



**Board of Riley County
Commissioners
Regular Meeting
Agenda
September 02, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Official Statement-G.O. Refunding Bond Series B, 2021
4. Action on Portable Communication Device Allowance Form(s)
5. Sign Tax Roll Corrections
6. Action on Certification of Voting Delegate for KAC 46th Annual Conference & Exhibition
7. Sign Riley County Personnel Action Form(s)

Review Minutes

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

Review Tentative Agenda

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

9:00 AM

Tami Robison, Budget and Finance Officer

11. 2022 Budget-Finalize for Publication

9:15 AM

Michael Boller, Noxious Weed Director

12. Staff Report

9:30 AM

Russel Stukey, Emergency Management Director

13. Out of state travel request to look at used fire truck.

9:50 AM Julie Gibbs, Health Department Director

14. RCHD WIC Approved Budget

9:55 AM Elizabeth Ward, Human Resource Manager

15. Personnel Incentive Program – Commissioner participation

10:00 AM Amanda Smeller, Planning/Special Projects Director

16. Planning & Development - Staff Update

10:15 AM Clancy Holeman, Counselor/Director of Administrative Services

17. Administrative Work Session

10:35 AM Gary Rosewicz, Assistant County Engineer

18. Bid opening for Riley County Transfer Station Truck Scales

10:45 AM Gary Rosewicz, Assistant County Engineer

19. Bid opening for West 32nd Avenue bridge replacement

Adjournment

Announcement

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

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

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



COUNTY CLERK & ELECTIONS
Bond

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

COMMISSION AGENDA REPORT

FROM: Tami Robison, Budget & Finance Officer

MEETING: September 2, 2021

SUBJECT: Official Statement-G.O. Refunding Bond Series B, 2021

PRESENTER: Tami Robison, Budget & Finance Officer

The Official Statement is required to be signed by the Chairman of the Board to complete the bond refunding Series B, 2021.

Enclosures:



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: September 2, 2021

SUBJECT: Action on Portable Communication Device Allowance Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

POSSIBLE MOTION(S)

Move to approve the Portable Communication Device Allowance Form(s).

Move to deny the Portable Communication Device Allowance Form(s).

Move to table the Portable Communication Device Allowance Form(s).

Enclosures:

- D Hobbs Portable Comm Device Allowance 2021-08 (PDF)
- D Russell Portable Comm Device Allowance 2021-08 (PDF)

PORTABLE COMMUNICATION DEVICE ALLOWANCE FORM

EMPLOYEE CERTIFICATION: I have read and understand the requirements stated above and agree to adhere to them. I will fully cooperate with the County in making its response to any open record request directed to my personal portable communication device. I will immediately advise the County Counselor of any electronic or written open record request I receive which is directed to my personal portable communication device.

Please indicate if you wish to continue with existing phone number as currently issued by the county.

YES ☐ NO ☐ If, yes, please list the phone number: _____

Portable Communication Device Allowance Plan: ☐ \$25 ☐ \$40 ☒ \$65 Data Enabled

☐ Authorized to use personal portable communication device for business use reimbursed at a rate of \$.25/minute.

Name of Authorized User: Darrin Hobbs

(Please print)

Signature of Authorized User

Date

Phone # 785-844-1289

Department Head Approval:

Board of County Commission Approved Data Enabled Portable Communication Device

Signature of Chairman

Date

Note: Please keep a copy of this certificate for your records and send the original to the County Human Resource Manager.

Revised December 2011, Effective January 2012

Attachment: D Hobbs Portable Comm Device Allowance 2021-08 (11095 : Cell Phone Allowance Form)

PORTABLE COMMUNICATION DEVICE ALLOWANCE FORM

EMPLOYEE CERTIFICATION: I have read and understand the requirements stated above and agree to adhere to them. I will fully cooperate with the County in making its response to any open record request directed to my personal portable communication device. I will immediately advise the County Counselor of any electronic or written open record request I receive which is directed to my personal portable communication device.

Please indicate if you wish to continue with existing phone number as currently issued by the county.

YES _____ NO X If, yes, please list the phone number: _____
Will use own phone

Portable Communication Device Allowance Plan: ☐ \$25 ☐ \$40 ☒ \$65 Data Enabled

____ Authorized to use personal portable communication device for business use reimbursed at a rate of \$.25/minute.

Name of Authorized User: Doug Russell
(Please print)

Doug Russell
Signature of Authorized User

8-30-2021
Date

Phone # 785-798-5127

Phone # 703 710 5121

Department Head Approval: Russell Smith

Board of County Commission Approved Data Enabled Portable Communication Device

Signature of Chairman	Date
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Note: Please keep a copy of this certificate for your records and send the original to the County Human Resource Manager.



COUNTY CLERK & ELECTIONS
Tax Roll Correction

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

COMMISSION AGENDA REPORT

FROM: Lori Muir, Real Estate Specialist

MEETING: September 2, 2021

SUBJECT: Sign Tax Roll Corrections

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve the Tax Roll Corrections from the 2021 tax sale properties.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- image17529 (PDF)

Tax Sale Abates

Year	Owner	Name	Statement	Line	Unit	Parcel	Project	FULLCAMA	Number	Suffix	Street	1st Half Due	2nd Half Due	Total Due
2016	KRIND003	KRINGEN, JONATHAN	19191	1	5	8900	0 263-07-0-30-21-007-00-0-01		0		SADDLE HORN TRAIL	10.83	10.83	21.66
2016	KRIND003	KRINGEN, JONATHAN	19191	2	5	8900	206 263-07-0-30-21-007-00-0-01		0		SADDLE HORN TRAIL	97.31	97.32	194.63
2016	KRIND003	KRINGEN, JONATHAN	19191	3	5	8900	207 263-07-0-30-21-007-00-0-01		0		SADDLE HORN TRAIL	116.84	116.85	233.69
2016	KRIND003	KRINGEN, JONATHAN	19191	4	5	8900	208 263-07-0-30-21-007-00-0-01		0		SADDLE HORN TRAIL	200.61	200.62	401.23
2017	KRIND003	KRINGEN, JONATHAN	19169	1	5	8900	0 263-07-0-30-21-007-00-0-01		0		SADDLE HORN TRAIL	5.67	5.67	11.34
2017	KRIND003	KRINGEN, JONATHAN	19169	2	5	8900	206 263-07-0-30-21-007-00-0-01		0		SADDLE HORN TRAIL	98.33	98.33	196.66
2017	KRIND003	KRINGEN, JONATHAN	19169	3	5	8900	207 263-07-0-30-21-007-00-0-01		0		SADDLE HORN TRAIL	118.06	118.07	236.13
2017	KRIND003	KRINGEN, JONATHAN	19169	4	5	8900	208 263-07-0-30-21-007-00-0-01		0		SADDLE HORN TRAIL	200.61	200.62	401.23
2018	KRIND003	KRINGEN, JONATHAN	19231	1	5	8900	0 263-07-0-30-21-007-00-0-01		0		SADDLE HORN TRAIL	5.81	5.81	11.62
2018	KRIND003	KRINGEN, JONATHAN	19231	2	5	8900	206 263-07-0-30-21-007-00-0-01		0		SADDLE HORN TRAIL	96.05	96.05	192.10
2018	KRIND003	KRINGEN, JONATHAN	19231	3	5	8900	207 263-07-0-30-21-007-00-0-01		0		SADDLE HORN TRAIL	115.32	115.33	230.65
2018	KRIND003	KRINGEN, JONATHAN	19231	4	5	8900	208 263-07-0-30-21-007-00-0-01		0		SADDLE HORN TRAIL	200.61	200.62	401.23
2019	KRIND003	KRINGEN, JONATHAN	19061	1	5	8900	0 263-07-0-30-21-007-00-0-01		0		SADDLE HORN TRAIL	5.73	5.73	11.46
2019	KRIND003	KRINGEN, JONATHAN	19061	2	5	8900	206 263-07-0-30-21-007-00-0-01		0		SADDLE HORN TRAIL	96.65	96.65	193.30
2019	KRIND003	KRINGEN, JONATHAN	19061	3	5	8900	207 263-07-0-30-21-007-00-0-01		0		SADDLE HORN TRAIL	116.04	116.05	232.09
2019	KRIND003	KRINGEN, JONATHAN	19061	4	5	8900	208 263-07-0-30-21-007-00-0-01		0		SADDLE HORN TRAIL	200.61	200.62	401.23
2020	KRIND003	KRINGEN, JONATHAN	19193	1	5	8900	0 263-07-0-30-21-007-00-0-01		0		SADDLE HORN TRAIL	5.72	5.72	11.44
2020	KRIND003	KRINGEN, JONATHAN	19193	2	5	8900	206 263-07-0-30-21-007-00-0-01		0		SADDLE HORN TRAIL	97.11	97.11	194.22
2020	KRIND003	KRINGEN, JONATHAN	19193	3	5	8900	207 263-07-0-30-21-007-00-0-01		0		SADDLE HORN TRAIL	116.60	116.60	233.20
2020	KRIND003	KRINGEN, JONATHAN	19193	4	5	8900	208 263-07-0-30-21-007-00-0-01		0		SADDLE HORN TRAIL	200.61	200.62	401.23
2016	KRIND003	KRINGEN, JONATHAN	19192	1	5	8905	0 263-07-0-30-21-008-00-0-01		0		SADDLE HORN TRAIL	10.25	10.25	20.50
2016	KRIND003	KRINGEN, JONATHAN	19192	2	5	8905	206 263-07-0-30-21-008-00-0-01		0		SADDLE HORN TRAIL	97.31	97.32	194.63
2016	KRIND003	KRINGEN, JONATHAN	19192	3	5	8905	207 263-07-0-30-21-008-00-0-01		0		SADDLE HORN TRAIL	116.84	116.85	233.69
2016	KRIND003	KRINGEN, JONATHAN	19192	4	5	8905	208 263-07-0-30-21-008-00-0-01		0		SADDLE HORN TRAIL	200.61	200.62	401.23
2017	KRIND003	KRINGEN, JONATHAN	19170	1	5	8905	0 263-07-0-30-21-008-00-0-01		0		SADDLE HORN TRAIL	5.09	5.09	10.18
2017	KRIND003	KRINGEN, JONATHAN	19170	2	5	8905	206 263-07-0-30-21-008-00-0-01		0		SADDLE HORN TRAIL	98.33	98.33	196.66
2017	KRIND003	KRINGEN, JONATHAN	19170	3	5	8905	207 263-07-0-30-21-008-00-0-01		0		SADDLE HORN TRAIL	118.06	118.07	236.13
2017	KRIND003	KRINGEN, JONATHAN	19170	4	5	8905	208 263-07-0-30-21-008-00-0-01		0		SADDLE HORN TRAIL	200.61	200.62	401.23
2018	KRIND003	KRINGEN, JONATHAN	19232	1	5	8905	0 263-07-0-30-21-008-00-0-01		0		SADDLE HORN TRAIL	5.21	5.21	10.42
2018	KRIND003	KRINGEN, JONATHAN	19232	2	5	8905	206 263-07-0-30-21-008-00-0-01		0		SADDLE HORN TRAIL	96.05	96.05	192.10
2018	KRIND003	KRINGEN, JONATHAN	19232	3	5	8905	207 263-07-0-30-21-008-00-0-01		0		SADDLE HORN TRAIL	115.32	115.33	230.65
2018	KRIND003	KRINGEN, JONATHAN	19232	4	5	8905	208 263-07-0-30-21-008-00-0-01		0		SADDLE HORN TRAIL	200.61	200.62	401.23
2019	KRIND003	KRINGEN, JONATHAN	19062	1	5	8905	0 263-07-0-30-21-008-00-0-01		0		SADDLE HORN TRAIL	5.65	5.65	11.30
2019	KRIND003	KRINGEN, JONATHAN	19062	2	5	8905	206 263-07-0-30-21-008-00-0-01		0		SADDLE HORN TRAIL	96.65	96.65	193.30
2019	KRIND003	KRINGEN, JONATHAN	19062	3	5	8905	207 263-07-0-30-21-008-00-0-01		0		SADDLE HORN TRAIL	116.04	116.05	232.09
2019	KRIND003	KRINGEN, JONATHAN	19062	4	5	8905	208 263-07-0-30-21-008-00-0-01		0		SADDLE HORN TRAIL	200.61	200.62	401.23
2020	KRIND003	KRINGEN, JONATHAN	19194	1	5	8905	0 263-07-0-30-21-008-00-0-01		0		SADDLE HORN TRAIL	5.64	5.64	11.28
2020	KRIND003	KRINGEN, JONATHAN	19194	2	5	8905	206 263-07-0-30-21-008-00-0-01		0		SADDLE HORN TRAIL	97.11	97.11	194.22
2020	KRIND003	KRINGEN, JONATHAN	19194	3	5	8905	207 263-07-0-30-21-008-00-0-01		0		SADDLE HORN TRAIL	116.60	116.60	233.20
2020	KRIND003	KRINGEN, JONATHAN	19194	4	5	8905	208 263-07-0-30-21-008-00-0-01		0		SADDLE HORN TRAIL	200.61	200.62	401.23
2016	KRIND003	KRINGEN, JONATHAN	19193	1	5	8910	0 263-07-0-30-21-009-00-0-01		0		SADDLE HORN TRAIL	10.25	10.25	20.50
2016	KRIND003	KRINGEN, JONATHAN	19193	2	5	8910	206 263-07-0-30-21-009-00-0-01		0		SADDLE HORN TRAIL	97.31	97.32	194.63
2016	KRIND003	KRINGEN, JONATHAN	19193	3	5	8910	207 263-07-0-30-21-009-00-0-01		0		SADDLE HORN TRAIL	116.84	116.85	233.69
2016	KRIND003	KRINGEN, JONATHAN	19193	4	5	8910	208 263-07-0-30-21-009-00-0-01		0		SADDLE HORN TRAIL	200.61	200.62	401.23

