledge and ability to monitor building security.
- Ability to judge, decide or form an opinion objectively, authoritatively, and wisely especially in matter affecting action, good sense, and discretion.
- Ability to interact comfortably with individuals from different racial and cultural backgrounds
- Ability to defend self and others with and without the use of non-lethal force.
- Ability to maintain composure and operation efficiency under high stress situation
- Ability to deal tactfully with people.
- Ability to read and comprehend written instructions.
- Ability to print legibly.

Supervisory Control: Work is performed independently and requires little supervision. Employee is responsible for carrying out assignments and resolving conflicts which arise. Work will be directed by supervisor as well as other department directors.

Updated November 2022

SUPERVISORY RESPONSIBILITIES: None

Guidelines: Guides include established laws and county policies. Other guidance is provided by county personnel and instruction from the supervisor.

Complexity: The work includes making quick decisions in various situations that may affect the safety of county personnel and properties.

The decision regarding what needs to be done depends on the subject or issues involved in each situation. The chosen course of action may be selected from many alternatives for non-routine tasks.

Scope & Effect of Work: The work involves resolution of a variety of problems, questions, or situations to conform to procedures and accepted practices required by the work assignment.

Personal Contacts: Contacts are with employees, , supervisors, administrators, county officials, and the general public.

Purpose of Contacts: Obtaining, clarifying, or providing facts or information. Gaining compliance with established policies or regulations through persuasion or negotiation to influence or motivate individuals.

Resolves problems, receives, and relays messages which are often detailed, complex and sometimes of an emergency nature. Obtains, clarifies, or gives facts to other departmental employees

Physical Demands/Effort: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision. The position has a dimension which may lead to mental and physical fatigue.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, reach with hands and arms; talk or hear. The employee must occasionally lift and/or move up to 20 pounds.

Work Environment/Conditions: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment involves everyday risks or discomforts that require normal safety precautions typical of an office setting. Work is generally in an office setting. There is an occasional work outside of the office and may be affected by various weather conditions.

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

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

Updated November 2022

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

Submitted by Julie Winter on 08/22/2024 at 03:42 AM

Elizabeth Ward, Final Approval

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template As-Needed Security Officer (AN Security)	Work Location Office Building
Job ID 2674956	Salary Salary Range \$20.74	Supervisor Position No
Pay Grade RANGE 2 [RANGE 2]	EEO Class Technicians [3]	Workers Compensation 9015 [9015]
Cost Center 1 County General [1]	Cost Center 2 Public Works [40]	Cost Center 3 —
1 Job Slot AS-NEED-1		

Supervisor: Julie Winter

Department Head: John Ellerman

☒ No changes to Position or Budget☒ Position Description attachedTotal annual hours 500☒ Budgeted☐ New or updated position description☐ New request for budget (details attached)

Salary: \$10,370.00

Budget for Benefits: \$777.75

Total proposed annual budget: \$11,147.75

Additional Position Comments: _____

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: As Needed Security Officer (gold) (14996 : Request to refill As-needed Security Officer)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

STAFF REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: August 26, 2024

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- FINAL_Commission List 08.26.2024 (DOCX)

PENDING COUNTY PROJECTS ▪ March 2024 through August 21, 2024, Submitted by Clancy Holeman, Riley County Counselor

NOTE: The below lists are not intended to be a comprehensive list of all “pending” Commission or other County Department/Division projects underway. Instead, the below lists represent an ongoing “snapshot” of the current status of selected pending projects which have either consumed significant staff time or involve county issues of widespread significance. Additional entries show selected project work for individual county departments. The sequence of entries below is not intended to reflect the priority assigned to any work described. All entries more than 6 months old have been removed (with the exception of some entries when historical information may be useful). *Bold type entries are the most recent.*

COMMISSION LIST

I. Projects By Category:

American Rescue Plan: Discussion with staff about possibly engaging consultant to assist County with federal/state requirements in future use of County’s \$14M allocation of ARPA funds. Similar concept to staff’s use of consultant with prior CARES funding. Unlike CARES funding, a primary focus of ARPA funding is infrastructure. (8-31-21)

Board of Riley County Commissioners: Prepare letter of support for City of Ogden grant application. (9-13-23) Attend and participate in BOCC meetings. (9-7-23; 9-11-23) Assist in finalization of annual County financial audit. (9-14-23) Attend and participate in BOCC meeting. (10-12-23.) Work on pending litigation “I”. (10-13-23) Attend and participate in BOCC meeting (10-16-23.) Attend and participate in BOCC meetings. (10-19-23;10-23-23) Work on communication project. (10-24-23; 10-25-23.) Review contractual provisions for subsequent use. (10-25-23.) Attend and participate in BOCC meeting. (10-26-23.) Attend and participate in County/City/USD 383 meeting. (10-26-23.) Attend and participate in BOCC public meeting in City of Ogden. (10-30-23.) Attend and participate in BOCC meeting. (11-2-23.) Prepare for late arrival to BOCC meeting on November 6, 2023. (11-5-23.) Work on Fire District project. (11-7-23) Attend and participate in BOCC meetings. (11-9-23; 11-13-23) Attend and participate in BOCC meeting. (12-28-23) (Work on fence view issue. (1-2-24) Review agenda and prepare for 1-4-24 BOCC meeting. (1-3-24) Attend and participate in BOCC meeting. (1-4-24) Prepare for 1-8-24 BOCC meeting. (1-5-24) Work on fence view issue. (1-5-24) Attend and participate in BOCC public meetings. (1-8-24; 1-11-24) Review project contract. (1-11-24) Work on fence view. (1-14-24; 1-15-24; 1-16-24; 1-17-24) Work on Fence view. (1-18-24; 1-19-24; 1-20-24;1-21-24;1-22-24) Work on letter of support for WTC. (1-19-24; 1-20-24) Attend and participate in BOCC meeting. (1-18-24; 1-22-24) Obtain BOCC approval of letter of support for WTC. Attend and participate in BOCC meetings. (1-25-24; 1-29-24) Draft and place on BOCC agenda support letter for City of Ogden’s grant application. (1-25-24) Work on fence view. (1-25-24; 1-26-24;1-28-24; 1-29-24; 1-30-24; 1-31-24) Attend and participate in BOCC meetings. (2-1-24;2-5-24) Obtain BOCC signature on fence view order; file with ROD; email copies of signed order to both parties (or their counsel). (2-1-24) Regular mail and email to both parties of file-stamped originals of fence view order. (2-2-24) Attend and participate in BOCC meetings. (2-12-24; 2-15-24;2-19-24) Meet with counsel for party in pending matter. (2-16-24) Attend and participate in public BOCC meetings. (2-22-24; 2-26-24) Attend and participate in BOCC meeting. (2-29-24) Attend and participate in BOCC meeting (3-7-24) Attend and participate in BOCC meetings. (3-11-24;3-14-24; 3-18-24) Attend and participate in BOCC public meetings. (3-21-24;3-25-24) Work to schedule executive session. (3-21-24) Attend and participate in BOCC Meetings. (4-4-24; 4-8-24) Attend and participate in BOCC meetings. (4-11-24; 4-15-24) Enter appearance as counsel of record in multiple pending mortgage foreclosure and probate cases to process claims for unpaid real and/or personal property taxes. (4-9-24; 4-10-24; 4-11-24; 4-12-24) Review mtg. foreclosure file and answer filed. 4-16-24) Attend and participate in BOCC public meetings. (4-22-24; 4-25-24,4-29-24) Attend and participate in BOCC public

meetings. (5-2-24; 5-6-24) Attend budget presentations to BOCC of various outside agencies. (5-6-24) Work on file documentation presented today by Jason Hilgers of City's draft plan on City's proposed CICO Park Improvements. (5-2-24) Review information for BOCC agenda item scheduled for 5-6-24. (5-3-24) Work on appropriation request analysis. (5-3-24) Attend and participate in BOCC public meetings. (5-9-24; 5-13-24. Work on analysis of appropriation issues. (5-9-24;5-12-24) Work on appropriation issue question. (5-14-24) Attend and participate in BOCC public meetings: (5-30-24; 6-3-24) Attend and participate in BOCC public meetings. (6-6-24; 6-10-24) Watch BOCC public meeting online during remote work. (6-13-24) Attend and participate in BOCC public meeting. (6-17-24) Attend and participate in BOCC public meetings. (6-20-24;6-24-24) Attend City/County/County meeting. (6-20-24) Communication on pending contractual issue. (6-21-24) Schedule executive session for Monday, July 1, 2024. (6-26-24) Attend and participate in BOCC meetings (6-27-24; 7-1-24) Attend and participate in BOCC meetings. (July 8, 2024; July 11, 2024) Attend and participate in staff working group on planned retreat. (7-9-24) Prepare for upcoming executive session. (7-8-24;7-9-24;7-10-24) Work on potential authorization for beer sales at Kaw Valley Rodeo during Riley County Fair. (7-8-24) Attend and participate in BOCC public meetings. (7-15-24;7-18-24) Confirm vendor has complied with terms of beer sales at Kaw valley Rodeo. during Riley County Fair. (7-12-24) Place indemnification agreement on BOCC agenda for review and approval by BOCC at 7-18-24 public meeting. (7-16-24) Attend and participate in BOCC public meetings. (7-22-24; 7-25-24) Discuss new potential fence view with citizen. (7-24-24) ***Attend and participate in BOCC public meetings. (8-1-24; 8-5-24)***

