



**Board of Riley County  
Commissioners  
Regular Meeting  
Agenda  
September 11, 2023**

115 North 4th Street  
Manhattan, KS 66502  
[www.rileycountyks.gov](http://www.rileycountyks.gov)

Cindy Kabriel  
785-565-6200

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**Commission Chambers**

**8:30 AM**

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

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

[District 1 – John Ford, Vice Chair](#)

**8:30 AM**

**Call to Order**

**Pledge of Allegiance**

**Public Comment**

1. Public Comments

**Commission Comments**

2. Commission Comments

**Business Meeting**

3. Event Notice for GO Bond Series B, 2023
4. Recovery Month Proclamation
5. Advisory Board appointment letters and Resolution
6. Sign Riley County Employee Action Form(s)

**Review Minutes**

7. Board of Riley County Commissioners - Regular Meeting - Sep 7, 2023 8:00 AM

**Review Tentative Agenda**

8. Tentative Agenda

**Press Conference Topics**

9. Discuss Press Conference

**9:00 AM**

**Shelley Woodard, Deputy County Counselor**

10. A Resolution Authorizing Project Cancellation, Special Assessments, and Public Hearing for Lakeside Heights Sewer #3 and University Park Water #4

**9:15 AM**

**Amanda Webb, Planning/Special Projects Director**

11. Planning & Development - Staff Update

**9:30 AM**

**Press Conference**

12. Presentation of Recovery Month Proclamation for September - Kathryn Focke and Robbin Cole (3-5 minutes)

13. Public Notice - Evan McMillan (1-2 minutes)

**9:40 AM**

**Clancy Holeman, Counselor/Director of Administrative Services**

14. Executive session for preliminary discussions relating to the acquisition of real property

**10:10 AM**

**John Ellermann, Public Works Director/County Engineer**

15. Public Works Project Update

**10:25 AM**

**Russel Stukey, Emergency Management Director/Fire Chief**

16. Request Permission to advertise for bids for RCFD #1, Station 102, Ashland

**10:40 AM**

**Clancy Holeman, Counselor/Director of Administrative Services**

17. Administrative Work Session  
18. Pending County Projects County Counselor

**11:00 AM**

**John Ellermann, Public Works Director/County Engineer**

19. Request to fill two open Public Works Operator II Position

### **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 12, 2023 (KF).

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



**COUNTY CLERK & ELECTIONS**  
*Bond*

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

## COMMISSION AGENDA REPORT

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**FROM:** Brittany Phillips, Budget & Finance Officer

**MEETING:** September 11, 2023

**SUBJECT:** Event Notice for GO Bond Series B, 2023

**PRESENTER:** Brittany Phillips, Budget & Finance Officer

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### **BACKGROUND**

We work with MuniCom to file financial event notices regarding bonds sold to local banks. September 1, we closed on the University Park Lagoon Financing and received the financing from Riley State Bank.

### **DISCUSSION**

Robert Thomas with MuniCom submits the event notice to Electronic Municipal Market Access (EMMA).

### **RECOMMENDATION(S)**

I would recommend commissioners to acknowledge and accept that this our Event Notice for GO Bond Series B, 2023 has been filed on behalf of Riley County.

### **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:**

- SubmissionConfirmation - Event Notice 9-1-2022 (PDF)



Submission ID: P21308693

Submission Date: 9/2/2023 5:23 PM

Status: PUBLISHED

#### Disclosure Categories

Rule 15c2-12 Disclosure

Financial Obligation - Incurrence or Agreement: Event Notice - Issuance of General Obligation Temporary Notes, Series B, 2023 Debt Obligation as of 09/01/2023

#### Document

| File                                            | Period Date |
|-------------------------------------------------|-------------|
| <a href="#">9-1-2023 Event Notice(post).pdf</a> | 09/02/2023  |

#### Associated Securities

The following are associated with this continuing disclosure submission.

| CUSIP-6 | Issuer Name          |
|---------|----------------------|
| 766634  | RILEY COUNTY, KANSAS |

Total CUSIPs associated with this submission: 421

The disclosure will be published for the following securities.

| CUSIP-9   | Issue Description                                 | Dated Date | Maturity Date | Coupon (%) |
|-----------|---------------------------------------------------|------------|---------------|------------|
| 766634VG1 | GENERAL OBLIGATION REFUNDING BONDS, SERIES B 2021 | 08/31/2021 | 09/01/2022    | 3          |
| 766634VH9 | GENERAL OBLIGATION REFUNDING BONDS, SERIES B 2021 | 08/31/2021 | 09/01/2023    | 3          |
| 766634VJ5 | GENERAL OBLIGATION REFUNDING BONDS, SERIES B 2021 | 08/31/2021 | 09/01/2024    | 3          |
| 766634VK2 | GENERAL OBLIGATION REFUNDING BONDS, SERIES B 2021 | 08/31/2021 | 09/01/2025    | 3          |
| 766634VL0 | GENERAL OBLIGATION REFUNDING BONDS, SERIES B 2021 | 08/31/2021 | 09/01/2026    | 3          |
| 766634VM8 | GENERAL OBLIGATION REFUNDING BONDS, SERIES B 2021 | 08/31/2021 | 09/01/2027    | 3          |
| 766634VN6 | GENERAL OBLIGATION REFUNDING BONDS, SERIES B 2021 | 08/31/2021 | 09/01/2028    | 3          |
| 766634VP1 | GENERAL OBLIGATION REFUNDING BONDS, SERIES B 2021 | 08/31/2021 | 09/01/2029    | 3          |
| 766634VQ9 | GENERAL OBLIGATION REFUNDING BONDS, SERIES B 2021 | 08/31/2021 | 09/01/2030    | 3          |
| 766634VU0 | GENERAL OBLIGATION REFUNDING BONDS, SERIES B 2021 | 08/31/2021 | 09/01/2034    | 2          |
| 766634VY2 | GENERAL OBLIGATION REFUNDING BONDS, SERIES B 2021 | 08/31/2021 | 09/01/2038    | 2          |
| 766634WB1 | GENERAL OBLIGATION REFUNDING BONDS, SERIES B 2021 | 08/31/2021 | 09/01/2041    | 2          |
| 766634WG0 | GENERAL OBLIGATION REFUNDING BONDS, SERIES B 2021 | 08/31/2021 | 09/01/2046    | 2.125      |
| 766634WM7 | GENERAL OBLIGATION REFUNDING BONDS, SERIES B 2021 | 08/31/2021 | 09/01/2051    | 2.25       |
| 766634WN5 | GENERAL OBLIGATION REFUNDING BONDS, SERIES B 2021 | 08/31/2021 | 09/01/2052    | 2.25       |

Attachment: SubmissionConfirmation - Event Notice 9-1-2022 (13714 : Event Notice for GO Bond Series B, 2023)

| CUSIP-9   | Issue Description                                             | Dated Date | Maturity Date | Coupon (%) |
|-----------|---------------------------------------------------------------|------------|---------------|------------|
| 766634UX5 | GENERAL OBLIGATION REFUNDING BONDS SERIES 2017                | 11/15/2017 | 09/01/2018    | 2          |
| 766634UY3 | GENERAL OBLIGATION REFUNDING BONDS SERIES 2017                | 11/15/2017 | 09/01/2019    | 2          |
| 766634UZ0 | GENERAL OBLIGATION REFUNDING BONDS SERIES 2017                | 11/15/2017 | 09/01/2020    | 2          |
| 766634VA4 | GENERAL OBLIGATION REFUNDING BONDS SERIES 2017                | 11/15/2017 | 09/01/2021    | 2          |
| 766634VB2 | GENERAL OBLIGATION REFUNDING BONDS SERIES 2017                | 11/15/2017 | 09/01/2022    | 2          |
| 766634VC0 | GENERAL OBLIGATION REFUNDING BONDS SERIES 2017                | 11/15/2017 | 09/01/2023    | 2          |
| 766634VD8 | GENERAL OBLIGATION REFUNDING BONDS SERIES 2017                | 11/15/2017 | 09/01/2024    | 2          |
| 766634VE6 | GENERAL OBLIGATION REFUNDING BONDS SERIES 2017                | 11/15/2017 | 09/01/2025    | 2          |
| 766634UG2 | GENERAL OBLIGATION REFUNDING AND IMPROVMENT BONDS SERIES 2013 | 09/17/2013 | 09/01/2014    | 3          |
| 766634UH0 | GENERAL OBLIGATION REFUNDING AND IMPROVMENT BONDS SERIES 2013 | 09/17/2013 | 09/01/2015    | 3          |
| 766634UJ6 | GENERAL OBLIGATION REFUNDING AND IMPROVMENT BONDS SERIES 2013 | 09/17/2013 | 09/01/2016    | 3          |
| 766634UK3 | GENERAL OBLIGATION REFUNDING AND IMPROVMENT BONDS SERIES 2013 | 09/17/2013 | 09/01/2017    | 3          |
| 766634UL1 | GENERAL OBLIGATION REFUNDING AND IMPROVMENT BONDS SERIES 2013 | 09/17/2013 | 09/01/2018    | 3          |
| 766634UP2 | GENERAL OBLIGATION REFUNDING AND IMPROVMENT BONDS SERIES 2013 | 09/17/2013 | 09/01/2021    | 3          |
| 766634US6 | GENERAL OBLIGATION REFUNDING AND IMPROVMENT BONDS SERIES 2013 | 09/17/2013 | 09/01/2024    | 3          |
| 766634UW7 | GENERAL OBLIGATION REFUNDING AND IMPROVMENT BONDS SERIES 2013 | 09/17/2013 | 09/01/2028    | 3.5        |
| 766634UF4 | GENERAL OBLIGATION TEMPORARY NOTES SERIES 2012                | 12/20/2012 | 09/01/2013    | 0.25       |
| 766634TV1 | GENERAL OBLIGATION BONDS SERIES 2012                          | 08/30/2012 | 09/01/2013    | 0.45       |
| 766634TW9 | GENERAL OBLIGATION BONDS SERIES 2012                          | 08/30/2012 | 09/01/2014    | 0.6        |
| 766634TX7 | GENERAL OBLIGATION BONDS SERIES 2012                          | 08/30/2012 | 09/01/2015    | 0.75       |
| 766634TY5 | GENERAL OBLIGATION BONDS SERIES 2012                          | 08/30/2012 | 09/01/2016    | 1          |
| 766634TZ2 | GENERAL OBLIGATION BONDS SERIES 2012                          | 08/30/2012 | 09/01/2017    | 1.2        |
| 766634UA5 | GENERAL OBLIGATION BONDS SERIES 2012                          | 08/30/2012 | 09/01/2018    | 1.4        |
| 766634UB3 | GENERAL OBLIGATION BONDS SERIES 2012                          | 08/30/2012 | 09/01/2019    | 1.55       |
| 766634UC1 | GENERAL OBLIGATION BONDS SERIES 2012                          | 08/30/2012 | 09/01/2020    | 1.7        |
| 766634UD9 | GENERAL OBLIGATION BONDS SERIES 2012                          | 08/30/2012 | 09/01/2021    | 1.85       |
| 766634UE7 | GENERAL OBLIGATION BONDS SERIES 2012                          | 08/30/2012 | 09/01/2022    | 2          |
| 766634TU3 | GENERAL OBLIGATION TEMPORARY NOTES SERIES 2011                | 12/29/2011 | 09/01/2012    | 1          |
| 766634SY6 | GO REFUNDING & IMPROVEMENT SERIES 2010-B                      | 12/01/2010 | 09/01/2011    | 3          |
| 766634SZ3 | GO REFUNDING & IMPROVEMENT SERIES 2010-B                      | 12/01/2010 | 09/01/2012    | 3          |
| 766634TA7 | GO REFUNDING & IMPROVEMENT SERIES 2010-B                      | 12/01/2010 | 09/01/2013    | 3          |
| 766634TB5 | GO REFUNDING & IMPROVEMENT SERIES 2010-B                      | 12/01/2010 | 09/01/2014    | 3          |
| 766634TC3 | GO REFUNDING & IMPROVEMENT SERIES 2010-B                      | 12/01/2010 | 09/01/2015    | 3          |
| 766634TD1 | GO REFUNDING & IMPROVEMENT SERIES 2010-B                      | 12/01/2010 | 09/01/2016    | 3          |