Tax Sale Abates

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Tax Sale Abates

2018 KRIND003	KRINGEN, JONATHAN	19235	2	5	8920	206 263-07-0-30-21-011-00-0-01	0	SADDLE HORN TRAIL	96.05	96.05	192.10
2018 KRIND003	KRINGEN, JONATHAN	19235	3	5	8920	207 263-07-0-30-21-011-00-0-01	0	SADDLE HORN TRAIL	115.32	115.33	230.65
2018 KRIND003	KRINGEN, JONATHAN	19235	4	5	8920	208 263-07-0-30-21-011-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2019 KRIND003	KRINGEN, JONATHAN	19065	1	5	8920	0 263-07-0-30-21-011-00-0-01	0	SADDLE HORN TRAIL	5.65	5.65	11.30
2019 KRIND003	KRINGEN, JONATHAN	19065	2	5	8920	206 263-07-0-30-21-011-00-0-01	0	SADDLE HORN TRAIL	96.65	96.65	193.30
2019 KRIND003	KRINGEN, JONATHAN	19065	3	5	8920	207 263-07-0-30-21-011-00-0-01	0	SADDLE HORN TRAIL	116.04	116.05	232.09
2019 KRIND003	KRINGEN, JONATHAN	19065	4	5	8920	208 263-07-0-30-21-011-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2020 KRIND003	KRINGEN, JONATHAN	19197	1	5	8920	0 263-07-0-30-21-011-00-0-01	0	SADDLE HORN TRAIL	5.64	5.64	11.28
2020 KRIND003	KRINGEN, JONATHAN	19197	2	5	8920	206 263-07-0-30-21-011-00-0-01	0	SADDLE HORN TRAIL	97.11	97.11	194.22
2020 KRIND003	KRINGEN, JONATHAN	19197	3	5	8920	207 263-07-0-30-21-011-00-0-01	0	SADDLE HORN TRAIL	116.60	116.60	233.20
2020 KRIND003	KRINGEN, JONATHAN	19197	4	5	8920	208 263-07-0-30-21-011-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2016 KRIND003	KRINGEN, JONATHAN	19196	1	5	8925	0 263-07-0-30-21-012-00-0-01	0	SADDLE HORN TRAIL	10.25	10.25	20.50
2016 KRIND003	KRINGEN, JONATHAN	19196	2	5	8925	206 263-07-0-30-21-012-00-0-01	0	SADDLE HORN TRAIL	97.31	97.32	194.63
2016 KRIND003	KRINGEN, JONATHAN	19196	3	5	8925	207 263-07-0-30-21-012-00-0-01	0	SADDLE HORN TRAIL	116.84	116.85	233.69
2016 KRIND003	KRINGEN, JONATHAN	19196	4	5	8925	208 263-07-0-30-21-012-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2017 KRIND003	KRINGEN, JONATHAN	19174	1	5	8925	0 263-07-0-30-21-012-00-0-01	0	SADDLE HORN TRAIL	5.09	5.09	10.18
2017 KRIND003	KRINGEN, JONATHAN	19174	2	5	8925	206 263-07-0-30-21-012-00-0-01	0	SADDLE HORN TRAIL	98.33	98.33	196.66
2017 KRIND003	KRINGEN, JONATHAN	19174	3	5	8925	207 263-07-0-30-21-012-00-0-01	0	SADDLE HORN TRAIL	118.06	118.07	236.13
2017 KRIND003	KRINGEN, JONATHAN	19174	4	5	8925	208 263-07-0-30-21-012-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2018 KRIND003	KRINGEN, JONATHAN	19236	1	5	8925	0 263-07-0-30-21-012-00-0-01	0	SADDLE HORN TRAIL	5.21	5.21	10.42
2018 KRIND003	KRINGEN, JONATHAN	19236	2	5	8925	206 263-07-0-30-21-012-00-0-01	0	SADDLE HORN TRAIL	96.05	96.05	192.10
2018 KRIND003	KRINGEN, JONATHAN	19236	3	5	8925	207 263-07-0-30-21-012-00-0-01	0	SADDLE HORN TRAIL	115.32	115.33	230.65
2018 KRIND003	KRINGEN, JONATHAN	19236	4	5	8925	208 263-07-0-30-21-012-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2019 KRIND003	KRINGEN, JONATHAN	19066	1	5	8925	0 263-07-0-30-21-012-00-0-01	0	SADDLE HORN TRAIL	5.65	5.65	11.30
2019 KRIND003	KRINGEN, JONATHAN	19066	2	5	8925	206 263-07-0-30-21-012-00-0-01	0	SADDLE HORN TRAIL	96.65	96.65	193.30
2019 KRIND003	KRINGEN, JONATHAN	19066	3	5	8925	207 263-07-0-30-21-012-00-0-01	0	SADDLE HORN TRAIL	116.04	116.05	232.09
2019 KRIND003	KRINGEN, JONATHAN	19066	4	5	8925	208 263-07-0-30-21-012-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2020 KRIND003	KRINGEN, JONATHAN	19198	1	5	8925	0 263-07-0-30-21-012-00-0-01	0	SADDLE HORN TRAIL	5.64	5.64	11.28
2020 KRIND003	KRINGEN, JONATHAN	19198	2	5	8925	206 263-07-0-30-21-012-00-0-01	0	SADDLE HORN TRAIL	97.11	97.11	194.22
2020 KRIND003	KRINGEN, JONATHAN	19198	3	5	8925	207 263-07-0-30-21-012-00-0-01	0	SADDLE HORN TRAIL	116.60	116.60	233.20
2020 KRIND003	KRINGEN, JONATHAN	19198	4	5	8925	208 263-07-0-30-21-012-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2016 KRIND003	KRINGEN, JONATHAN	19197	1	5	8930	0 263-07-0-30-21-013-00-0-01	0	SADDLE HORN TRAIL	10.25	10.25	20.50
2016 KRIND003	KRINGEN, JONATHAN	19197	2	5	8930	206 263-07-0-30-21-013-00-0-01	0	SADDLE HORN TRAIL	97.31	97.32	194.63
2016 KRIND003	KRINGEN, JONATHAN	19197	3	5	8930	207 263-07-0-30-21-013-00-0-01	0	SADDLE HORN TRAIL	116.84	116.85	233.69
2016 KRIND003	KRINGEN, JONATHAN	19197	4	5	8930	208 263-07-0-30-21-013-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2017 KRIND003	KRINGEN, JONATHAN	19175	1	5	8930	0 263-07-0-30-21-013-00-0-01	0	SADDLE HORN TRAIL	5.09	5.09	10.18
2017 KRIND003	KRINGEN, JONATHAN	19175	2	5	8930	206 263-07-0-30-21-013-00-0-01	0	SADDLE HORN TRAIL	98.33	98.33	196.66
2017 KRIND003	KRINGEN, JONATHAN	19175	3	5	8930	207 263-07-0-30-21-013-00-0-01	0	SADDLE HORN TRAIL	118.06	118.07	236.13
2017 KRIND003	KRINGEN, JONATHAN	19175	4	5	8930	208 263-07-0-30-21-013-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2018 KRIND003	KRINGEN, JONATHAN	19237	1	5	8930	0 263-07-0-30-21-013-00-0-01	0	SADDLE HORN TRAIL	5.21	5.21	10.42
2018 KRIND003	KRINGEN, JONATHAN	19237	2	5	8930	206 263-07-0-30-21-013-00-0-01	0	SADDLE HORN TRAIL	96.05	96.05	192.10
2018 KRIND003	KRINGEN, JONATHAN	19237	3	5	8930	207 263-07-0-30-21-013-00-0-01	0	SADDLE HORN TRAIL	115.32	115.33	230.65
2018 KRIND003	KRINGEN, JONATHAN	19237	4	5	8930	208 263-07-0-30-21-013-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2019 KRIND003	KRINGEN, JONATHAN	19067	1	5	8930	0 263-07-0-30-21-013-00-0-01	0	SADDLE HORN TRAIL	5.65	5.65	11.30
2019 KRIND003	KRINGEN, JONATHAN	19067	2	5	8930	206 263-07-0-30-21-013-00-0-01	0	SADDLE HORN TRAIL	96.65	96.65	193.30

Tax Sale Abates

2019 KRIN003	KRINGEN, JONATHAN	19067	3	5	8930	207 263-07-0-30-21-013-00-0-01	0	SADDLE HORN TRAIL	116.04	116.05	232.09
2019 KRIN003	KRINGEN, JONATHAN	19067	4	5	8930	208 263-07-0-30-21-013-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2020 KRIN003	KRINGEN, JONATHAN	19199	1	5	8930	0 263-07-0-30-21-013-00-0-01	0	SADDLE HORN TRAIL	5.64	5.64	11.28
2020 KRIN003	KRINGEN, JONATHAN	19199	2	5	8930	206 263-07-0-30-21-013-00-0-01	0	SADDLE HORN TRAIL	97.11	97.11	194.22
2020 KRIN003	KRINGEN, JONATHAN	19199	3	5	8930	207 263-07-0-30-21-013-00-0-01	0	SADDLE HORN TRAIL	116.60	116.60	233.20
2020 KRIN003	KRINGEN, JONATHAN	19199	4	5	8930	208 263-07-0-30-21-013-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2016 KRIN003	KRINGEN, JONATHAN	19198	1	5	8935	0 263-07-0-30-21-014-00-0-01	0	SADDLE HORN TRAIL	10.25	10.25	20.50
2016 KRIN003	KRINGEN, JONATHAN	19198	2	5	8935	206 263-07-0-30-21-014-00-0-01	0	SADDLE HORN TRAIL	97.31	97.32	194.63
2016 KRIN003	KRINGEN, JONATHAN	19198	3	5	8935	207 263-07-0-30-21-014-00-0-01	0	SADDLE HORN TRAIL	116.84	116.85	233.69
2016 KRIN003	KRINGEN, JONATHAN	19198	4	5	8935	208 263-07-0-30-21-014-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2017 KRIN003	KRINGEN, JONATHAN	19176	1	5	8935	0 263-07-0-30-21-014-00-0-01	0	SADDLE HORN TRAIL	5.09	5.09	10.18
2017 KRIN003	KRINGEN, JONATHAN	19176	2	5	8935	206 263-07-0-30-21-014-00-0-01	0	SADDLE HORN TRAIL	98.33	98.33	196.66
2017 KRIN003	KRINGEN, JONATHAN	19176	3	5	8935	207 263-07-0-30-21-014-00-0-01	0	SADDLE HORN TRAIL	118.06	118.07	236.13
2017 KRIN003	KRINGEN, JONATHAN	19176	4	5	8935	208 263-07-0-30-21-014-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2018 KRIN003	KRINGEN, JONATHAN	19238	1	5	8935	0 263-07-0-30-21-014-00-0-01	0	SADDLE HORN TRAIL	5.21	5.21	10.42
2018 KRIN003	KRINGEN, JONATHAN	19238	2	5	8935	206 263-07-0-30-21-014-00-0-01	0	SADDLE HORN TRAIL	96.05	96.05	192.10
2018 KRIN003	KRINGEN, JONATHAN	19238	3	5	8935	207 263-07-0-30-21-014-00-0-01	0	SADDLE HORN TRAIL	115.32	115.33	230.65
2018 KRIN003	KRINGEN, JONATHAN	19238	4	5	8935	208 263-07-0-30-21-014-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2019 KRIN003	KRINGEN, JONATHAN	19068	1	5	8935	0 263-07-0-30-21-014-00-0-01	0	SADDLE HORN TRAIL	5.65	5.65	11.30
2019 KRIN003	KRINGEN, JONATHAN	19068	2	5	8935	206 263-07-0-30-21-014-00-0-01	0	SADDLE HORN TRAIL	96.65	96.65	193.30
2019 KRIN003	KRINGEN, JONATHAN	19068	3	5	8935	207 263-07-0-30-21-014-00-0-01	0	SADDLE HORN TRAIL	116.04	116.05	232.09
2019 KRIN003	KRINGEN, JONATHAN	19068	4	5	8935	208 263-07-0-30-21-014-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2020 KRIN003	KRINGEN, JONATHAN	19200	1	5	8935	0 263-07-0-30-21-014-00-0-01	0	SADDLE HORN TRAIL	5.64	5.64	11.28
2020 KRIN003	KRINGEN, JONATHAN	19200	2	5	8935	206 263-07-0-30-21-014-00-0-01	0	SADDLE HORN TRAIL	97.11	97.11	194.22
2020 KRIN003	KRINGEN, JONATHAN	19200	3	5	8935	207 263-07-0-30-21-014-00-0-01	0	SADDLE HORN TRAIL	116.60	116.60	233.20
2020 KRIN003	KRINGEN, JONATHAN	19200	4	5	8935	208 263-07-0-30-21-014-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2016 KRIN003	KRINGEN, JONATHAN	19199	1	5	8940	0 263-07-0-30-21-015-00-0-01	0	SADDLE HORN TRAIL	5.38	5.38	10.76
2016 KRIN003	KRINGEN, JONATHAN	19177	1	5	8940	0 263-07-0-30-21-015-00-0-01	0	SADDLE HORN TRAIL	98.33	98.33	196.66
2017 KRIN003	KRINGEN, JONATHAN	19177	2	5	8940	207 263-07-0-30-21-015-00-0-01	0	SADDLE HORN TRAIL	118.06	118.07	236.13
2017 KRIN003	KRINGEN, JONATHAN	19177	3	5	8940	208 263-07-0-30-21-015-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2017 KRIN003	KRINGEN, JONATHAN	19177	4	5	8940	206 263-07-0-30-21-015-00-0-01	0	SADDLE HORN TRAIL	5.51	5.51	11.02
2018 KRIN003	KRINGEN, JONATHAN	19239	1	5	8940	0 263-07-0-30-21-015-00-0-01	0	SADDLE HORN TRAIL	96.05	96.05	192.10
2018 KRIN003	KRINGEN, JONATHAN	19239	2	5	8940	207 263-07-0-30-21-015-00-0-01	0	SADDLE HORN TRAIL	115.32	115.33	230.65
2018 KRIN003	KRINGEN, JONATHAN	19239	3	5	8940	208 263-07-0-30-21-015-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2018 KRIN003	KRINGEN, JONATHAN	19239	4	5	8940	206 263-07-0-30-21-015-00-0-01	0	SADDLE HORN TRAIL	5.65	5.65	11.30
2019 KRIN003	KRINGEN, JONATHAN	19069	1	5	8940	0 263-07-0-30-21-015-00-0-01	0	SADDLE HORN TRAIL	96.65	96.65	193.30
2019 KRIN003	KRINGEN, JONATHAN	19069	2	5	8940	207 263-07-0-30-21-015-00-0-01	0	SADDLE HORN TRAIL	116.04	116.05	232.09
2019 KRIN003	KRINGEN, JONATHAN	19069	3	5	8940	208 263-07-0-30-21-015-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2019 KRIN003	KRINGEN, JONATHAN	19069	4	5	8940	206 263-07-0-30-21-015-00-0-01	0	SADDLE HORN TRAIL	5.64	5.64	11.28
2020 KRIN003	KRINGEN, JONATHAN	19201	1	5	8940	0 263-07-0-30-21-015-00-0-01	0	SADDLE HORN TRAIL	97.11	97.11	194.22
2020 KRIN003	KRINGEN, JONATHAN	19201	2	5	8940	207 263-07-0-30-21-015-00-0-01	0	SADDLE HORN TRAIL	116.60	116.60	233.20