“Constitutional Protection of County Home Rule”:

County Jail Inmate Medical Care: Schedule staff discussion of contract development. (5-21-23) Meeting with Mark French on contract. Communication with staff working group to schedule teams meeting May 7, 2024. (5-1-24) Review material in preparation for Teams meeting. Participate in Teams meeting. Carry out assigned task. (5-7-24) Communication from team members regarding assigned task. (5-8-24)

Countywide Emergency Radio Communications System Upgrade: The upgrade is complete. But now the “program” phase has been completed, additional work from this department will be provided, as necessary, during the “maintenance” and “warranty” periods now underway. Discussion with contract administrator for vendor (L3Harris) scheduled for August 27, 2021. Discussion held with vendor contract administrator. Discussion with EM Director (8-30-21). Working toward final documents of “program” phase. Conversation with EM Director. (9-24-21) Conversation with L3Harris contract administrator, moving this matter toward likely resolution by the BOCC on 9-30-21. (9-24-21) Review appropriately continues among EM, KSU and Emergency Dispatch personnel regarding close out of this phase of the project. (9-24-21) Draw Commission Agenda Report and place on 9-30-21 agenda for BOCC review and approval of contract documents. (9-28-21) Discuss final contract documents for agenda separately with EM Director and L3Harris Contract Administrator. (9-29-21) Obtain BOCC approval of Amendment 1 to Master Service Agreement. (9-30-21)

Delinquent Real Property Tax Sale: Legal research. Prepare documents for the next stage in the process. (4-12-24) Work to review final contract signed. (May 1, 2024) Contact IT with information on underlying purchase. (5-3-24) Attend and assist in Delinquent Real Property Tax Sale. (6-28-24)

“Dark Store”:

District Court:

Federal Rules on Vaccination Mandate:

First Christian Church: Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure (9-11-23;9-12-23;9-13-23) Work on Appeal. (9-14-23;9-15-23;9-16-23;9-17-23;9-18-23;9-19-23; 9-20-23; 10-4-23;10-5-23;10-6-23;10-7-23;10-8-23;10-10-23; 10-11-23.) Work on appeal. (10-12-23; 10-

17-23; 10-18-23.) Conversation with opposing counsel and agree to extend her time to file brief. (11-3-23) Receive emailed brief from opposing counsel on appeal; following two extensions of time which opposing counsel had requested—which extensions were granted by the Court of Appeals. (1-19-24) Timely filed our brief in February 2024. Checked with Clerk of Court of Appeals—There have been no orders from Court of Appeals since, setting or denying both sides' request for oral argument, etc. (5-2-24)

Indigent Legal Services: Attorney contracts for 2022 were created and emailed to current attorneys under contract. (11-3-21) Notice to Riley County Bar Association of at least one attorney vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current lawyers under contracts. None returned as of 11-23-21. No indigent legal service contracts are in place for the calendar year 2022. Work on various issues related to this service. (2-10-23; 2-13-23; 2-14-23; 2-15-23; 2-16-23; 2-19-23; 2-20-23; 2-21-23; 2-22-23; 2-24-23; 2-26-23; 2-27-23; 2-28-23; 3-1-23; 3-2-23; 3-3-23; 3-4-23; 3-6-23; 3-7-23; 3-8-23) Work on various issues related to this service. (3-19-23) Work at staff level on compensation for this service. (3-28-23) schedule next staff level discussion of compensation for this service. Discuss with Deputy Counselor compensation for this service. (3-29-23) Work on project. (6-1-23) Work on project. (6-8-23) Draw up final version of CAR; RFP; and Contract. (6-19-23; 6-20-23) Obtain BOCC approval of form RFP and Contract. (6-22-23) Finalize RFP and contract and distribute to local Bar Association membership with encouragement to apply well before August 4, 2023, deadline for proposals because they will be considered as they are submitted. (6-29-23; 6-30-23) Create documents for publication in newspaper and placement on county website for this service. (7-7-23; 7-10-23; 7-11-23; 7-12-23) Deadline for proposals to arrive in Clerk's office 5 p.m. August 4. Work on issues related to service. (10-25-23.) Work on scheduling discussion. (6-5-24)

Legislation: Discuss with BOCC potential annual legislative conference dates in December 2023. (10-16-23) Notify delegation members conference scheduled on the following date which worked for a majority of responding legislators: December 14, 2023, noon to 2 pm. (10-26-23) Work on agenda for legislative conference (10-27-23; 10-30-23) Work on agenda for legislative conference. (11-13-23; 11-14-23; 11-15-23) Work on letter of BOCC support for SB 196. Obtain BOCC signatures and email to Senate Assessment and Taxation Committee. (1-4-24; 1-5-24; 1-7-24; 1-8-24) Prepare and submit timely lobbyist compensation report for 2023 legislative session. (1-10-24) Prepare BOCC opposition letter for HB 2036. (1-10-24) Present draft of HB 2036 opposition testimony. Re-draft to insert BOCC changes. Obtain BOCC final approval of letter. Timely submit to senate committee secretary final version of HB 2036 BOCC opposition testimony. (1-11-24) Communicate with House delegation on BOCC testimony submitted previously to Senate Tax on SB 196 and HB 2036. (1-15-24) Communicate with contract lobbyist on HB 2468 (a bill of concern to Emergency management) (1-16-24) Communicate with member of state delegation on SB 196; HB 2036. Work on HB 2026 opposition testimony. (1-16-24) Work on HB 2036. (1-17-24) Work on SB 162. Communicate with lobbyist. (1-18-24) Work on SB 162 (1-19-24) Appear before Senate Committee on Local Government on SB 162. (1-22-24) Review SB346(upzoning/downzoning—removal of county authority). (1-25-24) Work on SB 162. (1-25-24; 1-31-24) Discuss various bills with lobbyist. (2-2-24) Discussion with another county counselor on a bill Riley County is interested in. (2-2-24) Work on SB 162. (2-2-24) Discuss SB 162 with lobbyist. (2-21-24) Communicate with contract lobbyist on HB 2599 (KORA request fees) (2-27-24) Review legislative issues remaining in session of interest to Riley County. (2-28-24) Work on SB 162 set for hearing in House Local Government committee on Monday, March 11, 2024. (3-5-24; 3-6-24) Work with Deputy Counselor on contract issue. (3-6-24) Work on SB 162 hearing scheduled for March 11, 2024. (3-7-24; 3-8-24) Attend and participate with Commissioner McKinley in hearing before the House Committee on Local Government in support of SB 162. (3-11-24) Communicate with contract lobbyist on SB 162. (3-12-24) Communicate with delegation member on SB 311; Discuss with County Appraiser. (3-12-24) Review House calendar status of SB 162. It is on General Orders. (3-20-24) Communication from contract lobbyist. Communicate with BOCC members regarding immediately foregoing.

