



**Board of Riley County
Commissioners
Regular Meeting
Agenda
September 08, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

[District 3 – Kathryn Focke, Vice Chair](#)

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Action on Certification of Voting Delegate for KAC 47th Annual Conference & Exhibition
4. Action on Portable Communication Device Allowance Form(s)
5. Sign Riley County Personnel Action Form(s)
6. Discuss Joint City/County/County Meeting Agenda
7. Approve payroll/accounts payables (when completed)

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Sep 1, 2022 9:00 AM

Review Tentative Agenda

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

11. Administrative Work Session
12. Approval of Engagement Letter with Outside Counsel

9:15 AM

John Ellermann, Public Works Director/County Engineer

13. Public Safety Headquarters Request to use Construction Management at-Risk

9:20 AM

John Ellermann, Public Works Director/County Engineer

14. Bid opening for University Park Water District Expansion #4 and Lakeside Heights Utilities Extension #3

9:30 AM

Shilo Heger, Treasurer

15. August 2022 Revenue Reporting - Riley County Treasurer
16. Request to Fill Open Customer Service I Position

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

17. Economic development update

10:00 AM

Julie Gibbs, Health Department Director

18. RCHD September Update

10:30 AM

Jan Scheideman, Child Care Supervisor

19. RCHD Raising Riley Update

11:00 AM

Budget and Planning Committee - Darell Edie, Budget and Finance Officer

20. Monthly Cash Flow Report for August 2022

11:20 AM

Scott Carmichael, Riley County Conservation District

21. Riley County Conservation District update

11:35 AM

Russel Stukey, Emergency Management Director

22. Monthly Staff Update for EM/Fire
23. Request to fill vacant position

11:50 AM

Michael Boller, Noxious Weed Director

24. Staff Update

Adjournment

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



COUNTY 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 8, 2022

SUBJECT: Action on Certification of Voting Delegate for KAC 47th Annual Conference & Exhibition

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to appoint _____, as the voting delegate for the KAC 47th Annual Conference & Exhibition; _____, as 1st Alternate; and _____, as 2nd Alternate.

Enclosures:

- FW Certification of Voting Delegate and Alternates 47th Annual KAC Conference Exhibition(MSG)
- 2022 Certification of Voting Delegate Form (PDF)

Cindy Kabriel

Subject: FW: Certification of Voting Delegate and Alternates / 47th Annual KAC Conference & Exhibition
Attachments: 2022 Certification of Voting Delegate Form.pdf
Importance: High

From: Betty Oliva <oliva@kansascounties.org>
Sent: Thursday, September 1, 2022 4:15 PM
To: Betty Oliva <oliva@kansascounties.org>
Subject: Certification of Voting Delegate and Alternates / 47th Annual KAC Conference & Exhibition
Importance: High



To: Boards of County Commissioners/Supervisors
 All KAC Kansas County Members
CC: Clerks and Administrators/Managers
From: Bruce Chladny, Executive Director *Bruce A. Chladny*
Subject: Certification of Voting Delegate and Alternates
 47th Annual KAC Conference & Exhibition
Date: September 1, 2022

The 47th Annual Kansas Association of Counties Conference & Exhibition is fast approaching! This year's conference will be held Monday-Wednesday, October 17-19, 2022, at the Sheraton/Overland Park Convention Center in Overland Park, Kansas.

Enclosed please find the Certification of Voting Delegate form for the upcoming conference. **To comply with KAC Bylaws that require the form to be eligible to cast your vote, KAC needs your completed form (and/or any changes or alterations) returned to our office no later than Monday, October 3, 2022.** We strongly urge you to designate both a voting delegate, along with a first and second alternate. Only those listed on the certified form will be able to vote for their county, NO exceptions. If your designations change, you must file a **revised** form by no later than **Monday, October 3, 2022**. Your vote is important! Your county voting delegate will vote on the Kansas Association of Counties Legislative Policy for 2023.

Voting credentials can be picked up during registration starting on Monday, October 17th at 9 a.m. Voting delegates/alternates must register for the annual conference to be entitled to vote. If you have any questions, please contact me at 785.272.2585 or by email: chladny@kansascounties.org. Please visit the KAC website, www.kansascounties.org to find all the latest information on our 47th Annual KAC Conference & Exhibition.

Attachment: FW Certification of Voting Delegate and Alternates 47th Annual KAC Conference Exhibition (12408 : Certification of Voting

If you would like, you may submit your Certification of Voting Delegate Form by email to: oliva@kansascounties.org

Enclosure (1)

Betty A. Oliva
Finance & Office Manager
Kansas Association of Counties
715 SW 10th Ave / Topeka, KS 66612
PO Box 4389 / Topeka, KS 66604
(785) 272-2585

oliva@kansascounties.org
www.kansascounties.org



CERTIFICATION OF VOTING DELEGATE

Kansas Association of Counties 47th 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

OR by email to: oliva@kansascounties.org

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 3, 2022.

Date: _____, 2022

I, _____, County Clerk of

_____ County do hereby certify that the following officers have been designated

as the voting delegate and alternates for the KAC from October 5, 2022 until the 2023 KAC Annual Conference.

Delegate _____

Position _____

1st Alternate _____

Position _____

2nd Alternate _____

Position _____

Signed: _____

County Clerk

Attachment: 2022 Certification of Voting Delegate Form (12408 : Certification of Voting Delegate and Alternates)



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 8, 2022

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:

- K Schneider Portable Comm Device Allowance 2022-09 (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 X If, yes, please list the phone number: _____

Portable Communication Device Allowance Plan: ____ \$25 ____ \$40 X \$65 Data Enabled

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

Name of Authorized User: Kristopher Schneider
(Please print)

[Signature]
Signature of Authorized User

20220901
Date

Phone # 705-829-0339

Department Head Approval: [Signature]

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.



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 8, 2022

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2022-09 L Borthwick(green) (PDF)
- 2022-09 K Adolph (green) (PDF)
- 2022-09 V Colbert (green) (PDF)
- 2022-09 P Silva (gren) (PDF)
- 2022-09 L Jones(green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add	Supervisor: Donna Borgerding	Fill Request Date: 9/2/2022
☒ Change	Dept Head: Shilo Heger	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

Borthwick	Lacey		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

Customer Service Rep I	Treasurer	000001-000007
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Position Title Department Fund

9/16/2022	☐	☒		☒ Yes	☐ No
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Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

F	02	\$17.30	☒ Hour	\$	☐ Bi-weekly	☒ 40	☐
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Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department: Shilo Heger Date: 9/2/20

Personnel: Eric Awar 9/6/22

BOCC

Chairman: _____

Member: _____

Member: _____

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add	Supervisor: Eric Ziegenhirt	Fill Request Date: 08/30/2022
☒ Change	Dept Head: John Ellermann	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

Adolph	Keane		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Public Works Operator II	Public Works/Operations/Gravel	001-040
Position Title	Department	Fund

09/06/2022	☐ Exempt	☒ Non-Exempt	Ending Date For Temporary	☒ Yes	☐ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?	

I	4	\$21.40	☐ Hour	\$	☐ Bi-weekly	☒ 40	☐
Grade/Step		Pay Rate				Hours Per Workweek	

Approvals:

Department:

Date:

Personnel:

BOCC

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add	Supervisor:	Fill Request Date: 9-6-2022
☒ Change	Dept Head: Anna Burson	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

Colbert	Vaughn		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

Appraiser III	Appraiser	0001-0000022
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Position Title Department Fund

9/30/2022	☒ Exempt	☐ Non-Exempt		☒ Yes	☐ No
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Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

L	15	\$	☐ Hour	\$ 2,744.58	☒ Bi-weekly	☒ 40	☐
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Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department:  Date: 9/6/22

Personnel: 

BOCC

Chairman: _____

Member: _____

Member: _____

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add	Supervisor:	Fill Request Date: 8/31/2022
☒ Change	Dept Head: Rich Varco	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

Silva	Priscilla		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

As-Needed Clerical Asst-HR	Clerk/Election	0001-00002
Position Title	Department	Fund

8/29/2022	☐	☒		☒ Yes	☐ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?	

D	1	\$15.17	☒ Hour	\$	☐ Bi-weekly	☐ 40	☒ up to 20
Grade/Step		Pay Rate				Hours Per Workweek	

Approvals:

Department:

Date:

Personnel:

BOCC

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add	Supervisor:	Fill Request Date: 8/31/2022
☒ Change	Dept Head: Russell Stukev	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

Jones	Lacey		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

Account Clerk	Rural Fire District 1	0183-000183
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Position Title Department Fund

08/29/2022	☐	☒		☒ Yes	☐ No
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Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

H	12	\$25.83	☐ Hour	\$	☐ Bi-weekly	☒ 40	☐
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Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department: Russell Stukev Date: 9-6-22

Personnel: Eric H. Waco 9/6/22

BOCC

Chairman: _____

Member: _____

Member: _____

**Joint City/County/County Meeting:
(at city offices September 15th)**

Topics for Agenda:

Attachment: topic form (11752 : Joint City/County/County Agenda Meeting Information)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
September 12, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

[District 3 – Kathryn Focke, Vice Chair](#)

[District 1 – John Ford, 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

Rich Vargo, County Clerk

1. Year to date budget and expenditure reports

9:15 AM

Darell Edie, Budget and Finance Officer

2. Budget review

9:30 AM

Press Conference

9:40 AM

John Ellermann, Public Works Director/County Engineer

3. Request to fill

9:45 AM

Julie Gibbs, Health Department Director

4. WIC Contract

9:50 AM

David Willis, Parks Manager

5. Community Park Allocation

10:00 AM

Anna Burson, Appraiser

6. Bid opening for a vehicle

Attachment: 09-12-22 tentative agenda (11695 : Tentative Agenda)

- 10:10 AM John Ellermann, Public Works Director/County Engineer**
7. Project update
- 10:25 AM Anna Burson, Appraiser**
8. Staff update
- 10:40 AM Clancy Holeman, Counselor/Director of Administrative Services**
9. Administrative Work Session
- 11:00 AM Katharine Hensler, Museum Director**
10. Staff update
- 11:30 AM Board of County Commissioners**
11. Law Board application interview process
- 12:00 PM County Officials Luncheon**

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 13, 2022 (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.



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
September 15, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

[District 3 – Kathryn Focke, Vice Chair](#)

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss Intergovernmental Luncheon

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

George Kandt, Manhattan Area Chamber of Commerce

2. Presentation

9:15 AM

Craig Cox, Deputy Counselor

3. High Plains Ranch Road Benefit District

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

4. Administrative Work Session

9:50 AM

Break

10:00 AM

Gary Fike, County Extension Director

5. Staff update

10:15 AM

Kurt Moldrup, Interim RCPD Director

6. RCPD update

4:00 PM

Joint City/County/County Meeting (at City Offices)

Attachment: 09-15-22 tentative agenda (11695 : Tentative Agenda)

Adjournment

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

Attachment: 09-15-22 tentative agenda (11695 : Tentative Agenda)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
invitation

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

COMMISSION AGENDA REPORT

FROM: Clancy Holeman, Riley County Counselor
MEETING: September 8, 2022
SUBJECT: Approval of Engagement Letter with Outside Counsel
PRESENTER: Clancy Holeman

BACKGROUND

The attached is a proposed contract with the firm of Triplett, Woolf Garretson.

DISCUSSION

Riley County's long-time bond counsel, Mary Carson, will be the lead attorney on this engagement. As described in the agreement, the firm's services will be provided to assist this office with development of interlocal agreements to reimburse the Riley County smaller cities for their sales tax losses due to the end of the current "road and bridge sales tax" on December 31, 2022.

FISCAL IMPACT

Will depend on use of the firm's services during the engagement.

RECOMMENDATION(S)

I recommend the Board approve this engagement letter.

POSSIBLE MOTION(S)

- A. "I move the Board authorize the Chairman to sign the document as presented."
- B. "I move the Board authorize the Chairman to sign the agreement, with the following changes... ."

C. “I move the Board **not** authorize the Chairman to sign the agreement.

Enclosures:

- Engagement_Letter__Riley_County__2022 (PDF)



TWGfirm.com

Thomas C. Triplett
John P. Woolf
Thomas P. Garretson
James A. Walker
Timothy E. McKee
Theron E. Fry
Eric B. Metz

Ron H. Harnden
Tad Patton
Rachael K. Pirner
Jeffrey D. Leonard
Jeffery C. Dahlgren
J.T. Klaus
Ross E. Hellwig

Tyler E. Heffron
Andrew N. Kovar
Derek S. Casey
Shane A. Rosson
Neil C. Gosch
Lisa A. McPherson
Matthew T. Schippers

Kacey S. Mayes
Krista D. Turner
Katherine E.M. Chlumsky
Of Counsel
Mary F. Carson
William B. Wachter

2959 N. Rock Road, Suite 300 • Wichita, Kansas 67226
Phone 316-630-8100 • Fax 316-630-8101

mfcarson@TWGfirm.com

July 19, 2022

RILEY COUNTY, KANSAS
C/o: Clancy Holeman, County Counselor
115 North 4th Street, 3rd Floor
Manhattan, Kansas 66502

RE: 2022 Engagement Letter – File 11522-46

Dear Clancy,

As we discussed, we direct this letter to you for delivery to and consideration by the governing body of Riley County, Kansas (the “County”). Our Firm policy requires an engagement letter agreement each time we agree to represent a new client or an existing client with respect to a new matter.

I have prepared this letter for the purpose of confirming that the County has retained Triplett Woolf Garretson LLC (“Firm”) to provide legal services in connection with negotiating and drafting agreements between the County and the cities of Leonardville, Ogden, Riley and Randolph (“Cities”) located in the County, related to reimbursing the Cities amounts previously paid to them from revenue of countywide retailers’ sales tax that expires at the end of 2022 (“Matter”). If you desire the Firm to represent you on another in the future, that will be the subject of additional discussions and an additional engagement letter.

It is understood that you are not relying on us for business, investment, or accounting decisions, or to investigate the character or credit of persons with whom you may be dealing, unless otherwise specified in the letter. Unless otherwise expressly agreed by the Firm in writing, we will not provide advice to you about tax issues, including the tax implications of your matters under federal or state tax laws, and you agree we have no obligation to provide such advice unless we are expressly engaged to do so.

Nothing in this letter agreement should be construed as a promise or guarantee about the outcome of any matter which we are handling on your behalf. Our comments about the outcome of your matter are expressions of opinion only. If we should provide you with an estimate of the fees and costs which may be incurred in connection with our representation of you, it is important that you understand and acknowledge that any such estimate is merely an estimate based on numerous assumptions which may or may not prove to be correct, and that any estimate is not a guarantee or agreement of what the maximum amount of fees and/or costs will be.

We will work to keep you informed of all significant developments in this Matter and to be available to answer your questions. It is important that you keep us advised of all developments related to this Matter, inform us promptly of any change in your contact persons, addresses (physical or electronic) or telephone number, and be available to provide information to attorneys and others in the Firm.

July 12, 2022
Page 2

We want to provide you with quality legal services at a reasonable cost. I will be the attorney with primary responsibility for this representation. My present hourly rate for matters such as this one is \$220. I may consult with other partners or associates of the Firm, especially if they have expertise in matters that may arise in the course of this representation, as may appear prudent and advisable to me in formulating my counsel and advice to you. I intend to use other attorneys and legal assistants in the Firm to perform appropriate tasks required in this representation when their services may be economically and efficiently used on your behalf.

Please note that our hourly rates are reviewed annually and adjusted to reflect increases in seniority, experience, inflation, and other similar factors. It is not our practice to notify our clients of changes in our hourly rates, except to the extent they may be reflected in our detailed monthly billings.

In addition to our fees, you will be responsible to pay all third-party expenses we incur in connection with our representation, including expenses for express delivery, filing and recording fees, computer research, depositions and transcripts, other fees related to the Matter, travel, outside experts and consultants (unless arrangements for billing directly to you have been made). You will also be responsible to pay our charges for internally preparing photocopies, telephone charges, personal deliveries by our personnel and non-attorney staff overtime when required by you or the timing of a particular matter. Substantial expenses charged by third parties will be forwarded to you for direct payment to the vendor.

Unless we agree otherwise, we will bill you on a monthly basis for our time, charges and expenses in connection with the Matter. Our fees for legal services will be based upon the hourly rates of our lawyers, law clerks, and legal assistants in effect at the time the services are rendered. Payment is due upon receipt of our invoice.

Either of us may terminate our representation at any time, with or without cause, by notifying the other. If such termination occurs, your papers and property, unless subject to any lien, will be returned to you or sent to other legal counsel as you direct. Our own files pertaining to the case will be retained. Termination of our services will not affect your responsibility to promptly pay for those legal services rendered and charges and expenses incurred before termination, as well as those charges and expenses incurred in connection with an orderly transition of the Matter.

Upon termination of our active involvement in a particular matter for which you have engaged our services, we will have no further duty to inform you of future developments or changes in law which may be relevant to such matter in which our representation has terminated. Further, unless you and the Firm agree in writing to the contrary, we will have no obligation to monitor renewal or notice dates or similar deadlines which may arise from the Matter (or other matters) for which we had been engaged.