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2020 KRIND003	KRINGEN, JONATHAN	19201	4	5	8940	208 263-07-0-30-21-015-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2016 KRIND003	KRINGEN, JONATHAN	19200	1	5	9215	0 263-07-0-30-20-011-00-0-01	0	SADDLE HORN TRAIL	10.54	10.54	21.08
2016 KRIND003	KRINGEN, JONATHAN	19200	2	5	9215	206 263-07-0-30-20-011-00-0-01	0	SADDLE HORN TRAIL	97.31	97.32	194.63
2016 KRIND003	KRINGEN, JONATHAN	19200	3	5	9215	207 263-07-0-30-20-011-00-0-01	0	SADDLE HORN TRAIL	116.84	116.85	233.69
2016 KRIND003	KRINGEN, JONATHAN	19200	4	5	9215	208 263-07-0-30-20-011-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2017 KRIND003	KRINGEN, JONATHAN	19178	1	5	9215	0 263-07-0-30-20-011-00-0-01	0	SADDLE HORN TRAIL	5.38	5.38	10.76
2017 KRIND003	KRINGEN, JONATHAN	19178	2	5	9215	206 263-07-0-30-20-011-00-0-01	0	SADDLE HORN TRAIL	98.33	98.33	196.66
2017 KRIND003	KRINGEN, JONATHAN	19178	3	5	9215	207 263-07-0-30-20-011-00-0-01	0	SADDLE HORN TRAIL	118.06	118.07	236.13
2017 KRIND003	KRINGEN, JONATHAN	19178	4	5	9215	208 263-07-0-30-20-011-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2018 KRIND003	KRINGEN, JONATHAN	19240	1	5	9215	0 263-07-0-30-20-011-00-0-01	0	SADDLE HORN TRAIL	5.51	5.51	11.02
2018 KRIND003	KRINGEN, JONATHAN	19240	2	5	9215	206 263-07-0-30-20-011-00-0-01	0	SADDLE HORN TRAIL	96.05	96.05	192.10
2018 KRIND003	KRINGEN, JONATHAN	19240	3	5	9215	207 263-07-0-30-20-011-00-0-01	0	SADDLE HORN TRAIL	115.32	115.32	230.64
2018 KRIND003	KRINGEN, JONATHAN	19240	4	5	9215	208 263-07-0-30-20-011-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2019 KRIND003	KRINGEN, JONATHAN	19070	1	5	9215	0 263-07-0-30-20-011-00-0-01	0	SADDLE HORN TRAIL	5.65	5.65	11.30
2019 KRIND003	KRINGEN, JONATHAN	19070	2	5	9215	206 263-07-0-30-20-011-00-0-01	0	SADDLE HORN TRAIL	96.65	96.65	193.30
2019 KRIND003	KRINGEN, JONATHAN	19070	3	5	9215	207 263-07-0-30-20-011-00-0-01	0	SADDLE HORN TRAIL	116.04	116.05	232.09
2019 KRIND003	KRINGEN, JONATHAN	19070	4	5	9215	208 263-07-0-30-20-011-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2020 KRIND003	KRINGEN, JONATHAN	19202	1	5	9215	0 263-07-0-30-20-011-00-0-01	0	SADDLE HORN TRAIL	5.64	5.64	11.28
2020 KRIND003	KRINGEN, JONATHAN	19202	2	5	9215	206 263-07-0-30-20-011-00-0-01	0	SADDLE HORN TRAIL	97.11	97.11	194.22
2020 KRIND003	KRINGEN, JONATHAN	19202	3	5	9215	207 263-07-0-30-20-011-00-0-01	0	SADDLE HORN TRAIL	116.60	116.60	233.20
2020 KRIND003	KRINGEN, JONATHAN	19202	4	5	9215	208 263-07-0-30-20-011-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2016 KRIND003	KRINGEN, JONATHAN	19201	1	5	9220	0 263-07-0-30-20-010-00-0-01	0	SADDLE HORN TRAIL	10.25	10.25	20.50
2016 KRIND003	KRINGEN, JONATHAN	19201	2	5	9220	206 263-07-0-30-20-010-00-0-01	0	SADDLE HORN TRAIL	97.31	97.32	194.63
2016 KRIND003	KRINGEN, JONATHAN	19201	3	5	9220	207 263-07-0-30-20-010-00-0-01	0	SADDLE HORN TRAIL	116.84	116.85	233.69
2016 KRIND003	KRINGEN, JONATHAN	19201	4	5	9220	208 263-07-0-30-20-010-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2017 KRIND003	KRINGEN, JONATHAN	19179	1	5	9220	0 263-07-0-30-20-010-00-0-01	0	SADDLE HORN TRAIL	5.09	5.09	10.18
2017 KRIND003	KRINGEN, JONATHAN	19179	2	5	9220	206 263-07-0-30-20-010-00-0-01	0	SADDLE HORN TRAIL	98.33	98.33	196.66
2017 KRIND003	KRINGEN, JONATHAN	19179	3	5	9220	207 263-07-0-30-20-010-00-0-01	0	SADDLE HORN TRAIL	118.06	118.07	236.13
2017 KRIND003	KRINGEN, JONATHAN	19179	4	5	9220	208 263-07-0-30-20-010-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2018 KRIND003	KRINGEN, JONATHAN	19241	1	5	9220	0 263-07-0-30-20-010-00-0-01	0	SADDLE HORN TRAIL	5.21	5.21	10.42
2018 KRIND003	KRINGEN, JONATHAN	19241	2	5	9220	206 263-07-0-30-20-010-00-0-01	0	SADDLE HORN TRAIL	96.05	96.05	192.10
2018 KRIND003	KRINGEN, JONATHAN	19241	3	5	9220	207 263-07-0-30-20-010-00-0-01	0	SADDLE HORN TRAIL	115.32	115.32	230.64
2018 KRIND003	KRINGEN, JONATHAN	19241	4	5	9220	208 263-07-0-30-20-010-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2019 KRIND003	KRINGEN, JONATHAN	19071	1	5	9220	0 263-07-0-30-20-010-00-0-01	0	SADDLE HORN TRAIL	5.65	5.65	11.30
2019 KRIND003	KRINGEN, JONATHAN	19071	2	5	9220	206 263-07-0-30-20-010-00-0-01	0	SADDLE HORN TRAIL	96.65	96.65	193.30
2019 KRIND003	KRINGEN, JONATHAN	19071	3	5	9220	207 263-07-0-30-20-010-00-0-01	0	SADDLE HORN TRAIL	116.04	116.05	232.09
2019 KRIND003	KRINGEN, JONATHAN	19071	4	5	9220	208 263-07-0-30-20-010-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2020 KRIND003	KRINGEN, JONATHAN	19203	1	5	9220	0 263-07-0-30-20-010-00-0-01	0	SADDLE HORN TRAIL	5.64	5.64	11.28
2020 KRIND003	KRINGEN, JONATHAN	19203	2	5	9220	206 263-07-0-30-20-010-00-0-01	0	SADDLE HORN TRAIL	97.11	97.11	194.22
2020 KRIND003	KRINGEN, JONATHAN	19203	3	5	9220	207 263-07-0-30-20-010-00-0-01	0	SADDLE HORN TRAIL	116.60	116.60	233.20
2020 KRIND003	KRINGEN, JONATHAN	19203	4	5	9220	208 263-07-0-30-20-010-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2016 KRIND003	KRINGEN, JONATHAN	19202	1	5	9225	0 263-07-0-30-20-009-00-0-01	0	SADDLE HORN TRAIL	10.25	10.25	20.50
2016 KRIND003	KRINGEN, JONATHAN	19202	2	5	9225	206 263-07-0-30-20-009-00-0-01	0	SADDLE HORN TRAIL	97.31	97.32	194.63
2016 KRIND003	KRINGEN, JONATHAN	19202	3	5	9225	207 263-07-0-30-20-009-00-0-01	0	SADDLE HORN TRAIL	116.84	116.85	233.69
2016 KRIND003	KRINGEN, JONATHAN	19202	4	5	9225	208 263-07-0-30-20-009-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23

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2017 KRIN0003	KRINGEN, JONATHAN	19180	1	5	9225	0 263-07-0-30-20-009-00-0-01	0	SADDLE HORN TRAIL	5.09	5.09	10.18
2017 KRIN0003	KRINGEN, JONATHAN	19180	2	5	9225	206 263-07-0-30-20-009-00-0-01	0	SADDLE HORN TRAIL	98.33	98.33	196.66
2017 KRIN0003	KRINGEN, JONATHAN	19180	3	5	9225	207 263-07-0-30-20-009-00-0-01	0	SADDLE HORN TRAIL	118.06	118.07	236.13
2017 KRIN0003	KRINGEN, JONATHAN	19180	4	5	9225	208 263-07-0-30-20-009-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2018 KRIN0003	KRINGEN, JONATHAN	19242	1	5	9225	0 263-07-0-30-20-009-00-0-01	0	SADDLE HORN TRAIL	5.21	5.21	10.42
2018 KRIN0003	KRINGEN, JONATHAN	19242	2	5	9225	206 263-07-0-30-20-009-00-0-01	0	SADDLE HORN TRAIL	96.05	96.05	192.10
2018 KRIN0003	KRINGEN, JONATHAN	19242	3	5	9225	207 263-07-0-30-20-009-00-0-01	0	SADDLE HORN TRAIL	115.32	115.32	230.64
2018 KRIN0003	KRINGEN, JONATHAN	19242	4	5	9225	208 263-07-0-30-20-009-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2019 KRIN0003	KRINGEN, JONATHAN	19072	1	5	9225	0 263-07-0-30-20-009-00-0-01	0	SADDLE HORN TRAIL	5.65	5.65	11.30
2019 KRIN0003	KRINGEN, JONATHAN	19072	2	5	9225	206 263-07-0-30-20-009-00-0-01	0	SADDLE HORN TRAIL	96.65	96.65	193.30
2019 KRIN0003	KRINGEN, JONATHAN	19072	3	5	9225	207 263-07-0-30-20-009-00-0-01	0	SADDLE HORN TRAIL	116.04	116.05	232.09
2019 KRIN0003	KRINGEN, JONATHAN	19072	4	5	9225	208 263-07-0-30-20-009-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2020 KRIN0003	KRINGEN, JONATHAN	19204	1	5	9225	0 263-07-0-30-20-009-00-0-01	0	SADDLE HORN TRAIL	5.64	5.64	11.28
2020 KRIN0003	KRINGEN, JONATHAN	19204	2	5	9225	206 263-07-0-30-20-009-00-0-01	0	SADDLE HORN TRAIL	97.11	97.11	194.22
2020 KRIN0003	KRINGEN, JONATHAN	19204	3	5	9225	207 263-07-0-30-20-009-00-0-01	0	SADDLE HORN TRAIL	116.60	116.60	233.20
2020 KRIN0003	KRINGEN, JONATHAN	19204	4	5	9225	208 263-07-0-30-20-009-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2016 KRIN0003	KRINGEN, JONATHAN	19203	1	5	9230	0 263-07-0-30-20-008-00-0-01	0	SADDLE HORN TRAIL	10.25	10.25	20.50
2016 KRIN0003	KRINGEN, JONATHAN	19203	2	5	9230	206 263-07-0-30-20-008-00-0-01	0	SADDLE HORN TRAIL	97.31	97.32	194.63
2016 KRIN0003	KRINGEN, JONATHAN	19203	3	5	9230	207 263-07-0-30-20-008-00-0-01	0	SADDLE HORN TRAIL	116.84	116.85	233.69
2016 KRIN0003	KRINGEN, JONATHAN	19203	4	5	9230	208 263-07-0-30-20-008-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2017 KRIN0003	KRINGEN, JONATHAN	19181	1	5	9230	0 263-07-0-30-20-008-00-0-01	0	SADDLE HORN TRAIL	5.09	5.09	10.18
2017 KRIN0003	KRINGEN, JONATHAN	19181	2	5	9230	206 263-07-0-30-20-008-00-0-01	0	SADDLE HORN TRAIL	98.33	98.33	196.66
2017 KRIN0003	KRINGEN, JONATHAN	19181	3	5	9230	207 263-07-0-30-20-008-00-0-01	0	SADDLE HORN TRAIL	118.06	118.07	236.13
2017 KRIN0003	KRINGEN, JONATHAN	19181	4	5	9230	208 263-07-0-30-20-008-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2018 KRIN0003	KRINGEN, JONATHAN	19243	1	5	9230	0 263-07-0-30-20-008-00-0-01	0	SADDLE HORN TRAIL	5.21	5.21	10.42
2018 KRIN0003	KRINGEN, JONATHAN	19243	2	5	9230	206 263-07-0-30-20-008-00-0-01	0	SADDLE HORN TRAIL	96.05	96.05	192.10
2018 KRIN0003	KRINGEN, JONATHAN	19243	3	5	9230	207 263-07-0-30-20-008-00-0-01	0	SADDLE HORN TRAIL	115.32	115.32	230.64
2018 KRIN0003	KRINGEN, JONATHAN	19243	4	5	9230	208 263-07-0-30-20-008-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2019 KRIN0003	KRINGEN, JONATHAN	19073	1	5	9230	0 263-07-0-30-20-008-00-0-01	0	SADDLE HORN TRAIL	5.65	5.65	11.30
2019 KRIN0003	KRINGEN, JONATHAN	19073	2	5	9230	206 263-07-0-30-20-008-00-0-01	0	SADDLE HORN TRAIL	96.65	96.65	193.30
2019 KRIN0003	KRINGEN, JONATHAN	19073	3	5	9230	207 263-07-0-30-20-008-00-0-01	0	SADDLE HORN TRAIL	116.04	116.05	232.09
2019 KRIN0003	KRINGEN, JONATHAN	19073	4	5	9230	208 263-07-0-30-20-008-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2020 KRIN0003	KRINGEN, JONATHAN	19205	1	5	9230	0 263-07-0-30-20-008-00-0-01	0	SADDLE HORN TRAIL	5.64	5.64	11.28
2020 KRIN0003	KRINGEN, JONATHAN	19205	2	5	9230	206 263-07-0-30-20-008-00-0-01	0	SADDLE HORN TRAIL	97.11	97.11	194.22
2020 KRIN0003	KRINGEN, JONATHAN	19205	3	5	9230	207 263-07-0-30-20-008-00-0-01	0	SADDLE HORN TRAIL	116.60	116.60	233.20
2020 KRIN0003	KRINGEN, JONATHAN	19205	4	5	9230	208 263-07-0-30-20-008-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2016 KRIN0003	KRINGEN, JONATHAN	19204	1	5	9235	0 263-07-0-30-20-007-00-0-01	0	SADDLE HORN TRAIL	10.25	10.25	20.50
2016 KRIN0003	KRINGEN, JONATHAN	19204	2	5	9235	206 263-07-0-30-20-007-00-0-01	0	SADDLE HORN TRAIL	97.31	97.32	194.63
2016 KRIN0003	KRINGEN, JONATHAN	19204	3	5	9235	207 263-07-0-30-20-007-00-0-01	0	SADDLE HORN TRAIL	116.84	116.85	233.69
2016 KRIN0003	KRINGEN, JONATHAN	19204	4	5	9235	208 263-07-0-30-20-007-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2017 KRIN0003	KRINGEN, JONATHAN	19182	1	5	9235	0 263-07-0-30-20-007-00-0-01	0	SADDLE HORN TRAIL	5.09	5.09	10.18
2017 KRIN0003	KRINGEN, JONATHAN	19182	2	5	9235	206 263-07-0-30-20-007-00-0-01	0	SADDLE HORN TRAIL	98.33	98.33	196.66
2017 KRIN0003	KRINGEN, JONATHAN	19182	3	5	9235	207 263-07-0-30-20-007-00-0-01	0	SADDLE HORN TRAIL	118.06	118.07	236.13
2017 KRIN0003	KRINGEN, JONATHAN	19182	4	5	9235	208 263-07-0-30-20-007-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2018 KRIN0003	KRINGEN, JONATHAN	19244	1	5	9235	0 263-07-0-30-20-007-00-0-01	0	SADDLE HORN TRAIL	5.21	5.21	10.42