Attachment: SubmissionConfirmation - Event Notice 9-1-2022 (13714 : Event Notice for GO Bond Series B, 2023)

| CUSIP-9   | Issue Description                        | Dated Date | Maturity Date | Coupon (%) |
|-----------|------------------------------------------|------------|---------------|------------|
| 766634TE9 | GO REFUNDING & IMPROVEMENT SERIES 2010-B | 12/01/2010 | 09/01/2017    | 3          |
| 766634TH2 | GO REFUNDING & IMPROVEMENT SERIES 2010-B | 12/01/2010 | 09/01/2020    | 3.375      |
| 766634TN9 | GO REFUNDING & IMPROVEMENT SERIES 2010-B | 12/01/2010 | 09/01/2025    | 4.125      |
| 766634SN0 | GENERAL OBLIGATION BONDS SERIES 2010     | 03/01/2010 | 09/01/2011    | 2          |
| 766634SP5 | GENERAL OBLIGATION BONDS SERIES 2010     | 03/01/2010 | 09/01/2012    | 2          |
| 766634SQ3 | GENERAL OBLIGATION BONDS SERIES 2010     | 03/01/2010 | 09/01/2013    | 2          |
| 766634SR1 | GENERAL OBLIGATION BONDS SERIES 2010     | 03/01/2010 | 09/01/2014    | 2          |
| 766634SU4 | GENERAL OBLIGATION BONDS SERIES 2010     | 03/01/2010 | 09/01/2017    | 2.75       |
| 766634SX8 | GENERAL OBLIGATION BONDS SERIES 2010     | 03/01/2010 | 09/01/2020    | 3.375      |
| 766634SK6 | GENERAL OBLIGATION BONDS SERIES 2009     | 07/15/2009 | 09/01/2014    | 5.9        |
| 766634SL4 | GENERAL OBLIGATION BONDS SERIES 2009     | 07/15/2009 | 09/01/2017    | 5.8        |
| 766634SM2 | GENERAL OBLIGATION BONDS SERIES 2009     | 07/15/2009 | 09/01/2019    | 5.9        |
| 766634SJ9 | TEMP NTS                                 | 07/15/2008 | 03/01/2009    | 2.5        |
| 766634SB6 | SER B                                    | 08/15/2005 | 09/01/2006    | 5          |
| 766634SC4 | SER B                                    | 08/15/2005 | 09/01/2007    | 4          |
| 766634SD2 | SER B                                    | 08/15/2005 | 09/01/2008    | 3.05       |
| 766634SE0 | SER B                                    | 08/15/2005 | 09/01/2009    | 3.15       |
| 766634SF7 | SER B                                    | 08/15/2005 | 09/01/2010    | 3.25       |
| 766634SG5 | SER B                                    | 08/15/2005 | 09/01/2011    | 3.3        |
| 766634SH3 | SER B                                    | 08/15/2005 | 09/01/2012    | 3.4        |
| 766634RM3 | RFDG                                     | 05/15/2005 | 09/01/2005    | 2.6        |
| 766634RN1 | RFDG                                     | 05/15/2005 | 09/01/2006    | 2.7        |
| 766634RP6 | RFDG                                     | 05/15/2005 | 09/01/2007    | 2.8        |
| 766634RQ4 | RFDG                                     | 05/15/2005 | 09/01/2008    | 2.9        |
| 766634RR2 | RFDG                                     | 05/15/2005 | 09/01/2009    | 3.05       |
| 766634RS0 | RFDG                                     | 05/15/2005 | 09/01/2010    | 3.2        |
| 766634RT8 | RFDG                                     | 05/15/2005 | 09/01/2011    | 3.35       |
| 766634RU5 | RFDG                                     | 05/15/2005 | 09/01/2012    | 3.5        |
| 766634RV3 | RFDG                                     | 05/15/2005 | 09/01/2013    | 3.6        |
| 766634RW1 | RFDG                                     | 05/15/2005 | 09/01/2014    | 3.7        |
| 766634RX9 | RFDG                                     | 05/15/2005 | 09/01/2015    | 3.8        |
| 766634RY7 | RFDG                                     | 05/15/2005 | 09/01/2016    | 3.85       |
| 766634RZ4 | RFDG                                     | 05/15/2005 | 09/01/2017    | 3.95       |
| 766634SA8 | RFDG                                     | 05/15/2005 | 09/01/2018    | 4          |

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| CUSIP-9   | Issue Description | Dated Date | Maturity Date | Coupon (%) |
|-----------|-------------------|------------|---------------|------------|
| 766634RL5 | TEMP NTS          | 08/31/2004 | 08/31/2005    | 1.92       |
| 766634RA9 | SER A             | 01/15/2004 | 09/01/2005    | 4.25       |
| 766634RB7 | SER A             | 01/15/2004 | 09/01/2006    | 4.25       |
| 766634RC5 | SER A             | 01/15/2004 | 09/01/2007    | 3.5        |
| 766634RD3 | SER A             | 01/15/2004 | 09/01/2008    | 3.25       |
| 766634RE1 | SER A             | 01/15/2004 | 09/01/2009    | 2.7        |
| 766634RF8 | SER A             | 01/15/2004 | 09/01/2010    | 3          |
| 766634RG6 | SER A             | 01/15/2004 | 09/01/2011    | 3.2        |
| 766634RH4 | SER A             | 01/15/2004 | 09/01/2012    | 3.4        |
| 766634RJ0 | SER A             | 01/15/2004 | 09/01/2013    | 3.6        |
| 766634RK7 | SER A             | 01/15/2004 | 09/01/2014    | 3.75       |
| 766634QZ5 | TEMP NTS-SER 2    | 07/01/2003 | 09/01/2005    | 1.65       |
| 766634QY8 | TEMP NTS          | 05/15/2003 | 05/15/2004    | 1.4        |
| 766634QC6 | G.O. BDS 2002     | 09/01/2002 | 09/01/2003    | 3          |
| 766634QD4 | G.O. BDS 2002     | 09/01/2002 | 09/01/2004    | 2.25       |
| 766634QE2 | G.O. BDS 2002     | 09/01/2002 | 09/01/2005    | 1.9        |
| 766634QF9 | G.O. BDS 2002     | 09/01/2002 | 09/01/2006    | 2.3        |
| 766634QG7 | G.O. BDS 2002     | 09/01/2002 | 09/01/2007    | 2.6        |
| 766634QH5 | G.O. BDS 2002     | 09/01/2002 | 09/01/2008    | 2.9        |
| 766634QJ1 | G.O. BDS 2002     | 09/01/2002 | 09/01/2009    | 3.1        |
| 766634QK8 | G.O. BDS 2002     | 09/01/2002 | 09/01/2010    | 3.3        |
| 766634QL6 | G.O. BDS 2002     | 09/01/2002 | 09/01/2011    | 3.4        |
| 766634QM4 | G.O. BDS 2002     | 09/01/2002 | 09/01/2012    | 3.5        |
| 766634QN2 | G.O. BDS 2002     | 09/01/2002 | 09/01/2013    | 3.65       |
| 766634QP7 | G.O. BDS 2002     | 09/01/2002 | 09/01/2014    | 3.75       |
| 766634QQ5 | G.O. BDS 2002     | 09/01/2002 | 09/01/2015    | 3.9        |
| 766634QR3 | G.O. BDS 2002     | 09/01/2002 | 09/01/2016    | 4          |
| 766634QS1 | G.O. BDS 2002     | 09/01/2002 | 09/01/2017    | 4.1        |
| 766634QT9 | G.O. BDS 2002     | 09/01/2002 | 09/01/2018    | 4.2        |
| 766634QU6 | G.O. BDS 2002     | 09/01/2002 | 09/01/2019    | 4.3        |
| 766634QV4 | G.O. BDS 2002     | 09/01/2002 | 09/01/2020    | 4.4        |
| 766634QW2 | G.O. BDS 2002     | 09/01/2002 | 09/01/2021    | 4.5        |
| 766634QX0 | G.O. BDS 2002     | 09/01/2002 | 09/01/2022    | 4.6        |
| 766634QB8 | TEMP NTS          | 07/01/2002 | 07/01/2003    | 2.1        |



| CUSIP-9   | Issue Description | Dated Date | Maturity Date | Coupon (%) |
|-----------|-------------------|------------|---------------|------------|
| 766634QA0 | TEMP NTS          | 06/01/2002 | 06/01/2003    | 3.7        |
| 766634PZ6 | TEMP NTS          | 04/01/2002 | 04/01/2003    | 2.75       |
| 766634PY9 | TEMP NTS-SER 2    | 10/01/2001 | 10/01/2002    | 2.65       |
| 766634PX1 | TEMP NTS-SER 1    | 06/01/2001 | 06/01/2002    | 3.7        |
| 766634PA1 | SER A             | 12/01/2000 | 09/01/2001    | 6.75       |
| 766634PB9 | SER A             | 12/01/2000 | 09/01/2002    | 6.7        |
| 766634PC7 | SER A             | 12/01/2000 | 09/01/2003    | 6.5        |
| 766634PD5 | SER A             | 12/01/2000 | 09/01/2004    | 6.375      |
| 766634PE3 | SER A             | 12/01/2000 | 09/01/2005    | 6.25       |
| 766634PF0 | SER A             | 12/01/2000 | 09/01/2006    | 6.1        |
| 766634PG8 | SER A             | 12/01/2000 | 09/01/2007    | 6          |
| 766634PH6 | SER A             | 12/01/2000 | 09/01/2008    | 4.95       |
| 766634PJ2 | SER A             | 12/01/2000 | 09/01/2009    | 5          |
| 766634PK9 | SER A             | 12/01/2000 | 09/01/2010    | 5.1        |
| 766634PL7 | SER A             | 12/01/2000 | 09/01/2011    | 5.2        |
| 766634PM5 | SER A             | 12/01/2000 | 09/01/2012    | 5.3        |
| 766634PN3 | SER A             | 12/01/2000 | 09/01/2013    | 5.35       |
| 766634PP8 | SER A             | 12/01/2000 | 09/01/2014    | 5.45       |
| 766634PQ6 | SER A             | 12/01/2000 | 09/01/2015    | 5.55       |
| 766634PR4 | SER A             | 12/01/2000 | 09/01/2016    | 5.6        |
| 766634PS2 | SER A             | 12/01/2000 | 09/01/2017    | 5.65       |
| 766634PT0 | SER A             | 12/01/2000 | 09/01/2018    | 5.7        |
| 766634PU7 | SER A             | 12/01/2000 | 09/01/2019    | 5.75       |
| 766634PV5 | SER A             | 12/01/2000 | 09/01/2020    | 5.75       |
| 766634PW3 | TEMP NTS-SER 2    | 10/15/2000 | 10/15/2001    | 4.95       |
| 766634NZ8 | TEMP NTS-SER 1    | 02/01/2000 | 02/01/2001    | 5          |
| 766634NY1 | TEMP NTS-SER 2    | 11/01/1999 | 11/01/2000    | 4.49       |
| 766634NG0 | SER A             | 03/01/1999 | 09/01/2000    | 6          |
| 766634NH8 | SER A             | 03/01/1999 | 09/01/2001    | 6          |
| 766634NJ4 | SER A             | 03/01/1999 | 09/01/2002    | 5.4        |
| 766634NK1 | SER A             | 03/01/1999 | 09/01/2003    | 4.65       |
| 766634NL9 | SER A             | 03/01/1999 | 09/01/2004    | 4.05       |
| 766634NM7 | SER A             | 03/01/1999 | 09/01/2005    | 4.1        |
| 766634NN5 | SER A             | 03/01/1999 | 09/01/2006    | 4.2        |

| CUSIP-9   | Issue Description | Dated Date | Maturity Date | Coupon (%) |
|-----------|-------------------|------------|---------------|------------|
| 766634NP0 | SER A             | 03/01/1999 | 09/01/2007    | 4.25       |
| 766634NQ8 | SER A             | 03/01/1999 | 09/01/2008    | 4.35       |
| 766634NR6 | SER A             | 03/01/1999 | 09/01/2009    | 4.45       |
| 766634NS4 | SER A             | 03/01/1999 | 09/01/2010    | 5          |
| 766634NT2 | SER A             | 03/01/1999 | 09/01/2011    | 5          |
| 766634NU9 | SER A             | 03/01/1999 | 09/01/2012    | 5          |
| 766634NV7 | SER A             | 03/01/1999 | 09/01/2013    | 5          |
| 766634NW5 | SER A             | 03/01/1999 | 09/01/2014    | 5          |
| 766634NX3 | TEMP NTS-SER 1    | 03/01/1999 | 03/01/2000    | 4.16       |
| 766634NF2 | TEMP NTS-SER 4    | 12/01/1998 | 11/30/1999    | 4.1        |
| 766634ND7 | TEMP NTS-SER 2    | 10/01/1998 | 10/01/1999    | 4.15       |
| 766634NE5 | TEMP NTS-SER 3    | 10/01/1998 | 10/01/2001    | 3.94       |
| 766634NC9 | TEMP NTS-SER 1    | 02/01/1998 | 02/01/2001    | 4.12       |
| 766634MM8 | RFDG-SER A        | 01/15/1998 | 09/01/1998    | 4          |
| 766634MN6 | RFDG-SER A        | 01/15/1998 | 09/01/1999    | 3.8        |
| 766634MP1 | RFDG-SER A        | 01/15/1998 | 09/01/2000    | 3.9        |
| 766634MQ9 | RFDG-SER A        | 01/15/1998 | 09/01/2001    | 4          |
| 766634MR7 | RFDG-SER A        | 01/15/1998 | 09/01/2002    | 4.05       |
| 766634MS5 | RFDG-SER A        | 01/15/1998 | 09/01/2003    | 4.1        |
| 766634MT3 | RFDG-SER A        | 01/15/1998 | 09/01/2004    | 4.2        |
| 766634MU0 | RFDG-SER A        | 01/15/1998 | 09/01/2005    | 4.25       |
| 766634MV8 | RFDG-SER A        | 01/15/1998 | 09/01/2006    | 4.3        |
| 766634MW6 | RFDG-SER A        | 01/15/1998 | 09/01/2007    | 4.35       |
| 766634MX4 | RFDG-SER A        | 01/15/1998 | 09/01/2008    | 4.4        |
| 766634MY2 | RFDG-SER A        | 01/15/1998 | 09/01/2009    | 4.5        |
| 766634MZ9 | RFDG-SER A        | 01/15/1998 | 09/01/2010    | 4.55       |
| 766634NA3 | RFDG-SER A        | 01/15/1998 | 09/01/2011    | 4.6        |
| 766634NB1 | RFDG-SER A        | 01/15/1998 | 09/01/2012    | 4.6        |
| 766634LQ0 | SER A             | 10/01/1997 | 09/01/1999    | 5.25       |
| 766634LR8 | SER A             | 10/01/1997 | 09/01/2000    | 5.25       |
| 766634LS6 | SER A             | 10/01/1997 | 09/01/2001    | 5.25       |
| 766634LT4 | SER A             | 10/01/1997 | 09/01/2002    | 5          |
| 766634LU1 | SER A             | 10/01/1997 | 09/01/2003    | 5          |
| 766634LV9 | SER A             | 10/01/1997 | 09/01/2004    | 5          |