The Firm's policy with regard to retention of documents and other materials at the conclusion of this Matter is as follows:

- Normally, all duplicates and drafts in the file are destroyed;
- Original documents provided by you will be returned to you, if determined appropriate by the Firm, after being scanned and saved electronically at the Firm;

July 12, 2022
Page 3

- Certain documents, if the Matter involves litigation, must be maintained at the Firm, and will be maintained for the periods required by law and/or regulation;
- Any retained original documentation is normally either stored onsite or forwarded for off-site storage; and
- All remaining documents are generally scanned electronically and preserved in electronic format at the Firm, with all remaining hard copy documentation destroyed.

Accordingly, if there are documents or other materials you wish to have retrieved and provided to you from the Firm's file at the conclusion of the Matter, please advise us of that request to ensure that they are not destroyed.

In order to maximize efficiency in this Matter, we intend to use electronic communications devices to the fullest extent possible (e.g., email, document transfer by computer, cellular telephones, and facsimile transfers). The use of such devices under current technology may place your confidences and privileges at risk. In order to mitigate this risk, you should only engage in these communications via devices owned/controlled by you and only utilize accounts controlled by you. Using a third party's devices (e.g., those of an employer or those located in public places) could jeopardize the confidentiality of your communications with the Firm; therefore, any such use is discouraged. By signing this letter, you acknowledge that there are risks in utilizing electronic communications, but agree to accept those risks.

If the terms of our representation are acceptable to you, please have an authorized officer of the County sign in the signature block below and either return it to me by mail, fax it to my attention, or scan and send me a .pdf or other electronic image via email. Any such exchange shall be the same as sending me your original signature. Upon receipt of the executed letter agreement, we will begin our investigation and prosecution of this Matter as we may mutually agree.

Thank you for the opportunity to represent you in this matter.

Very truly yours,

TRIPLETT, WOOLF & GARRETSON, LLC



By Mary F. Carson

MFC:klb

ACCEPTED:

RILEY COUNTY, KANSAS

By: _____

Name: _____

Title: Chairperson



PUBLIC WORKS
Project

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

COMMISSION AGENDA REPORT

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

MEETING: September 8, 2022

SUBJECT: Public Safety Headquarters Request to use Construction Management at-Risk

PRESENTER: John Ellermann

BACKGROUND

Archimages has completed the study phase of the Riley County Public Safety Headquarters and we are currently working on the design agreement. The next step is to choose a procurement process for construction delivery. Staff recommends using a construction management at-risk (CMAR) procurement process. KSA 19-216d(b) allows the Board to approve CMAR procurement process based on 19-216d(b)(1): the CMAR procurement process will serve the public interest by providing substantial savings of time or money over the traditional design-bid-build procurement process. Also, under KSA 19-216d(b)(5), a properly executed procurement process does not encourage favoritism in awarding the public contract or substantially diminish competition for the public contract.

DISCUSSION

Staff request the Board use the CMAR procurement process for the Public Safety Headquarters. However, before the Board can finally approve this request, a public meeting with the opportunity for public comment must be held, KSA 19-216d(c). The earliest such a public meeting can be held is September 29, 2022. Time has already been reserved for that date at 9:20am and a copy of the Notice of Public Meeting is attached for review.

FISCAL IMPACT

None at this time

RECOMMENDATION(S)

It is recommended the Board accept this request to use CMAR procurement process for the Public Service Headquarters and schedule the public meeting for September 29th.

POSSIBLE MOTION(S)

I move the Board accept the request to use the Construction Management at-Risk procurement process and approve the notice of public meeting for comment and final decision on September 29th, 2022.

I move the Board not accept the request to use the Construction Management at-Risk.

I move to table this matter to

Enclosures:

- Notice of Public Meeting (005) (PDF)
- 216d&e (PDF)

NOTICE OF PUBLIC MEETING

You are notified that the Board of County Commissioners of Riley County, Kansas, will, pursuant to K.S.A. 19-216d(c), hold a public meeting in the County Commission meeting room, 115 N. 4th Street, 1st Floor, Manhattan, Kansas, on September 29, 2022, at 9:20 a.m., for the purpose of obtaining public comment on a request to use the construction management at-risk procurement process in the construction of a Public Safety Headquarters building.

Dated this 8th day of September 2022.

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

Greg McKinley, Chairman

(Seal)

ATTEST:

Rich Vargo, Riley County Clerk

Attachment: Notice of Public Meeting (005) (12414 : Public Safety Headquarters Request to use Construction Management at-Risk)

19-216d. Same; criteria for use. (a) Notwithstanding any other provision of the law to the contrary, the board is hereby authorized to institute an alternative project delivery program whereby construction management at-risk or building design-build procurement processes may be utilized on public projects pursuant to this act. This authorization for construction management at-risk and building design-build procurement shall be for the sole and exclusive use of planning, acquiring, designing, building, equipping, altering, repairing, improving or demolishing any structure or appurtenance thereto, including facilities, utilities or other improvements to any real property, but shall not include highways, roads, bridges, dams or related structures or stand-alone parking lots.

(b) The board may only approve those projects or programs for which the use of alternative project delivery procurement process is appropriate. In making such determination, the board may consider the following factors:

(1) The likelihood that the alternative project delivery method of procurement selected will serve the public interest by providing substantial savings of time or money over the traditional design-bid-build delivery process.

(2) The ability to overlap design and construction phases is required to meet the needs of the end user.

(3) The use of an accelerated schedule is required to make repairs resulting from an emergency situation.

(4) The project presents significant phasing or technical complexities, or both, requiring the use of an integrated team of designers and constructors to solve project challenges during the design or preconstruction phase.

(5) The use of an alternative project delivery method will not encourage favoritism in awarding the public contract or substantially diminish competition for the public contract.

(c) When a request is made for alternative delivery procurement by the board, the board shall publish a notice in the official county newspaper that the board will be holding a public meeting with the opportunity for comment on such request. Notice shall be published at least 15 days prior to the hearing.

(d) If the board finds that the project does not qualify for the alternative project delivery methods included under this act, then the construction services for such project shall be obtained pursuant to statute or to the procedures permitted by law.

History: L. 2008, ch. 148, § 3; L. 2010, ch. 57, § 3; July 1.

19-216e. Same; procedure, construction management at-risk. Construction management at-risk project delivery procedures shall be conducted as follows:

(a) The board shall determine the scope and level of detail required to permit qualified firms to submit construction management at-risk proposals in accordance with the request for proposals given the nature of the project.

(b) Prior to completion of the construction documents, or as early as the initiation of the project, the construction manager or general contractor shall be selected. The project design professional may be employed or retained by the board to assist in the selection process.

(c) The board shall publish a notice of the request for qualifications and proposals for the required project services at least 15 days prior to the commencement of such requests in the official county newspaper and in such other appropriate manner as may be determined by the board.

(d) The board shall solicit proposals in a three stage qualifications based selection process. Phase I shall be the solicitation of qualifications and prequalifying a short list of firms to advance to phase II. Phase II shall be the solicitation of a request for proposal for the project, and phase III shall include an interview with each firm to present their qualifications and answer questions.

(1) Phase I shall require all firms to submit a statement of qualifications which shall include, but not be limited to:

- (A) Similar project experience;
- (B) experience in this type of project delivery system;
- (C) references from design professionals and owners from previous projects;
- (D) description of the firm's project management approach;
- (E) financial statements; and

(F) bonding capacity. Firms submitting a statement of qualifications shall be capable of providing a public works bond in accordance with K.S.A. 60-1111, and amendments thereto, and shall present evidence of such bonding capacity to the board with their statement of qualifications. If a firm fails to present such evidence, such firm shall be deemed unqualified for selection under this subsection.

(2) The board shall evaluate the qualifications of all firms in accordance with the instructions of the request for qualifications. The board shall prepare a short list containing a minimum of three and maximum of five qualified firms, which have the best and most relevant qualifications to perform the services required of the project, to participate in phase II of the selection process. If the board receives qualifications from less than four firms, all firms shall be invited to participate in phase II of the selection process. The board shall have discretion to disqualify any firm that, in the board's opinion, lacks the minimal qualifications required to perform the work.

(3) Phase II of the process shall be conducted as follows:

(A) Prequalified firms selected in phase I shall be given a request for proposal. The request for proposal shall require all firms to submit a more in depth response including, but not be limited to:

- (i) Company overview;
- (ii) experience or references, or both, relative to the project under question;
- (iii) resumes of proposed project personnel;
- (iv) overview of preconstruction services;
- (v) overview of construction planning;
- (vi) proposed safety plan;
- (vii) fees, including fees for preconstruction services, fees for general conditions, fees for overhead and profit and fees for self-performed work, if any.

(4) Phase III shall be conducted as follows:

(A) Once all proposals have been submitted, the board shall interview each of the prequalified firms in executive session, allowing the competing firms to present their proposed team members, qualifications, project plan and to answer

questions. All other discussion and any actions taken in the selection process shall be conducted in an open meeting. Interview presentation scores shall not account for more than 50% of the total possible score.

(B) The board shall select the firm providing the best value based on the proposal criteria and weighting factors utilized to emphasize important elements of each project. All scoring criteria and weighting factors shall be identified by the board in the request for proposal instructions to firms. The board shall proceed to negotiate with and attempt to enter into a construction management at-risk contract with the firm receiving the best total score to serve as the construction manager or general contractor for the project.

(C) If the board determines, that it is not in the best interest of the board to proceed with the project pursuant to the proposals offered, the board shall reject all proposals. If all proposals are rejected, the board may solicit new proposals using different design criteria, budget constraints or qualifications.

(D) The construction management at-risk contract will typically be awarded in phases; preconstruction followed by one or more amendments for construction. The contract form will be a cost plus guaranteed maximum price contract. All savings under the guaranteed maximum price may return to the board as defined in the request for proposal.

(E) The board or construction manager at-risk, at the board's discretion, shall publish a construction services bid notice as may be determined by the board. Each construction services bid notice shall include the request for bids and other bidding information prepared by the construction manager or general contractor and the board. The board may allow the construction manager or general contractor to self-perform construction services provided the construction manager or general contractor submits a bid proposal under the same conditions as all other competing firms. At the time for opening the bids, the construction manager or general contractor shall evaluate the bids and shall determine the lowest responsible bidder except in the case of self-performed work for which the board shall determine the lowest responsible bidder. The construction manager or general contractor shall enter into a contract with each firm performing the construction services for the project. All bids will be available for public view.

History: L. 2008, ch. 148, § 4; L. 2010, ch. 57, § 4; July 1.



COUNTY TREASURER'S OFFICE
Staff Update

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

STAFF REPORT

FROM: Shilo Heger

MEETING: September 8, 2022

SUBJECT: August 2022 Revenue Reporting - Riley County Treasurer

PRESENTER: Shilo Heger

Enclosures:

- August Financials (PDF)

Riley County Balance Sheet
August 31, 2022

15.a

Assets		Liabilities/Fund Balances		
KS State Bank-Checking	52,795,837.39	County General		24,593,999.67
KS State Bank-ARP	14,167,234.78	Disaster Fund (ARPA Funds)		14,167,234.78
Riley State Bank	131,681.16	Health Department		1,613,813.27
Leonardville State Bank	5,000.00	Capital Improvements Fund		9,329,719.80
Sunflower Bank	0.00	Economic Development		181,640.41
Cash on Hand	40,551.13	RCPD Levy/Inmate Medical		1,171,594.23
CD/CDARS	5,953,904.51	Bond & Interest		194,804.01
		Road & Bridge Capital Projects		6,145,891.16
		Landfill Closure		54,633.61
		County Building		285,197.22
		County Auction		165,809.75
		Solid Waste		704,886.52
		Emergency Management		815,164.53
		Fire District #1		713,563.16
		Register of Deeds Tech Fund		172,877.31
		Clerk Tech Fund		141,734.99
		Treasurer Tech Fund		89,371.82
		Motor Vehicle Operations		59,861.20
		RCPD Ops/IT Reserve/Seizure		3,384,581.69
		District Court-Technology		175,193.43
		Court Services		3,563.17
		EMS Grants		5,443.54
		Museum Bequest		6,582.25
		War Memorial Fund		10,670.07
		Miscellaneous		54,247.71
		Community Corrections		277,870.38
		JJA Prevention	Teen Court	Adult Services
		Juvenile Intake Case Manager	Juvenile Service	Special Alcohol
		County Attorney		5,710.98
		Special Prosecutor Trust	PATF	
		Benefit Districts		954,442.26
		University Park	Moehlman Bottoms	Deep Creek
		Carson Sewer	Valleywood	Lakeside Heights
		Hunters Island	Terra Heights	Konza
		Mertz/McGehee Drainage		
		Funds to be Distributed		242,249.63
		City Funds	Wildlife & Parks	School Funds
		Township Funds	Special Assessments	State Funds
		Cemetery Funds		
		Tax Holding Funds		7,371,856.42
		Commercial Vehicle Fees	16/20M Truck Taxes	Advance Tax
		Recreational Vehicle Tax	Current Ad Valorem Tax	Sales Tax Coll
		Motor Vehicle Tax	Delinquent PP Tax	Driver's License
		Motor Vehicle Registrations	Delinquent RL Tax	Veh Rental Excise
TOTAL ASSETS	\$ 73,094,208.97	TOTAL LIABILITIES & FUND BAL		73,094,208.97

Attachment: August Financials (12406 : August Treasurer's Report-2022)

Investments and Interest
August 31, 2022
Investments & Year to Date Interest

Bank	CDs	Checking Savings	Year to Date Interest	2021 Interest
KS State Bank	\$0.00	\$66,963,072.17	\$312,301.46	
Riley State Bank	\$0.00	\$131,681.16	\$629.42	
Peoples State Bank	\$0.00	\$5,000.00	\$5.49	
Sunflower	\$0.00	\$0.00	\$0.00	
UMB	\$400,000.00	\$0.00	\$1,775.61	
Landmark National Bank	\$0.00	\$0.00	\$0.00	
Intrust	\$0.00	\$0.00	\$600.17	
Capitol Federal	\$0.00	\$0.00	\$0.00	
Community 1st National Bank	\$0.00	\$0.00	\$0.00	
United Bank	\$0.00	\$0.00	\$0.00	
Municipal Investment Pool	\$1,100,000.00	\$0.00	\$0.00	
Commerce Bank	\$4,453,904.51	\$0.00	\$3,578.94	
Central National Bank	\$0.00	\$0.00	\$0.00	
Total	\$5,953,904.51	\$67,099,753.33	\$318,891.09	\$107,389.02
Cash & Transfer items	\$40,551.13			
Total on Deposit	\$73,094,208.97			

	2022	2021
Interest Transfers		
Capital Improvements #145	\$35,492.41	\$4,539.98
Emergency 911 #148	\$2,622.20	\$433.22
Reg of Deeds Technology #106	\$707.78	\$91.16
Clerk Technology #107	\$477.78	\$58.95
Treasurer Technology #108	\$292.52	\$30.58
RCPD Seizure Funds	\$969.86	\$156.09
Total Transfers	\$40,562.55	\$5,309.98

Net Interest to County General	\$278,328.54	\$99,574.73
Less Interest Paid for Treasury Bond	-\$2,633.40	

Net Interest Earned	\$275,695.14	
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Budget	\$ 25,000.00	\$200,000.00
% Collected	1113.31%	49.79%
% Over(Under Budget)	1046.65%	
Interest to CIP - Radio Project	\$0.00	\$2,504.31
Interest - ARPA Fund	\$57,042.25	\$888.53

Interest rate on active checking account 2.65%
Interest rate on one year investments 3.075%