Tax Sale Abates

2018 KRIN0003	KRINGEN, JONATHAN	19244	2	5	9235	206 263-07-0-30-20-007-00-0-01	0	SADDLE HORN TRAIL	96.05	96.05	192.10
2018 KRIN0003	KRINGEN, JONATHAN	19244	3	5	9235	207 263-07-0-30-20-007-00-0-01	0	SADDLE HORN TRAIL	115.32	115.32	230.64
2018 KRIN0003	KRINGEN, JONATHAN	19244	4	5	9235	208 263-07-0-30-20-007-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2019 KRIN0003	KRINGEN, JONATHAN	19074	1	5	9235	0 263-07-0-30-20-007-00-0-01	0	SADDLE HORN TRAIL	5.65	5.65	11.30
2019 KRIN0003	KRINGEN, JONATHAN	19074	2	5	9235	206 263-07-0-30-20-007-00-0-01	0	SADDLE HORN TRAIL	96.65	96.65	193.30
2019 KRIN0003	KRINGEN, JONATHAN	19074	3	5	9235	207 263-07-0-30-20-007-00-0-01	0	SADDLE HORN TRAIL	116.04	116.05	232.09
2019 KRIN0003	KRINGEN, JONATHAN	19074	4	5	9235	208 263-07-0-30-20-007-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2020 KRIN0003	KRINGEN, JONATHAN	19206	1	5	9235	0 263-07-0-30-20-007-00-0-01	0	SADDLE HORN TRAIL	5.64	5.64	11.28
2020 KRIN0003	KRINGEN, JONATHAN	19206	2	5	9235	206 263-07-0-30-20-007-00-0-01	0	SADDLE HORN TRAIL	97.11	97.11	194.22
2020 KRIN0003	KRINGEN, JONATHAN	19206	3	5	9235	207 263-07-0-30-20-007-00-0-01	0	SADDLE HORN TRAIL	116.60	116.60	233.20
2020 KRIN0003	KRINGEN, JONATHAN	19206	4	5	9235	208 263-07-0-30-20-007-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2016 KRIN0003	KRINGEN, JONATHAN	19205	1	5	9240	0 263-07-0-30-20-006-00-0-01	0	SADDLE HORN TRAIL	10.25	10.25	20.50
2016 KRIN0003	KRINGEN, JONATHAN	19205	2	5	9240	206 263-07-0-30-20-006-00-0-01	0	SADDLE HORN TRAIL	97.31	97.32	194.63
2016 KRIN0003	KRINGEN, JONATHAN	19205	3	5	9240	207 263-07-0-30-20-006-00-0-01	0	SADDLE HORN TRAIL	116.84	116.85	233.69
2016 KRIN0003	KRINGEN, JONATHAN	19205	4	5	9240	208 263-07-0-30-20-006-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2017 KRIN0003	KRINGEN, JONATHAN	19183	1	5	9240	0 263-07-0-30-20-006-00-0-01	0	SADDLE HORN TRAIL	5.09	5.09	10.18
2017 KRIN0003	KRINGEN, JONATHAN	19183	2	5	9240	206 263-07-0-30-20-006-00-0-01	0	SADDLE HORN TRAIL	98.33	98.33	196.66
2017 KRIN0003	KRINGEN, JONATHAN	19183	3	5	9240	207 263-07-0-30-20-006-00-0-01	0	SADDLE HORN TRAIL	118.06	118.07	236.13
2017 KRIN0003	KRINGEN, JONATHAN	19183	4	5	9240	208 263-07-0-30-20-006-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2018 KRIN0003	KRINGEN, JONATHAN	19245	1	5	9240	0 263-07-0-30-20-006-00-0-01	0	SADDLE HORN TRAIL	5.21	5.21	10.42
2018 KRIN0003	KRINGEN, JONATHAN	19245	2	5	9240	206 263-07-0-30-20-006-00-0-01	0	SADDLE HORN TRAIL	96.05	96.05	192.10
2018 KRIN0003	KRINGEN, JONATHAN	19245	3	5	9240	207 263-07-0-30-20-006-00-0-01	0	SADDLE HORN TRAIL	115.32	115.32	230.64
2018 KRIN0003	KRINGEN, JONATHAN	19245	4	5	9240	208 263-07-0-30-20-006-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2019 KRIN0003	KRINGEN, JONATHAN	19075	1	5	9240	0 263-07-0-30-20-006-00-0-01	0	SADDLE HORN TRAIL	5.65	5.65	11.30
2019 KRIN0003	KRINGEN, JONATHAN	19075	2	5	9240	206 263-07-0-30-20-006-00-0-01	0	SADDLE HORN TRAIL	96.65	96.65	193.30
2019 KRIN0003	KRINGEN, JONATHAN	19075	3	5	9240	207 263-07-0-30-20-006-00-0-01	0	SADDLE HORN TRAIL	116.04	116.05	232.09
2019 KRIN0003	KRINGEN, JONATHAN	19075	4	5	9240	208 263-07-0-30-20-006-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2020 KRIN0003	KRINGEN, JONATHAN	19207	1	5	9240	0 263-07-0-30-20-006-00-0-01	0	SADDLE HORN TRAIL	5.64	5.64	11.28
2020 KRIN0003	KRINGEN, JONATHAN	19207	2	5	9240	206 263-07-0-30-20-006-00-0-01	0	SADDLE HORN TRAIL	97.11	97.11	194.22
2020 KRIN0003	KRINGEN, JONATHAN	19207	3	5	9240	207 263-07-0-30-20-006-00-0-01	0	SADDLE HORN TRAIL	116.60	116.60	233.20
2020 KRIN0003	KRINGEN, JONATHAN	19207	4	5	9240	208 263-07-0-30-20-006-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2016 KRIN0003	KRINGEN, JONATHAN	19206	1	5	9245	0 263-07-0-30-20-005-00-0-01	0	SADDLE HORN TRAIL	10.25	10.25	20.50
2016 KRIN0003	KRINGEN, JONATHAN	19206	2	5	9245	206 263-07-0-30-20-005-00-0-01	0	SADDLE HORN TRAIL	97.31	97.32	194.63
2016 KRIN0003	KRINGEN, JONATHAN	19206	3	5	9245	207 263-07-0-30-20-005-00-0-01	0	SADDLE HORN TRAIL	116.84	116.85	233.69
2016 KRIN0003	KRINGEN, JONATHAN	19206	4	5	9245	208 263-07-0-30-20-005-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2017 KRIN0003	KRINGEN, JONATHAN	19184	1	5	9245	0 263-07-0-30-20-005-00-0-01	0	SADDLE HORN TRAIL	5.09	5.09	10.18
2017 KRIN0003	KRINGEN, JONATHAN	19184	2	5	9245	206 263-07-0-30-20-005-00-0-01	0	SADDLE HORN TRAIL	98.33	98.33	196.66
2017 KRIN0003	KRINGEN, JONATHAN	19184	3	5	9245	207 263-07-0-30-20-005-00-0-01	0	SADDLE HORN TRAIL	118.06	118.07	236.13
2017 KRIN0003	KRINGEN, JONATHAN	19184	4	5	9245	208 263-07-0-30-20-005-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2018 KRIN0003	KRINGEN, JONATHAN	19246	1	5	9245	0 263-07-0-30-20-005-00-0-01	0	SADDLE HORN TRAIL	5.21	5.21	10.42
2018 KRIN0003	KRINGEN, JONATHAN	19246	2	5	9245	206 263-07-0-30-20-005-00-0-01	0	SADDLE HORN TRAIL	96.05	96.05	192.10
2018 KRIN0003	KRINGEN, JONATHAN	19246	3	5	9245	207 263-07-0-30-20-005-00-0-01	0	SADDLE HORN TRAIL	115.32	115.32	230.64
2018 KRIN0003	KRINGEN, JONATHAN	19246	4	5	9245	208 263-07-0-30-20-005-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2019 KRIN0003	KRINGEN, JONATHAN	19076	1	5	9245	0 263-07-0-30-20-005-00-0-01	0	SADDLE HORN TRAIL	5.65	5.65	11.30
2019 KRIN0003	KRINGEN, JONATHAN	19076	2	5	9245	206 263-07-0-30-20-005-00-0-01	0	SADDLE HORN TRAIL	96.65	96.65	193.30

Tax Sale Abates

2019 KRIND003	KRINGEN, JONATHAN	19076	3	5	9245	207	263-07-0-30-20-005-00-0-01	0	SADDLE HORN TRAIL	116.04	116.05	232.09
2019 KRIND003	KRINGEN, JONATHAN	19076	4	5	9245	208	263-07-0-30-20-005-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2020 KRIND003	KRINGEN, JONATHAN	19208	1	5	9245	0	263-07-0-30-20-005-00-0-01	0	SADDLE HORN TRAIL	5.64	5.64	11.28
2020 KRIND003	KRINGEN, JONATHAN	19208	2	5	9245	206	263-07-0-30-20-005-00-0-01	0	SADDLE HORN TRAIL	97.11	97.11	194.22
2020 KRIND003	KRINGEN, JONATHAN	19208	3	5	9245	207	263-07-0-30-20-005-00-0-01	0	SADDLE HORN TRAIL	116.60	116.60	233.20
2020 KRIND003	KRINGEN, JONATHAN	19208	4	5	9245	208	263-07-0-30-20-005-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2016 KRIND003	KRINGEN, JONATHAN	19207	1	5	9250	0	263-07-0-30-20-004-00-0-01	0	SADDLE HORN TRAIL	10.25	10.25	20.50
2016 KRIND003	KRINGEN, JONATHAN	19207	2	5	9250	206	263-07-0-30-20-004-00-0-01	0	SADDLE HORN TRAIL	97.31	97.32	194.63
2016 KRIND003	KRINGEN, JONATHAN	19207	3	5	9250	207	263-07-0-30-20-004-00-0-01	0	SADDLE HORN TRAIL	116.84	116.85	233.69
2016 KRIND003	KRINGEN, JONATHAN	19207	4	5	9250	208	263-07-0-30-20-004-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2017 KRIND003	KRINGEN, JONATHAN	19185	1	5	9250	0	263-07-0-30-20-004-00-0-01	0	SADDLE HORN TRAIL	5.09	5.09	10.18
2017 KRIND003	KRINGEN, JONATHAN	19185	2	5	9250	206	263-07-0-30-20-004-00-0-01	0	SADDLE HORN TRAIL	98.33	98.33	196.66
2017 KRIND003	KRINGEN, JONATHAN	19185	3	5	9250	207	263-07-0-30-20-004-00-0-01	0	SADDLE HORN TRAIL	118.06	118.07	236.13
2017 KRIND003	KRINGEN, JONATHAN	19185	4	5	9250	208	263-07-0-30-20-004-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2018 KRIND003	KRINGEN, JONATHAN	19247	1	5	9250	0	263-07-0-30-20-004-00-0-01	0	SADDLE HORN TRAIL	5.21	5.21	10.42
2018 KRIND003	KRINGEN, JONATHAN	19247	2	5	9250	206	263-07-0-30-20-004-00-0-01	0	SADDLE HORN TRAIL	96.05	96.05	192.10
2018 KRIND003	KRINGEN, JONATHAN	19247	3	5	9250	207	263-07-0-30-20-004-00-0-01	0	SADDLE HORN TRAIL	115.32	115.32	230.64
2018 KRIND003	KRINGEN, JONATHAN	19247	4	5	9250	208	263-07-0-30-20-004-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2019 KRIND003	KRINGEN, JONATHAN	19077	1	5	9250	0	263-07-0-30-20-004-00-0-01	0	SADDLE HORN TRAIL	5.65	5.65	11.30
2019 KRIND003	KRINGEN, JONATHAN	19077	2	5	9250	206	263-07-0-30-20-004-00-0-01	0	SADDLE HORN TRAIL	96.65	96.65	193.30
2019 KRIND003	KRINGEN, JONATHAN	19077	3	5	9250	207	263-07-0-30-20-004-00-0-01	0	SADDLE HORN TRAIL	116.04	116.05	232.09
2019 KRIND003	KRINGEN, JONATHAN	19077	4	5	9250	208	263-07-0-30-20-004-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2020 KRIND003	KRINGEN, JONATHAN	19209	1	5	9250	0	263-07-0-30-20-004-00-0-01	0	SADDLE HORN TRAIL	5.64	5.64	11.28
2020 KRIND003	KRINGEN, JONATHAN	19209	2	5	9250	206	263-07-0-30-20-004-00-0-01	0	SADDLE HORN TRAIL	97.11	97.11	194.22
2020 KRIND003	KRINGEN, JONATHAN	19209	3	5	9250	207	263-07-0-30-20-004-00-0-01	0	SADDLE HORN TRAIL	116.60	116.60	233.20
2020 KRIND003	KRINGEN, JONATHAN	19209	4	5	9250	208	263-07-0-30-20-004-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2016 KRIND003	KRINGEN, JONATHAN	19208	1	5	9255	0	263-07-0-30-20-003-00-0-01	0	SADDLE HORN TRAIL	10.54	10.54	21.08
2016 KRIND003	KRINGEN, JONATHAN	19208	2	5	9255	206	263-07-0-30-20-003-00-0-01	0	SADDLE HORN TRAIL	97.31	97.32	194.63
2016 KRIND003	KRINGEN, JONATHAN	19208	3	5	9255	207	263-07-0-30-20-003-00-0-01	0	SADDLE HORN TRAIL	116.84	116.85	233.69
2016 KRIND003	KRINGEN, JONATHAN	19208	4	5	9255	208	263-07-0-30-20-003-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2017 KRIND003	KRINGEN, JONATHAN	19186	1	5	9255	0	263-07-0-30-20-003-00-0-01	0	SADDLE HORN TRAIL	5.38	5.38	10.76
2017 KRIND003	KRINGEN, JONATHAN	19186	2	5	9255	206	263-07-0-30-20-003-00-0-01	0	SADDLE HORN TRAIL	98.33	98.33	196.66
2017 KRIND003	KRINGEN, JONATHAN	19186	3	5	9255	207	263-07-0-30-20-003-00-0-01	0	SADDLE HORN TRAIL	118.06	118.07	236.13
2017 KRIND003	KRINGEN, JONATHAN	19186	4	5	9255	208	263-07-0-30-20-003-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2018 KRIND003	KRINGEN, JONATHAN	19248	1	5	9255	0	263-07-0-30-20-003-00-0-01	0	SADDLE HORN TRAIL	5.51	5.51	11.02
2018 KRIND003	KRINGEN, JONATHAN	19248	2	5	9255	206	263-07-0-30-20-003-00-0-01	0	SADDLE HORN TRAIL	96.05	96.05	192.10
2018 KRIND003	KRINGEN, JONATHAN	19248	3	5	9255	207	263-07-0-30-20-003-00-0-01	0	SADDLE HORN TRAIL	115.32	115.32	230.64
2018 KRIND003	KRINGEN, JONATHAN	19248	4	5	9255	208	263-07-0-30-20-003-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2019 KRIND003	KRINGEN, JONATHAN	19078	1	5	9255	0	263-07-0-30-20-003-00-0-01	0	SADDLE HORN TRAIL	5.65	5.65	11.30
2019 KRIND003	KRINGEN, JONATHAN	19078	2	5	9255	206	263-07-0-30-20-003-00-0-01	0	SADDLE HORN TRAIL	96.65	96.65	193.30
2019 KRIND003	KRINGEN, JONATHAN	19078	3	5	9255	207	263-07-0-30-20-003-00-0-01	0	SADDLE HORN TRAIL	116.04	116.05	232.09
2019 KRIND003	KRINGEN, JONATHAN	19078	4	5	9255	208	263-07-0-30-20-003-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2020 KRIND003	KRINGEN, JONATHAN	19210	1	5	9255	0	263-07-0-30-20-003-00-0-01	0	SADDLE HORN TRAIL	5.64	5.64	11.28
2020 KRIND003	KRINGEN, JONATHAN	19210	2	5	9255	206	263-07-0-30-20-003-00-0-01	0	SADDLE HORN TRAIL	97.11	97.11	194.22
2020 KRIND003	KRINGEN, JONATHAN	19210	3	5	9255	207	263-07-0-30-20-003-00-0-01	0	SADDLE HORN TRAIL	116.60	116.60	233.20

Tax Sale Abates

2020	KRIN0003	KRINGEN, JONATHAN	19210	4	5	9255	208	263-07-0-30-20-003-00-0-01	0	SADDLE HORN TRAIL	200.61	200.62	401.23
2016	KRON0003	KRONOS CONSTRUCTION LI	19219	1	2	88230	0	212-10-0-10-04-001-00-0-01	0	WESTBANK WAY	14.68	14.68	29.36
2016	KRON0003	KRONOS CONSTRUCTION LI	19219	2	2	88230	0	212-10-0-10-04-001-00-0-01	0	WESTBANK WAY	771.87	771.88	1543.75
2017	KRON0003	KRONOS CONSTRUCTION LI	19198	1	2	88230	0	212-10-0-10-04-001-00-0-01	0	WESTBANK WAY	3.41	3.41	6.82
2017	KRON0003	KRONOS CONSTRUCTION LI	19198	2	2	88230	0	212-10-0-10-04-001-00-0-01	0	WESTBANK WAY	438.12	438.13	876.25
2018	KRON0003	KRONOS CONSTRUCTION LI	19260	1	2	88230	0	212-10-0-10-04-001-00-0-01	0	WESTBANK WAY	3.49	3.49	6.98
2018	KRON0003	KRONOS CONSTRUCTION LI	19260	2	2	88230	0	212-10-0-10-04-001-00-0-01	0	WESTBANK WAY	423.75	423.75	847.50
2019	KRON0003	KRONOS CONSTRUCTION LI	19089	1	2	88230	0	212-10-0-10-04-001-00-0-01	0	WESTBANK WAY	3.68	3.68	7.36
2019	KRON0003	KRONOS CONSTRUCTION LI	19089	2	2	88230	0	212-10-0-10-04-001-00-0-01	0	WESTBANK WAY	237.50	237.50	475.00
2020	KRON0003	KRONOS CONSTRUCTION LI	19220	1	2	88230	0	212-10-0-10-04-001-00-0-01	0	WESTBANK WAY	3.81	3.81	7.62
2020	KRON0003	KRONOS CONSTRUCTION LI	19220	2	2	88230	0	212-10-0-10-04-001-00-0-01	0	WESTBANK WAY	452.50	452.50	905.00
2017	28953	TANNER, JORDAN	28953	1	1	190	0	122-10-0-30-04-005-00-0-01	301 W	CHASE ST	0.00	507.32	507.32
2018	28938	TANNER, JORDAN	28938	1	1	190	0	122-10-0-30-04-005-00-0-01	301 W	CHASE ST	531.09	531.09	1062.18
2019	28759	TANNER, JORDAN	28759	1	1	190	0	122-10-0-30-04-005-00-0-01	301 W	CHASE ST	555.07	555.07	1110.14
2020	28806	TANNER, JORDAN	28806	1	1	190	0	122-10-0-30-04-005-00-0-01	301 W	CHASE ST	646.25	646.25	1292.50

By order of the Board of County Commissioners of Riley County, Kansas.