Leonardville North County EMS Station: Follow up call to City of Leonardville attorney. (4-11-23) Set up phone appointment with City of Leonardville Attorney—to discuss having city begin process of opening the

easement as an alley for access to the site. (5-3-23) Phone discussion with City of Leonardville attorney and arrange for teams meeting next Tuesday (5-9-23) with him, Craig and me to discuss details of City legally “opening” alley to site of ambulance and performing tree trimming along that alley. (5-3-23)

National Opioid Litigation Settlement: Notice of Deadline to “opt in” to latest round of national opioid class action litigation settlements is April 18, 2023. (3-27-23) Prepare and submit CAR for BOCC 4-10-23 public meeting; with my recommendation to BOCC regarding “opt in” to latest round of national opioid class action litigation settlements—5 new defendants settling. Discuss with Assistant Attorney General managing this matter state-wide. (4-6-23) Submit electronically our “opt in” to latest round of national opioid class action settlements, as previously authorized by BOCC. Confirmation from settlement administrator that “opt in” accomplished. (4-14-23)

NG-911 Committee (Road naming): Attend and participate in committee meeting. (2-14-23)

Proposed Construction of EMS/EM/RCFD Emergency Services Headquarters: Schedule work session for discussion of design issue related to facility. (1-27-23)

Riley County Annual Legislative Conference: Discussion with County Register of Deeds to schedule meeting week of December 5th to review documentation of long-term revenue loss to Riley County caused by legislature’s past elimination of the mortgage registration fee. (12-1-22) Work preparing for 12-12-22 legislative conference. (12-8-22; 12-11-22) Discuss legislative conference information with County Appraiser. (12-8-22) Discuss legislative conference information in meeting with County Register of Deeds. (12-9-22) Work with members of delegation; 2023 Annual Legislative Conference scheduled for Thursday, December 14th, from noon to 2 p.m., BOCC chambers. (10-23-23) Conversation with member of delegation—confirming member will attend. (10-24-23.) Discuss options with BOCC regarding potential 2024 annual legislative conference. (7-22-24)

Riley County District Court: Discussion regarding BOCC consideration of funding potential “resolution docket” to assist with case backlog. (4-27-23) Work on project. (5-2-24)

Rural Economic Development Advisory Board:

Staff Budget and Planning Committee:

White Canyon Benefit District: White Canyon benefit district’s residents’ request, made during this date’s public commission meeting, asking whether Riley County willing to supplement the cost of the benefit district’s proposed private road improvement project. No dollar figure provided by benefit district residents. County staff instructed to provide BOCC at upcoming meeting most recent Riley County Public Works’ “estimate” of “northern route” as an option to current benefit district project proposed. (8-30-21)

II. Projects by Department or Division:

Administrative Services/County Counselor: Work on matters related to departmental transition. (1-25-2023; 1-26-2023; 1-27-2023) Interviews of applicants for Deputy County Counselor position in transition scheduled to take place 9-29-23.-23. (3-2-23; 3-3-23) Work on Departmental transition matters. (4-28-24) Work on Departmental transition matters. (5-2-24; 5-3-24)

Riley County Appraiser’s Office: Communicate with department Head on costs associated with BOTA appeal. (12-29-23) Communicate with staff on immediately preceding issue. (1-1-24) Communicate with Appraiser on exemption application. (1-11-24) Advise Department Head on legal issues. (1-24-24) Advise Department Head on process issue. (2-29-24;3-1-24) Communicate with department head. And Deputy

Counselor. (3-4-24; 3-8-24) Advise Appraiser on KORA request. (5-1-24) Communication on legal matters. (5-1-24) Communication on different legal matters. (5-1-24; 5-2-24) Assist Department Head on pending matter. (5-6-24) Communicate on legal matter. (5-14-24) Meet with and advise Department Head on BOTA decision and separate appraisal matter. (5-29-24) Communicate with staff on upcoming meeting dates for discussion. (7-5-24)

Riley County Attorney: *Discuss legal issue. (2-1-24)*

Riley County Clerk: Advise and assist on open record act issue. (9-12-23;9-13-23) Schedule meeting with staff of two departments to plan means of addressing particular type of KORA request in most fair and efficient manner to reduce, potentially, two departmental workloads. (9-13-23;9-14-23) Reschedule forgoing meeting to 10-27-23. (10-19-23) Work on contract law issue. (10-24-23) Assist with legal issue. (11-3-23;11-5-23; 11-6-23.) Approve on minute track as to form revised parking lot resolution developed by Deputy Counselor. (1-2-24) Work on autopsy record storage issue. (2-2-24) *Prepare* resolution regarding Plaza reservations; present to BOCC and obtain approval. (2-27-24; 2-28-24;2-29-24) Communicate with staff on a request for a mailing address change. Communicate with counsel on client name change. Communicate with staff on records name change issue. (3-4-24;3-5-24) Work on notice of upcoming special meeting of BOCC. (3-12-24) Work with Clerk staff member on preparing for RNR compliance during 2025 budget. (3-20-24) Work with Department Head and his staff on election procedural matters raised by vacancy in a City of Manhattan elected office. (5-10-24) Work on contract issue for department. (6-14-24) Attend and participate in staff working group regarding ongoing project. Communicate with contractor afterward. (6-17-24) Review return of contract accepting our contractual attachment. Communicate with Department staff on next steps for BOCC approval. (6-21-24) Prepare Commission Agenda report on foregoing project. Staff uploads for Thursday, June 27th BOCC public meeting. (6-24-24) Work on Finance Officer question on behalf of BOCC. (6-25-24) Legal analysis of RNR statute. (6-27-24; 6-28-24;7-2-24;7-3-24) Assist with staff questions regarding legal interpretation. (7-5-24)

Riley County Community Corrections: Discuss with PIO and department Head proposed correction of recently published newspaper article on grant award to Department. (1-2-24) Further conversation with Department Head and PIO about immediately preceding newspaper article. (1-2-24) Communicate with Director on potential policy. (2-27-24) Contact Department at request. (5-14-24) Work with Department on project involving funding. (5-15-24)

Riley County Emergency Management: Work on project issue. (11-7-23; 11-8-23) Conversation with stakeholders on a radio tower lease amendment. (1-2-24) Communicate with Director on state winter weather disaster declaration just released. (1-24-24) **Assist** with written response to vendor. (4-22-24) Advise on KORA request. (5-2-24) Advise other staff on same KORA request. (5-2-24) Contact County PIO about foregoing, relevant to any photos or video. (5-2-24; 5-3-24) Check in with Helpdesk. (5-7-24) Work with State project manager regarding scheduling matter on roundabout project at k-13/US24, easement purchase from county of County ROW at Fire Station. Work with Cindy K. on agenda time. (5-7-24) Work with department on personnel law matter. (5-14-24; 5-15-24)

Riley County Emergency Medical Services: Prepare for staff discussion of proposed ride along program and its necessary requirements. Participate in staff discussion. (5-7-24)

Riley County Extension: Work on legal question raised by Director. (5-29-24)

Riley County Fire District No. 1: Work on contract law issue. (11-7-23; 11-8-23.) Work on separate contract law issue. (11-7-23) Prepare for January 9, 2024, training presentation to District leadership. (12-27-23; 12-28-23; 12-29-23; 12-30-23; 12-31-23; 1-1-24) Conversation with HR Director regarding upcoming training to District leadership. (1-2-24) Conversation with Department Head on pending litigation. (1-2-24) Additional

conversation with HR Director regarding upcoming training in District leadership. (1-2-24) Preparation for January 9, 2024, training presentation to District Leadership. (1-3-24) Check out technology at Public Works for tonight's training presentation to District Leadership. (1-16-24) Present training, along with HR Director, to District Leadership. (1-16-24) Work on Fire District/University Park fire station project. (2-23-24) Communicate with lobbyist on HB of concern to department. (2-28-24) Communicate with department on KORA issue. Communicate with outside counsel. And Deputy County Counselor. (3-4-24) Communicate with Fire Chief. (3-21-24) Work on contract issue. (3-26-24) Prepare and obtain Chairman's signature on Local Disaster Emergency Declaration regarding cybersecurity incident. Attend and participate in special BOCC public meeting. (4-1-24) Draft extension of Local Disaster Emergency Declaration on cybersecurity incident. Then obtain BOCC approval of extension of local disaster emergency declaration. (4-2-24; 4-3-24; 4-4-24) Draft local emergency declaration on Axelton Hill Road wildfire and obtain BOCC chairman signature. (4-6-24) Prepare extensions of both local disaster emergency declarations. (4-10-24) Present and obtain BOCC approval of both immediately preceding local disaster emergency declarations. (4-11-24) Review and approves as to form FRA matter. (7-24-24)