| CUSIP-9   | Issue Description      | Dated Date | Maturity Date | Coupon (%) |
|-----------|------------------------|------------|---------------|------------|
| 766634LW7 | SER A                  | 10/01/1997 | 09/01/2005    | 4.45       |
| 766634LX5 | SER A                  | 10/01/1997 | 09/01/2006    | 4.5        |
| 766634LY3 | SER A                  | 10/01/1997 | 09/01/2007    | 4.6        |
| 766634LZ0 | SER A                  | 10/01/1997 | 09/01/2008    | 4.65       |
| 766634MA4 | SER A                  | 10/01/1997 | 09/01/2009    | 4.75       |
| 766634MB2 | SER A                  | 10/01/1997 | 09/01/2010    | 4.85       |
| 766634MC0 | SER A                  | 10/01/1997 | 09/01/2011    | 4.95       |
| 766634MD8 | SER A                  | 10/01/1997 | 09/01/2012    | 5          |
| 766634ME6 | SER A                  | 10/01/1997 | 09/01/2013    | 5.05       |
| 766634MF3 | SER A                  | 10/01/1997 | 09/01/2014    | 5.1        |
| 766634MG1 | SER A                  | 10/01/1997 | 09/01/2015    | 5.15       |
| 766634MH9 | SER A                  | 10/01/1997 | 09/01/2016    | 5.2        |
| 766634MJ5 | SER A                  | 10/01/1997 | 09/01/2017    | 5.25       |
| 766634MK2 | SER A                  | 10/01/1997 | 09/01/2018    | 5.3        |
| 766634ML0 | TEMP NTS-SER 3         | 10/01/1997 | 10/01/1998    | 4.44       |
| 766634LP2 | TEMP NTS-SER 3         | 10/01/1997 | 10/01/2000    | 4.55       |
| 766634LN7 | TEMP NTS-SER 2         | 06/15/1997 | 06/14/1998    | 4.23       |
| 766634LM9 | RENEWAL TEMP NTS-SER 1 | 04/15/1997 | 04/14/1998    | 4.4        |
| 766634KR9 | SER C                  | 12/15/1996 | 09/01/1998    | 5          |
| 766634KS7 | SER C                  | 12/15/1996 | 09/01/1999    | 5          |
| 766634KT5 | SER C                  | 12/15/1996 | 09/01/2000    | 5          |
| 766634KU2 | SER C                  | 12/15/1996 | 09/01/2001    | 5          |
| 766634KV0 | SER C                  | 12/15/1996 | 09/01/2002    | 5          |
| 766634KW8 | SER C                  | 12/15/1996 | 09/01/2003    | 4.75       |
| 766634KX6 | SER C                  | 12/15/1996 | 09/01/2004    | 4.45       |
| 766634KY4 | SER C                  | 12/15/1996 | 09/01/2005    | 4.55       |
| 766634KZ1 | SER C                  | 12/15/1996 | 09/01/2006    | 4.65       |
| 766634LA5 | SER C                  | 12/15/1996 | 09/01/2007    | 4.75       |
| 766634LB3 | SER C                  | 12/15/1996 | 09/01/2008    | 4.85       |
| 766634LC1 | SER C                  | 12/15/1996 | 09/01/2009    | 5          |
| 766634LD9 | SER C                  | 12/15/1996 | 09/01/2010    | 5.1        |
| 766634LE7 | SER C                  | 12/15/1996 | 09/01/2011    | 5.2        |
| 766634LF4 | SER C                  | 12/15/1996 | 09/01/2012    | 5.25       |
| 766634LG2 | SER C                  | 12/15/1996 | 09/01/2013    | 5.25       |

| CUSIP-9   | Issue Description           | Dated Date | Maturity Date | Coupon (%) |
|-----------|-----------------------------|------------|---------------|------------|
| 766634LH0 | SER C                       | 12/15/1996 | 09/01/2014    | 5.3        |
| 766634LJ6 | SER C                       | 12/15/1996 | 09/01/2015    | 5.3        |
| 766634LK3 | SER C                       | 12/15/1996 | 09/01/2016    | 5.35       |
| 766634LL1 | SER C                       | 12/15/1996 | 09/01/2017    | 5.35       |
| 766634KP3 | TEMP NTS NO 1-SER 4         | 11/15/1996 | 11/14/1997    | 4.43       |
| 766634KQ1 | TEMP NTS-NO 1-SER 5         | 11/01/1996 | 10/31/1997    | 4.25       |
| 766634KN8 | TEMP NTS-SER 1996-3         | 07/01/1996 | 07/01/1997    | 4.6        |
| 766634KM0 | TEMP NTS-SER 2              | 05/01/1996 | 04/30/1997    |            |
| 766634JW0 | SER A                       | 01/01/1996 | 09/01/1997    |            |
| 766634JX8 | SER A                       | 01/01/1996 | 09/01/1998    |            |
| 766634JY6 | SER A                       | 01/01/1996 | 09/01/1999    |            |
| 766634JZ3 | SER A                       | 01/01/1996 | 09/01/2000    |            |
| 766634KA6 | SER B                       | 01/01/1996 | 09/01/1997    |            |
| 766634KB4 | SER B                       | 01/01/1996 | 09/01/1998    | 5.99       |
| 766634KC2 | SER B                       | 01/01/1996 | 09/01/1999    | 5.99       |
| 766634KD0 | SER B                       | 01/01/1996 | 09/01/2000    | 5.99       |
| 766634KE8 | SER B                       | 01/01/1996 | 09/01/2001    | 5.99       |
| 766634KF5 | SER B                       | 01/01/1996 | 09/01/2002    | 5.99       |
| 766634KG3 | SER B                       | 01/01/1996 | 09/01/2003    | 5.99       |
| 766634KH1 | SER B                       | 01/01/1996 | 09/01/2004    | 5.99       |
| 766634KJ7 | SER B                       | 01/01/1996 | 09/01/2005    | 5.99       |
| 766634KK4 | SER B                       | 01/01/1996 | 09/01/2006    | 5.99       |
| 766634KL2 | TEMP NTS-SER 1              | 01/01/1996 | 12/31/1996    | 3.87       |
| 766634JV2 | TEMP NTS-SER 95-5-KONZA WTR | 12/01/1995 | 11/30/1996    | 4.43       |
| 766634JT7 | TEMP NTS NO 1-SER 95-3      | 08/01/1995 | 08/01/1996    | 4.27       |
| 766634JU4 | TEMP NTS NO 1-SER 95-4      | 08/01/1995 | 08/01/1996    | 4.27       |
| 766634JR1 | TEMP NTS-SER 95-1           | 07/20/1995 | 07/20/1996    | 4.5        |
| 766634JS9 | TEMP NTS-SER 95-2           | 07/20/1995 | 07/20/1996    | 4.5        |
| 766634HV4 | SER B                       | 11/15/1994 | 09/01/1995    | 6.5        |
| 766634HW2 | SER B                       | 11/15/1994 | 09/01/1996    | 6.5        |
| 766634HX0 | SER B                       | 11/15/1994 | 09/01/1997    | 6.5        |
| 766634HY8 | SER B                       | 11/15/1994 | 09/01/1998    | 6.5        |
| 766634HZ5 | SER B                       | 11/15/1994 | 09/01/1999    | 6.5        |
| 766634JA8 | SER B                       | 11/15/1994 | 09/01/2000    | 6.5        |

| CUSIP-9   | Issue Description                              | Dated Date | Maturity Date | Coupon (%) |
|-----------|------------------------------------------------|------------|---------------|------------|
| 766634JB6 | SER B                                          | 11/15/1994 | 09/01/2001    | 6          |
| 766634JC4 | SER B                                          | 11/15/1994 | 09/01/2002    | 5.65       |
| 766634JD2 | SER B                                          | 11/15/1994 | 09/01/2003    | 5.75       |
| 766634JE0 | SER B                                          | 11/15/1994 | 09/01/2004    | 5.85       |
| 766634JF7 | SER B                                          | 11/15/1994 | 09/01/2005    | 6          |
| 766634JG5 | SER B                                          | 11/15/1994 | 09/01/2006    | 6.1        |
| 766634JH3 | SER B                                          | 11/15/1994 | 09/01/2007    | 6.2        |
| 766634JJ9 | SER B                                          | 11/15/1994 | 09/01/2008    | 6.3        |
| 766634JK6 | SER B                                          | 11/15/1994 | 09/01/2009    | 6.4        |
| 766634JL4 | SER B                                          | 11/15/1994 | 09/01/2010    | 6.5        |
| 766634JM2 | SER B                                          | 11/15/1994 | 09/01/2011    | 6.6        |
| 766634JN0 | SER B                                          | 11/15/1994 | 09/01/2012    | 6.6        |
| 766634JP5 | SER B                                          | 11/15/1994 | 09/01/2013    | 6.6        |
| 766634JQ3 | SER B                                          | 11/15/1994 | 09/01/2014    | 6.6        |
| 766634HU6 | TEMP NTS-SER 5                                 | 08/15/1994 | 12/01/1994    | 3.75       |
| 766634GY9 | SER A-LANDFILL REMEDIATION,TRANSFER STAT IMPTS | 05/01/1994 | 09/01/1995    | 6.5        |
| 766634GZ6 | SER A-LANDFILL REMEDIATION,TRANSFER STAT IMPTS | 05/01/1994 | 09/01/1996    | 6.5        |
| 766634HA0 | SER A-LANDFILL REMEDIATION,TRANSFER STAT IMPTS | 05/01/1994 | 09/01/1997    | 6.5        |
| 766634HB8 | SER A-LANDFILL REMEDIATION,TRANSFER STAT IMPTS | 05/01/1994 | 09/01/1998    | 6.5        |
| 766634HC6 | SER A-LANDFILL REMEDIATION,TRANSFER STAT IMPTS | 05/01/1994 | 09/01/1999    | 6.5        |
| 766634HD4 | SER A-LANDFILL REMEDIATION,TRANSFER STAT IMPTS | 05/01/1994 | 09/01/2000    | 6.5        |
| 766634HE2 | SER A-LANDFILL REMEDIATION,TRANSFER STAT IMPTS | 05/01/1994 | 09/01/2001    | 5.1        |
| 766634HF9 | SER A-LANDFILL REMEDIATION,TRANSFER STAT IMPTS | 05/01/1994 | 09/01/2002    | 5.2        |
| 766634HG7 | SER A-LANDFILL REMEDIATION,TRANSFER STAT IMPTS | 05/01/1994 | 09/01/2003    | 5.3        |
| 766634HH5 | SER A-LANDFILL REMEDIATION,TRANSFER STAT IMPTS | 05/01/1994 | 09/01/2004    | 5.4        |
| 766634HJ1 | SER A-LANDFILL REMEDIATION,TRANSFER STAT IMPTS | 05/01/1994 | 09/01/2005    | 5.5        |
| 766634HK8 | SER A-LANDFILL REMEDIATION,TRANSFER STAT IMPTS | 05/01/1994 | 09/01/2006    | 5.65       |
| 766634HL6 | SER A-LANDFILL REMEDIATION,TRANSFER STAT IMPTS | 05/01/1994 | 09/01/2007    | 5.8        |
| 766634HM4 | SER A-LANDFILL REMEDIATION,TRANSFER STAT IMPTS | 05/01/1994 | 09/01/2008    | 6          |
| 766634HN2 | SER A-LANDFILL REMEDIATION,TRANSFER STAT IMPTS | 05/01/1994 | 09/01/2009    | 6.05       |
| 766634HP7 | SER A-LANDFILL REMEDIATION,TRANSFER STAT IMPTS | 05/01/1994 | 09/01/2010    | 6.1        |
| 766634HQ5 | SER A-LANDFILL REMEDIATION,TRANSFER STAT IMPTS | 05/01/1994 | 09/01/2011    | 6.15       |
| 766634HR3 | SER A-LANDFILL REMEDIATION,TRANSFER STAT IMPTS | 05/01/1994 | 09/01/2012    | 6.2        |
| 766634HS1 | SER A-LANDFILL REMEDIATION,TRANSFER STAT IMPTS | 05/01/1994 | 09/01/2013    | 6.2        |