(Per K.S.A. 1475, 1701, 1701a and 1702)

9/2/2021

Approved by Commission

Attest by County Clerk



COUNTY CLERK & ELECTIONS
Meeting information

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Administrative Assistant II

MEETING: September 2, 2021

SUBJECT: Action on Certification of Voting Delegate for KAC 46th Annual Conference & Exhibition

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to appoint _____, as the voting delegate for the KAC 46th Annual Conference & Exhibition; _____, as 1st Alternate; and _____, as 2nd Alternate.

Enclosures:

- Certification of Voting Delegate KAC 46th Annual Conference and Exhibition (PDF)

CERTIFICATION OF VOTING DELEGATE

Kansas Association of Counties 46th Annual Conference & Exhibition

Purpose:

The Bylaws of the Kansas Association of Counties provide that the county voting delegate be selected and certified in the following manner:

"Each member county shall be allowed one vote, which shall be cast by a chosen delegate designated for the county. Any county elected or appointed official may be selected as the county's voting delegate. The member county shall also appoint two alternates, specifying the order of such alternates, should the voting delegate be unavailable to attend the meeting. Delegates and alternates shall be certified to the KAC at least seven days before the meeting."

Please complete this form and return it at your earliest convenience to:

Kansas Association of Counties
715 SW 10th Ave.
Topeka, KS 66612

If you have any questions please contact:

Betty Oliva
oliva@kansascounties.org
785.272.2585

For voting delegates to be certified, your response (and/or any changes or alterations to this form) must be received no later than Monday, October 4, 2021.

Date: _____, 2021

I, _____, County Clerk of

_____ County do hereby certify that the following officers have been designate
as the voting delegate and alternates for the KAC 46th Annual Conference & Exhibition.

Delegate _____

Position _____

1st Alternate _____

Position _____

2nd Alternate _____

Position _____

Signed: _____
County Clerk



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: September 2, 2021

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2021-08 A Knox - FT Paramedic (green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date: 8/31/2021
☒ Change		Employee #

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

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

Knox	Alexander		
------	-----------	--	--

Name: Last First Middle Home Phone

--	--	--	--

Address: Street City State Zip

FT Paramedic	EMS-Ambulance	0020
--------------	---------------	------

Position Title Department Fund

09/04/2021	☐ Exempt	☒ Non-Exempt		☒ Yes	☐ No
------------	---------------------------------	--	--	---	-----------------------------

Effective Date Ending Date For Temporary Is this a budgeted position?

Para 02	\$	☐ Hour	\$ 17.16	☒ Bi-weekly	☐ 40	☒ 56
---------	----	-------------------------------	----------	---	-----------------------------	--

Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department: *[Signature]* on behalf of David Adams Date: 8/31/2021

Personnel: *[Signature]* 8/31/2021

BOCC

Chairman: _____

Member: _____

Member: _____



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
September 09, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss Joint City/County/County Meeting
2. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

9:20 AM

Break

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

4. Economic development update

10:00 AM

Julie Gibbs, Health Department Director

5. Staff update

10:30 AM

Budget and Planning Committee - Tami Robison, Budget and Finance Officer

6. Monthly Cash Flow Reports

Adjournment

Attachment: 09-09-21 tentative agenda (10492 : 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: 09-09-21 tentative agenda (10492 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
September 13, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Russel Stukey, Emergency Management Director

1. Bid opening for firefighting skid unit

9:15 AM

Christy Rodriguez, Flint Hills Regional Council Director

2. Flint Hills Regional Council update

9:30 AM

Press Conference

10:00 AM

Break

10:10 AM

John Ellermann, Public Works Director/County Engineer

3. Project update

10:40 AM

Clancy Holeman, Counselor/Director of Administrative Services

4. Administrative Work Session

11:00 AM

Cheryl Collins, Museum Director

5. Staff update

12:00 PM

County Officials Luncheon

Attachment: 09-13-21 tentative agenda (10492 : Tentative Agenda)

Adjournment**Announcements**

Riley County Planning Board/Board of Zoning Appeals meeting will be held tonight at 7:30 p.m. in the Commission Chambers, Courthouse Plaza East Building, 115 N. 4th Street.

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, September 14, 2021 (KF).

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



COUNTY CLERK & ELECTIONS
Budget

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

COMMISSION AGENDA REPORT

FROM: Tami Robison, Budget & Finance Officer

MEETING: September 2, 2021

SUBJECT: 2022 Budget-Finalize for Publication

PRESENTER: Tami Robison, Budget & Finance Officer

The Riley County Budget Summary for the Notice of RNR and Budget Hearings is attached for review and approval to be published in the local newspaper.

This notice must be published ten (10) days prior to the RNR and Budget Hearings for Riley County and the Riley County Fire District No. 1. These hearings are scheduled for September 20, 2021 beginning at 10:45 a.m. in the Riley County Commission Chambers at 115 N. 4th Street.

Enclosures:

- 2022 Notice of RNR and Budget Hearing (PDF)

2022

NOTICE OF BUDGET HEARING and NOTICE OF REVENUE NEUTRAL RATE HEARING

The governing body of

Riley County

will meet on September 20, 2021 beginning at 10:45 a.m. at Riley County Commission Chambers, 115 N. 4th Street for the purpose of hearing and answering objections of taxpayers in Riley County and in Riley County Fire District #1 relating to the revenue neutral rate and proposed tax rate as required by 2021 Kansas Senate Bill 13 and the proposed use of all funds and the amount of ad valorem tax.

Detailed budget information is available at Riley County Clerk's Office and will be available at this hearing.

BUDGET SUMMARY

Proposed Budget 2022 Expenditures and Amount of 2021 Ad Valorem Tax establish the maximum limits of the 2022 budget.

Proposed Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual for 2020		Current Year Estimate for 2021		Proposed Budget Year for 2022		
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2021 Ad Valorem Tax	Proposed Tax Rate*
General Fund -001	31,419,530	36.160	47,745,139	35.374	42,148,527	23,798,682	35.128
Bond & Interest Fund - 181	527,092	0.066	3,013,752	0.025	615,303		
Health Department - 030	4,550,891		4,759,660		4,610,403		
County Building Fund - 152	392,812	0.489	393,000	0.513	393,000	356,151	0.526
RCPD Fund - 173	5,393,491	6.360	4,892,440	6.380	4,907,175	4,492,682	6.631
Special Alcohol Programs Fund - 132	4,650		5,000		4,863		
EMS Grant Fund - 52			1,000		5,068		
Economic Development Fund -146	306,817		325,786		309,048		
Emergency 911 Fund - 148	409,063		486,577		943,613		
Solid Waste Disposal Fund - 150	2,347,631		2,414,227		2,735,000		
Register of Deeds Technology Fund - 106	33,913		91,568		166,459		
County Clerk Tech Fund - 107					132,210		
County Treasurer Tech Fund - 108	9,900				77,860		
War Memorial Fund - 112	300		500		11,800		
County Auction Fund - 118	24,820		86,238		9,583		
Motor Vehicle Operations Fund - 130	356,882		428,988		390,679		
Community Corrections Fund - 144	910,167		986,628		951,362		
Capital Improvements Fund - 145	5,406,963		4,316,027		7,554,156		
Road & Bridge 1/2 Cent Sales Tax Fund - 157	1,119,023		643,700		7,028,195		
Landfill Closure Fund - 180	30,446		52,789		49,293		
Rural Fire Capital Outlay Fund - 184	606,390		200,000		95,706		
CDBG Fund - 005	86,200						
Fire Station Projects Fund - 185	1,465,410		501,155		1,000,000		
Special Parks & Recreation - 155							
Disaster Fund - 003	12,193,831		10,016,756		7,209,348		
Radio Infrastructure Project - 147	3,147,131		83,504				
Non-Budgeted Funds-A	26,118						
Totals	70,769,471	43.075	81,444,434	42.292	81,348,651	28,647,515	42.285
Revenue Neutral Rate **							41.791
Less: Transfers	6,861,375		15,887,180		11,378,728		
Net Expenditure	63,908,096		65,557,254		69,969,923		
Total Tax Levied	28,297,344		28,312,598		xxxxxxxxxxxxxxxxx		
Assessed Valuation	656,936,940		669,445,216		677,488,007		

Outstanding Indebtedness,

January 1,

G.O. Bonds

Revenue Bonds

Other

Lease Pur. Princ.

Total

2019
5,381,360
0
456,017
5,909,641
11,747,018

2020
4,932,183
0
1,706,000
5,448,206
12,086,389

2021
5,698,095
0
525,000
5,359,626
11,582,721

*Tax rates are expressed in mills

**Revenue Neutral Rate as defined by 2021 Kansas Senate Bill 13

Riley County
2022

NOTICE OF BUDGET HEARING and NOTICE OF REVENUE NEUTRAL RATE HEARING

Other County Special District Funds	Prior Year Actual for 2020		Current Year Estimate for 2021		Proposed Budget Year for 2022				Revenue Neutral Rate**
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2021 Ad Valorem Tax	July 1, 2021 Estimated Valuation	Proposed Tax Rate*	
Fire District Fund - 183	936,288	6.44400	1,109,179	7.62300	1,230,506	1,086,505	133,272,034	8.153	7.431
University Park Water and Sewer Fund - 230	128,363	5.50600	136,421	5.37400	146,743	10,416	1,941,026	5.366	5.366
University Park Water and Sewer Reserve - 284	16,813		83,100		128,142	0			
Hunter's Island Water District Fund - 238	29,920		29,421		29,280	0			
Hunter's Island Reserve Fund - 241	0		9,027		7,886	0			
Moehlman Bottoms Water District Fund - 244	14,349		17,140		19,155	0			
Moehlman Bottoms Reserve Fund - 245	0		5,410		8,290	0			
Terra Heights Sewer Fund - 252	27,157	3.90700	33,953	3.90600	38,236	5,058	1,279,844	3.952	3.952
Terra Heights Sewer Sinking Fund - 254	31,968		50,000		92,895	0			
Valleywood Combined Operations - 248	49,996	15.76700	35,980	15.54800	37,276	22,715	1,500,987	15.133	15.133
Valleywood Combined Reserve - 282	1,299		81,672		87,256	0			
Konza Water District Fund - 256	102,060		103,005		95,280	0			
Konza Water Reserve Fund - 257	3,465		149,874		107,748	0			
Deep Creek Reserve Fund - 243	0		27,705		21,587	0			
Deep Creek Sewer Fund - 242	5,065		13,115		10,713	0			
Mertz/McGehee Drainage Fund - 322	0		0		6,183	0			
Carson Sewer Fund - 239	26,517	3.37000	45,485	3.37600	71,046	3,933	1,181,850	3.328	3.328
Carson Sewer Reserve Fund - 237	1,524		29,555		47,703	0			
University Park Sewer Capital - 233	9,127		0		0	0			
Expansion of University Park/Lakeside Heights - 235	0		499,000		0	0			
Lakeside Heights Sewer Capital Reserve - 286	0		5,000		7,328	0			
Keats Sewer Capital Project - 236	12,575		804,816		0	0			
Lakeside Heights Sewer District - 285	631		1,690		3,361	0			
Fairmont Heights Capital Project - 231	502,222		530,758		0	0			
Bala Cemetery	1,890	1.43600	3,000	1.66300	6,061	2,667	1,756,455	1.518	1.518
Bellegard Cemetery	2,158	3.31600	3,333	3.31600	3,864	2,772	875,312	3.167	3.167
Crooked Creek Cemetery	1,400	1.59200	2,655	1.55300	3,691	1,107	735,187	1.506	1.506
E.F. & G. Cemetery	10,907	0.63400	15,361	0.63300	19,699	10,100	16,298,627	0.620	0.620
Fancy Creek - Randolph Cemetery	10,630	2.10800	12,464	2.11000	14,577	10,694	5,167,956	2.069	2.070
Lasita Cemetery	1,718	0.72300	3,000	0.75200	2,906	1,855	2,514,848	0.738	0.738
May Day Cemetery #1	4,759	2.24300	5,030	2.31900	6,988	4,235	1,857,519	2.280	2.280
Rose Hill Cemetery	1,350	1.45700	4,241	1.43200	4,045	1,429	1,055,050	1.354	1.355
Swede Creek Cemetery	880	1.00300	8,550	0.98500	3,065	1,394	1,422,769	0.980	0.980
Walsburg Cemetery #5	4,460	0.89300	6,650	0.98100	7,706	4,652	4,883,288	0.953	0.953
Riley Cemetery #3	24,285	1.64100	25,295	1.63200	19,601	15,406	9,609,456	1.603	1.603
Totals	1,963,776	52.040	3,890,885	53.203	2,288,817	1,184,938		52.720	

*Tax rates are expressed in mills

**Revenue Neutral Rate as defined by 2021 Kansas Senate Bill 13



NOXIOUS WEED/HHW
Staff Update

Michael Boller
Noxious Weed Director
6245 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-539-3202

STAFF REPORT

FROM: Director Riley CO Noxious Weed Michael Boller

MEETING: September 2, 2021

SUBJECT: Staff Report

PRESENTER: Director Riley CO Noxious Weed Michael Boller

Enclosures:

- 9-2-21 Staff Report (DOC)

Riley County Noxious Weed/HHW Department
Michael Boller, Director
September 2, 2021

Staff Report

Noxious Weed/Mowing:

- Spot spraying for Sericea Lespedeza and fall spraying for Musk Thistle and Field Bindweed will be next spraying operation.
- Spraying brush and cedar trees on county roads in the middle and parts of the southern third of the county will begin this month.
- The second round of mowing on county roads is completed.
- The third round will begin this month and will be completed on all county roads this fall (November). Some areas will be mowed out to the fence line or at least two passes of the mower for mechanical brush control and to help with snow drifting problems.
- Tall thistle or Roadside Thistle is in bloom and is not Musk Thistle.



HHW:

- Next HHW collection at Howie's Recycling is Saturday, September 11, 2021 from 8:00am to 12:00 noon. No business waste or truck loads of waste will be accepted at this event.
- The Riley County HHW Facility has recycled latex paint to give away. We have one gallon and five gallon containers available. Our office is open Monday – Friday from 7:30am to 4:00pm for assistance. Also, carts are available during afterhours for drop off of HHW. No commercial waste is to be dropped off afterhours.
- Next HHW cleanout with our contractor will be September 16th and work is ongoing getting all waste ready and approved for shipment.
- The Big Lakes HHW annual report (July1, 2020 – June 30, 2021) has been completed and sent to KDHE.

Other:

- CWDAK sponsors a booth at the state fair and I will be attending and answering questions at the booth on September 13th.



EMERGENCY MANAGEMENT
Travel Request

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

COMMISSION AGENDA REPORT

FROM: Russel Stukey
MEETING: September 2, 2021
SUBJECT: Out of state travel request to look at used fire truck.
PRESENTER: Russel Stukey

FISCAL IMPACT

Estimated travel cost is \$350-\$450 dollars for airline flight, rental car and meals. Travel will be same day so no lodging is anticipated. This would allow Deputy Chief Doug Russell to travel to inspect a used fire truck that we feel would be a good replacement to one of the older trucks in our fleet. I have attached information on the truck we are looking at. It is identical to our current Pumper #4 which station 4 has been really happy with.