**General Fund Revenue Detail
Through August 31, 2022**

	August		Year To Date		
	Actual	Budget	Actual	Budget	Variance
Motor Vehicle					
Motor Vehicle	0.00	0.00	1,057,105.14	1,073,473.13	-16,367.99
Vehicle Rental Excise	0.00	0.00	12,939.42	11,637.50	1,301.92
Recreational Vehicle	0.00	0.00	9,574.33	9,626.76	-52.43
Commercial Vehicles	0.00	0.00	75,022.03	80,995.00	-5,972.97
Ad Valorem					
RL/Oil/PP	0.00	0.00	22,826,845.94	22,608,747.90	218,098.04
Intangible	0.00	0.00	256,648.11	236,546.14	20,101.97
16/20 M Trucks	0.00	0.00	16,695.98	17,702.50	-1,006.52
Watercraft	0.00	0.00	10,367.53	11,667.16	-1,299.63
Delinquent Tax	0.00	0.00	289,167.16	0.00	289,167.16
Sales Tax	188,561.83	141,666.67	1,439,991.74	1,133,333.33	306,658.41
Payment In Lieu of Tax	0.00	0.00	40,087.00	18,500.00	21,587.00
City/County Highway	0.00	0.00	794,827.12	710,364.00	84,463.12
Interest/Penalties	22,564.60	20,833.33	362,704.90	166,666.67	196,038.23
Investment Interest	99,807.36	2,083.33	278,328.54	16,666.67	261,661.87
Recording Fees	41,599.00	22,916.67	346,755.00	183,333.33	163,421.67
Hertiage Trust Fund	3,025.00	2,083.33	25,489.00	16,666.67	8,822.33
Juvenile Supervision Fees	0.00	25.00	354.34	200.00	154.34
Diversion Fees	0.00	4,583.33	32,140.59	36,666.67	-4,526.08
Franchise Fees	0.00	0.00	21,897.39	28,500.00	-6,602.61
Miscellaneous	43.40	0.00	449.10	0.00	449.10
Departments					
Clerk	162.00	250.00	4,079.87	2,000.00	2,079.87
Register of Deeds	2,395.00	1,666.67	31,270.89	13,333.33	17,937.56
Treasurer	181.05	625.00	2,820.35	5,000.00	-2,179.65
Clerk of the District Court	876.78	3,750.00	24,931.46	30,000.00	-5,068.54
Emergency Management	0.00	0.00	33,490.00	0.00	33,490.00
Coroner	7,420.00	0.00	9,692.13	0.00	9,692.13
Fair	1,871.50	1,666.67	17,610.00	13,333.33	4,276.67
Museum	0.00	0.00	20,658.74	0.00	20,658.74
Election	0.25	416.67	923.68	3,333.33	-2,409.65
Ambulance/EMS	147,932.81	100,307.33	973,119.85	802,458.67	170,661.18
Appraiser	307.25	1,300.00	6,329.60	10,400.00	-4,070.40
Planning & Development	3,740.00	2,916.67	29,445.00	23,333.33	6,111.67
Information Systems	0.00	0.00	15,130.00	0.00	15,130.00
General-General	311,350.91	0.00	369,335.55	0.00	369,335.55
Public Works	56,055.13	40,000.00	318,638.55	320,000.00	-1,361.45
Noxious Weed	14,670.87	8,333.33	95,025.80	66,666.67	28,359.13
Total Before Transfers	902,564.74	355,424.00	29,849,891.83	27,651,152.09	2,198,739.74
Transfers In	433.12	0.00	45,594.76	0.00	0.00
Total After Transfers	902,997.86	355,424.00	29,895,486.59	27,651,152.09	2,244,334.50
Over/Under Budget Before Transfers	153.94%		7.95%		
Over/Under Budget After Transfers	154.06%		8.12%		

Attachment: August Financials (12406 : August Treasurer's Report-2022)

2022 General Fund Revenue Year To Date

15.a

	August		Year To Date		
	Actual	Budget	Actual	Budget	% of Budget Collected
Motor Vehicle					
Motor Vehicle	0.00	0.00	1,057,105.14	2,025,421.00	52.19%
Vehicle Rental Excise	0.00	0.00	12,939.42	23,275.00	55.59%
Recreational Vehicle	0.00	0.00	9,574.33	18,876.00	50.72%
Commercial Vehicles	0.00	0.00	75,022.03	80,995.00	92.63%
Ad Valorem					
RL/Oil/PP	0.00	0.00	22,826,845.94	23,798,682.00	95.92%
Intangible	0.00	0.00	256,648.11	243,862.00	105.24%
16/20 M Trucks	0.00	0.00	16,695.98	18,250.00	91.48%
Watercraft	0.00	0.00	10,367.53	12,028.00	86.19%
Delinquent Tax	0.00	0.00	289,167.16	0.00	0.00%
Sales Tax	188,561.83	141,666.67	1,439,991.74	1,700,000.00	84.71%
Payment In Lieu of Tax	0.00	0.00	40,087.00	37,000.00	108.34%
City/County Highway	0.00	0.00	794,827.12	947,152.00	83.92%
Interest/Penalties	22,564.60	20,833.33	362,704.90	250,000.00	145.08%
Investment Interest	99,807.36	2,083.33	278,328.54	25,000.00	1113.31%
Recording Fees	41,599.00	22,916.67	346,755.00	275,000.00	126.09%
Hertiage Trust Fund	3,025.00	2,083.33	25,489.00	25,000.00	0.00%
Juvenile Supervision Fees	0.00	25.00	354.34	300.00	118.11%
Diversion Fees	0.00	4,583.33	32,140.59	55,000.00	58.44%
Franchise Fees	0.00	0.00	21,897.39	38,000.00	57.62%
Miscellaneous	43.40	0.00	449.10	0.00	0.00%
Departments					
Clerk	162.00	250.00	4,079.87	3,000.00	136.00%
Register of Deeds	2,395.00	1,666.67	31,270.89	20,000.00	156.35%
Treasurer	181.05	625.00	2,820.35	7,500.00	37.60%
Clerk of the District Court	876.78	3,750.00	24,931.46	45,000.00	55.40%
Emergency Management	0.00	0.00	33,490.00	0.00	0.00%
Coroner	7,420.00	0.00	9,692.13	0.00	0.00%
Fair	1,871.50	1,666.67	17,610.00	20,000.00	88.05%
Museum	0.00	0.00	20,658.74	0.00	0.00%
Election	0.25	416.67	923.68	5,000.00	18.47%
Ambulance/EMS	147,932.81	100,307.33	973,119.85	1,203,688.00	80.84%
Appraiser	307.25	1,300.00	6,329.60	15,600.00	40.57%
Planning & Development	3,740.00	2,916.67	29,445.00	35,000.00	84.13%
Information Systems	0.00	0.00	15,130.00	0.00	0.00%
General-General	311,350.91	0.00	369,335.55	0.00	0.00%
Public Works	56,055.13	40,000.00	318,638.55	480,000.00	66.38%
Noxious Weed	14,670.87	8,333.33	95,025.80	100,000.00	95.03%
Total Before Transfers	902,564.74	355,424.00	29,849,891.83	31,508,629.00	94.74%
Transfers In	433.12	0.00	45,594.76	0.00	0.00%
Total After Transfers	902,997.86	355,424.00	29,895,486.59	31,508,629.00	94.88%
Over/Under Budget Before Transfers	153.94%				
Over/Under Budget After Transfers	154.06%				
August =66.67% of the Budget					

Attachment: August Financials (12406 : August Treasurer's Report-2022)

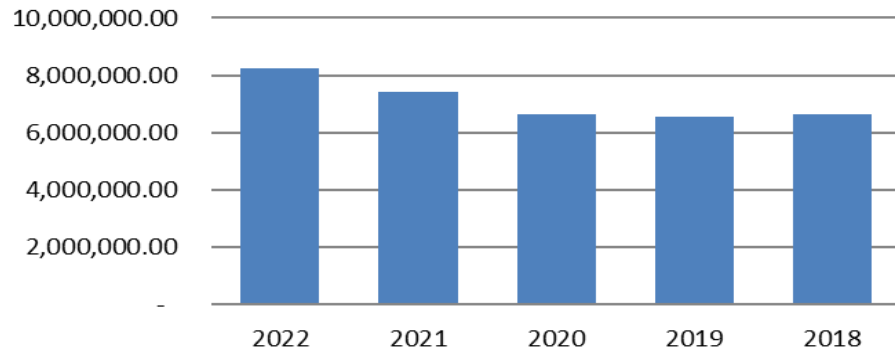
Sales Tax Received
August 31, 2022

	County General		Road & Bridge Cap Fund		Prior Year Variance	Total Collected	2022 Budget	% Over Budget
	2021	2022	2021	2022				
January (Nov Sales)	158,605.23	176,613.72	158,605.22	176,613.72	11.35%	353,227.44	283,333.33	24.67%
February (Dec sales)	166,103.83	203,380.11	166,103.82	203,380.11	22.44%	406,760.22	283,333.33	43.56%
March (Jan sales)	166,534.18	164,982.21	166,534.17	164,982.20	-0.93%	329,964.41	283,333.33	16.46%
April (Feb sales)	152,296.10	153,999.52	152,296.09	153,999.52	1.12%	307,999.04	283,333.33	8.71%
May (Mar sales)	176,602.73	191,055.04	176,602.72	191,055.03	8.18%	382,110.07	283,333.33	34.86%
June (Apr sales)	176,260.61	194,557.33	176,260.61	194,557.33	10.38%	389,114.66	283,333.33	37.33%
July (May sales)	176,957.79	166,841.98	176,957.78	166,841.98	-5.72%	333,683.96	283,333.33	17.77%
August (June sales)	166,514.97	188,561.83	166,514.96	188,561.83	13.24%	377,123.66	283,333.33	33.10%
September (July sales)	172,562.19		172,562.18		-100.00%	0.00	283,333.33	-100.00%
October (Aug sales)	184,747.23		184,747.23		-100.00%	0.00	283,333.33	-100.00%
November (Sept sales)	152,750.23		152,750.23		-100.00%	0.00	283,333.33	-100.00%
December (Oct sales)	213,312.75		213,312.74		-100.00%	0.00	283,333.33	-100.00%
Year to Date	\$2,063,247.82	\$1,439,991.74	\$2,063,247.75	\$1,439,991.72	-30.21%	\$2,879,983.46	\$3,400,000.00	-15.29%

	2021	2022
Sales Tax Collected	\$4,126,495.57	\$2,879,983.46
Budget	\$3,000,000.00	\$3,400,000.00
% of Budget Collected	137.55%	84.71%
% Over Budget	37.55%	18.04%

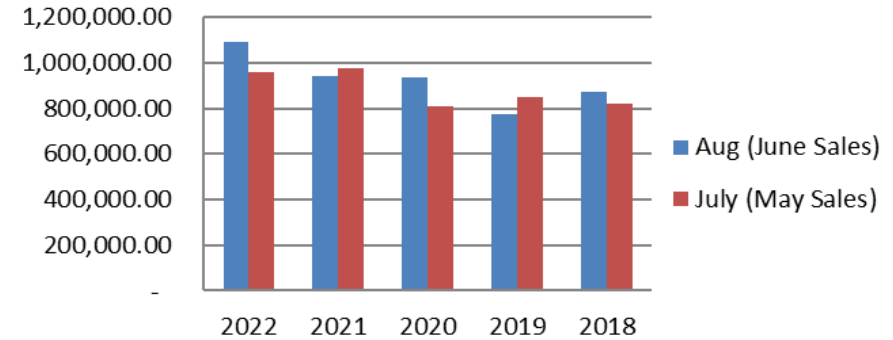
Attachment: August Financials (12406 : August Treasurer's Report-2022)

Sales Tax History Year to Date August (June Sales)



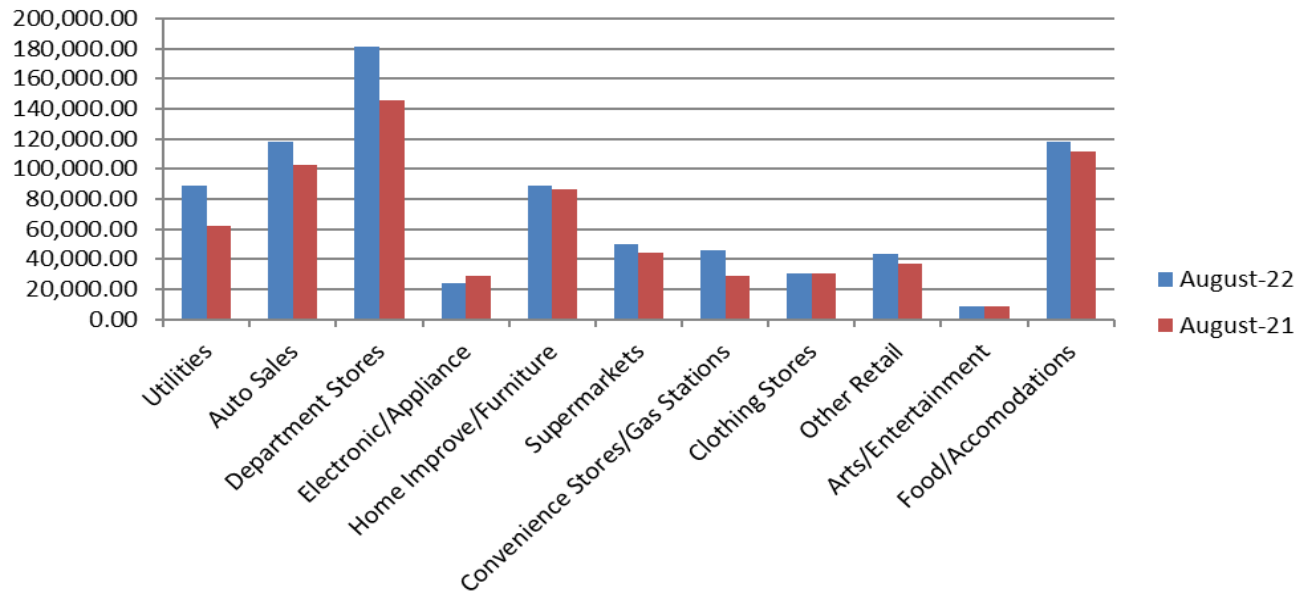
Year to Date Sales Tax is up 11.23% compared to August 2021

Sales Tax History Prior month comparison



August 2022 Sales Tax is up 13.96% compared to July 2022

Prior Year Comparison August 2021- August 2022



August 2022 Sales Tax is up 15.94% compared to August 2021

Auto/RV/MC Dealers	14.8
Department Stores/Specialty Stores	24.2
Electronic/Appliance	-16.7
Home Improve/Furniture	2.5
Supermarkets	11.9
Convenience Stores/Gas Stations	58.0
Clothing Stores	0.2
Other Retail	17.1
Utilities	43.8
Arts/Entertainment/ Recreation	-2.3
Accommodation/Food Services	6.0

Attachment: August Financials (12406 : August Treasurer's Report-2022)

Sales Tax/Use Tax Comparison
2021/2022

	2021	2022		2021	2022		2021	2022	
	Use Tax		% Change	Sales Tax		% Change	Total		% Change
Janaury (Nov Sales)	140,065.96	190,402.94	35.94%	731,676.02	807,598.12	10.38%	871,741.98	998,001.06	14.48%
February (Dec Sales)	140,908.95	227,253.05	61.28%	777,357.41	939,684.71	20.88%	918,266.36	1,166,937.76	27.08%
March (Jan Sales)	161,815.02	191,402.32	18.28%	758,830.43	755,219.05	-0.48%	920,645.45	946,621.37	2.82%
April (Feb Sales)	174,167.99	173,047.61	-0.64%	667,765.52	710,558.25	6.41%	841,933.51	883,605.86	4.95%
May (Mar Sales)	112,712.06	205,562.49	82.38%	863,595.03	890,657.42	3.13%	976,307.09	1,096,219.91	12.28%
June (Apr Sales)	148,631.96	198,980.22	33.87%	825,783.79	917,334.83	11.09%	974,415.75	1,116,315.05	14.56%
July (May Sales)	152,751.87	175,955.41	15.19%	825,518.10	781,336.83	-5.35%	978,269.97	957,292.24	-2.14%
August (Jun Sales)	171,338.18	189,906.14	10.84%	769,597.25	901,057.12	17.08%	940,935.43	1,090,963.26	15.94%
September (Jul Sales)	159,656.02	0.00	-100.00%	815,450.80	0.00	-100.00%	975,106.82	0.00	-100.00%
October (Aug Sales)	192,104.36	0.00	-100.00%	851,857.11	0.00	-100.00%	1,043,961.47	0.00	-100.00%
November (Sep Sales)	149,523.03	0.00	-100.00%	713,631.18	0.00	-100.00%	863,154.21	0.00	-100.00%
December (Oct Sales)	212,705.58	0.00	-100.00%	992,672.62	0.00	-100.00%	1,205,378.20	0.00	-100.00%

Attachment: August Financials (12406 : August Treasurer's Report-2022)



COUNTY TREASURER'S OFFICE
Personnel

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

COMMISSION AGENDA REPORT

FROM: Shilo Heger
MEETING: September 8, 2022
SUBJECT: Request to Fill Open Customer Service I Position
PRESENTER: Shilo Heger

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Request to Fill CSRI (DOC)
- 2022-09 Treasurer CSRI (gold) (PDF)
- Customer Service Rep I Position Descriptions (PDF)

**TREASURER'S OFFICE**

Shilo Heger
County Treasurer

110 Courthouse Plaza
Manhattan, Kansas 66502-0100
Phone: 785-537-6321
Fax: 785-537-6321
E-mail: sheger@rileycountyks.gov
Website: www.rileycountyks.gov

September 8, 2022

To: Riley County Commissioners

From: Shilo Heger, Riley County Treasurer

RE: Customer Service Representative 1

I have received a resignation form one of my customer service representative 1 positions. I am requesting to fill this position with another Customer Service Representative I. This position is in my 2022 budget as well as my 2023 budget. There should be no detrimental fiscal impact by filling the position.

We have one employee from the counter dedicated daily to perform drivers' license transactions. That leaves 8 employees at the counter to assist with motor vehicle and tax transactions. Without this position it would hinder our ability to assist customers in a timely manner especially if there are absences due to vacation or illnesses.

Thank you for your consideration.