| CUSIP-9   | Issue Description                              | Dated Date | Maturity Date | Coupon (%) |
|-----------|------------------------------------------------|------------|---------------|------------|
| 766634HT9 | SER A-LANDFILL REMEDIATION,TRANSFER STAT IMPTS | 05/01/1994 | 09/01/2014    | 6.2        |
| 766634GX1 | TEMP NTS-SER 4                                 | 04/20/1994 | 04/19/1995    | 3.75       |
| 766634GW3 | TEMP NTS-SER 3                                 | 04/01/1994 | 03/31/1995    | 3.1        |
| 766634GV5 | TEMP NTS-SER 2                                 | 03/20/1994 | 03/19/1995    |            |
| 766634GK9 | SER 3-STR IMPTS                                | 08/01/1993 | 09/01/1994    | 5.5        |
| 766634GL7 | SER 3-STR IMPTS                                | 08/01/1993 | 09/01/1995    | 5.45       |
| 766634GM5 | SER 3-STR IMPTS                                | 08/01/1993 | 09/01/1996    | 3.75       |
| 766634GN3 | SER 3-STR IMPTS                                | 08/01/1993 | 09/01/1997    | 3.5        |
| 766634GP8 | SER 3-STR IMPTS                                | 08/01/1993 | 09/01/1998    | 3.7        |
| 766634GQ6 | SER 3-STR IMPTS                                | 08/01/1993 | 09/01/1999    | 3.9        |
| 766634GR4 | SER 3-STR IMPTS                                | 08/01/1993 | 09/01/2000    | 4          |
| 766634GS2 | SER 3-STR IMPTS                                | 08/01/1993 | 09/01/2001    | 4.1        |
| 766634GT0 | SER 3-STR IMPTS                                | 08/01/1993 | 09/01/2002    | 4.25       |
| 766634GU7 | SER 3-STR IMPTS                                | 08/01/1993 | 09/01/2003    | 4.4        |
| 766634FZ7 | SER 2-STR IMPTS                                | 07/01/1992 | 09/01/1993    | 6.3        |
| 766634GA1 | SER 2-STR IMPTS                                | 07/01/1992 | 09/01/1994    | 6.3        |
| 766634GB9 | SER 2-STR IMPTS                                | 07/01/1992 | 09/01/1995    | 4.3        |
| 766634GC7 | SER 2-STR IMPTS                                | 07/01/1992 | 09/01/1996    | 4.6        |
| 766634GD5 | SER 2-STR IMPTS                                | 07/01/1992 | 09/01/1997    | 4.8        |
| 766634GE3 | SER 2-STR IMPTS                                | 07/01/1992 | 09/01/1998    | 5          |
| 766634GF0 | SER 2-STR IMPTS                                | 07/01/1992 | 09/01/1999    | 5.15       |
| 766634GG8 | SER 2-STR IMPTS                                | 07/01/1992 | 09/01/2000    | 5.3        |
| 766634GH6 | SER 2-STR IMPTS                                | 07/01/1992 | 09/01/2001    | 5.4        |
| 766634GJ2 | SER 2-STR IMPTS                                | 07/01/1992 | 09/01/2002    | 5.5        |
| 766634FP9 | SER A-INTERNAL IMPTS & JUDGEMNT                | 12/01/1991 | 08/01/1993    | 6.4        |
| 766634FQ7 | SER A-INTERNAL IMPTS & JUDGEMNT                | 12/01/1991 | 08/01/1994    | 6.2        |
| 766634FR5 | SER A-INTERNAL IMPTS & JUDGEMNT                | 12/01/1991 | 08/01/1995    | 4.4        |
| 766634FS3 | SER A-INTERNAL IMPTS & JUDGEMNT                | 12/01/1991 | 08/01/1996    | 4.6        |
| 766634FT1 | SER A-INTERNAL IMPTS & JUDGEMNT                | 12/01/1991 | 08/01/1997    | 4.8        |
| 766634FU8 | SER A-INTERNAL IMPTS & JUDGEMNT                | 12/01/1991 | 08/01/1998    | 5          |
| 766634FV6 | SER A-INTERNAL IMPTS & JUDGEMNT                | 12/01/1991 | 08/01/1999    | 5.1        |
| 766634FW4 | SER A-INTERNAL IMPTS & JUDGEMNT                | 12/01/1991 | 08/01/2000    | 5.2        |
| 766634FX2 | SER A-INTERNAL IMPTS & JUDGEMNT                | 12/01/1991 | 08/01/2001    | 5.3        |
| 766634FY0 | SER A-INTERNAL IMPTS & JUDGEMNT                | 12/01/1991 | 08/01/2002    | 5.4        |

| CUSIP-9   | Issue Description | Dated Date | Maturity Date | Coupon (%) |
|-----------|-------------------|------------|---------------|------------|
| 766634ET2 | SER 88-2          | 01/01/1989 | 01/01/1990    | 7.9        |
| 766634EV7 | SER 88-2          | 01/01/1989 | 01/01/1991    | 7.9        |
| 766634EX3 | SER 88-2          | 01/01/1989 | 01/01/1992    | 7.35       |
| 766634EZ8 | SER 88-2          | 01/01/1989 | 01/01/1993    | 7.35       |
| 766634FB0 | SER 88-2          | 01/01/1989 | 01/01/1994    | 6.4        |
| 766634FD6 | SER 88-2          | 01/01/1989 | 01/01/1995    | 6.4        |
| 766634FF1 | SER 88-2          | 01/01/1989 | 01/01/1996    | 6.5        |
| 766634FH7 | SER 88-2          | 01/01/1989 | 01/01/1997    | 6.5        |
| 766634FK0 | SER 88-2          | 01/01/1989 | 01/01/1998    | 6.6        |
| 766634FM6 | SER 88-2          | 01/01/1989 | 01/01/1999    | 6.7        |
| 766634EU9 | SER 88-3          | 01/01/1989 | 01/01/1990    | 8          |
| 766634EW5 | SER 88-3          | 01/01/1989 | 01/01/1991    | 8          |
| 766634EY1 | SER 88-3          | 01/01/1989 | 01/01/1992    | 7.3        |
| 766634FA2 | SER 88-3          | 01/01/1989 | 01/01/1993    | 7.3        |
| 766634FC8 | SER 88-3          | 01/01/1989 | 01/01/1994    | 7.4        |
| 766634FE4 | SER 88-3          | 01/01/1989 | 01/01/1995    | 7.4        |
| 766634FG9 | SER 88-3          | 01/01/1989 | 01/01/1996    | 7.5        |
| 766634FJ3 | SER 88-3          | 01/01/1989 | 01/01/1997    | 7.5        |
| 766634FL8 | SER 88-3          | 01/01/1989 | 01/01/1998    | 6.6        |
| 766634FN4 | SER 88-3          | 01/01/1989 | 01/01/1999    | 6.7        |
| 766634EH8 | <no issue name>   | 08/01/1988 | 08/01/1989    | 7.5        |
| 766634EJ4 | <no issue name>   | 08/01/1988 | 08/01/1990    | 7.5        |
| 766634EK1 | <no issue name>   | 08/01/1988 | 08/01/1991    | 7.5        |
| 766634EL9 | <no issue name>   | 08/01/1988 | 08/01/1992    | 7.5        |
| 766634EM7 | <no issue name>   | 08/01/1988 | 08/01/1993    | 6.3        |
| 766634EN5 | <no issue name>   | 08/01/1988 | 08/01/1994    | 6.4        |
| 766634EP0 | <no issue name>   | 08/01/1988 | 08/01/1995    | 6.5        |
| 766634EQ8 | <no issue name>   | 08/01/1988 | 08/01/1996    | 6.6        |
| 766634ER6 | <no issue name>   | 08/01/1988 | 08/01/1997    | 6.7        |
| 766634ES4 | <no issue name>   | 08/01/1988 | 08/01/1998    | 6.75       |
| 766634DN6 | REF               | 12/15/1985 | 03/01/1987    | 6.25       |
| 766634DP1 | REF               | 12/15/1985 | 09/01/1987    | 6.25       |
| 766634DQ9 | REF               | 12/15/1985 | 03/01/1988    | 6.6        |
| 766634DR7 | REF               | 12/15/1985 | 09/01/1988    | 6.6        |

| CUSIP-9   | Issue Description | Dated Date | Maturity Date | Coupon (%) |
|-----------|-------------------|------------|---------------|------------|
| 766634DS5 | REF               | 12/15/1985 | 03/01/1989    | 7          |
| 766634DT3 | REF               | 12/15/1985 | 09/01/1989    | 7          |
| 766634DU0 | REF               | 12/15/1985 | 03/01/1990    | 7.25       |
| 766634DV8 | REF               | 12/15/1985 | 09/01/1990    | 7.25       |
| 766634DW6 | REF               | 12/15/1985 | 03/01/1991    | 7.5        |
| 766634DX4 | REF               | 12/15/1985 | 09/01/1991    | 7.5        |
| 766634DY2 | REF               | 12/15/1985 | 03/01/1992    | 7.75       |
| 766634DZ9 | REF               | 12/15/1985 | 09/01/1992    | 7.75       |
| 766634EA3 | REF               | 12/15/1985 | 03/01/1993    | 8          |
| 766634EB1 | REF               | 12/15/1985 | 09/01/1993    | 8          |
| 766634EC9 | REF               | 12/15/1985 | 03/01/1994    | 8.2        |
| 766634ED7 | REF               | 12/15/1985 | 09/01/1994    | 8.2        |
| 766634EE5 | REF               | 12/15/1985 | 03/01/1995    | 8.4        |
| 766634EF2 | REF               | 12/15/1985 | 09/01/1995    | 8.4        |
| 766634EG0 | RFDG              | 12/15/1985 | 03/01/2002    | 9          |
| 766634DL0 | REF               | 12/01/1985 | 03/01/1986    | 5.75       |
| 766634DM8 | REF               | 12/01/1985 | 09/01/1986    | 5.75       |
| 766634CQ0 | <no issue name>   | 09/01/1985 | 09/01/1986    | 8.8        |
| 766634CR8 | <no issue name>   | 09/01/1985 | 09/01/1987    | 8.8        |
| 766634CS6 | <no issue name>   | 09/01/1985 | 09/01/1988    | 8.8        |
| 766634CT4 | <no issue name>   | 09/01/1985 | 09/01/1989    | 8.8        |
| 766634CU1 | <no issue name>   | 09/01/1985 | 09/01/1990    | 8.8        |
| 766634CV9 | <no issue name>   | 09/01/1985 | 09/01/1991    | 8.8        |
| 766634CW7 | <no issue name>   | 09/01/1985 | 09/01/1992    | 8.8        |
| 766634CX5 | <no issue name>   | 09/01/1985 | 09/01/1993    | 8.2        |
| 766634CY3 | <no issue name>   | 09/01/1985 | 09/01/1994    | 8.4        |
| 766634CZ0 | <no issue name>   | 09/01/1985 | 09/01/1995    | 8.6        |
| 766634DA4 | <no issue name>   | 09/01/1985 | 09/01/1996    | 8.8        |
| 766634DB2 | <no issue name>   | 09/01/1985 | 09/01/1997    | 9          |
| 766634DC0 | <no issue name>   | 09/01/1985 | 09/01/1998    | 9.1        |
| 766634DD8 | <no issue name>   | 09/01/1985 | 09/01/1999    | 9.2        |
| 766634DE6 | <no issue name>   | 09/01/1985 | 09/01/2000    | 9.3        |
| 766634DF3 | <no issue name>   | 09/01/1985 | 09/01/2001    | 9.3        |
| 766634DG1 | <no issue name>   | 09/01/1985 | 09/01/2002    | 9.3        |