Riley County GIS: Assist with provision of "shapefile" requested by company. Communicate with company representatives and GIS staff. (6-5-23; 6-6-23)

Riley County Health Department: Work on contract law issue. (10-12-23;10-13-23.) Work on contract law issue. (10-19-23;10-23-23; 10-24-23.) Advise Department on personnel policy manual upcoming revision. (3-19-24) Communicate with county staff on parking issue. (3-26-24) Schedule staff discussion with this Department and another on legislative issue. (6-26-24) Advise Department Head on legislative matter. (7-3-24) Advise Department Head on state funding matter. (7-3-24)

Riley County Historical Museum:

Riley County Human Resources. Finalize Green Dot Contract. (9-12-23) Conversation with HR. (10-12-23.) Review example of proposed Performance Review new form to be completed by 10-16-23. (10-12-23) Work with a department on HR issue "IV." (10-13-23.) Work with Department on unrelated HR issue("V"). (10-16-23.) Work with Department on unrelated HR issue "VI". (10-16-23.) Work with department on Personnel issue I. (10-19-23;10-23-23; 10-25-23.) Work with division on personnel law issue II. (10-24-23.) Work with Division and Department Head on personnel law issue II. (10-25-23;10-26-23;10-27-23;10-28-23-10-29-23;10-30-23) Work with Division and Department Head on personnel law issue. (11-1-23.) Work with Division and Department on personnel law issues. (11-2-23;11-3-23; 11-5-23;11-6-23.) Work on personnel law issue for Division and Department. (11-10-23). Work with Division and Department on personnel law issues. (11-9-23;11-13-23; 11-14-23). Prepare for disciplinary action appeal scheduled for January 4, 2024. (12-28-23) Communicate with team members on working group considering revision of personnel manual. Working group to reconvene 1-9-24. (1-2-24) Work on personnel issues. (1-4-24; 1-5-24) Communicate with Department head and Division head on upcoming potential meeting regarding process. (1-12-24) Communication from Division head on upcoming work group work for discussions on personnel policies. (1-12-24) Working group discussion of personnel policy issues. (1-12-23) Working group discussion of personnel policy manual. (1-18-24) Working group discussion of personnel policy practice. (1-22-24) Analyze and comment upon potential policy. (1-24-24) Analyze potential changes to personnel policy. (1-29-24; 1-30-24; 1-31-24) Advise on legal issue. (2-1-24) Work on personnel policy manual issues. (2-22-23;2-23-24) Communicate with Division director given federal law changes in identified policies. (2-27-24) Review material provided. (2-27-24) Work with Division Director on scheduling upcoming presentations to BOCC in public meetings. (3-12-24) Work on Personnel Policy issue. (3-13-24) Work on upcoming executive session. (3-12-24;3-13-24) Work on personnel policy issue. (3-14-24;3-15-24;3-17-24;3-18-24) Work on different personnel policy issues than immediately preceding entry. (3-18-24) Work on both of the immediately preceding entry matters. (3-19-24) Work on dress code issues. (4-9-24) Review KORA request. (4-9-24) Discuss personnel law issue. (5-8-24) Work with Division and Department Head on two distinct personnel

law issues. (5-10-12) Work with Division and Department Head on distinct personnel law issue. (5-14-24) Review and continue working on proposed policy. (5-28-24; 5-29-24) Work with HR, and a Dept. Head on personnel law issue. (5-31-24; 6-3-24) Work with staff group on proposed policy. (6-3-24) Work with HR and Department Head on personnel issue. (6-3-24) Work with HR. on personnel issue. (6-4-24; 6-5-24)) Work with HR on personnel matter. (6-7-24) Work with HR on personnel policy approval. (6-7-24) Work with HR on 2 distinct and unrelated personnel law issues. (6-17-24) Work with HR on personnel law issues. (6-18-24) Work with Division head on personnel legal issue. (7-2-24) Assist with upcoming personnel issue. (7-5-24) Assist Division and BOCC with personnel law issue. (7-25-24)

Riley County Information Technology/GIS Work with department on contract law issue. (10-24-23.) Conversation with GIS staff member regarding City GIS “layer” issue. (1-2-24) Discuss legal issues involving federal act(s) and communication technology. (2-1-24) Communication from IT about on-going efforts to protect network. (5-7-24)

Riley County Museum: Advise Director on question raised on behalf of Historical Society. (5-3-23)

Riley County Noxious Weeds/Hazardous Household Waste: Discuss with department head upcoming potential property leases of county ground. (5-3-23) Request Department Head provide copy of deed on one of leased properties—to review restrictions on all the leased properties. (5-4-23) Schedule discussion with Department Head on real property issue. (5-22-23) Review and approve as to form weed control contract proposed by KDOT. Inform Department head I’ve done so. (1-2-24) Conversation with Department Head on immediately preceding contract. (1-2-24)

RILEY COUNTY PLANNING AND DEVELOPMENT. Work on Comprehensive Plan update matter. (7-17-24) Work on County Retreat matter. (7-17-24)

RILEY COUNTY POLICE DEPARTMENT—Administered by Law Enforcement Agency (“Law Board”): Communication from City Manager, County Clerk and County Attorney regarding RCPD question about potential ordinance or resolution. I contact Barry Wilkerson for discussion. (1-12-24) Work on project. (4-15-24; 4-16-24; 4-17-24) Communication from third party on budget matter. (5-2-24) Work on inmate medical project. (5-29-24) Participate in staff working group on inmate medical project. (5-31-24) Communicate with vendor of inmate medical services. (5-31-24)

Riley County Planning & Development: Represent County in District Court hearing on Prairiewood appeal. (8-29-23) Conversation with landowner. (10-12-23.) Review and approve Comprehensive Plan resolution “as to form” for 10-16-23 BOCC meeting. (10-12-23.) Work on pending litigation. (10-13-23) Work on pending litigation “III”. (10-13-23.) Work on pending project “I”. (10-13-23.) Conversation with opposing counsel in pending appeal “II.” (10-13-23) Work on benefit district project. (11-6-23; 11-7-23.) Work to schedule meetings with business and staff on different pending legal issues. (11-7-23; 11-8-23) Work on benefit district contract for environmental assessment. (1-26-24; 1-31-24) Complete work on benefit district contract for environmental assessment; route vendor—approved contract to this department’s Office Manager for placement on next Monday’s business meeting agenda, following conversation with Department Head. (2-1-24) Work with Department Head on contractual issue. (2-14-24) Work with Department Planner and Deputy on upcoming agenda item. (3-19-24) Work on immediately preceding entry again. (3-20-24) Work on benefit district issue. Discuss with Deputy County Counselor. (3-20-24) Review and approve as to form plat. (3-21-24) Discuss upcoming public hearing with staff member. (3-21-24) Work on upcoming land use issue. (3-26-24) Discuss with staff special use hearing before Planning Board evening of 4-8-24. (4-9-24) Conversation with opposing counsel in pending appeal. Draft motion to extend time to file our brief. I will file such agreed motion this week. Motion filed. (4-15-24) Review sanitary code issue. (4-18-24) Schedule meeting with department staff member on separate code violation enforcement matter. (4-18-24) Review correspondence on separate possible code violation matter. (4-18-24) Status report back on separate code enforcement matter.