Attachment: Request to Fill CSRI (12412 : Request to Fill Customer Service Representative I- Treasurer)

16.b

Department Treasurer Date 09/02/2022 Job Title Cust Svc Rep I

☒ Full Time	☒ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade <u>F</u>	Hours per ☒ Week ☐ Month	Start Date <u>ASAP</u>	☒ Non-Exempt
☐ Part Time	☐ As Needed	☐ Intern	☐ Temporary	<u>40</u>		End Date	☐ Exempt

TYPE OF REQUEST

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

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement- same duties	☐ Request to change budgeted hours	☐ Request to create a new position for current fiscal year only	☐ Request to create a new position which will be included in future annual budgets
☐ Request to hire replacement- new duties	☐ Request to change position status	☐ Request for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee: <u>Lacey Borthwick</u>	2. Effective date of promotion, transfer, termination, or change: <u>9/16/2022</u>	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	3. Estimated cost per year (financial impact): \$	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☐ No
5. Has this position been "On Hold"? ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position:	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position:

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

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

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills: Graduation from a standard high school or G.E.D possession. 1 year experience handling money, 1 year experience working with public, MOVERS training.

Additional comments:

Approval by: _____ Date: 9/12/22

Department Head: _____

Personnel: Stephane

BOCC Chairman: Chris Adams

BOCC Member: _____

BOCC Member: _____

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	CUSTOMER SERVICE REPRESENTATIVE I		
Department:	Treasurer	Division:	Motor Vehicle
Reports To:	Vehicle Supervisor		
Pay Range:	4	Status:	Full Time
FLSA Status:	Non-Exempt		

PURPOSE: Accurate titling and registration of all motor vehicles in Riley County, including specialized duties, such as specialized plates, repossessions, disability placards and refunds. Accurate collection of personal property and real estate taxes. Determine status of military for personal property tax exemption.

ESSENTIAL FUNCTIONS:

1. Process title and registration applications in the MOVRS computer system. Advise each customer on the appropriate procedures and documents needed on each independent situation, using a comprehensive understanding of Kansas Motor Vehicle laws and Kansas Department of Revenue Rules and Regulations and Federal Custom Laws.
2. Analyze the legal documentation presented for titling and registering motor vehicles in each individual transaction involving simple or complex document review. Determine the authenticity and correctness of the documents before proceeding and collecting the appropriate fees. Keep abreast of constantly changing State regulations and statutes.
3. Balance cash drawer daily for all transactions completed and sweep the funds to their vault which is then balanced with the entire office.
4. Determine the proper tax situs, assign the proper tax code(s) and classify each vehicle for registration. Determine whether military personnel registering their vehicles have the proper documentation to be exempt from personal property taxes.
5. Calculate and collect personal property and real estate taxes, which includes determining appropriate delinquent fees and interest at the correct times. This includes researching by names, address, and legal description. Assist appraisers and real estate agencies requesting information regarding property tax, special assessments, and delinquent taxes.
6. Respond to telephone inquiries. Review customers' needs and gathering the appropriate information to correctly solve the customer's needs.
7. Assist with filing and other duties for motor vehicle and the tax roll as needed

NOMINAL FUNCTIONS:

1. Open office each morning and secure all documents at night.
2. Lienholder mailings
3. Order supplies.

4. Antique motor vehicle billings
5. Process refunds on motor vehicle transactions
6. Correspond with customer as needed.
7. Assist with Webtags as needed
8. Process lien releases.
9. Backup other jobs as assigned.

POSITION REQUIREMENTS:

Education: High School diploma or GED.

Knowledge/Skills: One year experience in money handling. One year experience in working with the public. One year experience in an office environment.

Successful completion of the MOVRS training for the motor vehicle titling and registration process through the Kansas Motor Vehicle Department.

Extensive knowledge of Kansas Motor Vehicle laws and Kansas Department of Revenue motor vehicle rules and regulations as they apply to various types of vehicles including cars, trucks, motorcycles, motor homes, motor bikes, trailers, recreational vehicles, etc.

Must use independent judgment, initiative, and discretion to make determinations and analyze whether documents are complete, accurate and authentic.

Thorough knowledge of the Federal Soldiers' and Sailors' Civil Relief Act of 2003 and Kansas Statute 79-5107(e) regarding exemption of military from personal property taxes. Must be able to examine legal documents for completeness, accuracy and validity of the items presented, through training and experience.

Working knowledge of Kansas Motor Vehicle statutes is critical. Working knowledge of computers is necessary for use with vehicle registrations, tax inquiry, tax receipts and other applications. General knowledge of personal property and real estate tax laws for collection purposes.

The completion of the Customer Service Training course through KAC is mandatory. Tools used are AS400, PC, scanner, calculator, cash register, computer printers, copier, fax machine and other general office machines required.



HEALTH DEPARTMENT
Update

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs
MEETING: September 8, 2022
SUBJECT: RCHD September Update
PRESENTER: Julie Gibbs

BACKGROUND

updates

Enclosures:

- 2022_budget_to_actual_0822 (PDF)
- BOHmonthlypressept2022 (PDF)

RILEY COUNTY HEALTH DEPARTMENT
 2022 Budget to Actual Comparison of Revenues and Expenses
 January 1, 2022; August 31, 2022
 66.7 % of year

ACTUAL REG. CASH BAL. \$1,121,706.23

	Total Budget	Total Actuals	General		Emergency Preparedness		WIC		Kansas Health Foundation		CDRR		KCCTF		Child Care Licensing		Family Planning		Immunization Action Plan		MCH		OPEI		Smart Start/ECBG		State Formula		March of Dimes		Wildcat Region PHEP	
Revenues	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Grants	2,623,955.00	2,187,547.23	-	270,123.33	49,578.00	37,250.00	847,560.00	536,474.00	-	-	46,500.00	22,087.00	99,766.00	89,390.91	209,073.00	155,550.00	152,978.00	128,595.00	9,060.00	31,084.00	125,056.00	96,165.00	222,800.00	165,000.00	758,262.00	581,010.80	65,735.00	70,075.00	7,500.00	-	30,087.00	4,744.19
Client Fees	95,150.00	41,227.13	-	-	-	-	-	-	-	-	-	-	-	-	20,000.00	15,310.80	32,000.00	11,630.38	35,000.00	9,393.95	150.00	45.00	-	-	-	-	9,000.00	4,847.00	-	-	-	
Medicaid	46,500.00	40,195.38	-	-	-	-	-	-	-	-	-	-	-	-	-	-	14,000.00	9,904.90	28,000.00	28,171.63	3,500.00	1,642.61	-	-	-	-	1,000.00	476.24	-	-	-	
Insurance	277,500.00	207,919.25	-	-	-	-	-	-	-	-	-	-	-	-	-	-	40,000.00	19,147.49	225,000.00	184,577.20	1,500.00	1,272.22	-	-	-	-	11,000.00	2,922.34	-	-	-	
Transfer from General	1,154,526.00	1,154,526.00	1,154,526.00	1,154,526.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Transfer in CARES	-	19,445.92	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	116.67	-	-	-	-	-	-	-	-	-	-	
Miscellaneous	25,296.00	85,112.02	25,296.00	83,436.97	-	-	-	-	-	-	-	600.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	75.00	
TOTALS	4,222,927.00	3,795,972.93	1,179,822.00	1,527,190.60	49,578.00	37,250.00	847,560.00	536,474.00	-	-	46,500.00	22,087.00	99,766.00	89,390.91	229,073.00	170,860.80	238,978.00	169,662.77	297,060.00	253,343.45	130,206.00	100,064.83	222,800.00	165,000.00	758,262.00	581,010.80	85,735.00	78,318.58	7,500.00	-	30,087.00	4,819.19
% of Budget Received		88.47%		129.44%		75.13%		63.30%				48.79%		89.60%		74.59%		70.95%		85.28%		76.85%		74.06%		76.62%		91.35%		0.00%		16.02%
Expenses	Total Budget	Total Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total Personnel	3,433,027.00	2,410,848.59	380,392.00	454,838.44	72,141.00	40,086.53	807,090.00	482,261.52	-	-	2,221.17	15,150.00	12,478.92	21,446.00	20,560.00	10,512.00	7,535.43	23,450.00	12,448.20	6,925.00	4,230.86	7,585.00	5,249.11	59,388.00	45,681.75	350,260.00	274,546.55	27,300.00	12,300.39	-	3,475.00	1,996.14
Total Contract	755,609.00	579,365.69	355,336.00	154,646.03	386.00	1,017.60	24,260.00	15,148.47	-	-	7,160.77	1,489.00	4,224.34	12,655.00	9,156.75	2,275.00	1,198.11	45,196.00	18,532.05	152,289.00	69,807.77	2,122.00	6,771.05	5,050.00	8,591.51	57,518.00	56,839.83	10,572.00	4,553.65	7,500.00	9,000.60	12,557.00
Total Commodities	331,779.00	240,755.64	6,300.00	25,072.71	-	-	16,250.00	8,649.33	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Capital	-	12,903.97	-	-	-	-	-	-	-	-	-	-	-	-	3,409.61	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,024.00	
Transfer Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
TOTALS	4,610,403.00	3,243,865.89	541,888.00	594,554.13	72,527.00	43,083.13	847,560.00	506,059.32	-	9,381.94	48,045.00	26,918.87	99,766.00	69,574.88	288,301.00	184,577.31	427,536.00	241,376.84	342,154.00	229,449.48	280,139.00	109,053.41	456,443.00	321,299.87	844,896.00	607,890.96	323,512.00	186,196.11	7,500.00	9,000.60	30,087.00	25,339.04
% of Budget Spent		70.36%		109.72%		59.40%		59.71%			56.03%		69.74%		64.02%		56.45%		67.06%		67.49%		70.39%		71.94%		57.55%		120.01%		84.88%	
BALANCE:																																
EXCESS/(DEF.) BUDGET			637,934.00		(22,949.00)	-	-	-	(1,545.00)	-			-		(59,228.00)		(188,608.00)		(45,094.00)		(149,932.00)		(233,643.00)		(86,634.00)		(237,777.00)		-		-	
EXCESS/(DEF.) ACTUAL			932,636.47		(5,833.13)		30,414.68		(9,381.94)		(4,231.87)		19,816.03		(13,716.51)		(71,814.07)		23,893.97		(88,988.58)		(156,299.87)		(26,790.16)		(107,877.53)		(9,000.60)		(20,719.85)	
ENDING CASH BAL.		\$1,613,813.27																														

Attachment: 2022_budget_to_actual_0822 (12407 : RCHD Monthly update)



BOH Monthly Report September 2022

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

Attachment: BOHmonthlypressept2022 (12407 : RCHD Monthly update)



Budget to Actual August 2022 Explanations

18.b

Revenues:

- PHEP-timing of grant payments
- CCL-timing of grant payments
- FP-timing of grant payments
- MCH-timing of grant payments
- WIC-timing of payments (reimbursement-based grant)
- BaM-timing of payments
- Wildcat PHEP-timing of payments (reimbursement-based grant)

Expenses:

- General: Contact tracers were not budgeted for 2022-thought that would be done when we did the budget, RADX not budgeted (original contract ended in 2021), ELC staff not budgeted
- KCCTF-timing of expenses (grant year ended in April so expenses were higher in order to get more of grant spent-unspent rolls over into next grant year)

Attachment: BOHmonthlypressep2022 (12407 : RCHD Monthly update)

MCH Update

18.b

Student Therapists currently have 9 clients
– 2 Spanish speaking

Memorial Hospital Foundation Grant –
BaM and Perinatal Coalition

Partnered with KSU extension for financial
workshop



The poster is titled "Financial Workshop" in large blue letters. Below the title, it says "Brought to you by: Maternal and Child Health". There is a logo on the top left showing three stylized figures in blue, orange, and green. The poster lists three sessions, each with a date in a blue circle and a time in a yellow box. Session One is on October 4th from 5:30PM-6:30PM, covering emergency funds, household budgets, and income taxes. Session Two is on October 11th from 5:30PM-6:30PM, covering paying down and eliminating debt. Session Three is on October 18th from 5:30PM-6:30PM, covering saving for retirement, saving for children's college, and types of investments. At the bottom, it says "PRESENTED BY: GARY FIKE, RILEY COUNTY EXTENSION DIRECTOR AND DAVE RAMSEY FINANCIAL COACH". There is also a QR code in the bottom right corner.

Financial Workshop

Brought to you by: Maternal and Child Health

4 OCT **Session One** 5:30PM-6:30PM
Emergency funds, household budgets, income taxes

11 OCT **Session Two** 5:30PM-6:30PM
Paying down and eliminating debt

18 OCT **Session Three** 5:30PM-6:30PM
Saving for retirement, saving for children's college, saving vs investing, types of investments

PRESENTED BY: GARY FIKE, RILEY COUNTY EXTENSION DIRECTOR AND DAVE RAMSEY FINANCIAL COACH

Online or In-Person Register @

Packet Pg. 48

Attachment: BOHmonthlypressep2022 (12407 : RCHD Monthly update)

Clinic Updates

- Upcoming Flu and Covid clinics
 - September 27 and 28 – RC Employees
 - September 30 – FHJC (covid primary only)
 - October 4 – USD 378
 - October 10, 12, and 13 – City of Manhattan
 - October 14 – USD 383
 - October 20 – FCRC (Oktoberfest)
 - End of October – Florence Corp.

WIC Updates

Introduction
to Solids

Busy Clinics!

Outreach!

CCL Update

10 complaints we are investigating

9 initials

16 individuals attend orientation in the last few months

Participated in the Dickinson County Community Baby Shower

Heather was asked to continue serving on the Statewide Early Childhood Systems Improvement Team

Facilities	September	Riley	Geary	Clay	Dickinson	Pott	Total
School Age Program		9				1	10
Child Care Center		15	7	2	4	7	35
R & R Agency		1					1
School Age Drop In Program		9				3	12
Group Day Care Home		26	11	13	8	13	71
Head Start Child Care							
Licensed Day Care Home		44	18	12	18	39	131
Preschool			1	2	3		6
Totals		104	37	29	33	63	266
				1			1

Grant updates

Zero Suicide
Grant submitted

Memorial Hospital
Association Grant

Attachment: BOHmonthlypressep2022 (12407 : RCHD Monthly update)



HEALTH DEPARTMENT
Update

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

COMMISSION AGENDA REPORT

FROM: Jan Scheideman
MEETING: September 8, 2022
SUBJECT: RCHD Raising Riley Update
PRESENTER: Jan Scheideman

Program updates

Enclosures:

- RCHD RR Presentation_2022 (PDF)



Raising Riley

Annual Report and Program Summary

Jan Scheideman

Supervisor

09/08/2022

Riley County Health Department



Mission and Vision

- Vision: Healthy People in Health Community
- Mission: To promote and protect the health and safety of our community through evidence - based practices, prevention, and education

Raising Riley Mission

- Strengthen at-risk families and help prepare their children for lifelong learning through the combined efforts of staff, parents and community collaboration.



General Background of the Early Childhood Block Grant and Raising Riley

- Children's social, emotional, and cognitive abilities are core to school readiness. The development of these skills depends greatly on the risk and protective factors a child is exposed to during their early years.
- Exposure to risk factors hinders healthy development and contributes to differences in children's readiness skills and future academic outcomes. The presence of multiple risk factor compounds these effects.
- Protective factors, such as responsive caregiving and high-quality early education, can moderate the negative influence of risk.
- To prevent further disparities in school readiness, the Kansas Children's Cabinet and Trust Fund (KCCTF) provides Early Childhood Block Grant (ECBG) funding to grantees that demonstrate community needs and use funds for locally identified, high quality early care and education and family programs for at-risk children and their families.
- Raising Riley received their first ECBG grant in 1999 and has continued to grow and expand to meet the needs of our community's children and families since.
- Along with the Early Childhood Block Grant funding, Raising Riley receives valuable support, through in-kind and match, from Riley County.
- Our local program goals align with the Children's Cabinet Blueprint for Early Education to build a strong foundation for children and families in Riley County through shared vision, community collaboration and public-private partnerships .

Raising Riley Programs

Raising Riley offers services to at-risk families and their children ages 0-5, childcare providers, and community members.

Child Care Tuition Assistance is awarded to at-risk families and assists with the monthly cost of childcare based on family need. Payment is made directly to our partnering childcare facilities in Manhattan and Riley County. All scholarship forms are available on the website and can be completed and submitted entirely on-line.

Early Literacy Education Interactive, monthly story time visits are offered to all licensed childcare facilities in Riley County. Visits to participating facilities include interactive storytelling and hands-on activities. Interest forms are available and can be submitted through our website. One-on-One intervention is provided on-site for children not reaching benchmarks on assessments.

Family Engagement is a collaborative and strengths-based process that helps early childhood professionals, families and children build positive, goal-oriented relationships. Monthly events with a focus on sharing developmentally appropriate activities with parents. Opportunity to enjoy interactions with family, peer supports, and staff who work with their children.

Circle of Security Parenting Program helps parents understand their children's individual needs and development, as well as their own roles and responsibilities. Offered quarterly and open to the community. This is a high-level program and class size is kept small due to the intense nature of this program



Raising Riley Programs

Parent Book Club is an event for sharing and discussion of books on topics surrounding raising children.