| CUSIP-9   | Issue Description | Dated Date | Maturity Date | Coupon (%) |
|-----------|-------------------|------------|---------------|------------|
| 766634DH9 | <no issue name>   | 09/01/1985 | 09/01/2003    | 9.3        |
| 766634DJ5 | <no issue name>   | 09/01/1985 | 09/01/2004    | 9.3        |
| 766634DK2 | <no issue name>   | 09/01/1985 | 09/01/2005    | 9.3        |
| 766634CA5 | <no issue name>   | 04/01/1983 | 10/01/1985    | 8.25       |
| 766634CB3 | <no issue name>   | 04/01/1983 | 10/01/1986    | 8.25       |
| 766634CC1 | <no issue name>   | 04/01/1983 | 10/01/1987    | 8.1        |
| 766634CD9 | <no issue name>   | 04/01/1983 | 10/01/1988    | 8.1        |
| 766634CE7 | <no issue name>   | 04/01/1983 | 10/01/1989    | 7.4        |
| 766634CF4 | <no issue name>   | 04/01/1983 | 10/01/1990    | 7.4        |
| 766634CG2 | <no issue name>   | 04/01/1983 | 10/01/1991    | 7.4        |
| 766634CH0 | <no issue name>   | 04/01/1983 | 10/01/1992    | 7.6        |
| 766634CJ6 | <no issue name>   | 04/01/1983 | 10/01/1993    | 7.8        |
| 766634CK3 | <no issue name>   | 04/01/1983 | 10/01/1994    | 8.1        |
| 766634CL1 | <no issue name>   | 04/01/1983 | 10/01/1995    | 8.25       |
| 766634CM9 | <no issue name>   | 04/01/1983 | 10/01/1996    | 8.25       |
| 766634CN7 | <no issue name>   | 04/01/1983 | 10/01/1997    | 8.25       |
| 766634CP2 | <no issue name>   | 04/01/1983 | 10/01/1998    | 8.25       |
| 766634BQ1 | <no issue name>   | 11/01/1982 | 11/01/1985    | 7.5        |
| 766634BR9 | <no issue name>   | 11/01/1982 | 11/01/1986    | 7.5        |
| 766634BS7 | <no issue name>   | 11/01/1982 | 11/01/1987    | 7.5        |
| 766634BT5 | <no issue name>   | 11/01/1982 | 11/01/1988    | 7.5        |
| 766634BU2 | <no issue name>   | 11/01/1982 | 11/01/1989    | 7.75       |
| 766634BV0 | <no issue name>   | 11/01/1982 | 11/01/1990    | 7.75       |
| 766634BW8 | <no issue name>   | 11/01/1982 | 11/01/1991    | 8          |
| 766634BX6 | <no issue name>   | 11/01/1982 | 11/01/1992    | 8.25       |
| 766634BY4 | <no issue name>   | 11/01/1982 | 11/01/1993    | 8.5        |
| 766634BH1 | <no issue name>   | 11/01/1967 | 03/01/1985    | 3.8        |
| 766634BJ7 | <no issue name>   | 11/01/1967 | 09/01/1985    | 3.8        |
| 766634BK4 | <no issue name>   | 11/01/1967 | 03/01/1986    | 3.875      |
| 766634BL2 | <no issue name>   | 11/01/1967 | 09/01/1986    | 3.875      |
| 766634BM0 | <no issue name>   | 11/01/1967 | 03/01/1987    | 3.875      |
| 766634BN8 | <no issue name>   | 11/01/1967 | 09/01/1987    | 3.875      |

Submitter's Contact Information

Issuer's Contact Information

Obligated Person's Contact Information

Attachment: SubmissionConfirmation - Event Notice 9-1-2022 (13714 : Event Notice for GO Bond Series B, 2023)

MUNICOM, LLC (AN AFFILIATE OF ROBERT THOMAS, CPA)  
Name: ROBERT THOMAS  
Address: 346 LAKESHORE DR WEST  
City, State Zip: SHAWNEE MISSION, KS 66217  
Phone Number: 9139616888  
Email: bthomas@rthomascpa.com

©2023 Municipal Securities Rulemaking Board (MSRB)



**OUTSIDE AGENCY**  
*Proclamation*

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

## COMMISSION AGENDA REPORT

---

**FROM:** Robbin Cole, Pawnee Mental Health Services Director

**MEETING:** September 11, 2023

**SUBJECT:** Recovery Month Proclamation

**PRESENTER:** Robbin Cole, Pawnee Mental Health Services Director

---

Move to sign the Recovery Month Proclamation for September 2023 for Pawnee Mental Health Services.

**Enclosures:**

- COUNTY Recovery Month 2023 proclamation RILEY (DOCX)



## RECOVERY MONTH PROCLAMATION

*“Recovery is for Everyone: Every Person, Every Family,  
Every Community”*

**WHEREAS**, behavioral health is an essential part of health and overall wellness, and prevention works, treatment is effective, and people can and do recover from substance use and mental disorders; and

**WHEREAS**, it is critical to educate our policymakers, friends and family members, health care providers, and businesses that substance use and mental disorders are treatable, and that people should seek assistance for these conditions with the same urgency as they would any other health condition; and

**WHEREAS**, almost 21 million Americans have at least one addiction, yet only 10% of them receive treatment and drug overdose deaths have more than tripled since 1990; and

**WHEREAS**, the U.S. Department of Health and Human Services (HHS), the Substance Abuse and Mental Health Services Administration (SAMHSA), the White House Office of National Drug Control Policy (ONDCP), and Pawnee Mental Health Services, observe Recovery Month to raise awareness and understanding of recovery from substance use and mental disorders; and

**THEREFORE**, Riley County, does hereby proclaim **SEPTEMBER 2023** as **RECOVERY MONTH** in Riley County and calls upon the citizens, government agencies, public and private institutions, businesses, and schools to recognize the importance of recovery, and to commit our community to increasing awareness and understanding of substance use and mental disorders and the need for appropriate and accessible services for all people.

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner



**COUNTY CLERK & ELECTIONS**  
Boards

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

## COMMISSION AGENDA REPORT

---

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

**MEETING:** September 11, 2023

**SUBJECT:** Advisory Board appointment letters and Resolution

**PRESENTER:** Cindy Kabriel, Senior Administrative Assistant

---

### POSSIBLE MOTION(S)

Move to approve the following appointments and “Resolution No. 091123- , A Resolution appointing Riley County representatives to Council/Advisory Boards.”

|                            |               |                                  |
|----------------------------|---------------|----------------------------------|
| Randy James<br>Comm Dist 1 | No expiration | Park Board                       |
| Ben Hamill<br>Comm Dist 1  | No expiration | Solid Waste Management Committee |

**Enclosures:**

- 09-11-23 Advisory board apptmts (PDF)



## BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor  
Manhattan, Kansas 6650  
Phone: 785-565-684  
Fax: 785-565-684  
E-mail: boccc@rileycountyks.gov

September 11, 2023

Randy James  
2880 Zeandale Road  
Manhattan, KS 66502

Dear Randy:

This is to confirm your appointment to the Riley County Park Board. We greatly appreciate your willingness to serve on this Council/Board and know that the Riley County Park Board will benefit from your contribution.

Sincerely,

Riley County Board of County Commissioners

---

Chair

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Member

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Member

Attachment: 09-11-23 Advisory board apptmts (13719 : Advisory Board Appointments)

## Cindy Kabriel

---

**From:** Mary Graham  
**Sent:** Thursday, July 20, 2023 4:01 PM  
**To:** Alan Brown; Anderson, Deandra; Carroll, Kenneth; Dunstan, Janie; Edmunds, Joe; Gregg Eyestone; Fehr, Hannah; Gary Fike; Friedrich, Curt; Hofmann, Galen; James, Randy; Jeffery Martinez; John Ellermann; Cindy Kabriel; Olds, Gary; Roediger, Mike; Teener, Linda; Troyer, Dan; Wendland, Josh; David Willis  
**Subject:** Friends of Zeandale Community Park

Some of you may already be aware on July 10<sup>th</sup> the Riley County Board of County Commissioners voted unanimously to include "Friends of Zeandale Community" (a.k.a. Zeandale Park) into the Riley County community park system. See box below

Randy James will complete the application to be the representative on our Park Advisory Board. We look forward to seeing the development of this park and are excited to be involved.

|                  |                                                                                                                                                                       |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9:35 AM          | David Willis, Parks Manager                                                                                                                                           |
| 11.              | Recommendation to Include the Friends of Zeandale Community in the Community Park Program                                                                             |
|                  | Willis presented the proposal to consider adding Friends of Zeandale Community to the Community Park Program.                                                         |
|                  | Move to approve the Friends of the Zeandale Community be included in the Riley County Community Park Program and appoint a representative to the Park Advisory Board. |
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                                                                                                                            |
| <b>MOVER:</b>    | John Ford, County Commissioner                                                                                                                                        |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner                                                                                                                                    |
| <b>AYES:</b>     | Ford, Focke, McKinley                                                                                                                                                 |

Mary Graham  
 Riley County Public Works

Attachment: 09-11-23 Advisory board apptmts (13719 : Advisory Board Appointments)

Cindy Kabriel

From: noreply@civicplus.com  
Sent: Tuesday, August 29, 2023 12:47 PM  
To: Cindy Kabriel  
Subject: Online Form Submittal: Advisory Council/Board Application Form

Advisory Council/Board Application Form

Personal Information

RILEY COUNTY APPLICATION FOR SERVING ON A COUNTY ADVISORY COUNCIL/BOARD

Following is a list of current County Advisory Council/Boards. If you have any questions or need additional information about the specific group(s) you are interested in, please contact the County Clerk's Office (565-6202).

Select the Board, Commission, or Committee applying for  
Riley County Parks Board

PERSONAL INFORMATION

First Name Randy  
Last Name James  
Address1 2880 Zeandale Road  
Address2 Field not completed.  
City Manhattan  
State ks  
Zip 66502  
Phone Number [REDACTED]  
Business Address Field not completed.  
Business Phone Number Field not completed.  
Occupation Arborist  
Email Address [REDACTED]  
Statement of Interest Local community park (Zeandale) Volunteer

Attachment: 09-11-23 Advisory board apptmts (13719 : Advisory Board Appointments)



## References

### REFERENCES

Please submit at least one reference.

Reference Name David Willis  
 Reference Phone Number [REDACTED]  
 Reference Email Address *Field not completed.*  
 Relationship Friend

Reference Name Gregg Eyestone  
 Reference Phone Number [REDACTED]  
 Reference Email Address *Field not completed.*  
 Relationship Colleague

Reference Name Diane Hoobler  
 Reference Phone Number [REDACTED]  
 Reference Email Address *Field not completed.*  
 Relationship Friend

### Sign and Submit

Type Your Name Randy James

Thank you for your interest in serving Riley County

When an opening on a council/board occurs, the Riley County Commissioners will review the applications on file. If your application is selected, you will be contacted to confirm that you are still interested in serving on this council/board before an appointment is made.

All applications will remain on file for three years.

Questions?

Please contact the County Clerk's Office during regular business hours.

Phone: (785) 565-6200

Address: 110 Courthouse Plaza, Manhattan, Kansas 66502

Email not displaying correctly? [View it in your browser.](#)



BOARD OF COMMISSIONERS

5.a

115 N. 4th Street, 1st Floor  
Manhattan, Kansas 66502  
Phone: 785-565-6844  
Fax: 785-565-6844  
E-mail: [bocc@rileycountyks.gov](mailto:bocc@rileycountyks.gov)

September 11, 2023

Ben Hamill  
110 Courthouse Plaza  
Manhattan, KS 66502

Dear Ben:

This is to confirm your appointment to the Solid Waste Management Committee. We greatly appreciate your willingness to serve on this Council/Board and know that the Solid Waste Management Committee will benefit from your contribution.

Sincerely,

Riley County Board of County Commissioners

---

Chair

---

Member

---

Member

Attachment: 09-11-23 Advisory board apptmts (13719 : Advisory Board Appointments)

**Cindy Kabriel**

---

**From:** Amanda Webb  
**Sent:** Wednesday, September 6, 2023 9:17 AM  
**To:** Cindy Kabriel  
**Subject:** Recommendation for Solid Waste Management Committee member

Hi, Cindy.

I'd like to recommend Ben Hamill, (new) Riley County Environmental Health Technician, be appointed to the Solid Waste Management Committee.

Please let me know if you need anything else on this. Thank you.

-Amanda

**Amanda Webb**

Director  
Riley County Planning & Development  
110 Courthouse Plaza  
Manhattan, KS 66502  
Email: [REDACTED]  
Phone: (785) 537-6332

**Shape the Future: [Take the Riley County Comprehensive Plan Survey](#)**

Attachment: 09-11-23 Advisory board apptmts (13719 : Advisory Board Appointments)

**RESOLUTION NO. 091123-****A RESOLUTION APPOINTING RILEY COUNTY REPRESENTATIVES TO  
ADVISORY BOARDS**

**WHEREAS**, Riley County has positions available to be filled on various boards; and

**WHEREAS**, the following positions are open and the county residents listed below are eligible and have indicated a willingness to serve; and

**WHEREAS**, the Board of Commissioners of Riley County, Kansas, desire to appoint these county residents to the boards and for the terms as indicated below:

|                            |               |                                  |
|----------------------------|---------------|----------------------------------|
| Randy James<br>Comm Dist 1 | No expiration | Park Board                       |
| Ben Hamill<br>Comm Dist 1  | No expiration | Solid Waste Management Committee |

**NOW THEREFORE BE IT RESOLVED** by the Board of Commissioners of Riley County, Kansas, that the above referenced county residents are hereby appointed to the various county boards for the designated period of time.