(4-18-24) Status report back on separate code enforcement matter. (4-18-24) Work on SB 384. (SB 162) as signed by Governo as part of SB 384. Meeting with staff of Planning and Development and RCHD. (4-26-24). Work solo on immediately preceding project list entry. (4-28-24) Review and approve as to form contract for project. Discuss with Department Head. (5-2-24) Communication with Department Staff on pending code enforcement matter. (5-2-24) Communicate with Department head on immediately preceding code enforcement matter. (5-3-24) Correspondence with outside professional based on citizen question regarding pending project. (5-3-24) Assist staff of this department on pending matter. (5-6-24) Communication from Department staff on different matter for calendaring. Respond. (5-6-24. Contact representative of citizen in pending matter. Relay information to staff member working on the matter. Relay information to another Department Head assisting in matter. (5-6-24) Respond to communication from Department Head on ongoing project of her department. Respond to communication from Department Head on different project of her department. (5-7-24) Communication from staff of Department on different project of her department. (5-7-24) Discuss with Department Head different project of her department; in response to communication from her of procedural question. (5-7-24) Answer question from Department Head on procedural question. Communicate with Department Head and Cindy K. (5-7-24) Review litigation material served on a co-defendant in pending code enforcement case. (5-7-24) Discuss pending enforcement matter with Code Enforcement officer. (5-7-28; 5-8-24) Work on pending Court of Appeals matter. (5-15-24) Work on comp plan consultant project. (5-29-24) Calendar Everygy application regarding Ashland Bottoms special use application. (5-29-24) Review and sign plat presented by Department staff. (5-29-24) Prepare for executive sessions. (6-5-24) Advise Department Head on project legal issue. (6-12-24) Work on pending appeal matter. (6-25-24) Work on pending sewer project. (7-3-24) (Advise Department Head on legislative matter. (7-3-24) Complete Agreement for Retreat Consultant. (7-18-24) Work on Comprehensive Plan Update matter. (7-18-24; 7-19-24) **Work on court of appeals brief (8-1-24; 8-2-24; 8-3-24; 8-4-24; 8-5-24) Evaluate project grant possibility legal issue. (8-6-24) Work on different pending Court of Appeals brief augmentation in pending matter. (8-5-24; 8-6-24)**

Riley County Public Information Officer: (5-8-23) Further communication with PIO and working group about same informational program. (5-8-23) Communication from PIO requesting legal advice. (7-24-23) Conversation on lawful options for final version of BOCC minutes. (10-24-23.) Schedule upcoming meeting on possible documentary. (3-12-24) Communicate with regarding Facebook change of services offered. (3-12-24) Discussion with PIO regarding request for release of information. (5-31-24)

Riley County Public Works: Discuss land use issue with Department Head. (10-12-23.) Communicate with potential vendor on project. (10-13-23.) Communicate with county insurer on project. (10-13-23.) Contract law issue. (11-6-23.) Work on bid packet issue. (1-2-24) Contacted by KDHE requesting permission for project. Relay request to Public Works Director and invite conversation. (1-3-24) Discuss with Director Township Officers' March 6, 2024, meeting agenda. Contact outside party as possible participant to assist with program. (2-2-24) Attend and participate in Township Officials annual meeting. (3-6-24) Review and approve contract "as to form." (3-8-24) Review contract proposed. (3-11-24) Discuss staff contract proposed. (3-12-24) **Work with Assistant County Engineer on assembly of contract for agenda. (3-19-24) Review and approve as to form immediately preceding contract. Conversation with Cindy K on delivery of contract to County Clerk's office for this Thursday's agenda. Place contract in delivery bin from Public Works to County Clerk's office. (3-20-24) Work on elevator contracts and discuss with Department Head. (4-5-24; 4-6-24; 4-8-24) Conversation with Dept. Head regarding KDHE request to do well test on county site. (4-15-24) Conversation with Dept. Head regarding drainage easement. (4-16-24) Review update on pending resolution. (4-18-24). Review and approve as to form covenant and easement documents for EMS HQ project. (4-23-24) Respond to email from KDHE on agency's planned sampling in Fairmont Park, after discussion with Department Head. (4-23-24) Conversation with Assistant County Engineer. Approve as to form transfer station truck scale Contract. (4-23-24) Work on KDOT roundabout project as it affects Riley County. (4-26-24; 4-28-24; 4-29-24; 4-30-24) Work on preceding KDOT project as it affects Riley County. 5-8-24. Work on policy issue involving CDL training. (5-30-24; 5-31-24) Review and approve as to form project document. (5-**

31-24) Review and approve as to form unrelated project document. (5-31-24) Approve as to form contract for project. (6-3-24) Work on project documents. (6-4-24) Conversation with consulting engineer on state highway project. (6-14-24) Communication from KDOT counsel on state “roundabout” project at US 24 and K-13. Contact Public Works Directo. Contact KTOT counsel. (6-26-24) Communicate with Department Head on immediately preceding project. (7-2-24) Advise Department Head on separate and distinct legal matter. (7-3-24) Assist Department and BOCC with ongoing project issue. (7-25-24)

Riley County Register of Deeds: Communicate with three offices, their staff and department heads on common legal issues. (11-7-23) Communicate with department head on same issue. (11-8-23) Work on legal issue regarding filing. (2-29-24; 3-1-24;3-4-24) Work with department head and staff of County Clerk and County Appraiser to resolve filing issue. (3-4-24)

Riley County Treasurer: Discuss with Department Head process for Opioid Settlement Fund payments routed from Attorney General’s Office. Discuss with Assistant Attorney General supervising such distributions. (12-21-22) *Work* on Delinquent Real Property Tax Foreclosure case for 2024. (4-12-24) Review claim for delinquent real property taxes in mtg foreclosure case. (4-16-24) Review claim for delinquent real property taxes in mtg foreclosure case. (4-16-24) Review probate case order directing payment of real property tax. (4-16-24) Review mtg foreclosure case and demand for payment of real property tax. (4-16-24) Review of probate case and real property tax. (4-16-24) **Review** delinquent real property tax efiling. (4-19-24) Work with legal staff on upcoming delinquent real property tax sale. (4-23-24) Process with staff response to citizen inquiry to county website about tax sale properties. (4-29-24) Process with staff response to another citizen inquiry to county website about tax sale. (4-29-24) Discuss tax sale property issue involving request from executor of titled owner. Call the executor and leave voicemail. Resolve with executor. (5-7-24) Sign order dismissing individual parcel from tax sale. (5-8-24) Work with department staff on preparation of Motion for Default Judgement in 2024 delinquent real property tax sale. (5-10-24) Obtain judgment in favor of Riley County on motion for default judgment in Riley County District Court for upcoming delinquent real property tax sale. (5-28-24) Delinquent property tax sale meeting with office staff. (5-29-24) Approve withdrawal pleadings from pending probate cases wherein our filed claims for property taxes resulted in payment. (6-14-24) Assist Department Head with citizen communication. (6-17-24;6-18-24) Work on property tax foreclosure case. (6-26-24)

III. Projects by Professional Association, Internal and External Committees/working groups, CLE, & Other Administrative Matters:

Ad Hoc Staff Committees/Work Groups on Multiple Subjects: Staff committee discussion of issue in recent tax sale. Clerk and staff, Treasurer, Appraiser and staff. (3-6-23)

Administrative Matters: Discuss with HR CAR I’ll prepare for transition of Counselor position based upon my scheduled 2025 retirement. (5-19-23) Work on transition of Deputy position given incumbent’s scheduled retirement. (5-22-23;5-23-23) Discuss and decide with staff on renewal of “Hawver” subscription. (5-30-23) Register for June 20 webinar on Title VI requirements under ARPA; to be conducted by Officer of Recovery. (6-5-23) Information to Office Manager on invoice for Westlaw. (7-5-23) Partners’ Meeting. (7-21-23) Review and approve proposed CAR drafted by H.R. for upcoming position vacancy due to retirement. (7-27-23) Work with HR and staff working group preparing for candidate interviews for 2 positions. (7-27-23;7-28-23) Staff meeting to discuss departmental input, as requested by PIO, on survey regarding retention and recruitment and retention. Provide info to PIO. (8-2-23) Review, approve Department timecards. (8-6-23) Work on transition of department for upcoming vacancy in Office Manager position. Review all internal applications. Communicate with both Riley County Deputy County Counselors and H.R. Director. (8-6-23) Work on transition of department to fill vacancy in Legal Assistant position. (8-10-23;8-11-23; 8-13-23) Review City/County/County agenda for 8-17-23 meeting. (8-13-23) Work on upcoming retirement receptions for department. (8-11-23; 8-14-23; 8-15-23;8-16-23;8-17-23) Continued work on transition of department to