POSSIBLE MOTION(S)

Move to approve travel request for Deputy Chief Doug Russell to travel to Georgia to inspect a used fire truck being considered for purchase, funds to come from RCFD#1 budget.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Out of state travel request Georgia Doug Russell (PDF)

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Doug Russell **DEPARTMENT:** RCFD#1

POSITION TITLE: Deputy Chief of Operations **DATE REQUESTED** September 2, 2021

FUND: RCFD#1

Travel From: Manhattan **Date:** September 8, 2021

Travel To: Byron, Georgia **Date:** September 8, 2021

Purpose of Travel: Look at used fire truck

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

☒ Administratively determined to be to the advantage of Riley County

☒ Not to exceed the cost of common carrier including food and lodging

Mileage rate of

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	Airline ticket	\$200-\$400
Lodging		
Meals	One day per diem	\$63
Registration/Fees		
Other	Rental Car	\$75

Total Estimated Travel Costs: \$350-450

Requested by: Russel Stukey **Date:** 8-31-2021

Approved by: _____

Department Head: Russel Stukey **Date:** 8-31-2021

Chairman: _____ **Date:** _____

Board of County Commissioners

Attest: _____ **Date:** _____

Riley County Clerk

cc: Department Head
Department Assistant

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1990 KME Custom Pumper

\$20,000



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Print Listing



Email Listing



Add to Favorites

Truck Type Used
Pumpers and
Engines

Manufacturer KME

Year Built 1990

Mileage 4,411

Location USA - South

Stock # 14703

Price **\$20,000**



Attachment: Out of state travel request Georgia Doug Russell (11093 : Out of State Travel Request)

Truck Details

General Specs

Stock#: 14703

1990

KME Fire Body

KFT - 12 KME Chassis

Custom

Length: 28'

Truck Height: 9' 8"

Wheelbase: 165"

GVWR: 53,600

Seating for 2; 1 SCBA seats

Mileage: 4,411

Engine Hours: 2,751

Detroit Series 60 350 HP Diesel Engine

Allison HT 755 DR Automatic Transmission

Additional equipment not included with purchase unless otherwise listed.

Pump - Tank

Darley 1000 GPM Top-Mount Pump

600 Gallon Tank

50 Gallon Foam Cell

Driver's Side Discharges: (2)

Attachment: Out of state travel request Georgia Doug Russell (11093 : Out of State Travel Request)

Crosslays/Speedlays: Crosslays: (3) 1 1/2"

Officer's Side Discharge: (2)

Rear Discharges: (2)

Driver's Side Suction: (2)

Front Suction: (1)

Officer's Side Suction: (2)

Rear Suction: (1)

Deck Gun Included

Electrical - Lighting

Telescoping Lights: (2)

Options

Tires: 2014/ Excellent Condition

Apparatus Information

KME and the Kovatch Organization are global leaders in the supply of customized specialty trucks and vehicles. Markets currently served include aviation, petro-chemical, industrial, energy, military, police, and fire-rescue. For over six decades, the Kovatch Organization has garnered a reputation for quality and reliable delivery. KME manufactures its own custom chassis, as well as distributes a wide variety of commercial chassis. KME is also a true sole source body builder that designs and manufactures a full range of bodies and related equipment. Operating as a privately held company since 1946, the Organization of over 700 employees puts the customer - and their needs - first. This customer-focused philosophy is why the Kovatch Organization has a reputation for delivering unprecedented value, custom options, dependable safety and stand-out customer service. The Organization's world headquarters is located in Nesquehoning, Pennsylvania and the location houses over 700 employees and is the central manufacturing center for all Kovatch vehicles.

<http://www.kovatch.com/about-kovatch>

This fire truck has been well taken care of, and has very little use during its life. With very few miles, it should serve your fire department for years to come!



HEALTH DEPARTMENT
Budget

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

COMMISSION AGENDA REPORT

FROM: Kaylyn Speth, WIC Coordinator
MEETING: September 2, 2021
SUBJECT: RCHD WIC Approved Budget
PRESENTER: Julie Gibbs

BACKGROUND

This budget was approved and signed by the commission in July. It has since then been approved by the state, with no changes. This is the approved budget that needs to be signed by Commissioner Ford.

Enclosures:

- WIC2022contract (PDF)

CONTRACT

between

KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT

and

KANSAS WIC LOCAL AGENCY

SUBJECT: Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), and the WIC Breastfeeding Peer Counselor Program (BFPC), if applicable

DIVISION: Public Health, Bureau of Family Health, Nutrition and WIC Services Section

CFDA: United States Department of Agriculture; 10.557

This contract is between the Kansas Department of Health and Environment, herein known as the “State Agency,” and the contracted agency, herein known as the “Local Agency.”

SECTION I – Local Agency Responsibilities for Administering the WIC Program

1. Conduct the WIC and the WIC BFPC program (if applicable), in accordance with the current Kansas State WIC Policies and Procedures Manual. The program shall also be conducted in accordance with the other state and federal regulations that are currently in effect, which govern administration, operation, and management of the program.
2. Employ or contract with a Competent Professional Authority (a licensed dietitian, registered nurse, licensed physician or registered physician assistant) authorized to determine nutritional risk, certify participants and prescribe supplemental foods as defined by policy.

Employ or contract with a licensed dietitian to counsel participants who are determined to be at high nutritional risk and perform other nutrition services as defined by policy.

Attend the statewide annual WIC meeting and other required training events as directed by the State Agency.

3. Complete a Nutrition Services Plan and submit the plan to the State Agency by November 1st each year for approval. This plan is to be completed using the Nutrition Services Plan Guidance materials, provided by the State Agency, for the upcoming calendar year.
4. Provide referrals to health and social services or other programs as appropriate.
 - 4.1 Referrals may be verbal or written and must be documented in the WIC management information system.
 - 4.2 Maintain and provide to participants a list of community and food assistance programs within the community. The list must include local KanCare (Medicaid) information and other programs that may be of benefit to participants and applicants. The list must also include local resources for substance abuse counseling and treatment. WIC program information should be provided to these agencies, so they can in turn refer people to WIC.
 - 4.3 Provide written information about KanCare (Medicaid) to each participant/caregiver on at least one occasion, preferably at the time of certification.

Attachment: WIC2022contract (11089 : RCHD WIC Budget)

4.4 Infants and or children who have not had a blood lead test, or do not have up to date immunization records, must be referred to an appropriate resource.

4.5 Report known or suspected child abuse or neglect as required by State law.

5. Make available appropriate health services to participants and inform applicants of the health services available; have a plan for continued efforts to make health services available to participants at the clinic or through written agreements with health care providers when health services are provided by referral. Special efforts should also be made by the Local Agency to maintain ongoing communication and referrals with organizations who serve the homeless in their WIC service area. WIC program information should be provided to these agencies, so they can in turn refer people to WIC.

6. Participant's personal information is confidential and may only be released once the participant/caregiver has signed the Rights and Responsibilities statement. The Local Agency shall not disclose participant's personal information to third parties not listed on the Rights and Responsibilities statement without a separate release form signed by the participant/caregiver.

Local Agencies that share personal information between themselves and third parties not listed on the Rights and Responsibilities Form, (i. e. community groups, organizations or other agencies) must have a Memorandum of Understanding (MOU) specifically outlining the relationship between the WIC program and the third party. The MOU must detail the purpose, use and restrictions regarding personal information shared by the WIC program and facilitate referrals by outlining the procedures under which each organization operates, and make the MOU available upon request to the State Agency.

Internally and when shared with a third party, participant's personal information shall only be used for the following purposes:

6.1 To establish the eligibility of WIC applicants or participants for the programs that the Local Agency and third-party organization administers.

6.2 To conduct outreach to WIC applicants and participants for such programs.

6.3 To enhance the health, education, or well-being of WIC applicants or participants who are currently enrolled in such programs.

6.4 To streamline administrative procedures in order to minimize burdens on staff, applicants, or participants in either the receiving program or the WIC program.

6.5 To assess and evaluate the responsiveness of a State's health system to participants' health care needs and health care outcomes.

7. Submit to the State Agency an annual budget for the Federal Fiscal Year (October 1-September 30) for each year of operation.

8. Submit to the State Agency a monthly affidavit of expenditures by the 20th of each month following the reporting month. An affidavit documents all allowable expenditures incurred for operation of the WIC Program. Expenditures must be broken out by the following categories: Nutrition Education, Breastfeeding Promotion and Support, Client Services and

General Administration.

In addition, and when necessary, submit monthly closeout reports (supplemental reports) within 60 calendar days from the end of the reporting month.

- 8.1 A time and effort form or daily time sheets must be submitted to the State Agency at a minimum of one month per quarter no later than the 20th of the month following. For example; January, February and March are due on or before April 20th.
- 8.2 At least one-sixth of the total funds received must be expended for nutrition education services. Additionally, the State Agency will assign a required expenditure amount for breastfeeding promotion and support. Exceptions to these expenditure requirements for special circumstances not under the Local Agency control may be authorized by the State Agency.
- 8.3 Maintain complete and accurate source documentation that accounts for all program funds received and expended. Local Agency shall submit other reports as requested by the State Agency in a timely manner.
9. File with the State Agency an approved indirect-cost plan if indirect costs are to be claimed for reimbursement.
10. File with the State Agency a cost allocation plan if program expenditures are integrated or comingled in any way with any other program. Only expenditures associated with WIC should be shown on monthly affidavits or supplemental reports.
11. The Local Agency shall maintain and have available for review all records, both financial and programmatic, for the WIC program regarding this contract for a period of four years, or until audits or litigation have been completed and any questions arising from the audits or litigation have been resolved.
12. If the Local Agency receives more than \$750,000 in federal funds from any agency, an audit shall be conducted in accordance with the OMB Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards [2 C.F.R. Part 200].
13. Be responsible for monitoring local retail vendors participating in the WIC Program.
 - 13.1 Conduct annual vendor training and any other training, monitoring, and investigating of authorized vendors assigned to the Local Agency.
 - 13.2 The Local Agency shall send written communications of warnings to vendors that are in violation of contract agreements and will work with vendors to resolve problems as necessary.
 - 13.3 Communicate with the State Agency on all correspondence with vendors.
14. Be responsible for safeguarding all eWIC cards from the date the Local Agency receives the cards through the date the WIC participant signs for the card.
15. Obtain written approval from the State Agency before purchasing any piece of equipment or capital expenditure costing \$750 or more, if said equipment is to be purchased with WIC

funds under this contract. The State Agency reserves rights to all capital equipment purchased 100% with WIC funds. All capital expenditures reported on the monthly affidavits must be supported with photocopies or electronic copies and invoices before reimbursement can be made.

16. The Local Agency shall use the Kansas WIC automated management information system (KWIC) to administer the Kansas WIC program in their clinics.

- 16.1 The Local Agency should show due diligence in keeping WIC equipment secure from theft or damage.

- 16.2 Have and maintain a computer network including internet access to support the use of the KWIC.

- 16.3 Insure that reasonable protections are in place to avoid computer viruses and unauthorized access to computer files.

- 16.4 Employ or contract with information technology technicians available to help in the installation of new equipment and deal with problems with the network and existing equipment.

17. The Local Agency is responsible for safeguarding WIC program client information in the KWIC system. Security access is obtained through a request to the KWIC Security Manager at the State Agency. The Local Agency shall contact the State Agency by emailing KDHE.WicStaffChange@ks.gov when an employee's security access needs be removed.

- 17.1 If a Local Agency employee leaves employment due to termination, then the Local Agency shall contact the State Agency to have the employees access removed from KWIC within 24 hours of termination.

- 17.2 If a Local Agency employee leaves employment under normal circumstances (For example: 2 weeks' notice), then the Local Agency shall contact the State Agency to have the employees access removed from KWIC within 1 week from the end of the employee's employment.

18. The Local Agency must maintain participation levels of at least 98% of the contractually assigned participation. If the Local Agency fails to maintain at least 98% of its assigned target participation level for a three-month period, the State Agency may adjust the amount of administrative funds allocated to the Local Agency.

19. At a minimum, the Local Agency shall conduct at least two (2) public outreach activities designed to enroll eligible women in the early stages of pregnancy, infants, and children in the WIC Program. This outreach activity shall involve offices and organizations that interact with potentially eligible persons, such as health and medical organizations, hospitals and clinics, welfare and unemployment offices, social service agencies, farm worker and other organizations serving target populations.

20. Prohibit smoking in the space used to carry out the WIC Program during the time any aspect of WIC services is performed.

21. Obtain written approval from the State Agency to enter into a subcontract with a third party

to provide WIC services. The Local Agency shall submit the subcontract, along with the budget of the subcontractor, to the State Agency for written approval. The Local Agency shall provide on-site technical assistance to all subcontractor clinics as necessary and shall conduct periodic, routine meetings with subcontractor's WIC staff for in-service trainings and problem solving.

21.1 Include in the subcontract provisions defining the services to be provided by, and the requirements of, the subcontractor and how the Local Agency will compensate the subcontractor for the services provided. Said services and requirements may include, but are not limited to:

21.1.1 Determining participant eligibility.

21.1.2 Issuing cards or benefits and stock accountability.

21.1.3 Providing nutrition education and counseling.

21.1.4 Providing to the Local Agency, on a timely basis, all required information regarding fiscal and program administration, including time sheet and affidavits of actual expenditures.

21.1.5 Following WIC policies and procedures.

21.1.6 Making appropriate health services or referrals available to participants.

21.1.7 Training, monitoring, and investigating retail vendors.

21.1.8 Maintaining vendor files.

21.1.9 Assuring documentation for all functions.

21.2 Include on the subcontractor signature page the following statement: "As a prospective lower tier participant, the subcontractor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in the transaction by any Federal department or agency and will promptly notify the State Agency if it is debarred or suspended in the future."

21.3 Include on the subcontractor signature page the following statement: "The subcontractor certifies to the best of their knowledge that no Federal funds provided through a grant award or contract shall be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any agency or member of Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment of modification or any government contract, grant, loan or cooperative agreement."

However, if lobbying with non-federal funds has occurred, then the Local Agency shall complete the Disclosure Form to Report Lobbying (Standard Form LLL) and submit it to the State Agency, which will then be submitted to the FNS Regional Office. The Standard Form LLL can be accessed at

<https://www2.ed.gov/fund/grant/apply/appforms/sflll.doc>

21.4 Include on the subcontractor signature page the following statement: The Local Agency hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Age Discrimination Act of 1975 (42 U.S.C. 610 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines; and FNS directives and guidelines to the effect that no person shall, on the ground of race, color, national origin, age, sex or handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the Agency receives Federal financial assistance.

21.5 Subcontracted clinics may not be permitted to separate from their Local Agency group until the end of the federal fiscal year.

22. If the Local Agency was traveling to another County and was providing WIC services and no longer wishes to do so and the County in which the traveling agency was providing services wishes to be a brand-new agency, a transition period will need to be established for both the traveling agency and the new agency with the help of the State Agency, so that clients will not experience a lapse in services.

The transition period typically begins the first of October. If necessary, the traveling agency shall continue to provide services and travel to that County until the new agency is fully trained and ready to have their first clinic.

23. Annually review and evaluate clinic operations. The annual review and evaluation includes all clinics, including sub-contractors, for compliance with WIC operations.

Develop and implement a corrective action process which includes: promptly notifying the evaluated clinics in writing of any deficiencies, requiring evaluated clinics to develop corrective action plans, and monitoring clinic implementation of such plans.

Provide a written report detailing strengths and weaknesses of the clinics and the requirement for corrective action, as appropriate. Follow-up and monitor implementation of all corrective action plans. Provide to the State Agency, a copy of the initial report given to the evaluated clinic(s) and any subsequent reports that document the Local Agency's monitoring of the implementation of corrective action plans.

SECTION II – Local Agency Responsibilities for Administering the WIC Breastfeeding Peer Counselor (BFPC) Program

Section II only applies if the Local Agency requests and receives BFPC funds to implement a BFPC program.

The Local Agency shall:

1. Implement and administer a BFPC program consistent with program guidance set forth in the “Using Loving Support to Manage Peer Counseling Programs” and “Loving Support through Peer Counseling” and the Kansas WIC Policy and Procedure Manual.

2. Appoint a BFPC Supervisor who is a Local Agency employee or contract employee, and who has or will receive training in breastfeeding support. BFPC Supervisors may perform other duties as well.
3. Refer WIC participants to other WIC staff or other community agency staff that are trained in the management of breastfeeding problems outside the Breastfeeding Peer Counselor's expertise.
4. Develop a BFPC implementation plan. Expand and build upon activities outlined in the Local Agency's approved breastfeeding peer counseling implementation plan.
5. Complete the Kansas BFPC Program Performance Measurement Quarterly Report form.
 - 5.1 The quarterly report form in its entirety is to be submitted on or before April 20th of each year to the State Agency.
 - 5.2 Only page one of this form needs to be submitted on or before the following dates: January 20th, July 20th, and October 20th of each year to the State Agency.
6. The Local Agency on an annual basis shall submit the Kansas WIC Breastfeeding Peer Counselor Program Self Monitoring form along with the yearly renewal application.
7. Concurrent with the submission of the WIC monthly affidavit of expenditures, submit to the State Agency a monthly affidavit of BFPC expenditures by the 20th of each month following the reporting month. An affidavit documents all allowable expenditures incurred for operation of the BFPC program. Expenditures must be placed in the BFPC cost category only.