Collaboration with USD 383 Early Learning Program

Funding to help at-risk families with preschool expenses as well as for Early Head Start program support
Camp Kindergarten

Free 4-week preschool experience during the summer for children entering kindergarten in the fall

Taught by licensed USD383 preschool and kindergarten teachers

Opportunity for children that have not had exposure to the structured environment of preschool

Child Care Program Assessments involve every provider that chooses to participate with RR by offering scholarship slots.

Participates in an annual Classroom Assessment and Scoring System (CLASS) observation in the fall.
Must meet the ECBG established standards for each section of the observation in order to remain in good standing with RR.

If a program does not meet standards during the Fall observation there is an opportunity to repeat in the spring.

Training related to the observation tool and quality of care standards are offered twice each year for any provider interested.

Professional development opportunities and consultations for community providers provided by early childhood professionals

KDHE approved training hours

Monthly trainings - topics chosen from results of provider surveys

Most trainings offered in person and/or through ZOOM

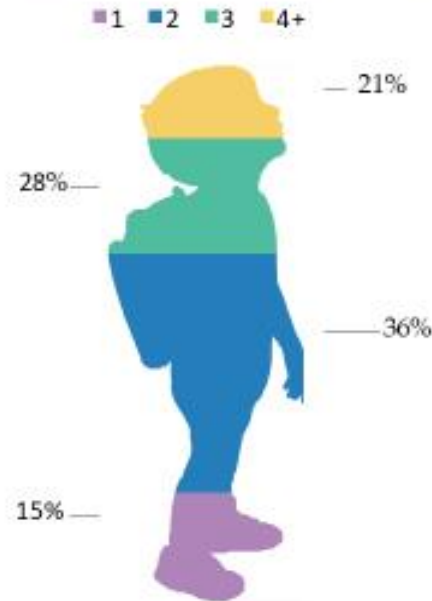
Providers offered opportunities for one-on-one consultations and guidance



Risk Factors & Demographics

- Family qualifies for free or reduced-price lunch
- Primary language other than English
- Children at risk for developmental delay
- Children with an established developmental delay (IEP/IFSP)
- Children lacking health insurance
- Children in foster care, custody of a relative, or out-of-home placement
- Children referred by the Department of Children and Families (DCF)
- Caregivers with less than a high school education
- Teen parents
- Custodial Parent is unmarried
- Families with inadequate housing or experience homelessness
- Migrant status

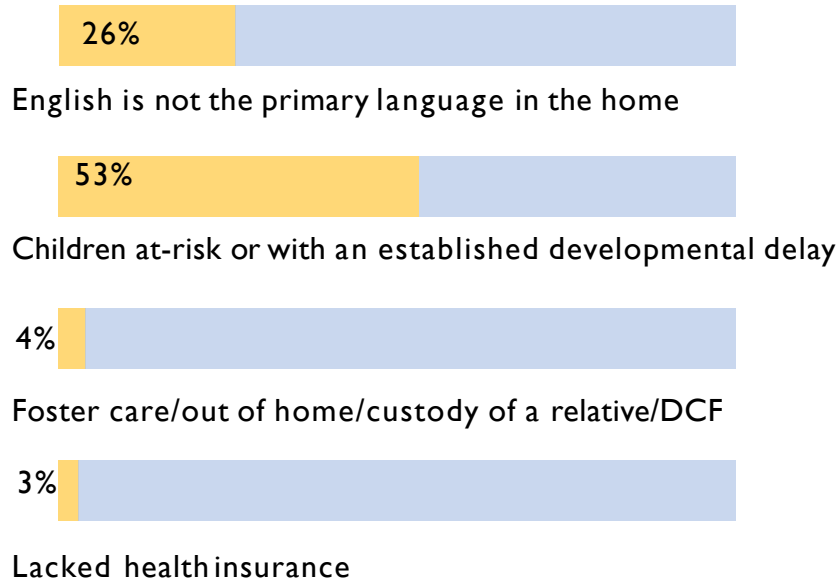
Overall Risk - # of Risk Factors



100% of families with one or more risk factors

292 children 262 families

Risk Factors



Caregiver Education



Bachelor's Degree or Higher

24%

Technical Training/ Associate Degree/ Some College

38%

High School Diploma or GED

29%

Less than High School

9%



57%

Unmarried



6%

Teen parents



93%

Free & reduced-price lunch



8%

Families without stable housing



1%

Migratory families



County Comparison

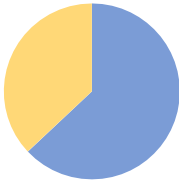
Data from Riley County compared to the population Raising Riley served

Average Percentage from the
County Served by Raising Riley

Raising Riley

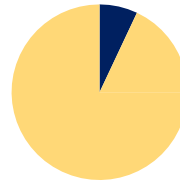
37%

Free and reduced-
price lunch⁷



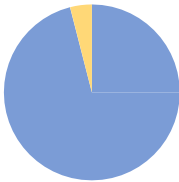
93%

Free and reduced-
price lunch



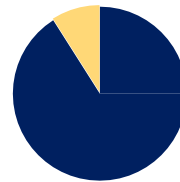
4%

Caregivers with
less than a high
school education⁸
**Mothers only.*



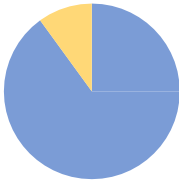
9%

Caregivers with less
than a high school
education
**All caregivers*



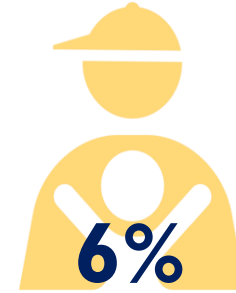
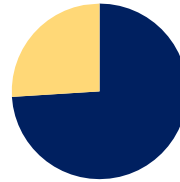
10%

English was not
the primary
language⁹
**No one over 5
years speaks English*



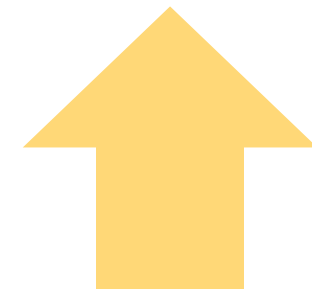
26%

English was not the
primary language
**Caregivers who don't
speak English*



6%

of the parents served by
Raising Riley were teen
parents



The percent of teen
parents served by Raising
Riley was higher than the
statewide average (5%)¹⁰.

Common Measures

This report summarizes the data collected and submitted during the year from June 2021 to May 2022 for the required Common Measures. Screening results and outcomes associated with Raising Riley interventions to address the goals of ECBG will be summarized. Data collection frequency varies by measure. Due to the COVID-19 related shut down, the number of repeated measures may be lower than expected. Number and percent repeated is often lower due to the transient population served.

Required Common Measure	Number to be Assessed	Number Assessed	% Assessed
ASQ-3	231	264	100%
ASQ:SE-2	231	279	100%
IGDI ECI/myIGDIs PK3/Literacy+	180	273	100%
myIGDIs Numeracy	110	203	100%
CLASS	37	52	100%

CLASS Spring Follow-up*	Number to be Re-assessed	Number Re-assessed
CLASS	5	5

Developmental & Social-Emotional Risk



Due to the rapid changes taking place in child development from birth to age five, frequent screening is essential for early identification of developmental delays.

The ASQ-3 and ASQ:SE-2 classify children as:

- **At-Risk** – additional assessment is needed
- **Monitoring** – frequent developmental screening is recommended
- **Met Benchmarks**– development is consistent with norms

Early identification and intervention for developmental and social-emotional delays have been associated with achievement of future developmental milestones and promotion of school readiness.

Goal:

Early identification of developmental & social-emotional delays

Measures:

Ages & Stages Questionnaire – 3rd Edition (ASQ-3)
& ASQ: Social-Emotional, 2nd Edition (ASQ:SE-2)

Scales:

ASQ-3: Communication, Gross Motor, Fine Motor, Problem Solving, Personal-Social
ASQ:SE-2: Self-Regulation, Compliance, Social Communication, Adaptive Functioning, Autonomy, Affect, Interaction with People

Ages:

One month-six years

Frequency:

Based upon age of the child

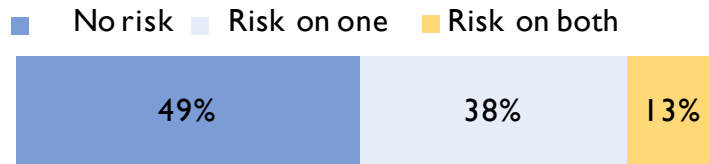
Purpose:

Identify delays, promoting additional assessment & referral for intervention when delays are present

Developmental & Social-Emotional Risk

Two hundred sixty-four children were screened with the ASQ-3, and 279 were screened with the ASQ:SE-2 during the program year. This report focuses on the first ASQ-3 and ASQ:SE-2 completed for each child. Focusing on the first administration provides an overview of developmental and social-emotional risk for the children being served.

The percentage of children at risk on either the ASQ-3 or the ASQ:SE-2 was 2% above the statewide average; the percentage at risk on both was equal to the statewide average.

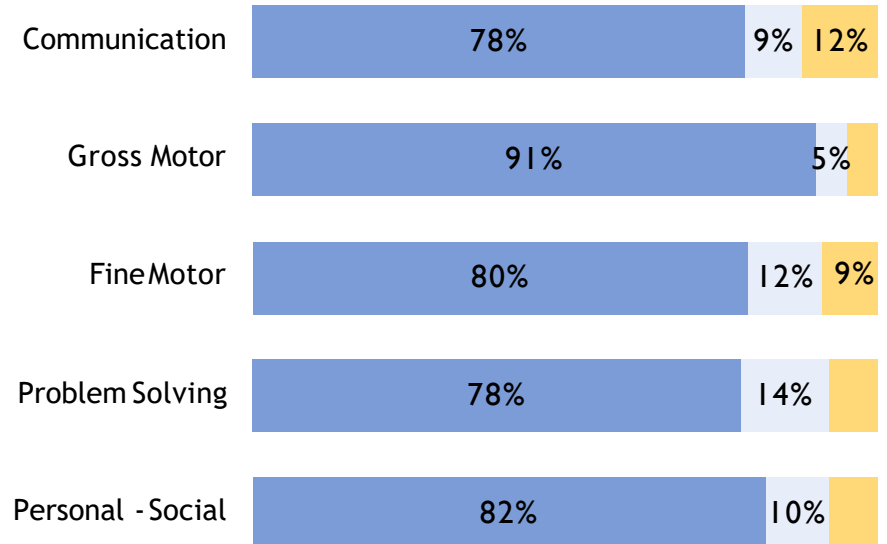


Overall, 52% of children had an indication of risk.

The ASQ-3 screenings for Raising Riley indicated a low to moderate level of developmental risk in all domains. Communication and Problem Solving had the lowest percentage of children who met benchmarks. The ASQ:SE-2 indicated a level of risk in social-emotional development slightly above the statewide average.

■ Met Benchmarks ■ Monitoring ■ At-Risk

ASQ-3



ASQ:SE-2





Early Learning & PreK Environments

Classroom observations provide an objective, broad based perspective of care and education settings while determining the use of developmentally appropriate practices.

Research suggests children benefit most both social-emotionally and academically from classrooms that reach an established level of emotional and behavioral support, organization, and learning and instructional promotion.

Goal:

High quality care and support that promotes all areas of child development

Measures:

Classroom Assessment Scoring System
Infant (CLASS-I), Toddler (CLASS-T),
& PreK (CLASS-PreK)

Ages:

Birth-five years

Frequency:

Fall & Spring (dependent on Fall results)

Purpose:

Assess quality of teacher-child interactions in early learning environments





CLASS - Infant (CLASS - I)

- CLASS-I observations were completed for six environments.
- Upon initial assessment, five classrooms met quality standards.
- Overall, 83% were high quality.

83% high quality infant classrooms



CLASS - Toddler (CLASS - T)

- Seventeen environments were assessed with the CLASS-T.
- Sixteen classrooms met quality standards at initial assessment.
- Overall, 94% met quality standards.

94% high quality toddler classrooms



CLASS - PreK

- Twenty-nine ECBG environments were observed.
- Twenty-six environments met high quality standards at initial assessment.
- Overall, 90% of PreK environments met high quality standards.

90% high quality PreK classrooms



Early Communication

The **IGDI ECI** is a play-based child measure, which monitors development in expressive communication. Based on data establishing developmental norms by age in months, children were categorized as:

- **At-Risk** – Communication skills below what is within the normal range
- **Developing** – Communication skills are close to the normal range, and frequent monitoring is suggested
- **Proficient** – Communication skills are at or above the normed cut off for the child's age

Goal:

Age-appropriate skills in communication & pre-literacy

Measure:

Individual Growth & Development Indicators (IGDIs)

Ages:

Six months-three years

Frequency:

Fall, Winter, & Spring

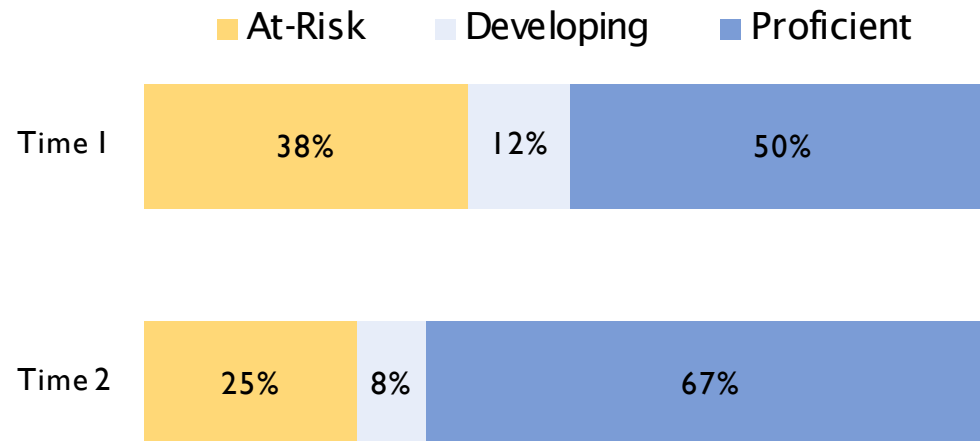
Purpose:

Measures a child's development of essential communication skills

Impact on Early Communication

16

The information below represents children's progress on the communication indicator over the year. There were 24 children assessed at two points in time. Of those, 8% had an established developmental delay or an Individual Family Service Plan (IFSP). Children demonstrated progress on this outcome, notably in the percent of children who scored in the Proficient category increasing and the percent in the At-Risk category decreasing.



71% of children had positive change in scores



Three-Year-Old Emergent Literacy

19.a

17

The PK3 is intended to identify children who may be at risk for learning difficulties. It is used to inform multi-tiered systems of support and increase understanding of early language and literacy development.

This test measures emergent literacy, which involves the skills, knowledge, and attitudes that are developmental precursors to conventional forms of reading and writing.

Goal:

Age-appropriate skills in communication & pre-literacy

Measure:

Individual Growth & Development Indicators (IGDIs)

Ages:

Six months-three years

Frequency:

Fall, Winter, & Spring

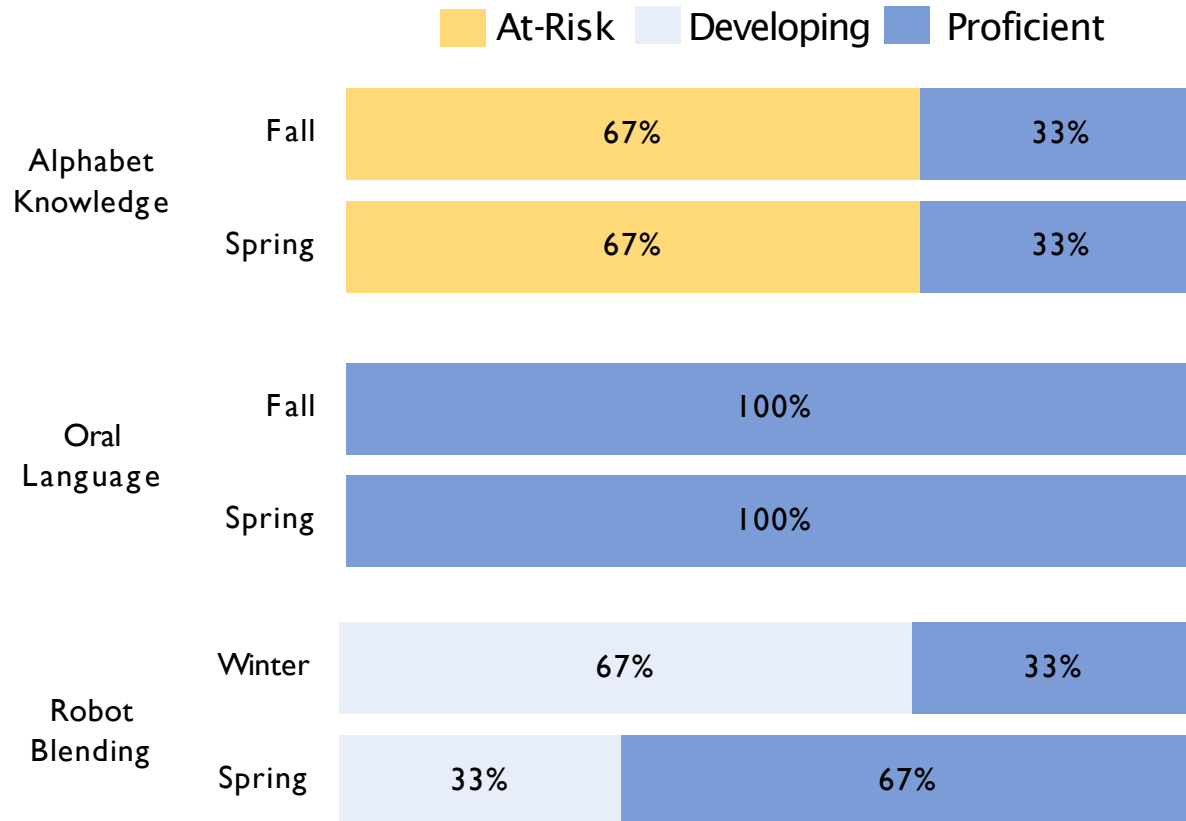
Purpose:

Measures a child's development of essential communication skills

Impact on Emergent Literacy

18

Three children were assessed with the PK3 at three points in time. Of those, 0% of children assessed had an Individual Education Plan (IEP). Due to the small sample size, these results demonstrated the performance of the three individuals assessed only. Oral Language was clearly not a challenge for these three children, but Alphabet knowledge was, and none of the three were at risk in Robot Blending. Only one of the children was On Track by spring.