fill vacancy in Legal Assistant position. (8-15-23) Participate in panel interview of candidate for Legal Assistant I position. (8-18-23) Attend retirement reception in BOCC chambers for Jill Seaton. (8-31-23) Relay eflex latest to staff—No access to court of appeals or supreme court yet as of noon today. (1-26-24) Participate as donor in County/Red Cross blood donation drive. (2-14-24) Work on closing issue involving sale of a portion of a larger parcel—the sale of which does not involve a pending code enforcement proceeding. (2-15-24) Work at PW successfully confirming, with IT assistance, our desktops there appropriately “sync” with our desktops in our CPE office. (2-26-24) Work with Public Works on key card/key fob access to that portion of Public Works building where our office will temporarily relocate. (2-27-24) Work on temporary relocation of office during 4th floor renovation project. (2-28-24) Work with I.T. to synchronize desktops at departmental CPE office and temporary space at Public Works. (3-1-24) Catch up on emails. Respond when appropriate. (4-9-24) Work on transition of Deputy County Counselor caseload to County Counselor. (4-10-24; 4-11-24; 4-12-24) Work on applicant interview scheduling for Deputy County Counselor position. (4-15-24) Work with our Office Manager on 2025 departmental budget request. (4-16-24) Work on departmental transition matters. (5-2-24; 5-2-24; 5-3-24) Brief staff meeting—my meetings schedule today. (5-7-24) Review and delete emails. (5-7-24) Work on transition: Introduce Deputy County Counselor to BOCC members; and 3 department heads (5-13-24) Introduce Deputy County Counselor to 3 more department heads. (5-14-24) Review and approve as to form payroll and accounts payable. (5-28-24) Work on transition matters in office. (5-30-24; 5-31-24) Contact IT about recent communications to organization about a system update. (6-3-24) Brief Bryant on relevant discussions during today’s public BOCC meeting. (6-3-24) Weekly office staff meeting. (6-14-24) Work with staff working group on scheduled shut off of electricity to CPE. (6-17-24; 6-18-24) Work on organization of office filing. (7-5-24) Participate in CAR promoting Deputy County Counselor to County Counselor, effective January 1, 2024. (7-18-24) Consult with Deputy County Counselor on various pending projects. (7-24-24) Discuss potential internal publication of notice of Deputy Counselor’s recent promotion by BOCC, effective January 1, 2025. (7-24-24)

Continuing Legal Education: Attend online CLE program. (6-11-23) Attend CCAK CLE program. (6-16-23) Discuss department budget preparation for 2025. (4-18-24) Attend an open.gov zoom on “roll out” of budget creation. (4-18-24) Work on department budget request. (4-22-24; 4-23-24; 4-24-24; 4-25-24) Confirm electronically with CLE commission whether compliant for 2023 through June 30, 2024, for CLE requirements. Register for the remaining one-hour CLE to be presented online. (5-2-24; 5-3-24)

County Counselor Association of Kansas: Attend and participate virtually in Board of Governors meeting of CCAK. Summer CLE planning. (2-21-24) Contact KAC about presenter’s assigned time during June 21, 2024, CCAK CLE program. Relay to presenter. Recontact KAC. Recontact presenter. (5-2-24) Contact from presenter. Relay information to Jay Hall. Confirm to presenter all in place for CLE. (5-6-24) Communicate with Deputy Director and Presenter scheduled for CCAK CLE to take place 6-21-24. (6-18-24) Attend online program of association for required CLE. (6-21-24)

Department Head Committee: Attend and participate in committee meeting. (7-5-23) Attend and participate in meeting. (7-19-23) Attend and participate in committee meeting. (8-2-23) Attend and participate in Committee Meeting. (10-18-23) Attend and participate in committee meeting. (11-1-23.) Prepare for meeting scheduled for 1-3-24 (1-2-24) Attend and participate in Committee meeting. (1-3-24) Prepare for, attend and participate in committee meeting. (3-20-24) Prepare for 4-17-24 committee meeting. (4-16-24) Attend and participate in committee meeting. (5-1-24) Attend and participate in committee meeting. (6-5-24) Attend and participate in meeting. (7-3-24)

Intergovernmental Luncheon: Attend and participate in 2 pm. meeting of committee. (3-11-24)

Joint Task Force on Possible Fair and Rodeo Relocation: Attend 2nd meeting of group at Chamber offices. (7-14-23) Attend first ½ hour of task force meeting at KSU foundation. (8-16-23)

Kansas Association of Counties: Review communication on Kansas Supreme Court case considering self-insured entities. (3-8-24)

Staff Budget and Planning Committee: Work with B & P on development of contracts for transfers to small cities for loss of funds as countywide ½ cent sales tax sunsets 12/31/22. (11-15-22) Review material for BOCC presentation to be made by Budget and Planning during the next BOCC public meeting. (11-28-22) Attend and participate in Committee meeting. (11-29-22) Ask Shilo for her opinion on draft of agreement. (2-7-23) Prepare for scheduled 1-3-24 committee meeting. (1-2-24) Attend and participate in Committee meeting. (1-3-24) Review upcoming agenda for scheduled 1-30-24 committee meeting. Communicate with committee. (1-26-24) Attend and participate in committee meeting. (2-20-24) Work with IT/GIS staff on temporary move of department to Public Works during 4th floor CPE construction project. (2-21-24) Attend and participate in meeting of committee. (3-11-24; 3-12-24; 3-13-24) Conversation with Budget and Finance Officer. Available date of return from vacation. Accept B & P Meeting scheduled for 3 pm May 28, 2024. (5-7-24) Attend and participate in committee meeting. (5-28-24) Work on potential remote work policy. (5-28-24; 5-29-24) Attend and participate in committee meeting. (6-4-24)

Staff Riley County Employee Recognition Day Planning Committee: Attend and participate in committee work planning Employee Recognition Day. (6-20-23) Analyze proposed venue contract. Conversation with County's insurer. Voicemail left with PIO. (7-5-23) Attend and participate in Committee meeting (7-18-23) Communicate with sales representative for AMC Theatre. (8-2-23; 8-3-23) Communicate with AMC representative and our insurer regarding event. (8-13-23) Attend and participate in committee meeting. (8-15-23) Communicate with our insurer and attorney for venue regarding Recognition Day. (8-15-23) Communicate with attorney for venue regarding Recognition Day. (8-16-23; 8-17-23) Attend and participate in Employee Day. (10-9-23.) Work on future Employee Recognition Day issue. (10-18-23) Contact insurer to evaluate coverage for potential site for 2024 Employee Recognition Day. (1-2-24) Attend and participate in committee meeting. (2-20-24) Communicate in response to questions about recognition for years of service by employees in attendance. (3-15-24) Attend and participate in committee meeting. (3-19-24) Check on potential keynote or breakout session speaker. Contact agent for venue to confirm paperwork necessary to finally reserve venue, obtain copy of complete contract required and obtain liability insurance coverage requirements. Contact county's insurer to confirm the required liability coverage will be in place for county on October 14th. Attend and participate in committee meeting. (4-16-24) Work on venue documentation. (4-30-24; 5-1-24) Check with C & W on status of certificate of insurance. (5-3-24; 5-7-24) Work on venue reservation and insurance coverage required. (5-28-24; 5-29-24) Work on venue reservation. (6-7-24) Attend and participate in committee meeting. (6-18-24) Work with group on input for CAR to describe event for BOCC. (6-24-24) Attend and participate in committee meeting. (7-16-24)

Staff Road Renaming Committee:

Attachment: FINAL_Commission List 08.26.2024 (15001 : Clancy's Commission List)



COMMUNITY CORRECTIONS
Update

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

STAFF REPORT

FROM: Megan Lewis - Interim Director
MEETING: August 26, 2024
SUBJECT: Monthly Staff Update
PRESENTER: Megan Lewis - Interim Director

See Attached Power Point

Enclosures:

- Monthly Staff Report August 2024 (PPTX)



Riley County Community Corrections

Monthly Update

Juvenile Intake & Assessment Services (JIAS)

- 27 Intakes in July
 - Over 58 On-Call Officer clock hours
 - 10 returned to parent/guardian
 - 3 placed with a relative
 - 2 placed in a Protective Home
 - 9 released to DCF/St.Francis
 - 3 placed in detention
- 17 Protective Homes
- 16 local licensed foster homes
- Hired 1 additional On-Call Officer
- 2 additional offers of employment have been extended
- Monthly On-Call Officer Meeting September 10th

FY25 Juvenile Intake & Assessment (Riley County)	May	June	July
Juvenile Offender	6	7	8
Status Offender (MIP, MIC, Runaway, Curfew, Truancy)	0	0	1
Child-In-Need-of-Care	6	8	16
Total	12	15	25
FY25 Juvenile Intake & Assessment (Clay County)	May	June	July
Juvenile Offender	0	0	2
Status Offender (MIP, MIC, Runaway, Curfew, Truancy)	0	0	0
Child-In-Need-of-Care	0	2	0
Total	0	2	2



Juvenile Intake & Assessment Services (JIAS)

- In July...
 - Daniel Keating Foundation paid \$200 for two children placed in a Protective Home for four days and provided a \$100 gift card to Target for essential items.
 - Westview Community Church continues to provide gender and age-specific clothing care bags.