In addition, and when necessary, submit monthly closeout reports (supplemental reports) within 60 calendar days from the end of the reporting month.

 - (a) A time and effort form or daily time sheets must be submitted to the State Agency at a minimum of one month per quarter no later than the 20th of the month following. For example; January, February and March are due on or before April 20th.
 - (b) Maintain complete and accurate source documentation that accounts for all program funds received and expended. Local Agency shall submit other reports as requested by the State Agency in a timely manner.
8. Attend BFPC implementation training and designated annual BFPC training events as directed by the State Agency.

SECTION III – STATE AGENCY RESPONSIBILITIES

1. With this contract, the State Agency will provide a separate spreadsheet that includes the assigned client participation number, the funding allocation, and the target expenditures for Nutrition Education and Breastfeeding Promotion and Support for the Local Agency and any sub-contractors as applicable.
2. Provide an information management system for certifications, benefits issuance and program management.

3. Provide technical assistance training and monitor the Local Agency-for program compliance.
4. Reimburse the Local Agency on a monthly basis for approved expenditures in accordance with the Local Agency submitted affidavit of expenditures and within the funding allocation provided to the Local Agency. Reimbursements are based on actual costs.
5. In the event this contract is terminated by either party before the end of the contract period as stated in Section V, reimbursement for approved expenses will be prorated to the date of termination.

SECTION IV – GENERAL CONDITIONS

1. This contract may be terminated or suspended without penalty by KDHE giving at least thirty (30) calendar days written notice.
2. This contract may be terminated without penalty by the Local Agency giving at least thirty (30) calendar days written notice.
3. This contract terminates on the date specified in Section V and is not automatically renewed or renewable.
4. “Fiscal year” shall mean the Federal fiscal year that begins October 1 and ends September 30.
5. At the end of, or upon termination of this contract, KDHE shall have the right, to take possession of any equipment provided to the Local Agency under this contract. KDHE will reimburse the Local Agency for all WIC expenses incurred through the end of the contract period, plus contractual incidental charges to return any such equipment.
6. The Provisions found in Appendix A, (Contractual Provisions Attachment (Form DA-146a, Rev. 7-19), Appendix B, (Whistleblower and Non-Debarment Certification), and Appendix C, (Agreement to Comply with the Policy Against Sexual Harassment, Discrimination, and Retaliation), are hereby incorporated in this contract and made a part hereof.

SECTION V – FUNDING & SIGNATURES**CONTRACTED AGENCY: Riley County - Manhattan Health Department****COUNTIES INCLUDED: Riley and Pottawatomie Counties****CONTRACT AMOUNT:****Up to \$837,936, plus any reallocated Federal Nutrition Services Administrative Funds that may become available****Up to \$24,767, plus any reallocated Federal Breastfeeding Peer Counselor Funds that may become available****CONTRACT PERIOD: October 1, 2021 through September 30, 2022**

The Local Agency certifies to the best of their knowledge that no Federal funds provided through a grant award or contract shall be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any agency or member of Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment of modification or any government contract, grant, loan or cooperative agreement.”

However, if lobbying with non-federal funds has occurred, then the Local Agency shall complete the Disclosure Form to Report Lobbying (Standard Form LLL) and submit it to the State Agency, which will then be submitted to the FNS Regional Office. The Standard Form LLL can be accessed at <http://whitehouse.gov/omb/grants/sfillin.pdf>.

The Local Agency hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Age Discrimination Act of 1975 (42 U.S.C. 610 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines; and FNS directives and guidelines to the effect that no person shall, on the ground of race, color, national origin, age, sex or handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the Agency receives Federal financial assistance.

By signing this contract, the Local Agency certifies that as a prospective lower tier participant certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in the transaction by any Federal department or agency and will promptly notify the State Agency if it is debarred or suspended in the future.

I hereby acknowledge that I have received a copy of the State of Kansas Policy Against Sexual Harassment, Discrimination, and Retaliation established by Executive Order 18-04 (Appendix C) and agree to comply with the provisions of this policy.

CONTRACT SIGNED BY:

Signature
Lee A. Norman, M.D.
Printed Name
Secretary
Title
Kansas Department of Health and Environment
Organization
Date

Signature
Printed Name
Title
Organization
Date

Attachment: WIC2022contract (11089 : RCHD WIC Budget)

APPENDIX A

State of Kansas
Department of Administration DA-146a
(Rev. 07-19)

CONTRACTUAL PROVISIONS ATTACHMENT

Important: This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 07-19), which is attached hereto, are hereby incorporated in this contract and made a part thereof.

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the _____ day of _____, 20____.

1. **Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.
2. **Kansas Law and Venue:** This contract shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this contract shall reside only in courts located in the State of Kansas.
3. **Termination Due To Lack Of Funding Appropriation:** If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least thirty (30) days prior to the end of its current fiscal year and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to ninety (90) days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of the State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
4. **Disclaimer Of Liability:** No provision of this contract will be given effect that attempts to require the State of Kansas or its agencies to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas is defined under the Kansas Tort Claims Act (K.S.A. 75-6101, *et seq.*).
5. **Anti-Discrimination Clause:** The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001, *et seq.*) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111, *et seq.*) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101, *et seq.*) (ADA), and Kansas Executive Order No. 19-02, and to not discriminate against any person because of race, color, gender, sexual orientation, gender identity or expression, religion, national origin, ancestry, age, military or veteran status, disability status, marital or family status, genetic information, or political affiliation that is unrelated to the person's ability to reasonably perform the duties of a particular job or position; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to

Attachment: WIC2022contract (11089 : RCHD WIC Budget)

comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) Contractor agrees to comply with all applicable state and federal anti-discrimination laws and regulations; (g) Contractor agrees all hiring must be on the basis of individual merit and qualifications, and discrimination or harassment of persons for the reasons stated above is prohibited; and (h) if it is determined that the contractor has violated the provisions of any portion of this paragraph, such violation shall constitute a breach of contract and the contract may be canceled, terminated, or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.

1. **Acceptance of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
2. **Arbitration. Damages. Warranties:** Notwithstanding any language to the contrary, no interpretation of this contract shall find that the State or its agencies have agreed to binding arbitration, or the payment of damages or penalties. Further, the State of Kansas and its agencies do not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to the State of Kansas or its agencies at law, including but not limited to, the implied warranties of merchantability and fitness for a particular purpose.
- a. **Representative's Authority to Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.
9. **Responsibility for Taxes:** The State of Kansas and its agencies shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
10. **Insurance:** The State of Kansas and its agencies shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require them to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101, *et seq.*), the contractor shall bear the risk of any loss or damage to any property in which the contractor holds title.
11. **Information:** No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101, *et seq.*
12. **The Eleventh Amendment:** "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."
13. **Campaign Contributions / Lobbying:** Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.

APPENDIX B

COMPLIANCE WITH THE "PILOT PROGRAM FOR ENHANCEMENT OF CONTRACTOR EMPLOYEE WHISTLEBLOWER PROTECTIONS"

Congress has enacted a law, found at 41 U.S.C. 4712, encouraging employees to report fraud, waste, and abuse. This law applies to all employees working for contractors, grantees, subcontractors and subgrantees on federal grants and contracts [for the purpose of this document, "Recipient of Funds"]. The National Defense Authorization Act (NDAA) for Fiscal Year 2013 (Pub. L. 112-239, enacted January 2, 2013) mandated a pilot program entitled, "PILOT PROGRAM FOR ENHANCEMENT OF CONTRACTOR EMPLOYEE WHISTLEBLOWER PROTECTIONS." 41 U.S.C. 4712 has been amended, enacting a permanent extension of the pilot program.

This program requires all grantees, their subgrantees and subcontractors to:

- Inform their employees working on any Federal award they are subject to the whistleblower rights and remedies of the pilot program;
- Inform their employees in writing of employee whistleblower protections under 41 U.S.C. 4712 in the predominant native language of the workforce; and,
- Contractors and grantees will include such requirements in any agreement made with a subcontractor or subgrantee.

Employees of a contractor, subcontractor, grantee [or subgrantee] may not be discharged, demoted, or otherwise discriminated against as reprisal for "whistleblowing." In addition, whistleblower protections cannot be waived by any agreement, policy, form or condition of employment.

Whistleblowing is defined as making a disclosure "that the employee reasonably believes is evidence of any of the following:

- Gross mismanagement of a federal contract or grant;
- A gross waste of federal funds;
- An abuse of authority relating to a federal contract or grant;
- A substantial and specific danger to public health or safety; or,
- A violation of law, rule, or regulation related to a federal contract or grant (including the competition for, or negotiation of, a contract or grant).

To qualify under the statute, the employee's disclosure must be made to:

- A Member of Congress or a representative of a Congressional committee;
- An Inspector General;
- The Government Accountability Office;
- A federal employee responsible for contract or grant oversight or management at the relevant agency;
- An official from the Department of Justice, or other law enforcement agency;
- A court or grand jury; or,
- A management official or other employee of the contractor, subcontractor, grantee, or subgrantee who has the responsibility to investigate, discover, or address misconduct.

The Recipient of Funds acknowledges that as a condition of receiving funds, it has complied with the terms of the "PILOT PROGRAM FOR ENHANCEMENT OF CONTRACTOR EMPLOYEE WHISTLEBLOWER PROTECTIONS," as amended, and has informed its employees in writing and in the predominant native language of the workforce, that by working on any Federal award, the employees are subject to the whistleblower rights and remedies.

Attachment: WIC2022contract (11089 : RCHD WIC Budget)

NON-DEBARMENT CERTIFICATION AND WARRANTY

The Recipient of Funds acknowledges that KDHE is required to verify that any person or entity receiving funds has not been suspended, debarred or otherwise excluded from receiving federal funds. Verification may be accomplished by 1) checking the System for Award Management (SAM) at www.sam.gov; 2) obtaining a certification from the entity; or 3) by adding a clause or condition to the transaction.

The Recipient of Funds, as a condition of receiving funds, certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency, or by any department or agency of the State of Kansas.

Attachment: WIC2022contract (11089 : RCHD WIC Budget)

APPENDIX C

Policy Regarding Sexual Harassment

WHEREAS, sexual harassment and retaliation for sexual harassment claims are unacceptable forms of discrimination that must not be tolerated in the workplace; and

WHEREAS, state and federal employment discrimination laws prohibit sexual harassment and retaliation in the workplace; and

WHEREAS, officers and employees of the State of Kansas are entitled to working conditions that are free from sexual harassment, discrimination, and retaliation; and

WHEREAS, the Governor and all officers and employees of the State of Kansas should seek to foster a culture that does not tolerate sexual harassment, retaliation, and unlawful discrimination.

NOW THEREFORE, pursuant to the authority vested in me as Governor of the State of Kansas, I hereby order as follows:

1. All Executive Branch department and agency heads shall have available and shall regularly review and update at least every three years or more frequently as necessary, their sexual harassment, discrimination, and retaliation policies. Such policies shall include components for confidentiality and anonymous reporting, applicability to intern positions, and training policies.
2. All Executive Branch department and agency heads shall ensure that their employees, interns, and contractors have been notified of the state's policy against sexual harassment, discrimination, or retaliation, and shall further ensure that such persons are aware of the procedures for submitting a complaint of sexual harassment, discrimination, or retaliation, including an anonymous complaint.
3. Executive Branch departments and agencies shall annually require training seminars regarding the policy against sexual harassment, discrimination, or retaliation. All employees shall complete their initial training session pursuant to this order by the end of the current fiscal year.
4. Within ninety (90) days of this order, all Executive Branch employees, interns, and contractors under the jurisdiction of the Office of the Governor shall be provided a written copy of the policy against sexual harassment, discrimination, and retaliation, and they shall execute a document agreeing and acknowledging that they are aware of and will comply with the policy against sexual harassment, discrimination, and retaliation.
5. Matters involving any elected official, department or agency head, or any appointee of the Governor may be investigated by independent legal counsel.
6. The Office of the Governor will require annual mandatory training seminars for all staff, employees, and interns in the office regarding the policy against sexual harassment, discrimination, and retaliation, and shall maintain a record of attendance.
7. Allegations of sexual harassment, discrimination, or retaliation within the Office of the Governor will be investigated promptly, and violations of law or policy shall constitute grounds for disciplinary action, including dismissal.

8. This Order is intended to supplement existing laws and regulations concerning sexual harassment and discrimination and shall not be interpreted to in any way diminish such laws and regulations. The Order provides conduct requirements for covered persons and is not intended to create any new right or benefit enforceable against the State of Kansas.
9. Persons seeking to report violations of this Order, or guidance regarding the application or interpretation of this Order, may contact the Office of the Governor regarding such matters.

Agreement to Comply with the Policy Against Sexual Harassment, Discrimination, and Retaliation.

I hereby acknowledge that I have received a copy of the State of Kansas Policy Against Sexual Harassment, Discrimination, and Retaliation established by Executive Order 18-04 and agree to comply with the provisions of this policy.

Signature and Date

Printed Name

Attachment: WIC2022contract (11089 : RCHD WIC Budget)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: September 2, 2021

SUBJECT: Personnel Incentive Program – Commissioner participation

PRESENTER: Elizabeth Ward

DISCUSSION

On Aug 5th, 2021, the Board of County Commissioners approved a personnel incentive program for Riley County Employees offering both a \$100 incentive once full vaccination status is confirmed AND each benefits eligible employee of Riley County would receive a full scheduled day of annual leave once full vaccination status is confirmed.

Commissioner eligibility for the incentive program was not formally discussed, however I was asked to bring a proposal to the Commissioners to exclude themselves from this program.

FISCAL IMPACT

Funding for this incentive would come from CARES funding already made available to Riley County.

RECOMMENDATION(S)

The recommendation is to approve ineligibility for County Commissioners in the personnel incentive program, as listed above.

POSSIBLE MOTION(S)

Move to approve ineligibility for County Commissioners in the personnel incentive program, as listed above.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:



PLANNING & DEVELOPMENT
Staff Update

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

STAFF REPORT

FROM: Amanda Smeller

MEETING: September 2, 2021

SUBJECT: Planning & Development - Staff Update

PRESENTER: Amanda Smeller

Enclosures:

- 9 - September PD Update (PDF)
- Staff Update (PDF)



PLANNING & DEVELOPMENT

Date: September 2, 2021

To: Riley County Board of County Commissioners

From: Amanda Smeller, Planning & Special Projects Director

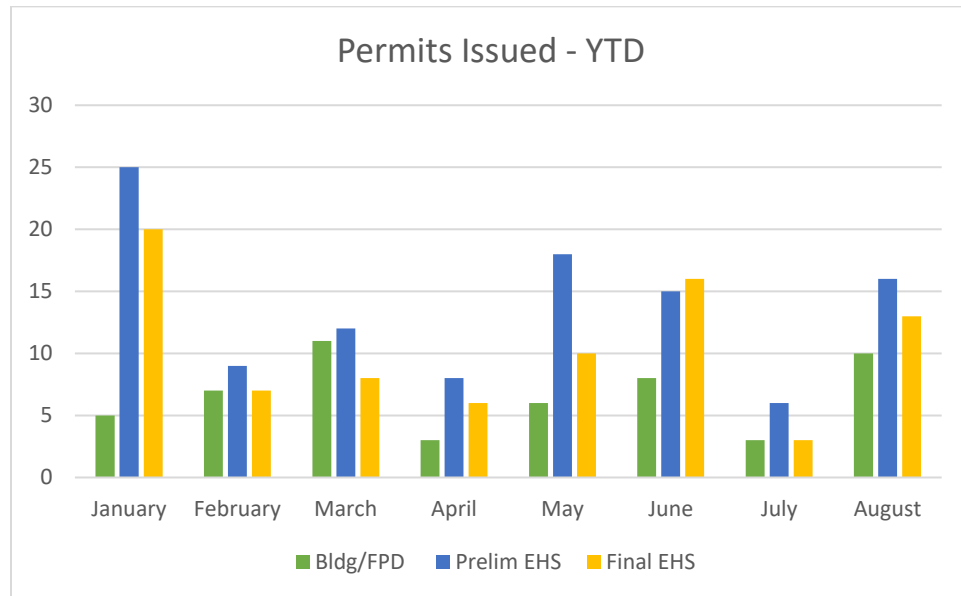
Re: Planning & Development August Staff Report

Please see the attached project spreadsheet for more details.