Overall Children On Track Remained the Same

● Fall ● Spring

33%





Four-Year-Old Literacy

19.a

19

Language Comprehension includes the Picture Naming, and Which One Doesn't Belong? subtests, measuring oral language (expressive vocabulary) and the ability to derive meaning and draw inferences from written and spoken language.

Phonological Awareness includes Rhyming, Alliteration, and Sound Identification. Rhyming and Alliteration are considered measures of phonological awareness (the ability to detect, identify, and manipulate individual sounds such as phonemes in spoken language).

Sound Identification requires knowledge of phonemes and the connection of that knowledge to visual letter representations.

Goal:

Age-appropriate skills in communication, literacy, & pre-reading

Measures:

myIndividual Growth & Development Indicators (myIGDIs) Literacy

Scales:

Language Comprehension: Picture Naming, Which One Doesn't Belong?

Phonological Awareness: Rhyming, Alliteration, Sound Identification

Ages:

Four-five years

Frequency:

Fall, Winter, & Spring

Purpose:

Monitor development of literacy skills in preschool-aged children



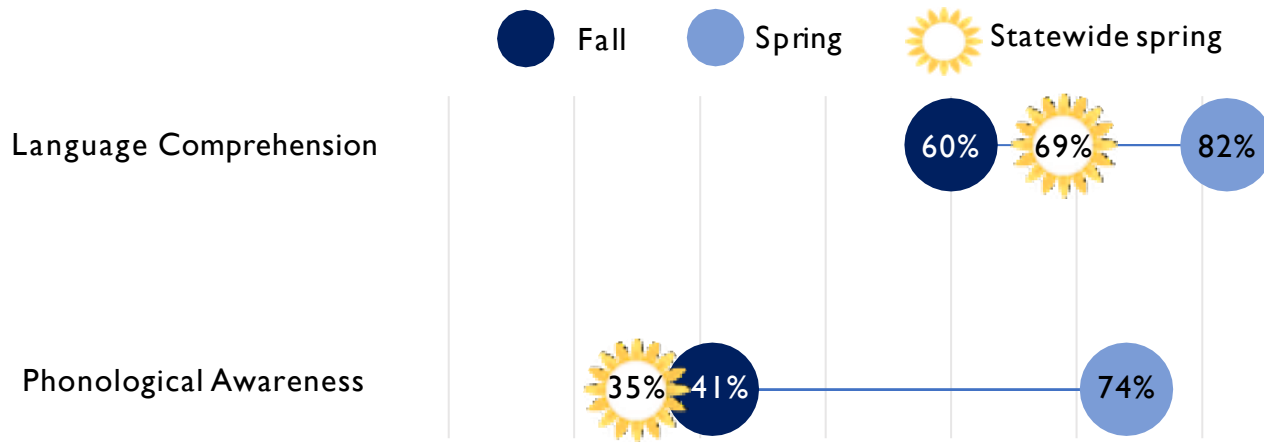
Language Comprehension Summary Score

There was a 22% increase in the number of children who were On Track from fall to spring. This resulted in a large proportion of the children being On Track in Language Comprehension by the spring.

Phonological Awareness Summary Score

There was exceptional change in the percentage of children who were On Track in all Phonological Awareness subtests. An increase of 33% from fall to spring, resulted in a substantially larger percentage of children who were On Track than statewide.

Children On Track



Raising Riley children started strong in phonological awareness and made the strongest progress in the state in moving from at-risk to on track!



Three & Four-Year-Old Numeracy

The Numeracy portion of the myIGDIs includes four subtests:

Oral Counting

ability to produce numbers in sequence

Quantity Comparison

ability to make judgments about differences in the quantity of object groups

Number Naming

ability to name numbers fluently

1-to-1 Correspondence Counting

ability to count objects fluently

Research from multiple longitudinal studies demonstrated that mathematical skills during PreK are strongly associated with academic success in later years.

Goal:

Age-appropriate number skills & early math

Measures:

myIndividual Growth & Development Indicators (myIGDIs) - Numeracy

Scales:

Oral Counting
Quantity Comparison
Number Naming
1-to-1 Correspondence Counting

Ages:

Three to five years

Frequency:

Fall, Winter, & Spring

Purpose:

Monitor development of numeracy skills in preschool-aged children

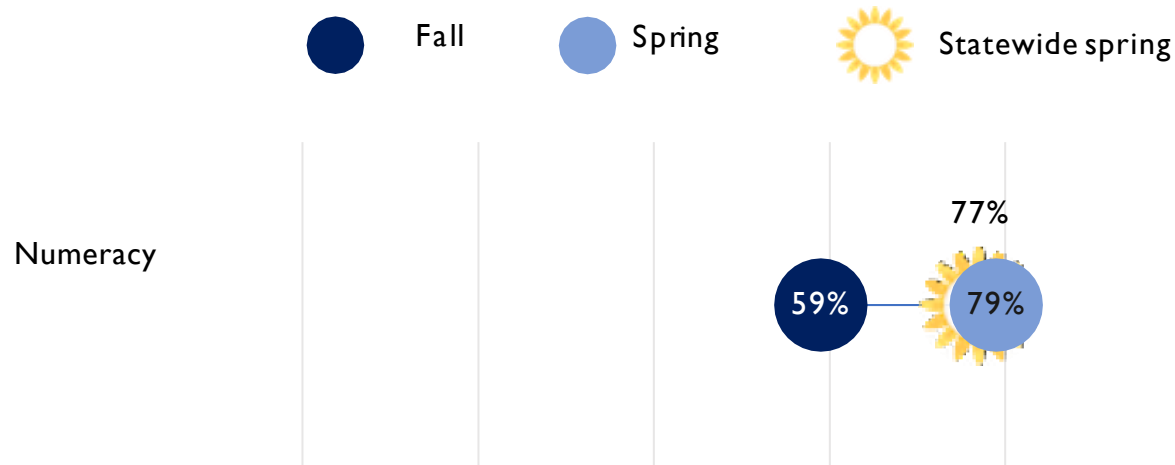


Numeracy Summary Score

22

The Numeracy subtests were combined to determine a summary for pre-numeracy skills. The 20% increase in the number of children On Track from fall to spring indicated progress on this outcome.

Children On Track



Research has shown that pre-numeracy skills at Kindergarten entry were a better predictor of academic achievement than literacy, attentional skills, or social behavior.

Summary

A relatively large percentage of families in Raising Riley programs experienced a high number of risk factors (84% had at least 2 risk factors with 21% of that number experiencing 4 or more), including:

- English was not the primary language in the home for 26% (compared to 10% for the county served).
- 53% of the children were at-risk or had an established developmental delay.
- 93% received free and reduced lunch (compared to 37% in the county served).
- 6% of parents were teen parents (versus 5% statewide).
- 9% of parents had less than a high school education (compared with 4% of mothers in the county served).

On the CLASS Classroom Quality measure, Raising Riley demonstrated the following:

- 83% of Infant classrooms were assessed as being high quality.
- 94% of Toddler classrooms were high quality.
- 90% of pre-K classrooms were high quality.

Related to child outcome measures, children in the Raising Riley programs showed the following results:

- For Early Communication scores, there was a 17% increase in children who were proficient across the year.
- Scores for Language Comprehension increased from fall to spring, with 60% on track in the fall and 82% in the spring . This was well above the statewide spring average of 69%.
- The percentage of children on track on Phonological Awareness increased with 41% being on track in the fall and 74% on track in the spring. This was the strongest growth in the state.
- For Numeracy, the percent of children on track for all sub-tests increased by 20% between fall and spring, with 79% on track in the spring. This was above the state average of 77%.

Contact Us

Riley County Health Department
Family Child Resource Center

JAN SCHEIDEMAN

SUPERVISOR

785-776-4779 EXT: 7626

jscheideman@rileycountyks.gov



Thank You!



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Darell Edie

MEETING: September 8, 2022

SUBJECT: Monthly Cash Flow Report for August 2022

PRESENTER: Darell Edie

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

Enclosures:

- 2022 Updated CIP cash flow August 22 (PDF)
- 2022 updated building cash flows (PDF)
- 2022 updated eco devo cash flows August 2022 (PDF)
- 2022 updated half cent sales tax cash flows August 2022 (PDF)

2022 Riley County CIP Cash Flow Analysis

% of Year: 66.7%

FUND 145

Month	Revenue	Transfers In	Reimbursements	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	1,220.24	2,369,805.00		2,371,025.24	264,157.00			264,157.00
Feb				-	11,801.39			11,801.39
Mar			169,836.57	169,836.57	64,822.00			64,822.00
Apr	7,594.72			7,594.72	500.00			500.00
May	25,524.79			25,524.79	9,035.00			9,035.00
Jun	4,815.00			4,815.00	695,177.70			695,177.70
Jul	30,207.45			30,207.45	81,622.34			81,622.34
Aug	730.00			730.00	25,049.79			25,049.79
Sep				-	-			-
Oct				-	-			-
Nov				-	-			-
Dec				-	-			-
Totals	70,092.20	2,369,805.00	169,836.57	2,609,733.77	1,152,165.22	\$0	\$0	1,152,165.22

Cash Reconciliation	
2022 Beginning Unencumbered Cash	7,501,076.98
2022 Revenue	2,609,733.77
Less 2022 Expenditures/Encumbrances	1,152,165.22
2022 Ending Unencumbered Cash	8,958,645.53
Less Remaining Approved Projects	2,806,927.26
2022 Projected Unencumbered Cash	6,151,718.27
Projected 2022 Cash w/out Reserves	4,027,212.14

Reserved Funds:	
CIP Reserve	500,000.00
Fair Reserve	91,992.55
Radio Int Reserve	106,919.19
FFE Reserve	686,704.39
Hardware Refresh	738,890.00
TOTAL RESERVE	2,124,506.13

Riley County 2022 CIP Budget Authority Summary		
2022 CIP Budgeted Expenditures	7,554,156.00	% Budget Expended
Expenditures to Date	1,152,165.22	15.25%
2022 Remaining Budget Authority	\$6,401,991	

Riley County 2021 CIP Budgeted Revenue		
2022 CIP Budgeted Revenue	2,384,805.00	% Budgeted Revenue
Revenue to Date	2,609,733.77	109.43%

Radio Interest				
2018	2019	2020	2021	Total
30,991.75	52,550.04	20,873.09	2,504.31	106,919.19

transferred from Sunflower bank on 10/19/21
closed out account, use on next debt pmt

2022 CIP Detailed Expenditures per Project and per Dept

Project #	Project Code	Projects	Approved Project Estimate	Prior Years Expenditures	2022 Actual Expenditures/ Encumbrances/ Reserve	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
PUBLIC WORKS:							
13-13PW005		Design cost for 2 culverts	35,000	16,100		18,900	
16-16PK003	71	Parking lot for CICO Playground	18,000	7,078		10,922	
18-18PK003		Playground Equipment at CICO Park + (PK trx-\$75,000)	225,000	0		225,000	
18-18PW012	27	Fairgrounds ADA Walkway	170,000	104,648		65,352	
19-19PW014		Winkler Bridge Deck-FFE	250,000	0		250,000	
19-19LEC005		Andover Control Replacement	297,000.00	295,631.00		1,369	
20-20LEC002		Replace Air Regulators on 1/2 Jail Doors	30,000	13,239		16,761	
20-20LEC003		Rewire Elevator Safety Systems	40,000	0		40,000	
20-20PK004		CICO Parking Lot Engineering	10,000	0		10,000	
21-21LEC002		Elevator Repair-LEC Lobby	45,000	0		45,000	
21-21LEC003		Upgrade Fuel Card System	13,000	0		13,000	
21-21LEC004		Canopy to Cover Fuel Island	45,000	0		45,000	
21-21PK006		Goal Post-Fairmont Park	10,000	0	7,132	2,869	
21-21PK008		Playground Equipment - CICO Park	75,000	0		75,000	
21-21PW001		Tandem Axle Truck w/Plow & Spreader	205,000	196,395		8,605	
21-21PW002		Semi Truck	85,000	0		85,000	
21-21PW007		Imaging Software & Conversion	75,000	0		75,000	
21-21PW009		Tandem Axle Truck w/ Plow & Spreader	234,021	0		234,021	
21-21PW010		Tandem Axle Truck w/ Plow & Spreader	234,021	0		234,021	
21-21PW012		3/4 Ton 4X4 Ext, Cab Pickup	50,000	32,712	13,884	3,404	
		PUBLIC WORKS TOTAL	5,108,042	3,370,264	44,786	1,459,224	233,768
EMERGENCY MEDICAL SERVICE							
13-13AM001	302	Design of the EMS Facility Enhancement	100,000	25,770		74,230	
20-20AM003	302	EMS Facility Engineering Design Cost	50,000	0		50,000	
21-21AM003	302	2 SUV Replacement Vehicles	106,000	0	21,565	84,435	
		EMS TOTAL	726,226	202,516	291,535	224,730	23,510
CLERK							
21-21CK001		Open.Gov software	\$191,870.00	53,870.00	45,900.00	92,100	
21-21CK002		Shadow Tax System-SB13 requirement	30,000	0		30,000	0
		CLERK TOTAL	221,870	53,870	45,900	122,100	0
ATTORNEY							
19-19AT001	760	Odyssey Software System	280,000	187,412		92,588	
		ATTORNEY TOTAL	280,000	187,412	0	92,588	0
APPRAISER							
21-21AP001		Replacement Vehicle	26,000	0		26,000	
		APPRAISER TOTAL	26,000	0	0	26,000	0
BOCC							
21-21BOCC002		Church Asbestos Removal	50,000	0		50,000	
		BOCC TOTAL	50,000	0	0	50,000	0
PLANNING & DEVELOPMENT							
21-21PD002		Electronic Permit System - GovBuilt	110,000	0	93,611	16,390	
		PLANNING & DEVELOPMENT TOTAL	110,000	0	93,611	16,390	0

Attachment: 2022 Updated CIP cash flow August 22 (12418 : Monthly Cash Flow Report for August 2022)

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	2021 Actual Expenditures/ Encumbrances/ Reserve	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
NOXIOUS WEED							
21-21NW001		10' Pull Behind Mower	28,000	0		28,000	
		NOXIOUS WEED TOTAL	68,000	0	39,487	28,000	513
EMERGENCY MANAGEMENT							
16-16EM002		Standby/Backup Generator Pottorf Hall	40,000	0		40,000	
20-20EM005		Bi-directional amplifiers (radio project)	35,000	18,961		16,039	
21-21EM001		Mobile Command Post Upgrade/Equip Refresh	125,000	0		125,000	
21-21EM002		EM Storage Building	125,000	0		125,000	
		EMERGENCY MANAGEMENT TOTAL	345,000	33,220	0	306,039	5,741
OTHER							
13-13PW009		Motor Grader (Lease Purchase through 2023)	1,000,605	495,544	55,060.47	450,000	
18-18EM003	21	Hardware Refresh Reserve (through 2025)	1,182,221	738,890		443,331	
Lease pmt to 2033	21	Radio Infrastructure Project Lease (15 yr term through 2033)	6,401,938	1,280,388	426,795.89	4,694,754	
B&I Trx to 2025		2010-B G.O. Bond payment (15 yr term through 2025)	2,849,815	2,108,346	190,170.00	551,299	
		OTHER TOTAL	11,434,579	4,623,168	672,026	6,139,385	0
TOTAL			18,369,717	8,470,449	1,187,345	8,464,456	263,532

Remaining Approved Projects less lease/debt payments/hardware refresh 2,806,927
(not included as these payments are subject to approval with annual budget)