Youth Court Immediate Intervention Program (YCIIP or IIP)

FY25 Youth Court IIP (Riley County)	May	June	July
Participants	28	38	45
Required Jurors	9	6	24
Volunteer Jurors	7	3	4
MDT Referrals	0	0	1
Total	44	47	74
FY25 Youth Court IIP (Clay County)	May	June	July
Participants	0	0	1
Required Jurors	0	0	1
Volunteer Jurors	0	0	0
MDT Referrals	0	0	0
Total	0	0	2

- 3 Youth Court Sessions held in July
 - 13 new juvenile offenders
 - 12 Riley County
 - 1 Clay County



Juvenile Intensive Supervision

FY25 Juvenile Services (Riley County)	May	June	July
Juvenile Intensive Supervision	8	4	9
Juvenile Correctional Facility	0	0	1
Conditional Release	1	1	1
Courtesy Supervision Out	2	1	0
ICJ	0	0	0
Total	11	6	11

FY25 Juvenile Services (Clay County)	May	June	July
Juvenile Intensive Supervision	0	0	0
Juvenile Correctional Facility	1	1	1
Conditional Release	0	0	0
Courtesy Supervision Out	0	0	0
ICJ	0	0	0
Total	1	1	1



Adult Intensive Supervision

Caroline Peine Charitable Foundation Grant

- Remaining balance of \$554.51 of \$7,000 that was received in November 2022
- Assisted clients with birth certificates & IDs for employment, as well as housing and transportation assistance.
- Letter of Intent to apply for this grant is due by October 1st

FY25 Adult Services	May	June	July
ISP	82	95	96
In Treatment	6	5	5
In Jail	17	17	21
Total	105	117	122
Absconder ADP	54	54	51



(Adult) Drug Court

- 5 Community Corrections team members
- 22 current participants
- Next graduation scheduled for September 11th at 3:00 pm in Riley County
- Jessie Hubbard traveled to Washington DC in early August to attend the Financial Management Training Seminar hosted by Department of Justice
- Only spent 44 % of the BJA Grant with 13 months remaining in the grant.





COMMUNITY CORRECTIONS
Budget

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

COMMISSION AGENDA REPORT

FROM: Jessie Hubbard, Administrative Assistant II, Riley County Community Corrections

MEETING: August 26, 2024

SUBJECT: FY25 Adult Services Carryover Reimbursement Budget

PRESENTER: Jessie Hubbard

BACKGROUND

The KDOC requires us to develop annual budgets with our carryover reimbursement monies and requires both the Joint Corrections Advisory Board and the BOCC to review and approve. Both budgets are due to the State on September 5th.

DISCUSSION

The carryover reimbursement dollars come from dollars from supervision fees and reimbursed drug testing fees. In FY24, we started the year with \$13,084.20 in carryover reimbursement, brought in \$3,291.70 and spent \$12,059.27, primarily to supplement shortfalls in salary and benefits.

We currently have \$4,316.63 in our AS Carryover Budget. While must to budget to spend the entire amount, we will only spend what is absolutely necessary to make it through FY25. As board meeting meals and supplies must be paid for from carryover, money was budgeted for that line-item. The remaining money was split between training, travel and miscellaneous office supplies.

At their August 22nd meeting, the Joint Corrections Advisory Board approved the budget as presented.

RECOMMENDATION(S)

Approve the FY25 Adult Services Carryover Reimbursement Budget in the amount of \$4,316.63 as presented.

POSSIBLE MOTION(S)

Approve the FY25 Adult Services Carryover Reimbursement Budget in the amount of \$4,316.63 as presented.

Move to deny

Move to modify

Move to table

The Board agreed by consensus to

Enclosures:

- FY25 Agency Adult Carryover Budget (PDF)

FY25
ADULT CARRYOVER REIMBURSEMENT 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	Fuel for agency operations	250.00	100.00%	250.00
Per Diem	Meals during agency operations	200.00	100.00%	200.00
Vehicle Maintenance			100.00%	0.00
Vehicle Insurance			100.00%	0.00
	JCAB meals	700.00	100.00%	700.00
			100.00%	0.00
			100.00%	0.00
2A TOTAL TRAVEL CATEGORY				1,150.00

Estimates for travel and meals during routine agency operations
 JCAB meals, expense split 50/50 with Juvenile Services

2B TRAINING CATEGORY	Details	Total Expense	Reimb percent	TOTAL
Fuel/mileage	Fuel to misc training	200.00	100.00%	200.00
Per Diem	Meals during training	350.00	100.00%	350.00
Registration	Misc. registration, 10 @ \$50 ea.	500.00	100.00%	500.00
K-Tag/Tolls			100.00%	0.00
			100.00%	0.00
			100.00%	0.00
			100.00%	0.00
2B TOTAL TRAINING CATEGORY				1,050.00

Estimates for training registration, travel to training, and meals during training

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

Equipment Category Comments

2E SUPPLIES/COMMODITIES CATEGORY	Details	Total Expense	Reimb percent	TOTAL
Office Supplies	Misc office supplies	716.63	100.00%	716.63
Postage			100.00%	0.00
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				716.63

Attachment: FY25 Agency Adult Carryover Budget (14997 : FY25 Adult Services Carryover Reimbursement Budget)

Misc office supplies, i.e. pens, paper, folders

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
			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			100.00%	0.00
Postage Meter Rental			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
2G TOTAL CONTRACTUAL CATEGORY				0.00

Contractual Category Comments

TOTAL AGENCY OPERATIONS SECTION

2,916.63

CONTRACTS/CLIENT SERVICES SECTION

3A CONTRACTS/CLIENT SERVICES	Details	Total Expense	Reimb percent	TOTAL
Drug Testing Supplies	Drug testing supplies for Clay	700.00	100.00%	700.00
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
Translator	Interpreter fees	700.00	100.00%	700.00
			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
			100.00%	0.00
3A TOTAL CONTRACTS/CLIENT SERVICES				1,400.00

Drug testing supplies for Clay Center office
Translator/interpreter fees

TOTAL CONTRACTS/CLIENT SERVICES SECTION

1,400.00

Attachment: FY25 Agency Adult Carryover Budget (14997 : FY25 Adult Services Carryover Reimbursement Budget)

TOTAL AGENCY CARRYOVER REIMBURSEMENT BUDGET FOR OPERATIONS & CONTRACTS/SVCS	4,316.63
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COMMUNITY CORRECTIONS
Budget

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

COMMISSION AGENDA REPORT

FROM: Jessie Hubbard, Administrative Assistant II, Riley County Community Corrections

MEETING: August 26, 2024

SUBJECT: FY25 Juvenile Services Carryover Reimbursement Budget

PRESENTER: Jessie Hubbard

BACKGROUND

The KDOC requires us to develop annual budgets with our carryover reimbursement monies and requires both the Joint Corrections Advisory Board and the BOCC to review and approve. Both budgets are due to the State on September 5th.

DISCUSSION

Juvenile Services carryover reimbursement dollars come from reimbursed drug testing fees or the sale of vehicles and/or old furniture/equipment. In FY24, we started the year with \$12,658.88 in carryover reimbursement, brought in \$513.26 and spent \$665.99. We currently have \$12,506.15 in our JS Carryover Budget.

IIP carryover reimbursement dollars come from supervision fees. In FY24, we started the year with \$4,235.33 in carryover reimbursement, brought in \$2,200.00 and spent \$2,622.97. We currently have \$3,812.36.

The total carryover balance between Juvenile Services and IIP is \$16,318.51.

While we must budget to spend the entire amount, we will only spend what is absolutely necessary to make it through FY25. As board meeting meals and supplies must be paid for from carryover, money was budgeted for that line-item. The remaining money was split between training, travel, miscellaneous office supplies and direct client services.

At their August 22nd meeting, the Joint Corrections Advisory Board approved the budget as presented.

RECOMMENDATION(S)

Approve the FY25 Juvenile Services Carryover Reimbursement Budget in the amount of \$16,318.51 as presented.