**ADOPTED** this 11<sup>th</sup> day of September, 2023.

BOARD OF COUNTY COMMISSIONERS  
OF RILEY COUNTY, KANSAS

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
MEMBER

\_\_\_\_\_  
MEMBER

ATTEST:

\_\_\_\_\_  
RICH VARGO  
Riley County Clerk

Attachment: 09-11-23 Advisory board apptmts (13719 : Advisory Board Appointments)



**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 Resources Director

**MEETING:** September 11, 2023

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

**PRESENTER:** Elizabeth Ward, Human Resources Director

---

Enclosures:

- 2023-09 PW KAdolph EAF(DOCX)
- 2023-09 PW PKeck EAF (DOCX)

## RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

**Full Legal Name:** Keane Adolph**Status Change Date:** 09/16/2023**Status Change:** Promotion**Date of Hire:** 04/18/2023**Seniority:** 1 Year(s), 4 Month(s)**Position:** Mechanic Technician II**Position Type:** Full-Time**Pay Range:** 8**Pay Type:** Hourly**Base Rate:** \$23.90**Annualized Pay:** \$49,712.00**Funds Codes:** 1-County General, 40-Public Works**Supervisor:** Alvin Perez**Department Head:** John Ellermann

BoCC Chair \_\_\_\_\_

Date: \_\_\_\_\_

BoCC Member \_\_\_\_\_

Date: \_\_\_\_\_

BoCC Member \_\_\_\_\_

Date: \_\_\_\_\_

Attachment: 2023-09 PW KAdolph EAF (13724 : Employee Action Form (Green Sheet))

## RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

**Full Legal Name:** Paul Keck**Status Change Date:** 09/19/2023**Status Change:** Separation**Date of Hire:** 04/30/2018**Seniority:** 5 Year(s), 4 Month(s)**Position:** Public Works Operator II**Position Type:** Full-Time**Pay Range:** 7**Pay Type:** Hourly**Base Rate:** \$22.65**Annualized Pay:** \$47,112.00**Funds Codes:** 1-County General, 40-Public Works**Supervisor:** Alvin Perez**Department Head:** John Ellermann

BoCC Chair \_\_\_\_\_

Date: \_\_\_\_\_

BoCC Member \_\_\_\_\_

Date: \_\_\_\_\_

BoCC Member \_\_\_\_\_

Date: \_\_\_\_\_

Attachment: 2023-09 PW PKeck EAF (13724 : Employee Action Form (Green Sheet))





**Board of Riley County  
Commissioners  
Regular Meeting  
TENTATIVE Agenda  
September 14, 2023**

115 North 4th Street  
Manhattan, KS 66502  
[www.rileycountyks.gov](http://www.rileycountyks.gov)

Cindy Kabriel  
785-565-6200

**Commission Chambers**

**8:30 AM**

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

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

[District 1 – John Ford, Vice Chair](#)

**8:30 AM**

**Call to Order**

**Pledge of Allegiance**

**Public Comment**

**Commission Comments**

**Business Meeting**

1. Discuss Intergovernmental Luncheon
2. Discuss Joint City/County/County Meeting

**Review Minutes**

**Review Tentative Agenda**

**Press Conference Topics**

**9:00 AM**

**Clancy Holeman, Counselor/Director of Administrative Services**

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

**9:30 AM**

**Anna Burson, Appraiser**

4. Staff update

**9:45 AM**

**Jason Smith, Manhattan Area Chamber of Commerce**

5. Economic development update

**10:00 AM**

**Julie Gibbs, Health Department Director**

6. Staff update
7. WICs State Budget
8. Accreditation update - Shanika Rose

**10:45 AM**

**Clancy Holeman, Counselor/Director of Administrative Services**

9. Administrative Work Session
10. Executive session to discuss confidential legal advice regarding

Attachment: 09-14-23 tentative agenda (12869 : Tentative Agenda)

potential litigation issues

**11:10 AM Katharine Hensler, Museum Director**

11. Staff update

**11:25 AM Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer**

12. Monthly Cash Flow Reports

**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: 09-14-23 tentative agenda (12869 : Tentative Agenda)



**Board of Riley County  
Commissioners  
Regular Meeting  
TENTATIVE Agenda  
September 18, 2023**

115 North 4th Street  
Manhattan, KS 66502  
[www.rileycountyks.gov](http://www.rileycountyks.gov)

Cindy Kabriel  
785-565-6200

**Commission Chambers**

**8:30 AM**

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

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

[District 1 – John Ford, Vice Chair](#)

**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**

**Amanda Webb, Planning/Special Projects Director**

1. Short term rental licenses

**9:15 AM**

**David Adams, EMS/Ambulance Director**

2. Staff update

**9:30 AM**

**Press Conference**

**9:40 AM**

**Rich Vargo, County Clerk**

3. Year to date budget and expenditure reports

**9:55 AM**

**Shilo Heger, Treasurer**

4. Staff update

**10:10 AM**

**Clancy Holeman, Counselor/Director of Administrative Services**

5. Administrative Work Session

**10:30 AM**

**Vivienne Leyva, PIO**

6. Communications MOU with RCPD

Attachment: 09-18-23 tentative agenda (12869 : Tentative Agenda)

**12:00 PM      Law Enforcement Agency Meeting****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: 09-18-23 tentative agenda (12869 : Tentative Agenda)



**COUNTY  
COUNSELOR/ADMINISTRATIVE  
SERVICES**  
*Resolution*

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

## RESOLUTION

---

**FROM:** Shelley Woodard, Deputy Riley County Counselor

**MEETING:** September 11, 2023

**SUBJECT:** A Resolution Authorizing Project Cancellation, Special Assessments, and Public Hearing for Lakeside Heights Sewer #3 and University Park Water #4

**PRESENTER:** Shelley Woodard, Deputy Riley County Counselor

---

### **BACKGROUND**

The Board created the Lakeside Heights Sewer District #3 by Resolution 062617-37 to construct a gravity sewer collection system and created University Park Water District #4 by Resolution 062617-38 to construct water production and distribution facilities at a total estimated cost of \$301,400.00.

Due to current costs for materials, digging through rock and a shortage of contract labor, the total cost for Lakeside Heights Sewer #3 and University Park Water #4 is \$431,982.00, which is a 43% increase of total cost in the amount of \$130,582.00.

A hearing was held pursuant to K.S.A. 19-27a06 to approve the cost increases and the matter was tabled. The property owners in the districts objected to the cost increases and wanted to cancel the project.

### **DISCUSSION**

Pursuant to K.S.A. 19-27a06 and K.S.A. 19-3540 a public hearing will be required to cancel the project and assess costs already incurred to the property owners in the districts. This requires a

resolution to fix the amount of the assessments and to set the time for the public hearing. The Board of County Commissioners will be able to change the assessments or confirm them after the public hearing.

Notice of the public hearing must be published in the paper for 2 consecutive weeks. The hearing will be scheduled for September 25, 2023, at 10:30 a.m. Copies of the resolution as well as applicable county policies will also be mailed to the property owners in the districts.

## **FISCAL IMPACT**

---

Staff time for County Counselor's Office. Public Works Office publication and postage costs. Staff time for County Clerk's Office.

## **RECOMMENDATION(S)**

Counsel recommends the Board either adopts the attached resolution "Amending Resolution Numbers 062617-37 and 062617-38 Determining that the Enlargement of the Lakeside Heights Sewer District in Riley County, Kansas and the Enlargement of University Park Water District in Riley County, Kansas is Not Feasible" or advise of any changes it desires.

## **POSSIBLE MOTION(S)**

- A. "I move the Board approve the resolution "Amending Resolution Numbers 062617-37 and 062617-38 Determining that the Enlargement of the Lakeside Heights Sewer District in Riley County, Kansas and the Enlargement of University Park Water District in Riley County, Kansas is Not Feasible" as proposed.
- B. I move the Board approve the resolution "Amending Resolution Numbers 062617-37 and 062617-38 Determining that the Enlargement of the Lakeside Heights Sewer District in Riley County, Kansas and the Enlargement of University Park Water District in Riley County, Kansas is Not Feasible" after the following changes are made..."

### **Enclosures:**

- Resolution Amending Resolution Nos 101716-44 and 101716-45\_09.11.23 (DOCX)

**RESOLUTION NO. -\_\_****AMENDING RESOLUTION NOS. 062617-37 AND 062617-38 DETERMINING THAT THE ENLARGEMENT OF THE LAKESIDE HEIGHTS SEWER DISTRICT IN RILEY COUNTY, KANSAS AND THE ENLARGEMENT OF UNIVERSITY PARK WATER DISTRICT IN RILEY COUNTY, KANSAS IS NOT FEASIBLE**

**WHEREAS,** *The Board of County Commissioners enlarged the Lakeside Heights Sewer District (“Lakeside Heights Sewer District #3) by adopting Resolution No. 062617-37, Book 870, Page 8730, which authorized the extension of the sewer main.*

**WHEREAS,** *The Board of County Commissioners enlarged the University Park Water District (“University Park Water District #4) by adopting Resolution No. 062617-38, Book 870, Page 8733, which authorized the extension of the water main.*

**WHEREAS,** *Cost estimates increased significantly from the original estimates. The Board of County Commissioners held a public hearing on November 10, 2022, and tabled the project’s increased costs after comments made by the property owners during the public hearing. The initial estimate of costs was \$301,400 and the estimated costs had increased to \$431,982 by the November 10, 2022, public hearing, which amounts to a 43% increase in estimated costs.*

**WHEREAS,** *Pursuant to K.S.A. 19-27a06, the Board of County Commissioners has the authority to determine the sewer main extension project to be not feasible due to an increase of more than 10% of the initial estimated cost, and pursuant to K.S.A. 19-3540 the Board of County Commissioners has the authority to determine the water main extension project to not be feasible.*

**WHEREAS,** The expenses to date have been determined and it is now necessary to provide for the levy of special assessments upon property in Lakeside Heights Sewer Benefit District #3 as provided by K.S.A. 19-27a06 and University Park Water District #4 as provided by K.S.A. 19-3540.

**THEREFORE, IT IS RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS AS FOLLOWS:**

**SECTION 1.** That the construction of the Lakeside Heights Sewer District sewer main extension and the University Park Water District water main extension is not feasible because of significant estimated cost increases.

**SECTION 2.** The sewer main extension project is dissolved, and the water main extension project is dissolved.

**SECTION 3.** The total costs of work authorized by Resolution No. 062617-37 and Resolution No. 062617-38 incurred is \$33,842.00.

**SECTION 4.** The method of assessing the preliminary planning and engineering cost is per owner with 100% of such costs to be paid by the owners in Lakeside Heights Sewer Benefit District #3 as identified in Resolution No. 062617-37 and University Park Water District #4 as identified in Resolution No. 062617-38.

**SECTION 5.** Special assessments to pay the approved costs are levied and assessed against the owners as follows:

- a. Sara Newell and Brandon Dobbs \$2,590 for University Park Water District #4 and \$3,660 for Lakeside Heights Sewer Benefit District #3
- b. Michael and Stacy Vermetten \$2,590 for University Park Water District #4 and \$3,660 for Lakeside Heights Sewer Benefit District #3



- c. Martin and Victiana Henneberg \$2,590 for University Park Water District #4 and \$3,660 for Lakeside Heights Sewer Benefit District #3
- d. Randy and Carlie Taylor \$2,590 for University Park Water District #4 and \$3,660 for Lakeside Heights Sewer Benefit District #3
- e. John and Whitney Kane \$3,660 for Lakeside Heights Sewer Benefit District #3
- f. Asset Performance LLC \$2,590 for University Park Water District #4
- g. Summit Ridge LLC \$2,590 for University Park Water District #4

**SECTION 6.** The amounts so levied and assessed shall be due and payable from and after the date of publication of this Resolutions; and the County Clerk shall notify the owners of the affected properties of the amounts of their assessments that must be paid within (30) days from the date of publication of this Resolution.

**SECTION 7.** The County Clerk shall levy, in the same manner and at the same time as other taxes are certified, all of the assessments which have not been paid within thirty (30) days after the publication of this Resolution, together with interest on such amount thereof at a rate not exceeding the maximum rate as prescribed by the laws of the State of Kansas; and such amounts shall be placed on the tax rolls and collected as other taxes are collected.

**SECTION 8.** Pursuant to K.S.A. 19-3540 the Board of County Commissioners of Riley County, shall hold a hearing at which any property owner may object to the assessment made against their property. The hearing will be held in the Riley County Board of Commissioners meeting room, Courthouse Plaza East Building, 115 N. 4<sup>th</sup> Street, Manhattan, Kansas, 66502, on Monday, September 25, 2023, at 10:30 a.m. After the hearing, the Board of County Commissioners may change the assessments listed in Section 5 of this resolution or they may confirm the same.

**ADOPTED AND APPROVED** by the Board of County Commissioners of Riley  
County, Kansas on the 11th of September 2023.

---

Kathryn Focke, Chair

---

Greg McKinley, Vice Chair

---

John Ford, Member

ATTEST:

SEAL

---

Rich Vargo, Riley County Clerk



**PLANNING & DEVELOPMENT**  
*Staff Update*

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

## STAFF REPORT

---

**FROM:** Amanda Webb, Planning Director

**MEETING:** September 11, 2023

**SUBJECT:** Planning & Development - Staff Update

**PRESENTER:** Amanda Webb, Planning Director

---

**Enclosures:**

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



## PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

**Date:** September 7, 2023  
**To:** Riley County Board of County Commissioners  
**From:** Amanda Webb, Planning & Special Projects Director  
**Re:** Planning & Development August 2023 Staff Report

---

- We welcomed Ben Hamill as our new Environmental Health Technician.
- I was accepted into the Flint Hills Regional Leadership Program. The welcome ceremony was held at the Flint Hills Discovery Center on August 24. The program kicks off in Junction City/Geary County on September 7 and 8.