August Highlights:

- Land Development Regulations: Staff and consultants have mostly wrapped up the graphics and formatting of the document.
- Solid Waste grant kick off: The battery recycling subcommittee met to discuss first steps now that we have received the grant. The group will work on an informational sticker and flyer to send to Howie's customers, with the intent to expand to other haulers in the near future.
- Master Food Plan/Restaurant Champion Program: the Food and Farm Council, along with representatives from K-State, Riley County, and City of Manhattan, is working on a Master Food Plan. Public input is an important element of this plan: an ongoing survey is available through at least September at: <https://www.surveymonkey.com/r/RileyFoodSurvey>. In addition, the Restaurant Champion Program is a new program that aims to support local food operations and help people feel comfortable eating out again.
- NG911: The BOCC approved the naming/readdressing of Johnson Trail after completing the required public hearing.
- Keats Sewer District: The BOCC directed staff to continue evaluating Option 1, connection to City of Manhattan. The project is ineligible for CDBG funding and KDHE loan forgiveness, but is eligible for up to 45% of USDA funding. The BOCC has proposed utilizing partial ARPA funding for this purpose.
- Darrin Hobbs, new Planning Compliance Specialist, started August 23. Darrin comes to us from the Appraiser's office and is replacing Steve when he retires in September.
- Lindsay Mason, new intern, started August 17. She will be assist Perry with environmental health tasks through December when she'll graduate with her Master's in Public Health.
- CDBG-CV grant close out: Staff met with a state Department of Commerce grant representative to prepare for the CDBG-CV grant close out, which ended July 31, 2021. Through this grant program, over the last year we were able to assist ten businesses and three non-profit agencies.
- Planning/Fire/Public Works coordination meeting was held on August 24.
- Riley County Planning Board held a regular meeting on August 9 to review the following:
 - A Replat of Lot 1 of Tegtmeier Addition petitioners and owners Tegtmeier.

- A Replat of Lots 13-14 and 78-80 of Blue River Hills No. 1 by petitioners and owners Rose and Almeda.
- Staff held two pre-application conferences:
 - Potential 10-12 acre Residential Use Designator – Extraneous Farmstead/Plat.
 - Potential replat.
- Permits issued:
 - Building/floodplain development permits: 10 (including one sign permit)
 - Preliminary approval environmental health permits: 16
 - Final/use environmental health permits: 13



- I attended the following meetings:
 - Zeandale community center meeting
 - Downtown Manhattan Inc.
 - Plaza West Area Study Community Open House
 - Tuttle Creek Dam Safety Tabletop Exercise (virtual)
 - Master Food Planning Committee
 - Waste CAT monthly meeting
 - Military Installation Resiliency Study Kick-off meeting
 - Intergovernmental luncheon

Upcoming of note in September:

- Land Development Regulations: Staff will hold work sessions with the Manhattan Urban Area Planning Board and the Riley County Planning Board to discuss the proposed regulations. Staff will also schedule a work session with the BOCC.
- Economic development presentation: Staff will make a presentation about the possibility of creating a rural Economic Development Advisory Board.
- The Riley County Planning Board/Board of Zoning Appeals will hold a regular meeting on September 13, 2021 to review the following:

- A variance request by Chris & Karen Hunter to increase the maximum cumulative square footage allowed for accessory structures.
 - Draft land development regulations.
- The Manhattan Urban Area Planning Board will hold a regular meeting on September 9 and 20, 2021 to review the following Riley County related items:
 - A request by Deam & Cook, and Callahans, for a Residential Use Designator – Reconversion Lot and to plat the tract into one lot.
- K-State career fair: Planning & Development staff may attend the career fair to discuss our department and individual positions.
- The Upper Kansas Custom Watershed Discovery meeting scheduled for September 15, 2021.
- Staff will issue a Request for Proposals for a new electronic permit system.
- I celebrated one year with Riley County on September 1.

Further Upcoming:

- Following the Land Development Regulations work sessions scheduled for September, there will be public hearings with the Riley County Planning Board in October and with the Manhattan Urban Area Planning Board in November. Staff hopes to have the document adopted by the BOCC in November, December at the latest.

Planning and Development
Staff Update
August 25, 2021

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
Long Range Planning						
Land development regulations	Amanda Smeller, Bob Isaac & Steve Higgins	Public review drafts of all Articles completed. Received final edits of illustrations.	Work with consultant to migrate document into InDesign (software). Work sessions with MUAPB and RCPB.	5/1/2016		11/30/2021
Keats Sewer District	Amanda Smeller & Perry Piper	Income surveys completed. Ineligible for CDBG funding and KDHE loan forgiveness. Eligible for USDA and KDHE funding.	Seeking alternative funding. Discuss other options with Commission.	11/1/2014		12/31/2021
Sewer agreement for County shop area	Amanda Smeller & Perry Piper	Met with City staff to discuss report and agreement. City staff analysis reveals that the sanitary system has adequate capacity for the proposed development area.	Wait on City and County Counselors to draft agreement. Investigate water options. Update BOCC on process.	2/1/2014		TBD
NG911 - Private Road Naming	Amanda Smeller & Lisa Daily	Committee choose to move forward with next item on priority list, Johnson Road. Prenotification letters were mailed certified on 5/24/21. No alternate proposed names were received for Johnson Trail.	Conduct public hearing	8/1/2015		8/26/2021
Develop Riley County - historic land use changes in Wildcat Creek Watershed	Steve Higgins	Information gathering from NASA complete for report. Report has been finalized. Waiting for end product.	Present report to all participating entities.	6/1/2020		9/1/2021
Regulations						
Manhattan Unified Development Ordinance	Bob Isaac & Amanda Smeller	Reviewed UDO subdivision regulations and met with City staff to discuss modifications.	Await revised draft from City.	4/11/2011		TBD
Grants						
Keats Sewer District	Amanda Smeller	Income surveys completed. Ineligible for CDBG funding and KDHE loan forgiveness. Eligible for USDA and KDHE funding.	Seeking alternative funding. Discuss other options with Commission.	TBD		TBD
CDBG-CV	Amanda Smeller & Lisa Daily	Grant awarded for meal program and job retention program. Close out meeting with KDOC on August 3, 2021.	Working on close out paperwork.	7/27/2020		10/1/2021
KDHE Solid Waste Grant	Amanda Smeller	Awarded grant for battery recycling education program. Held meeting August 11, 2021.	Working on stickers and flyers. Working with Alice on marketing.	8/1/2021		9/30/2021
Current Planning						
Bluestem Electric - Special Use	Bob Isaac	BOCC approved special use		5/26/2021		8/2/2021
Rose/Alameda - Replat	Bob Isaac	Plat filed		6/30/2021		8/24/2021
Tegtmeier - Replat	Bob Isaac	Plat filed		6/30/2021		8/24/2021
Blecha - Final Plat	Bob Isaac	BOCC approved final plat.	Roads need to be constructed to county standard and file plat. Obtain signatures from County Counselor and County Engineer.	1/4/2021		3/18/2022
Cook - RUD & Plat	Bob Isaac	NOPH published	Conduct MUAPB hearing	7/12/2021		9/9/2021
Hunter - Variance	Bob Isaac	NOPH published	Conduct BZA hearing	7/30/2021		9/13/2021
Permits						
21-0144-ADCP Zahner	Steve Higgins	Application received and entered into LAMA. Permit issued.	Closed	7/8/2021		8/2/2021
21-0076-OFLD Mertz	Steve Higgins	Application received and entered into LAMA. Variance granted and permit issued.	Closed	3/26/2021		8/3/2021
21-0100-OFLD Nielson	Steve Higgins	Application received and entered into LAMA.	Awaiting information from DWR.	5/6/2021		6/15/2021
21-0120-NBLD Wege	Steve Higgins & Craig Cox	Application entered into LAMA; septic tank and lateral field not on the same lot as house. Showing as issued in LAMA which is not correct.	Waiting on counsel to draft restrictive covenant.	5/27/2021		9/13/2021
21-0153-OFLD Britt	Steve Higgins	Application received and entered into LAMA.	Waiting elevation certificate.	7/19/2021		9/30/2021
Unpaid Fees						
L20AIR-0113 HMH LLC	Craig Cox	Inspection of the Alternative Private Wastewater System completed on 12/10/20. Repairs completed and re-inspected on 1/15/21. Inspection fee of \$100.00 and Re-inspection fee of \$75.00 have not been paid by the property owner. Tried reaching property owner by telephone but no response.	Referred to Counsel for collection.	4/29/2021		TBD
Property Maintenance Code Violations						
Kilner - Unsafe structure	Craig Cox	Contempt argued on July 19 and 22. County to file a legal brief by August 22.	Monitor contempt compliance.	8/18/2016		9/16/2021
21-0025 US Bank National Association - Dangerous Structure	Steve Higgins	Notification Letter mailed	Await response from property owner.	4/27/2021		8/2/2021
Hermesch - Unsafe structure	Clancy Holeman	Counselor met with P&D staff for Property Maintenance Code application. Photos of property taken.	Counsel put property in 2018 tax case for 2014 & 2015 delinquent taxes.	11/24/2015		TBD
Zoning Violations						
Doyle - Illegal mobile home storage (Mobile Gardens) Violation #10-0050	Craig Cox	Staff conducted site visit on 6/25/18. Owner agreed to obtain repair permit, reconfigure to two bedrooms only and test septic system with report to staff.	Staff will issue permit upon verification of agreed upon alteration and verification that the septic system is functioning properly. Conduct another site visit upon notification from owner.	12/17/2010	4/17/2012	TBD
Doyle - Illegal salvage at residence Violation #05-0007	Craig Cox	Counsel and staff conducted site visits on 6/25/18 and 7/20/18. Mr. Doyle removed 600 tires and 3 mobile homes. March 19, 2021 conference with Mr. Doyle. He agreed to remove vehicles from the property. Set site visit for May 4, 2021. Mr. Doyle has moved about 90% of the tires and multiple vehicles to a staging area across from his residence for a salvage company to pick up, and will continue with this method. Next site visit 08/11/2021.	Counsel to meet with staff to discuss prosecution.	4/15/2013	5/1/2014	9/21/2021
Zeller/Thomas - Illegal sign	Craig Cox	Owner has limited signage to MHK Airport (governmental entity).	Counsel to schedule meeting with staff to discuss case status.	12/1/2011	9/27/2012	10/7/2021
Kilner - Unsafe structure	Craig Cox	Counsel filed Motion and Order to Show Cause. Service to Mr. Kilner by RCPD. Site visit with Judge Bosch on July 6 @ 3:30pm and hearing on July 19 at 2:30pm.	Monitor contempt compliance	8/18/2016		9/16/2021
19-0017 Engert - Illegal salvage	Craig Cox	Mr. Engert was served with summons and petition on September 19, 2019. Answer date was October 10, 2019. Failed to answer. Property eligible for 2020 tax auction. Case dismissed.	Inform new buyer of existing violations.	10/4/20218		1/1/2022
20-0063 - Satterlee: Inoperable vehicles and campers	Steve Higgins	Determined to be a violation. Notification letter sent. Property owner agreed to abate by 1/1/2021. Working with property owner.	Monitor progress.	9/16/2020		TBD
20-0065 Caley - City of Riley illegal fill in a floodplain	Steve Higgins	Property owner has applied for DWR permit.	Waiting on DWR to issue permit.	12/2/2020		6/15/2021
20-0077 - Scott - Illegal salvage operation in residential zoning	Steve Higgins	Inspection completed and sent notification letter to property owner. Met with property owner on site and will be removing some items by 3/1/2021.	Mointor progress.	12/8/2020		6/15/2021
21-0052 Myers - building without a permits	Steve Higgins	Inspection completed, Notification Letter and Violation Notice sent. Applications received and processed. Garage built with setback.	Work with property owner to abate this violation.	7/14/2021		9/4/2021
20-0079 Miller - Illegal auto repair and salvage operation 1382 Pillsbury Dr	Steve Higgins	Inspection completed and sent notification letter to property owner. Property owner is making progress but no contact. Staff met with property owner and agreed to provide a plan to abate violations by 1/29/2021. Final notice of violation sent to property owner. Sent violation, final notice, property owner met with staff and agreed to provide a plan to abate the violation. No response or plan received.	Send request to prosecute to Deputy County Counselor.	12/8/2020		9/1/2021

Attachment: Staff Update (11091 : Staff Update)

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
20-0087 Miller - Illegal auto repair and salvage operation 1420 Pillsbury Dr	Steve Higgins	Inspection completed and sent notification letter to property owner. Property owner is making progress but no contact. Staff met with property owner and agreed to provide a plan to abate violations by 1/29/2021. Final notice of violation sent to property owner. Sent violation, final notice, property owner met with staff and agreed to provide a plan to abate the violation. No response or plan received.	Send request to prosecute to Deputy County Counselor.	12/21/2020		9/1/2021
20-0090 Fishgill LLC - Illegal auto repair and salvage operation	Steve Higgins	Inspection completed and sent notification letter to property owner. Property owner wants an extension to remove tenant. Vehicles being removed. Sent notice of violation. No response.	Complete follow up inspection.	12/22/2020		9/15/2021
L21MHP-0004 TDJ Stables	Steve Higgins, Perry Piper & Craig Cox	Renewal applications and fees received. License can't be issued until property is compliance sanitary code.	Counsel to schedule staff meeting with Mr. Jones to discuss resolution.	11/20/2020		9/10/2021
21-0018 Greg and Theresa LLC - non compliance with Excavation License	Steve Higgins	Notification letter sent to license holder. Property owner is working to abate the violation. KDHE has an open case for discharge of industial waste at the prperty.	ABATED	4/6/2021		6/15/2021
21-0019 Britt - non compliance in flood hazard area/floodway	Craig Cox	Temporary Agreed Injunction filed with the Court. Review dates: July 15-DWS, August 15-No Rise, September 15-Riley County permit, November 1-Remove trees.	Court case 6/3/2021	4/6/2021		11/1/2021
21-0023 Nelson - Non-permitted use of a commercial business in "AG" district	Steve Higgins	Inspection completed and sent notification letter to property owner. Property owner called. Agreed to abate violation.	ABATED	4/19/2021		6/15/2021
21-0024 Flores - Filling floodway without permits	Steve Higgins	Notification Letter mailed.	Conduct follow up inspection.	4/20/2021		9/15/2021
Sanitary Code Violations						
TDJ Stables - illegal repair	Perry Piper & Craig Cox	Property owner applied for repair permit and made repairs himself and is not a licensed installer.	Counsel to schedule staff meeting with Mr. Jones to discuss resolution.	4/7/2020		9/10/2021
21-0022 Goss/Masterson - undersized lagoon	Perry Piper & Craig Cox	Violation determined.	Send notification letter.	4/14/2021		9/14/2021
21-0038 Worrell - Sanitation Violation	Perry Piper	Spoke to property owner and mailed repair application with no response, additionally lateral field installed unlawfully. Repair permit received.	Amanda Smeller sending a Director's Resolution letter.	6/23/2021		9/9/2021
21-0048 Wurtz - lagoon fencing requirement not completed	Perry Piper	Violation letter sent to property owner. Counsel sent a letter to property owner.	Fencing deadline 8/31/2021 and seeding deadline 9/30/2021. Conduct follow up inspection.	7/9/2021		9/30/2021
21-0045 Bergman - failed lateral field	Perry Piper	Violation letter sent to property owner. Repair application received. Property owner passed installer's licensing test.	Waiting on property owner to schedule installation date.	7/6/2021		9/30/2021

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