POSSIBLE MOTION(S)

Approve the FY25 Juvenile Services Carryover Reimbursement Budget in the amount of \$16,318.51 as presented.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- FY25 Agency Juvenile Carryover Reimb Budget Spreadsheet (PDF)

FY25

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	Fuel for agency operations	250.00	100.00%	250.00
Per Diem	Meals during agency operations	200.00	100.00%	200.00
Vehicle Mainenance		0.00	100.00%	0.00
Vehicle Insurance		0.00	100.00%	0.00
	JCAB meals	700.00	100.00%	700.00
2A TOTAL TRAVEL CATEGORY				1,150.00

Estimates for travel and meals during routine agency operations
JCAB meals, expense split 50/50 with Adult Services

2B TRAINING CATEGORY	Details	Total Expense	Reimb percent	Total
Fuel/Mileage	Fuel to misc training	200.00	100.00%	200.00
Per Diem	Meals during training	350.00	100.00%	350.00
Registration	Misc. registration, 10 @ \$50 ea.	500.00	100.00%	500.00
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				1,050.00

Estimates for training registration, travel to training, and meals during training

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

Attachment: FY25 Agency Juvenile Carryover Reimb Budget Spreadsheet (14999 : FY25 Juvenile Services Carryover Reimbursement Budget)

FY25

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	Misc office supplies	1,306.15	100.00%	1,306.15
	Postage		0.00	100.00%	0.00
	Printing		0.00	100.00%	0.00
			0.00	100.00%	0.00
			0.00	100.00%	0.00
2E	TOTAL SUPPLIES/COMMODITIES CATEGORY				1,306.15

Misc office supplies, i.e. pens, paper, folders

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		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

3,506.15

Attachment: FY25 Agency Juvenile Carryover Reimb Budget Spreadsheet (14999 : FY25 Juvenile Services Carryover Reimbursement Budget)

FY25

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	8 @ \$150 each	1,200.00	100.00%	1,200.00
	Mental Health Treatment	Therapy session, 14 @ \$50	700.00	100.00%	700.00
	Sex Offender Evaluations	4 evaluations @ \$800 each	3,200.00	100.00%	3,200.00
	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	Clothes, school supplies, etc.	1,000.00	100.00%	1,000.00
	Cognitive Skills	3rd Mill classes, 20 @ \$75	1,500.00	100.00%	1,500.00
	Client Incentives	20 @ \$10, 20 @ \$20	600.00	100.00%	600.00
	Electronic Monitoring Services		0.00	100.00%	0.00
	Surveillance Services		0.00	100.00%	0.00
	Translator	Interpreter fees	800.00	100.00%	800.00
			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				9,000.00
Mental health and sex offender evaluations and therapy; as well as misc. subsistence assistance, 3rd Millennium classes (Alcohol and Drug Awareness, Shoplifting, Conflict Resolution), incentives and translation fees					
TOTAL CONTRACTS/CLIENT SERVICES SECTION					9,000.00
TOTAL JUVENILE CARRYOVER OPERATIONS & CONTRACTS/SVCS BUDGET					12,506.15

Attachment: FY25 Agency Juvenile Carryover Reimb Budget Spreadsheet (14999 : FY25 Juvenile Services Carryover Reimbursement Budget)

FY25

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: FY25 Agency Juvenile Carryover Reimb Budget Spreadsheet (14999 : FY25 Juvenile Services Carryover Reimbursement Budget)

FY25

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		0.00	100.00%	0.00
Mileage		0.00	100.00%	0.00
K-Tag/Tolls		0.00	100.00%	0.00
		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		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	Misc office supplies	62.36	100.00%	62.36
Postage		0.00	100.00%	0.00

Attachment: FY25 Agency Juvenile Carryover Reimb Budget Spreadsheet (14999 : FY25 Juvenile Services Carryover Reimbursement Budget)

FY25

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			62.36

Misc office supplies

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
2G TOTAL CONTRACTUAL CATEGORY				0.00

Contractual Category Comments

TOTAL AGENCY OPERATIONS SECTION	62.36
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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	Evaluations, 5 @ \$50	250.00	100.00%	250.00
Mental Health Treatment	Therapy session, 5 @ \$50	250.00	100.00%	250.00
Sex Offender Evaluations	2 evaluations @ \$800 each	1,600.00	100.00%	1,600.00
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	3rd Mill classes, 22 @ \$75	1,650.00	100.00%	1,650.00
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

Riley County Community Corrections

[illegible]

3,750.00

TOTAL IIP CARRYOVER OPERATIONS & CONTRACTS/SVCS BUDGET	3,812.36
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FY25

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	0.00
	Benefits	0.00
	TOTAL PERSONNEL SECTION	0.00
	AGENCY OPERATIONS SECTION	Cells auto fill-Verify amounts against Narrative
2A	TRAVEL CATEGORY	1,150.00
2B	TRAINING CATEGORY	1,050.00
2C	COMMUNICATIONS CATEGORY	0.00
2D	EQUIPMENT CATEGORY	0.00
2E	SUPPLIES/COMMODITIES CATEGORY	1,306.15
2F	FACILITY CATEGORY	0.00
2G	CONTRACTUAL CATEGORY	0.00
	TOTAL AGENCY OPERATIONS SECTION	3,506.15
	CONTRACTS/CLIENT SERVICES SECTION	Cells auto fill-Verify amounts against Narrative
3A	CONTRACTS/CLIENT SERVICES CATEGORY	
	TOTAL CONTRACTS/CLIENT SERVICES CATEGORY	9,000.00
	TOTAL CONTRACTS/CLIENT SERVICES SECTION	9,000.00
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	0.00
2C	COMMUNICATIONS CATEGORY	0.00
2D	EQUIPMENT CATEGORY	0.00
2E	SUPPLIES/COMMODITIES CATEGORY	62.36
2F	FACILITY CATEGORY	0.00
2G	CONTRACTUAL CATEGORY	0.00
	TOTAL AGENCY OPERATIONS SECTION (IIP)	62.36
	CONTRACTS/CLIENT SERVICES CATEGORY (IIP)	Cells auto fill-Verify amounts against Narrative
3A	TOTAL CONTRACTS/CLIENT SERVICES SECTION (IIP)	3,750.00
	TOTAL JUVENILE CARRYOVER BUDGET	16,318.51

Attachment: FY25 Agency Juvenile Carryover Reimb Budget Spreadsheet (14999 : FY25 Juvenile Services Carryover Reimbursement Budget)

SIGNATORY APPROVAL**Riley County Community Corrections****DIRECTOR / ADMINISTRATIVE CONTACT**

I hereby certify by my signature that I have developed my agency's FY 2025 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 to me by KDOC and with applicable Kansas statutes, regulations, and KDOC standards and financial guidelines.

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 the development of the attached FY 2025 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.

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 2025 Carryover Reimbursements Plan for accuracy and compliance with applicable Kansas statutes, regulations, and KDOC standards and financial guidelines and approves it.

Name (Typed or Printed)_____
Signature_____
Date

Intergovernmental Luncheon

Monday, August 26, 2024
11:30 a.m.-1:30 p.m.
Bluemont Room, K-State Student Union
918 North Martin Luther King Jr. Drive
Manhattan, KS 66506

Agenda

1. Optional Event: "Next-Gen Health: Creating a Safer Future for Kansas and Beyond Through Biomanufacturing" – a special presentation from President Rich Linton and announcement by U.S. Senator Jerry Moran (11:30 a.m.-12:00 p.m.) – The Great Room (3rd Floor), Hale Library
2. Gather and luncheon (12:00-12:30 p.m.)
3. Convene and Introductions
4. Agenda Topic
 - a. Geary, Pottawatomie, and Riley County Health Panel
 - i. Charles Martinez, Director, Pottawatomie County Health Department
 - ii. Leslie Campbell, Director, Pottawatomie County Health Department
 - iii. Julie Gibbs, Director, Riley County Health Department
 - b. 2025 Community Needs Assessment for Riley County
 - i. Debbie Nuss, Director, Flint Hills Wellness Coalition
5. Miscellaneous Discussion Items and Announcements
6. Discussion about Potential Agenda Topics for Next Meeting
7. Next Meeting Date: **Monday, September 23, 2024** – *New Location: Flint Hills Room*
8. Adjournment

IGL August Parking Garage Code: **PGTGOVL82624**

For those who have RSVP'd for lunch, food will be served starting at 12:00 p.m. Payments can be collected on site by Union Station by JPs by cash, check, or credit card. If individuals need to be invoiced, address of entity to be billed is required with contact information.