Completed Projects

2022 Detailed Expenditures per Project by Month

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Expenditures to Date	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
PUBLIC WORKS:																			
13-13PW005		Design cost for 2 culverts	\$35,000.00	\$16,100.00													\$16,100.00	\$18,900.00	
16-16PK003	71	Parking lot for CICO Playground	\$18,000.00	\$7,078.29													\$7,078.29	\$10,921.71	
18-18PK003		Playground Equipment at CICO Park + (PK trx-\$75,000)	\$225,000.00	\$0.00													\$0.00	\$225,000.00	
18-18PW012	27	Fairgrounds ADA Walkway	\$170,000.00	\$104,648.05													\$104,648.05	\$65,351.95	
19-19PW014		Winkler Bridge Deck-FFE	\$250,000.00	\$0.00													\$0.00	\$250,000.00	
19-19LEC005		Andover Control Replacement	\$297,000.00	\$295,631.00													\$295,631.00	\$1,369.00	
20-20LEC002		Replace Air Regulators on 1/2 Jail Doors	\$30,000.00	\$13,238.55													\$13,238.55	\$16,761.45	
20-20LEC003		Rewire Elevator Safety Systems	\$40,000.00	\$0.00													\$0.00	\$40,000.00	
20-20PK004		CICO Parking Lot Engineering	\$10,000.00	\$0.00													\$0.00	\$10,000.00	
21-21LEC002		Elevator Repair-LEC Lobby	\$45,000.00	\$0.00													\$0.00	\$45,000.00	
21-21LEC003		Upgrade Fuel Card System	\$13,000.00	\$0.00													\$0.00	\$13,000.00	
21-21LEC004		Canopy to Cover Fuel Island	\$45,000.00	\$0.00													\$0.00	\$45,000.00	
21-21PK001		3/4T 4x4 Ext. Cab Pickup	\$40,000.00	\$30,434.00								\$9,566.00					\$40,000.00	\$0.00	\$0.00
21-21PK006		Goal Post-Fairmont Park	\$10,000.00	\$0.00		\$7,131.50											\$7,131.50	\$2,868.50	
21-21PK008		Playground Equipment - CICO Park	\$75,000.00	\$0.00													\$0.00	\$75,000.00	
21-21PW001		Tandem Axle Truck w/Plow & Spreader	\$205,000.00	\$196,395.00													\$196,395.00	\$8,605.00	
21-21PW002		Semi Truck	\$85,000.00	\$0.00													\$0.00	\$85,000.00	
21-21PW007		Imaging Software & Conversion	\$75,000.00	\$0.00													\$0.00	\$75,000.00	
21-21PW009		Tandem Axle Truck w/ Plow & Spreader	\$234,021.00	\$0.00													\$0.00	\$234,021.00	
21-21PW010		Tandem Axle Truck w/ Plow & Spreader	\$234,021.00	\$0.00													\$0.00	\$234,021.00	
21-21PW012		3/4 Ton 4X4 Ext, Cab Pickup	\$50,000.00	\$32,712.00						\$826.81	\$5,595.87		\$7,461.00				\$46,595.68	\$3,404.32	
EMERGENCY MEDICAL SERVICE																			
13-13AM001	302	Design of the EMS Facility Enhancement	\$100,000.00	\$25,770.00													\$25,770.00	\$74,230.00	
20-20AM003	302	EMS Facility Engineering Design Cost	\$50,000.00	\$0.00													\$0.00	\$50,000.00	
21-21AM003	302	2 SUV Replacement Vehicles	\$106,000.00	\$0.00								\$21,564.59					\$21,564.59	\$84,435.41	
CLERK																			
21-21CK001		Open Gov software	\$191,870.00	\$53,870.00	\$34,500.00						\$11,400.00						\$99,770.00	\$92,100.00	
21-21CK002		Shadow Tax System-SB13 requirement	\$30,000.00	\$0.00													\$0.00	\$30,000.00	
ATTORNEY																			
19-19AT001	760	Odyssey Software System	\$280,000.00	\$187,412.00													\$187,412.00	\$92,588.00	
APPRAISER																			
21-21AP001		Replacement Vehicle	\$26,000.00	\$0.00													\$0.00	\$26,000.00	
BOCC																			
21-21-BOCC002		Church Asbestos Removal	\$50,000.00	\$0.00													\$0.00	\$50,000.00	
PLANNING & DEVELOPMENT																			
21-21PD002		Electronic Permit System-GovBuilt	\$110,000.00	\$0.00			\$62,407.00						\$31,203.50				\$93,610.50	\$16,389.50	
NOXIOUS WEED																			
21-21NW001		10' Pull Behind Mower	\$28,000.00	\$0.00													\$0.00	\$28,000.00	
EMERGENCY MANAGEMENT																			
16-16EM002		Standby/Backup Generator Pottorf Hall	\$40,000.00	\$0.00													\$0.00	\$40,000.00	
20-20EM005		Bi-directional amplifiers (radio project)	\$35,000.00	\$18,960.71													\$18,960.71	\$16,039.29	
21-21EM001		Mobile Command Post Upgrade/Equip Refresh	\$125,000.00	\$0.00													\$0.00	\$125,000.00	
21-21EM002		EM Storage Building	\$125,000.00	\$0.00													\$0.00	\$125,000.00	
OTHER																			
13-13PW009		Motor Grader (Lease Purchase through 2023)	\$1,000,604.70	\$495,544.23							\$55,060.47						\$550,604.70	\$450,000.00	
18-18EM003	21	Hardware Refresh Reserve (through 2025)	\$1,182,221.00	\$738,890.00													\$738,890.00	\$443,331.00	
Lease to 2033	21	Radio Project Lease (15 yr term through 2033)	\$6,401,938.00	\$1,280,387.67						\$426,795.89							\$1,707,183.56	\$4,694,754.44	
B&I Trx to 2025		2010-B G.O. Bond pmt (15 yr term through 2025)	\$2,849,815.47	\$2,108,346.03	\$190,170.00												\$2,298,516.03	\$551,299.44	
TOTALS			\$18,369,717.17	\$8,470,449.29	\$264,157.00	\$11,801.39	\$64,822.00	\$500.00	\$9,035.00	\$695,177.70	\$81,622.34	\$21,564.59	\$38,664.50	\$0.00	\$0.00	\$0.00	\$9,657,793.81	\$8,448,391.01	\$263,532.35

Completed Projects

Remaining Approved Projects less lease/debt payments/hardware refresh
(not included as these payments are subject to approval with annual budget)

2,790,862.49

Federal Fund Exchange monies

Date	Amount	Project	Project Number
Aug-16	516,992.20	Fancy Creek Bridge E.2/5.6	16-16PW006
Apr-17	158,472.17	Anderson Avenue Bridge	17-17PW014
Sep-17	157,237.08	Anderson Avenue Bridge	17-17PW014
Jul-19	(171,536.67)	Trx to West 32nd Bridge from Anderson Ave Bridge	
	144,172.58		
Apr-18	263,375.40	West 32nd Ave Bridge	19-19PW007
Jul-19	289,879.33	West 32nd Ave Bridge	19-19PW007
Jul-19	171,536.67	Trx from Anderson Ave Bridge to West 32nd Bridge	
	724,791.40	no longer assigned	
10/21/2019	250,000.00	use FFE for Winkler Bridge Deck Project 19-19PW014	19-19PW014
6/25/2022	(250,000.00)	releasing FFE for Winkler Bridge Deck Project as funding will be through Sales Tax - and funds needs to be released and made available to Public Works	
12/17/2019	27,260.00	use FFE for amendment on Wieter Rd Project 18-18PW013	18-18PW013
	697,531.40	unassigned FFE as of 12/31/19	
9/23/2020	243,640.58	rec'd, but unassigned	
	941,171.98	Total unassigned FFE as of 9/23/2020	
11/12/2020	233,509.12	Welsh Road Asphalt Overlay	20-20PW010
	707,662.86	Total unassigned FFE as of 11/5/2020	
9/2/2021	234,041.53	rec'd, but unassigned	
	941,704.39	Total unassigned FFE as of 07/01/2022	
6/30/2022	255,000.00	Tabor Bridge as of 06/30/2022	22-22PW
	686,704.39		

Attachment: 2022 Updated CIP cash flow August 22 (12418 : Monthly Cash Flow Report for August 2022)

2022 Riley County Building Cash Flow Analysis FUND 152

% of Year: 66.7%

Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	207,574.13	10.00	33.50	207,617.63	13,917.47			13,917.47
Feb			33.50	34	13,541.19			13,541.19
Mar	10,565.41		33.50	10,599	15,822.51			15,822.51
Apr			33.50	34	26,061.29			26,061
May	144,297.45	1,113.89	33.50	145,445	15,897.50			15,898
Jun			67.00	67	16,193.22			16,193
Jul			30.00	30	74,039.95			74,040
Aug				-	16,877.14			16,877
Sep				-				-
Oct				-				-
Nov				-				-
Dec				-				-
	362,436.99	1,123.89	264.50	363,825.38	192,350.27	-	-	192,350.27

Cash Reconciliation	
2022 Beginning Unencumbered Cash	110,269.11
2022 Revenue	363,825.38
Less 2022 Expenditures/Encumbrances	192,350.27
2022 Ending Unencumbered Cash	281,744.22

Riley County 2022 Budget Authority Summary		
2022 Budgeted Expenditures	\$393,000	% Budget Expended
Expenditures to Date	\$192,350	
2022 Remaining Budget Authority	\$200,650	

Riley County 2022 Budgeted Revenue		
2022 Budgeted Revenue	\$387,749	% Budgeted Revenue
Revenue to Date	\$363,825	

Attachment: 2022 updated building cash flows (12418 : Monthly Cash Flow Report for August 2022)

2022 Riley County Economic Development Cash Flow Analysis

FUND 146

% of Year: 66.7%

Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	185,500			185,500	82,393.69			82,394
Feb				-	-			-
Mar				-	-			-
Apr				-	-			-
May				-	-			-
Jun				-	1,000.00			1,000
Jul				-	30,508.00			30,508
Aug				-				-
Sep				-				-
Oct				-				-
Nov				-				-
Dec				-				-
	\$185,500	\$0	\$0	\$185,500	113,901.69	\$0	\$0	\$113,902

Cash Reconciliation	
2022 Beginning Unencumbered Cash	110,042.10
2022 Revenue	185,500.00
Less 2022 Expenditures/Encumbrances	113,901.69
2022 Ending Unencumbered Cash	181,640.41
Less Est. Project Balance for CY	132,850.00
2022 Projected Unencumbered Cash	48,790.41

Riley County 2022 Budget Authority Summary		
2022 Budgeted Expenditures	\$309,048	% Budget Expended
Expenditures to Date	\$113,902	
2022 Remaining Budget Authority	\$195,146	
Riley County 2022 Budgeted Revenue		
2022 Budgeted Revenue	\$185,500	% Budgeted Revenue
Revenue to Date	\$185,500	

2022 Detailed Expenditures per Project and per Department

Projects	Project Estimate	Prior Year Expenditures	2022 Actual Expenditures/ Encumbrances	Remaining Project Estimate Totals	Completed Projects (Over) Under Estimate
APPROPRIATIONS					
Chamber of Commerce	55,000	0	55,000.00	0	0
Flint Hills Veterans Coalition	1,015	0	1,015.00	0	0
Downtown Manhattan	5,000	0	5,000.00	0	0
Riley Co. General Eco Devo	132,850	0		132,850	
APPROPRIATION TOTALS	\$193,865	\$0	61,015.00	\$132,850	\$0
MEMBERSHIPS					
FHMPO Contribution	5,201	0	1,904.71	0	0
FHRLP Underwriters & Sponsors			1,000.00	0	0
FHRC Contribution	10,000	0	-	0	not approved
MEMBERSHIP TOTALS	\$15,201	\$0	2,904.71	\$0	\$0
CONTRACTS					
Auto Lane Development (2024)	121,140	102,968.66	6,056.98	12,114	pay 2023 tax
CONTRACT TOTALS	\$121,140	\$102,969	6,056.98	\$12,114	\$0
DEBT OBLIGATION TRANSFER					
Konza Water Debt Payment Transfer	658,502	307,351.67	43,925.00	307,225	
DEBT OBLIGATION TRANSFER TOTALS	\$658,502	\$307,352	43,925.00	\$307,225	\$0
PROJECTS					
Project Study/Design/Engineer	50,000	0		50,000	
PROJECT TOTALS	\$50,000	\$0	-	\$50,000	\$0
TOTALS	\$1,038,707	\$410,320	113,901.69	\$502,189	\$0

Remaining Approved Projects less lease/debt payments/reserve \$132,850
(not included as these payments are subject to approval with annual budget)

Completed Projects

2022 Riley County 1/2 Cent Sales Tax Cash Flow Analysis

FUND 157

% of Year: 66.7%

Month	Sales Tax Revenue	Reimbursements	KDOT	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	176,613.72			176,613.72	-			-
Feb	203,380.11	11,370.65		214,750.76	4,512.81			4,512.81
Mar	164,982.20		3,615.90	168,598.10	6,139.19			6,139.19
Apr	153,999.52		3,156.91	157,156.43	7,560.93			7,560.93
May	191,055.23			191,055.23	10,458.35			10,458.35
Jun	194,557.13			194,557.13	8,972.65			8,972.65
Jul	166,841.98		1,586.70	168,428.68	5,923.13			5,923.13
Aug	188,561.83			188,561.83	6,594.62			6,594.62
Sep				-	-			-
Oct				-	-			-
Nov				-	-			-
Dec				-	-			-
	1,439,991.72	11,370.65	8,359.51	1,459,721.88	50,161.68	-	-	50,161.68

Cash Reconciliation	
2022 Beginning Unencumbered Cash	4,197,993.50
2022 Revenue	1,459,721.88
Less 2022 Expenditures/Encumbrances	50,161.68
2022 Ending Unencumbered Cash	5,607,553.70
Remaining 2022 Projected Revenue	-
Less Est. Project Balance for CY	350,000.00
2022 Projected Unencumbered Cash	5,257,553.70

Riley County 2022 Budget Authority Summary		
2022 Budgeted Expenditures	\$7,028,195	% Budget Expended
Expenditures to Date	\$50,162	
2022 Remaining Budget Authority	\$6,978,033	
Riley County 2022 Budgeted Revenue		
2022 Budgeted Revenue	\$1,700,000	% Budgeted Revenue
Revenue to Date	\$1,459,722	

2022 Detailed Expenditures per Project and per Department

Project Code	Projects	Project Estimate	Prior Year Expenditures	2021 Actual Expenditures/ Encumbrances	Remaining Project Estimate Totals	Completed Projects (Over) Under Estimate
CULVERTS						
457	Flat Rock Road	113,500	52,707.29		60,792.71	
458	Parallel Road	117,000	51,440.37	-	65,559.63	
403	Kitten Creek Road	148,000	54,790.60		93,209.40	
459	Union Road	125,000	56,605.00		68,395.00	
CULVERT TOTALS		\$1,949,282	1,666,663.32	-	287,956.74	(5,337.67)
BRIDGES						
461	Fancy Creek K.O/6.2	653,800	53,849.92	-	599,950.08	
454	West 32nd Avenue	1,000,000	1,394,167.99	20,168.06	-	
460	Winkler Mills Bridge	1,200,000	102,835.61	-	1,097,164.39	
BRIDGE TOTALS		10,237,177.86	8,767,740.30	43,267.58	1,697,114.47	143,391.56
RECONSTRUCTION						
431	McDowell Creek Road (north end)	3,000,000	515,848.38	-	-	2,484,151.62
RECONSTRUCTION TOTALS		\$6,951,470	4,373,305.22	-	-	2,578,164.78
OVERLAY						
4	Unidentified Overlays	800,000	175,000.00		625,000.00	
OVERLAY TOTALS		\$4,751,509	2,046,790.07	-	625,000.00	648,846.25
TOTALS		\$23,889,440	16,854,498.91	43,267.58	2,610,071.21	3,365,064.92

Completed Projects

Project Estimates for 2021

	Total	Updated
Culverts-Fancy Creek/Sherman	\$ -	\$ -
Rosehill Road Bridge	\$ -	\$ -
Senn Road Bridge	\$ -	\$ -
Overlay TBD and approved by BOCC	\$ 350,000	\$ 350,000
TOTAL	\$ 350,000	\$ 350,000

2022 Detailed Expenditures per Project by Month

20.d

Project Code	Projects	Project Estimate	Prior Year Expenditures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Encumbrances	Expenditures to Date	Remaining Project Estimate
CULVERTS														
457	Flat Rock Road	113,500	52,707										52,707.29	60,793
458	Parallel Road	117,000	51,440										51,440.37	65,560
403	Kitten Creek Road	148,000	54,791										54,790.60	93,209
459	Union Road	125,000	56,605										56,605.00	68,395
BRIDGES														
461	Fancy Creek K.O/6.2	653,800	53,850										53,849.92	599,950
454	West 32nd Avenue	1,000,000	1,394,168			967.28	2,343.90	4,339.13	6,894.10	5,923.13	6,594.62		1,421,230.15	0
460	Winkler Mills Bridge	1,200,000	102,836										102,835.61	1,097,164
RECONSTRUCTION														
431	McDowell Creek Road (north end)	3,000,000	515,848										515,848.38	0
OVERLAY														
	4 overlays unidentified	800,000	175,000										175,000.00	625,000
TOTALS		\$9,344,312	\$3,914,471	\$0	4,512.81	6,139.19	\$7,560.93	\$10,458.35	\$8,972.65	\$5,923.13	\$6,594.62	\$0.00	3,964,632.67	\$3,756,255

\$50,161.68

Completed Projects

Attachment: 2022 updated half cent sales tax cash flows August 2022 (12418 : Monthly Cash Flow Report



OUTSIDE AGENCY
Update

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

MEMORANDUM

FROM: Scott Carmichael, RCCD

MEETING: September 8, 2022

SUBJECT: Riley County Conservation District update

PRESENTER: Scott Carmichael, Riley County Conservation District

Enclosures:

- 09-08-22 Riley County Conservation District (PPTX)



Riley County Conservation District

September 8, 2022

“The Mission of the Riley County Conservation District is to provide guidance for the wise use of our natural resources through working with land users, cooperating agencies, and the general public by providing educational information, financial assistance, and represent the interest of land users in the establishment of conservation policies and programs”.