### Keats sewer benefit district

- Working with USDA Rural Development on the loan application process. USDA will utilize updated census data starting October 1, 2023. Any applications received after September 30, 2023, will require a new income survey. We are researching if it possible (and what will be required) to grandfather an application in before September 30 so we can use the existing income surveys.
- We continue to search for land to evaluate the feasibility of a lagoon. We have not been able to come to agreement with any property owners to date.
- Keats was not selected to receive a Small Town Water and Sewer Infrastructure Assistance Grant from KDHE.
- There will be a Keats community meeting held at 7:00 pm, September 20 at the methodist church in town. We will provide the community an update on what's been happening since the last community meeting in March as well as what we are working on now. Meeting notification letters will be mailed no later than September 8, 2023.

### Comprehensive Plan update:

- Comprehensive Plan update webpage: <https://www.rileycountyks.gov/plan>.
- The public survey is live. We've received 332 responses as of writing this report. The survey was originally to close on September 15, but in the interest of gaining as much input as possible, it will remain open for an additional undetermined timeframe. We are working on other methods to advertise the survey.
- Several subcommittees have already held their first meetings and shared great ideas so far.
- We've scheduled community workshops throughout the county to include all townships from end of September through mid November. We will notify each township of the meeting at least two weeks in advance via mailed postcard.
- Working with the Community Engagement Institute from WSU and the Institute for Civic Discourse and Democracy from KSU for potential assistance facilitating community meetings.
- Next full update will be 9:40 AM on Monday, September 25.

### Current Planning:

- At their August 10, 2023 meeting, the Manhattan Urban Area Planning Board (MUAPB):

Attachment: August PD Update (13707 : Staff Update)

- Approved a request by Mark Bachamp to rezone the approximate east half of Lot 18 Bent Tree Unit Two from PUD to SF1 and replat Lot 18 of Bent Tree Unit Two, Lot 1 Bent Tree Unit 3 and Lot 4 of Bent Tree into three lots. The BOCC approved this request at their August 28 meeting.
- At their August 14, 2023 meeting, the Riley County Planning Board (RCPB):
  - Approved a request by Rick and Jennifer Cox and Ricky Cox to replat Lot 4 of Terra Heights Addition No. 2 and an unplatted vacated portion of the south right-of-way of Tuttle Cove Road into two lots. BOCC approved this request at their August 24 meeting.
  - Discussed Land Development Regulations proposed amendments.
- At the September 11, 2023 meeting, RCPB will:
  - Consider a request by Barry Wilkerson to replat Lots 11, 12, and 13 of Vista Acres into two (2) lots.
  - Consider a request by David Alexander to replat Lots 1 through 5 and 9 through 12, Block 9, Lakeside Heights into one (1) lot.
- Granted preliminary approval for an agricultural exemption to subdivide a property for the purpose of constructing a home.

#### Short Term Rental licensing:

- We received one new license application and issued two new licenses.
- We've also received and are processing license renewals. Our permit system automatically notifies the applicant that their license needs to be renewed.

#### Solid Waste Management Committee:

- The committee hosted a tour of Howie's recycling center. Thank you to Krista and Greg for organizing!
- Additional committee members are always needed and welcome (up to 30 as per state statute; we currently sit at 18), including a representative from a third-class city. The BOCC recently appointed a new member, Jack Platt.
- Gearing up for 5-year update, due May 2024. We will kick off those discussions with the committee in fall.

#### Battery recycling educational program:

- There are many stickers and flyers still available for distribution. Anyone is welcome to pick up stickers and/or flyers. We are always looking for volunteers to help get stickers on trash totes.
- Website address: <https://www.rileycountyks.gov/2024/Battery-Recycling>

#### New permit software implementation:

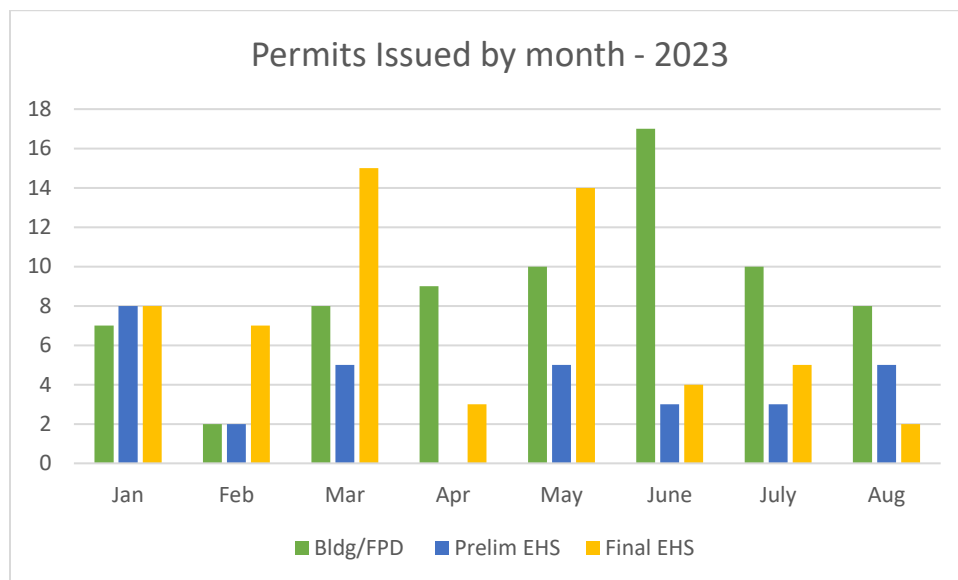
- GovBuilt is Planning & Development's new permit software program. It is fully online and can be found here: <https://rileycountyks.govbuilt.com/>. All permitting can be done online, but people can still submit paper copies and pay over the counter here in our office.
- P&D staff continue to work with GovBuilt to tailor the system to our needs.

#### **Also attended/participated in:**

- Downtown Manhattan, Inc.
- DMI/Dream Big Committee
- FHMPO TAC meeting
- MHK Beyond Tomorrow Plan TAC meeting
- Kansas Women in Government Leadership social
- Bi-State APA conference planning committee
- Department Head Committee

- County official's luncheon
- Employee Training Day Committee
- Intergovernmental luncheon
- Emergency Management/Public Works/Planning Coordination meeting
- Compensation & benefits workgroup meeting
- Legal roundtable
- Rural Placemaking webinar
- Build Kansas fund webinar
- KDOT Road Usage Charge (RUC) Webinar

| <b>August 2023 permits issued:</b>                  |   |
|-----------------------------------------------------|---|
| Building/Sign permits:                              | 6 |
| Floodplain development permits:                     | 2 |
| Environmental Health Permits (Preliminary Approval) | 5 |
| Environmental Health Permits (Final/Use)            | 2 |



Planning and Development  
Staff Update  
September 6, 2023

| Projects                                                                    | Staff                                     | Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Task                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Start Date | Request to Prosecute | Deadline   |
|-----------------------------------------------------------------------------|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------------------|------------|
| Long Range Planning                                                         |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            |                      |            |
| Comprehensive Plan Update                                                   | Amanda Webb & Bob Isaac                   | Vision 2025 adopted in October 2009 and is need of an update. Comprehensive plan update presentations where held before the Riley County Planning Board on May 9 and before the Manhattan Urban Area Planning Board on May 16. BOCC presentation was 6/27/22. Have created a dedicated website page for the plan update. Issued RFQ on 4/10/2023. No submittals received.                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Monthly BOCC updates on going. Held Comprehensive Plan Committee kickoff meetings. Issued public survey.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 11/1/2021  |                      | 6/30/2025  |
| Keats Sewer District                                                        | Amanda Webb & EHS staff                   | Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Held public meeting on March 9th. BOCC approved amended agreement BG Consultants to evaluate lagoon option.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Exploring additional funding options and lagoon sites. BG Consultants to evaluate lagoon option.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 11/1/2014  |                      | 9/30/2023  |
| NG911 - Private Road Naming                                                 | Amanda Webb & Lisa Daily                  | NG911 Committee meeting scheduled for 2/13/2023 to discuss property owners on Boller Road using wrong numbers for their address. Discussed a property owner who applied for a building permit in which there are two tracts of land involved. Driveway is one tract and there the proposed building will be on the other tract which will create a private road. Planning & Development is to contact the property to start the process for the private road name and will assess the \$100.00 road name fee. Property owner decided to look to build elsewhere. Emergency Responders on NG911 Committee agreed to common sense exception and to address the Ashland fire station off of McDowell Creek Road.                                                                                                                       | NG911 meeting was held and the committee agreed for GIS to contact property owners to approve the use of the 12865 and 12869 Boller Rd.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 8/1/2015   |                      | 10/1/2023  |
| Develop Riley County - historic land use changes in Wildcat Creek Watershed | Darrin Hobbs                              | Information gathering from NASA complete for report. Report has been finalized. Waiting for end product.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Present report to all participating entities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 6/1/2020   |                      | 12/31/2023 |
| Regulations                                                                 |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            |                      |            |
| Grants                                                                      |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            |                      |            |
| Keats Sewer District                                                        | Amanda Webb                               | Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Held public meeting on March 9th. BOCC approved amended agreement BG Consultants to evaluate lagoon option.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Exploring additional funding options and lagoon sites. BG Consultants to evaluate lagoon option.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | TBD        |                      | 9/30/2023  |
| Current Planning                                                            |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            |                      |            |
| Isom - Replat                                                               | Bob Isaac                                 | Plat filed with ROD.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Project closed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 5/24/2023  |                      | 7/26/2023  |
| Tegtmeier/LAWE LLC - PUD Amendment                                          | Bob Isaac                                 | Conducted the RCPB and BOCC hearings. Resolution published. Appeal received and under review by legal.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Waiting for legal response and need to go through appeal process. Plat needs to be filed depending outcome. Court date is schedule for August 29th.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 3/28/2022  |                      | 9/1/2023   |
| Bachamp - Replat & Rezone                                                   | Bob Isaac                                 | MUAPB & BOCC hearings conducted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Publish resolution and file plat.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 6/30/2023  |                      | 9/15/2023  |
| Cox - Replat                                                                | Bob Isaac                                 | RCPB & BOCC hearings conducted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | File plat.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 6/21/2023  |                      | 9/15/2023  |
| Wilkerson-Schlegal - Replat                                                 | Bob Isaac                                 | NOPH published and 1000' property owners notified.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Conduct RCPB hearing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 6/30/2023  |                      | 9/11/2023  |
| Alexander - Replat                                                          | Bob Isaac                                 | NOPH published and 1000' property owners notified.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Conduct RCPB hearing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 7/27/2023  |                      | 9/11/2023  |
| Permits                                                                     |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            |                      |            |
| 22-003-ACC Pride                                                            | Darrin Hobbs & EHS staff                  | Application received and processed. Property owner wants to build in the middle of the lot and needs to obtain survey to determine boundary lines. Property owner has not completed the survey. Contacted property owner and he has decided not to build structure.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Permit closed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 9/22/2022  |                      | 9/6/2023.  |
| 21-0146-MRWW Worrel                                                         | EHS staff, Craig Cox & Shelly Woodard     | Application received and inspection completed. Spoke to property owner and mailed repair application with no response, additionally lateral field installed unlawfully. Repair application received. Met with Mrs. Worrel, she stated no Conservation money available. Told to contact USDA to see if they would qualify for low interest loan, they never. Sanitary Code Violation 21-0038.                                                                                                                                                                                                                                                                                                                                                                                                                                        | Sent a letter on April 12, 2023 requesting they call to set up appointment. To date, no response from Worrell's.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 7/8/2021   |                      | 9/1/2023   |
| 21-0185-ADGR Myers & Maupin (shed)                                          | Darrin Hobbs                              | Inspections completed, determined a variance is required. Bob and Darrin contacted property owner. Followed up with Mr. Maupin and advised him to visit the Planner, Bob Isaac. Property owner to date has not contacted the Planner.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Send violation notice.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 8/23/2021  |                      | 10/1/2023  |
| 22-010-ACC Meader                                                           | Darrin Hobbs & EHS staff                  | Application received and processed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Property owner to provide construction plans to determine use of building. I have contacted the owner and he hasn't presented plans yet.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 11/4/2022  |                      | 10/1/2023  |
| 23-008-ACC Klein (15120 Green Randolph Rd)                                  | Darrin Hobbs                              | Application received and processed. Notified property owner that septic tank needs pumped.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Waiting on pumping report. I have contacted the owner and have not received pumping report or a plan of action yet.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 4/13/2023  |                      | 10/1/2023  |
| 23-009-ACC Savener (1299 S Manhattan Ave)                                   | Darrin Hobbs                              | Application received and processed. Property owner has applied for floodplain development permit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Issue permits.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 4/21/2023  |                      | 10/1/2023  |
| Property Maintenance Code Violations                                        |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            |                      |            |
| Kilner - Unsafe structure                                                   | Darrin Hobbs, Craig Cox & Shelley Woodard | Judge Bosch found Kilner in contempt.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Starting August 1, he will be assessed a \$100/day fine until property is in compliance. Planning Compliance Specialist to take weekly photos of site. Mr. Kilner hired an attorney (Bernard Irvine) who filed a motion to docket appeal out-of-time asked for extension to 2/8/23. Mr. Irvine filed a 2nd extension of time, new date is March 10. Craig to file appellate brief by June 10, 2023. Brief has been filed, waiting on oral arguments. Oral arguments have been scheduled for the end of September.                                                                                                                                     | 8/18/2016  |                      | 12/1/2023  |
| Zoning Violations                                                           |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            |                      |            |
| Doyle - Illegal mobile home storage (Mobile Gardens) Violation #10-0050     | Craig Cox/Shelly Woodard                  | Staff met with Charlotte Doyle on 8.31.2021. Staff inspected septic on July 25, 2022. Septic surfacing. Met with property owner regarding Lot 17. Home is not occupied.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Replat property and comply with zoning regulations. Replace septic system. Home is unoccupied. Sent a letter on April 12, 2023 requesting they call to set up appointment. Meeting scheduled for May 11, 2023. Met with property owner. She is trying to sell to neighbor.                                                                                                                                                                                                                                                                                                                                                                            | 12/17/2010 | 4/17/2012            | 10/31/2023 |
| Doyle - Illegal salvage at residence Violation #05-0007                     | Craig Cox/Shelly Woodard                  | Counsel and staff conducted site visits on 6/25/18 and 7/20/18. Mr. Doyle removed 600 tires and 3 mobile homes. March 19, 2021 conference with Mr. Doyle. He agreed to remove vehicles from the property. Set site visit for May 4, 2021. Mr. Doyle has moved about 90% of the tires and multiple vehicles to a staging area across from his residence for a salvage company to pick up, and will continue with this method. Next site visit 08/11/2021. Staff met with Charlotte Doyle on 08/31/2021. 6/15/2023 Staff and Counsel meet with Charlotte to come up with a plan on removing vehicles and mobile homes from the property. 7/13/2023 Darrin met with Charlotte to talk about the plan and also to review pictures provided of things needing remove. Darrin will be visiting the property 7/18/2023 to view first hand. | Sent a letter on April 12, 2023 requesting they call to set up appointment. Meeting scheduled for May 11, 2023. Met with property owner. Set goad to remove a certain number of cars by 8/31 or a course case will be filed. 6/15/2023 Counsel and staff stet down with Charlotte and came up with a plan for removal of vehicles. Charlotte thought there were around 30 vehicles. Goal is to be down to 20 by 8/31/23, down to 10 by 10/10/23, and down to compliant vehicles by 11/9/23. There were more vehicles than originally thought and so numbers were revised accordingly. If they fail to meet any deadlines an injunction will be filed. | 4/15/2013  |                      | 10/15/2024 |
| Kilner - Unsafe structure                                                   | Darrin Hobbs, Craig Cox & Shelley Woodard | Judge Bosch found Kilner in contempt.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Starting August 1, he will be assessed a \$100/day fine until property is in compliance. Planning Compliance Specialist to take weekly photos of site. Mr. Kilner hired an attorney (Bernard Irvine) who filed a motion to docket appeal out-of-time asked for extension to 2/8/23. Mr. Irvine filed a 2nd extension of time, new date is March 10. Craig to file appellate brief by June 10, 2023. Brief has been filed, waiting on oral arguments. Oral arguments have been scheduled for the end of September.                                                                                                                                     | 8/18/2016  |                      | 12/1/2023  |