FY 2023 State Cost-Share



State Cost-Share FY 2023 (July 2022 – June 2023)

- Cost-share funds are appropriated for use in each of the 105 counties based on availability and need
 - State cost-share funds remain with the Division of Conservation
- Kansas Conservation Districts administer, manage and direct cost-share funds
 - Cost-share funds have no bearing on day-to-day operational expenses
- Water Resources (WR)
 - \$35,724 committed on 10 contracts
- Non-point Source (NPS)
 - \$15,000 committed on 3 contracts (11 applications)
 - Plus, additional funds to cost-share on soil tests / partnership with KSU Extension
- Total:
 - \$50,724 on 13 projects

State Cost-Share FY 2023 Project Types

- WR (Water Resources)

- Gradient Terraces
- Grassed Waterways



- NPS (Non-Point Source)

- Solar Wells
- Cross Fence





Federal Cost-Share



Federal Cost-Share Programs

- EQIP
 - Environmental Quality Incentives Program
 - Offers technical and financial assistance for working lands, including field crops, specialty crops, organic, confined livestock and grazing, and non-industrial private forest land
 - Terraces, Waterways, Flood Control, Cover Crops, Livestock Watering Systems, Fencing
- CSP
 - Conservation Stewardship Program
 - Grassland: assists producers in protecting grazing land uses; conserving and improving soil, water and wildlife resources; and achieving related conservation values by conserving eligible land through grassland conservation contracts
 - Maintaining prior cropland as grassland
 - Cropland: opportunity for crop growers to enhance their agricultural operations while adopting conservation activities that can reduce energy use, improve soil health, and improve water quality
 - Cover Crops, Buffer Strips, Cropland Water Quality Practices, Wildlife Habitat
- CRP
 - Conservation Reserve Program
 - Farmers enrolled in the program agree to remove environmentally sensitive land from agricultural production and plant species that will improve environmental health and quality

Federal Cost-Share Financial Impact

- NRCS
 - EQIP Federal Funds obligated for FY 2022: \$256,604*
 - Active CSP Grassland Project Funds: \$46,381
 - Active CSP Cropland Project Funds: \$313,736
 - Active EQIP Contracts: \$1,230,107 (7,881 acres)
 - Total: \$1,846,828*
 - *Includes both Riley & Geary Counties – serviced by NRCS Manhattan Field Office
- FSA
 - CRP: \$128,888 in annual payments (Riley County)
 - 114 contracts
 - 1674.17 acres

Overall Financial Impact

Federal EQIP & CSP Programs: \$1,846,828*

- *Includes both Riley & Geary Counties – serviced by NRCS Manhattan Field Office

Federal CRP Program: \$128,888

State Cost-Share: \$ 50,724

Total Financial Impact: \$2,026,440

9/8/2022

8



Community Engagement





Goods & Services

- RCCD has no-till seed drills available for rent
- RCCD is a local retailer for native grass, forb and cover crop seeds
- This is a service for our landowners and supports federal programs that require seeding and/or cover crops



Education

- RCCD has a stream-bank / erosion trailer used as an on-site training aide for school events, Ag-Days, etc.
 - Access to other educational resources through KACD, NACD and NRCS
- Envirothon for high school students
- Congratulations to the MHS Envirothon Team!
 - Winners of both Regional and State competitions, and placed 15th at the National competition in Ohio

Community Engagement

- Conservation Awards for outstanding stewards of the land
- Annual Meeting
- KACD booth at Kansas State Fair
- Contractors List
- Newsletters
- Soil Health / Cover Crop Workshops
- Customer-facing initial point of contact for conservation inquiries
 - New, rural residents
 - Hobby farms
 - Agriculture Producers
 - Soil, Water, Air, Plants & Animals
 - Referrals to partner organizations
 - Coordinate technical info / advice
 - Cost-share program applications





Field Tour



Field Tour

Date TBD

- Start at NRCS Office
- Tour conservation practices of interest
- Q&A with conservation specialists



- Locally governed and funded since 1948
- Supports local implementation of natural resource conservation efforts
- Positive financial impact via support / management of cost-share programs
- Engaged with Riley County citizenry
 - educational outreach
 - resource management technical guidance, supplies and equipment
 - support and celebration of local resource conservation actions
- Integral to the NRCS mission to 'provide resources to farmers and landowners to aid them with conservation'

thank you for your continued support



**EMERGENCY
MANAGEMENT/FIRE**
Staff Update

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

STAFF REPORT

FROM: Russel Stukey Emergency Services Director
MEETING: September 8, 2022
SUBJECT: Monthly Staff Update for EM/Fire
PRESENTER: Russel

Present monthly staff time report and request permission to fill vacant position.

Enclosures:

- 8, 2022 August staff time (DOCX)



Monthly staff time report to BOCC, for the month of August 2022

911

- Concerned with a high utility bill at a tower site and working to identify the issue
- Participated in the 911 addressing committee
- Nex-Gen 911 integration meetings with KSU PD, KSU Tel-com, KS 911 coordinating council and contractors proceeding. Due to KSU PD offices moving from Edwards Hall to Unger Hall this process is getting delayed.
- Constantly working on radio system management, analyzing opportunities to lower the annual operating costs of the 911 system
- 911 working group recommended Ka-Comm as the vendor to move the Cambium Microwave equipment that is no longer being used from old radio system and to use it to replace a current AT&T fiber that is costing us \$1,200 per month. Ka-Comm should start working on this project soon. Once the equipment has been moved, tested, and integrated into the radio system we will be able to discontinue the AT&T fiber connection which is currently costing the 911 fund approximately \$1,200 per month. Update: Ka-Comm is testing components of old system. One component failed testing and they are evaluating the replacement options.

Emergency Management

- Researching CPE security options, working with RCPD, IT, County Counselor
- Presided over NEKHSC meeting in Topeka
- Participated in a Ft. Riley train/Haz-mat exercise
- Assisted Health Dept. with purchase and programming of handheld radios that will work on our system
- Submitted renewal packet for KS Certified Emergency Manager (KCEM)
- Working with KS Forest service and the city of MHK on a Community Wildfire Protection Plan (CWPP)

Items awaiting legal review:

Mobile Command Post upgrade RFP documents

EM Coordinator Laurie Harrison activity EM/911:

- Conducted monthly siren test, Everbridge test, IPAWS test
- Participated in 911 working group
- Pay EM and 911 invoices
- Attended NE regional KEMA meeting
- Continue to review & update Emergency Operations Plan
- Conducted Everbridge training with new users
- Reviewing and updating data in Everbridge
- Reviewing and updating data in CRMCS
- Attended KEMA conference planning meeting



- Participated as an evaluator in KU tabletop exercise
- Attend active violence training
- Participated in Ft Riley exercise

EM Planner Baldwin Fisher:

- Continue coordination with RCPD for Active Violence training for Riley Co employees
- Continue to review & update Emergency Operations Plan
- Reviewed
- COOP
- ESF

Fire

- Attend KEMSA conference in Mulvane
- Have been approached by County zoning/planning & MHK to participate in a sewer benefit district affecting the Konza Station 115 next to the Piano Store. The station does not currently have water or sewer and the Fire District doesn't have any plans to add water or sewer anytime soon. The estimated cost to the Fire District would be \$10,000. My recommendation at this time is to not participate in the proposed sewer district due to no benefit to the fire district
- Looking at different software programs for Fire department records, our current one has been purchased by a larger company and they have indicated that there will be a significant price increase next year.
- Worked with Bertra to update our SAM.gov information
- Dealt with an employee issue
- Updated Admin Assistant PD with HR, Would like to request permission to advertise to fill open budgeted position.
- Participated in Leonardville Hullabaloo recruitment event
- Attended several department head meetings
- Continue to accept and process applications for volunteer firefighters
- Working with HR to update policy manual
- Working with HR on several personnel issues
- Revamping departmental Standard Operating Guidelines

Items awaiting legal review:

- a. University Park proposed fire station property legal description and agreement with UP board to swap property when new fire station is completed
- b. First responder agreement with the City of Randolph, Mercy Hospital Ambulance service (now Riley County EMS) and RCFD #1

**Deputy Chief Doug Russell**

- Responding to multiple calls
- Getting new decals made to update truck numbers.
- B109 completed just waiting on skid unit.
- Tank installed on B115 it is now at KCOMM
- Working with County shops on multiple truck services
- Leonardville Hullabaloo went well.
- Working on SOGS
- B104 Update completed and in service.
- Started initial inspection on P105.
- Attended are Chiefs meeting.
- Facilitated hose testing for Stations 101,102,103,112,115,116

Deputy Chief John Martens

- Responding to emergency calls
- Coordinating and training staff during evening training sessions
- Applied for grant through the Office of the State Fire Marshal for assistance in purchasing new and improved fire helmets for staff
- Assisting in administrative duties while Admin. Assistant position is vacant
- Processing new firefighter applications and working through onboarding process
- Reviewing response maps used by dispatch with station officers to ensure accuracy
- Assistance and coordination of annual hose testing with volunteer station members
- Working with RC Planning and Development staff on fire code and safety recommendations for new businesses
- Completing the remaining 4 Standard Operating Guideline drafts
- Evaluating new RCFD records management software (RMS) options for reports, inspections, asset management

Month End	August
New Applications	5
Hiring In Process	8
Rejected /Withdrawn Candidates	1
Interviews Conducted	3
Hired Candidates	1
Probationary Members	16
Trained Members	101
Active Staff	117



Riley County Emergency Management
Riley County Fire District #1
115 N. 4th Street
Manhattan, Kansas 66501
Phone: 785-537-6331
Fax: 785-537-6331
www.rileycountyks.gov

Resignations	2
Retirements	0

Submitted by:

Russel Stukey, Emergency Services Director



**EMERGENCY
MANAGEMENT/FIRE**
Personnel

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

COMMISSION AGENDA REPORT

FROM: Russel Stukey Emergnecy Services Director

MEETING: September 8, 2022

SUBJECT: Request to fill vacant position

PRESENTER: Russel

BACKGROUND

Our administrative assistant position became vacant 8/29/022 and I am seeking permission advertise and fill this position. This position is critical to the efficient operation of the EM and Fire offices.

DISCUSSION

The associated position description is attached

FISCAL IMPACT

This position is budgeted for in the 2022 and 2023 budget.

RECOMMENDATION(S)

Staff recommends approval to advertise and fill this Administrative Assistant position

POSSIBLE MOTION(S)

Move to approve staff advertise and fill the vacant EM/Fire administrative assistant position.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Administrative Assistant I position description (PDF)
- 2022-09 Fire Admin Asst I(gold) (PDF)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title: ADMINISTRATIVE ASSISTANT I	
Department: Emergency Management/RCFD#1	Division:
Reports to: Emergency Management Assistant Director	
Pay Grade: 4	Status: Full Time
FLSA Status: Non-Exempt	

Position Summary: The Administrative Assistant I facilitates the operation of the Emergency Management/RCRD#1 department by providing a variety of clerical support and administrative tasks.

ESSENTIAL FUNCTIONS:

- Performs clerical duties for the department
- Answers and transfers phone calls, screening when necessary.
- Records messages distributes to appropriate staff member
- Welcomes and directs visitors, staff and volunteers
- Receives and distributes mail
- Maintains filing systems as assigned.
- Processes department accounts payable process, following Riley County standards
- Prepares financial statements, record of expenditure and debt, and budget summaries as requested
- Maintains records of RCFD personnel regarding training, communication and equipment
- Retrieves information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed.
- Responds to and resolves administrative inquiries and questions.
- Coordinates and schedules travel, meetings, interviews training and other appointments for department
- Prepares agendas and schedules for meetings.
- Records and distributes minutes or other records for meetings.
- Records fire reports/runs and control burns
- Maintain fire personnel gear and equipment to include ordering, fitting and issuing such
- Maintain office supplies and coordinates maintenance of office equipment.
- Maintain the Riley County Burn Permit system
- Review and submit payroll information and coordinate new hire process for RCFD#1 Volunteers
- Maintains a system for recording expenses and the use of petty cash.
- Other duties as assigned

POSITION REQUIREMENTS:

Education: A high school diploma or equivalent required; college coursework in related field preferred.

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

Experience: 2 years in an administrative position required. Experience with modern office practices, business English, spelling, and math required. Experience working in an office and with public, proficient in excel, clerical experience preferred. 2 years of public safety related experience in the emergency related fields preferred.

Equivalent combination of education and experience may be considered in lieu of experience.

Skills: Competent organizational skills and advanced computer skills and the ability to work effectively with the public, advisory boards, other agencies, and other county staff. Accurately create records and maintain records management requirements. Must be able to manage multiple tasks, voicemails, emails, and deadlines simultaneously. Must communicate with clarity and precision. Must be able to prioritize tasks based on importance and direction from supervisor. Must coordinate payroll and new hire processes with Human Resources. Required to maintain confidentiality with personnel matters.

Attachment: Administrative Assistant I position description (12405 : Request to fill vacant position)

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Department Emergency Mngmt/RCFD #1 Date 8/31/2022 Job Title Administrative Assistant I

☒ Full Time	☒ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade <u>H</u>	Hours per ☒ Week ☐ Month	Start Date <u>ASAP</u>	☒ Non-Exempt
☐ Part Time	☐ As Needed	☐ Intern	☐ Temporary	40		End Date	☐ Exempt

TYPE OF REQUEST

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

Budgeted Position Request		Non-Budgeted Position Request	
☐ Request to hire replacement- same duties	☐ Request to change budgeted hours	☐ Request to create a new position for current fiscal year only	☐ Request to create a new position which will be included in future annual budgets
☒ Request to hire replacement- new duties	☐ Request to change position status	☐ Request for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee: <u>Lacey Jones</u>	2. Effective date of promotion, transfer, termination, or change: <u>8/29/2022</u>	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☒ Yes ☐ No	3. Estimated cost per year (financial impact): \$	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☐ No
5. Has this position been "On Hold?" ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position:	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position:

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

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

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:

High School or GED; college coursework in related field preferred; 2+ yrs admin position req, exp w/modern office practices, business, English, spelling, & math required; exp working in office w/public; efficient in excel, clerical exp preferred; 2yr+ public safety related exp in emergency related fields preferred

Additional comments: Valid Drivers License; equivalent combination of education & exp may be considered

Approval by: _____ Date: 9/6/22

Department Head: _____

Personnel: _____

BOCC Chairman: _____

BOCC Member: _____

BOCC Member: _____



NOXIOUS WEED/HHW
Staff Update

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

STAFF REPORT

FROM: Michael Boller, Director Riley Co Noxious Weed

MEETING: September 8, 2022

SUBJECT: Staff Update

PRESENTER: Michael Boller, Director Riley Co Noxious Weed

Enclosures:

- 9-1-22 Staff Report (DOC)

Riley County Noxious Weed/HHW Department

Michael Boller, Director

September 1, 2022

Staff Report

Noxious Weed/Mowing:

- Spot spraying for Sericea Lespedeza and fall spraying for Musk Thistle and Field Bindweed will be next spraying operation.
- Solid spraying on sections I and II will begin this month the target also being Musk Thistle and Field Bindweed as well as brush and cedar trees.
- The second round of mowing on county roads is completed and was completed early this year.
- 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. Musk Thistle has gone to seed and no longer in bloom this time of year. Musk Thistle bloom is on far right and larger and more robust. Roadside Thistle is an excellent food source for bees, insects and wild birds and is not a target species for spraying for the noxious weed department.



HHW:

- Next HHW collection at Howie's Recycling is Saturday, September 10, 2022 from 8:00am to 12:00 noon. No business waste or truck loads of waste will be accepted at this event. August collection at Howie's in August was the largest on record. We had 119 participants.
- 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 October and work is ongoing getting all waste ready and approved for shipment.
- The Big Lakes HHW annual report (July1, 2021 – June 30, 2022) 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 15th.