Attachment: 9 - September Staff Update (13707 : Staff Update)

| Projects                                                                              | Staff                                     | Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Task                                                                                                                                                                                                                                                                                                                                                                                                                                        | Start Date | Request to Prosecute | Deadline  |
|---------------------------------------------------------------------------------------|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------------------|-----------|
| 20-0063 - Satterlee: Inoperable vehicles and campers                                  | Darrin Hobbs                              | Determined to be a violation. Notification letter sent. The Notification letter was resent by me for a fresh start to make contact with the property owner. Contacted property owner on what still needs to be removed and provided an aerial map. I sent another letter to the property owner on 6/15/2022, stating that this will be turned over to legal if no progress is made.                                                                                                                                                                                                                                | Request to Prosecute.                                                                                                                                                                                                                                                                                                                                                                                                                       | 9/27/2021  |                      | 10/1/2023 |
| 21-0053 Myers - building within setback                                               | Darrin Hobbs                              | Inspection completed, Notification Letter and Violation Notice sent. Applications received and processed. Bob and Darrin visited with property owner on 10/27/21 to confirm a Certificate of Survey would need to be done to confirm if the "well house" is located in the building setback. Property owner indicated he wanted to seek legal counsel. 6/15/2022 I spoke with Wes Maupin today about where he was at on the variance process. I encouraged him to call and talk to Bob about the situation. He said that he has never talked to Bob. Send notice of violation for failing to apply for a variance. | Send letter to property owner.                                                                                                                                                                                                                                                                                                                                                                                                              | 7/14/2021  |                      | 10/1/2023 |
| 20-0079 Miller - Illegal auto repair and salvage operation 1382 Pillsbury Dr          | Darrin Hobbs & Shelley Woodard            | Inspection completed and sent notification letter to property owner. Property owner is making progress but no contact. Staff met with property owner and agreed to provide a plan to abate violations by 1/29/2021. Final notice of violation sent to property owner. Sent violation, final notice, property owner met with staff and agreed to provide a plan to abate the violation. No response or plan received. Per legal recommendations, starting process again with a new violation number. New notice of violation and final notice have been sent.                                                       | Awaiting response from property owner. Working with legal on violation. Mr. Miller sent an application to the state to operate a salvage yard. That was denied. The state also held a hearing to revoke his license. The final decision on that is due at the end of August. Once that final decision is sent, Riley County will send updated notices of violation and then file an injunction if necessary.                                | 12/8/2020  |                      | 10/1/2023 |
| 20-0087 Miller - Illegal auto repair and salvage operation 1420 Pillsbury Dr          | Darrin Hobbs & Shelley Woodard            | Inspection completed and sent notification letter to property owner. Property owner is making progress but no contact. Staff met with property owner and agreed to provide a plan to abate violations by 1/29/2021. Final notice of violation sent to property owner. Sent violation, final notice, property owner met with staff and agreed to provide a plan to abate the violation. No response or plan received. Sent notification letter.                                                                                                                                                                     | Send final notice of violation. Working with legal on violation.                                                                                                                                                                                                                                                                                                                                                                            | 12/21/2020 |                      | 9/1/2023  |
| 20-0090 Fishgill LLC - Illegal auto repair and salvage operation 1312 Pillsbury Dr    | Darrin Hobbs                              | Inspection completed and sent notification letter to property owner. Property owner wants an extension to remove tenant. Vehicles being removed. Sent notice of violation. No response.                                                                                                                                                                                                                                                                                                                                                                                                                            | Send notification letter. Working with legal on violation.                                                                                                                                                                                                                                                                                                                                                                                  | 12/22/2020 |                      | 10/1/2023 |
| L21MHP-0004 TDJ Stables                                                               | Darrin Hobbs & Craig Cox                  | Renewal applications and fees received. License can't be issued until property is compliance sanitary code. EHS conducted site inspection, not in compliance with sanitary code.                                                                                                                                                                                                                                                                                                                                                                                                                                   | Legal counsel to determine next course of action.                                                                                                                                                                                                                                                                                                                                                                                           | 11/20/2020 |                      | 10/1/2023 |
| 21-0019 Britt - non compliance in flood hazard area/floodway                          | Darrin Hobbs & Craig Cox                  | Temporary Agreed Injunction filed with the Court. Review dates: July 15-DWS, August 15-No Rise, September 15-Riley County permit, November 1-Remove trees.                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Settlement agreement filed. Darrin Hobbs to monitor for compliance, Darrin to monitor compliance and set contract date. Riley County FPD Permit issued 5/24/2022                                                                                                                                                                                                                                                                            | 4/6/2021   |                      | 10/1/2023 |
| 22-008-CE Fowler-641 Zeandale Rd                                                      | Darrin Hobbs, Craig Cox & Shelley Woodard | Building without a building permit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Craig sent a letter and permit form requesting the completed permit application and check by April 28, 2023. Waiting on bank foreclosure.                                                                                                                                                                                                                                                                                                   | 3/16/2023  |                      | 10/1/2023 |
| 21-0091 Rogers - Inoperable/Unregistered vehicle, also outside storage.               | Darrin Hobbs                              | Inspection conducted and notification letter sent. Sent notice of violation. Owner replied and working with me.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Monitoring progress.                                                                                                                                                                                                                                                                                                                                                                                                                        | 12/21/2021 |                      | 10/1/2023 |
| 23-007-CE Jones - 3981 Zeandale Rd                                                    | Darrin Hobbs, Craig Cox & Shelley Woodard | Inspection conducted on 3/9/23 and confirmed someone is living a camper. Sent notification letter. No response from property owner, sent notice of violation and final notice of violation. Conducted final site inspection on 4/24/23 and someone is still living in camper.                                                                                                                                                                                                                                                                                                                                      | Sent to Counselor's office to prosecute.                                                                                                                                                                                                                                                                                                                                                                                                    | 3/16/2023  |                      | 10/1/2023 |
| Sanitary Code Violations                                                              |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                             |            |                      |           |
| 21-0022 Moriarty/Young - undersized lagoon                                            | EHS staff & Craig Cox                     | Violation cited, homeowner did not comply, referred to legal for enforcement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Sent a letter on April 12, 2023 requesting they call to set up appointment. Ms. Moriarty has been in touch with Craig via email. Ms. Young emailed photos of the basement offices.                                                                                                                                                                                                                                                          | 4/14/2021  |                      | 10/1/2023 |
| 21-0038 Worrell - Sanitation Violation                                                | EHS staff, Craig Cox & Shelly Woodard     | Spoke to property owner and mailed repair application with no response, additionally lateral field installed unlawfully. Repair application received, no work done. Referred to legal for enforcement.                                                                                                                                                                                                                                                                                                                                                                                                             | Met with Mrs. Worrel, she stated no Conservation money available. Told to contact USDA to see if they would qualify for low interest loan, they never. Legal sent compliance letter 08.05.2021. Staff to review compliance options. Counsel preparing a letter requesting a call to set up meeting (to include new staff). Sent a letter on April 12, 2023 requesting they call to set up appointment. To date, no response from Worrell's. | 6/23/2021  |                      | 10/1/2023 |
| 21-0048 Wurtz - lagoon fencing requirement not completed                              | EHS staff, Craig Cox & Shelly Woodard     | Violation letter sent to property owner. Counsel sent a letter to property owner. Fencing deadline 8/31/2021 and seeding deadline 9/30/2021. No trespassing sign placed at entrance. Legal to to schedule meeting with staff.                                                                                                                                                                                                                                                                                                                                                                                      | Counsel preparing a letter requesting a call to set up meeting (to include new staff). Sent a letter on April 12, 2023 requesting they call to set up appointment. Mrs. Wurtz called. They are not living on the property. <del>Will call once they are and lagoon is complete.</del>                                                                                                                                                       | 7/9/2021   |                      | 10/1/2023 |
| 22-0016 Doyle - sewage on ground                                                      | EHS staff                                 | Sent Emergency Order to property owner. Spoke with property owner and agreed to make repairs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Home condemned until repairs are made. Home is vacant and waiting on property owner to replat so lateral field can be replaced.                                                                                                                                                                                                                                                                                                             | 7/22/2022  |                      | 10/1/2023 |
| 23-CES-004 Innes - Alternative system pump and alarm float not working.               | EHS staff                                 | Friendly notification by phone 12-14-22, no reply. Notice of Violation sent 1-20-23. Received repair permit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Wait for replacement of failed alarm and pump.                                                                                                                                                                                                                                                                                                                                                                                              | 12/14/2022 |                      | 10/1/2023 |
| 23-CES-005 Bean - Alternative system blower not working. Failed pump report on field. | EHS staff                                 | Friendly letter sent 12-19-22, no reply. Notice of Violation sent 1-20-23. \$100.00 inspection fee final notice was due 1-19-23 and has not been paid yet.                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Set up meeting with legal counsel.                                                                                                                                                                                                                                                                                                                                                                                                          | 12/14/2022 |                      | 10/1/2023 |

Attachment: 9 - September Staff Update (13707 : Staff Update)





**PUBLIC WORKS**  
*Project Update*

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

## MEMORANDUM

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**FROM:** John Ellermann, Public Works Director

**MEETING:** September 11, 2023

**SUBJECT:** Public Works Project Update

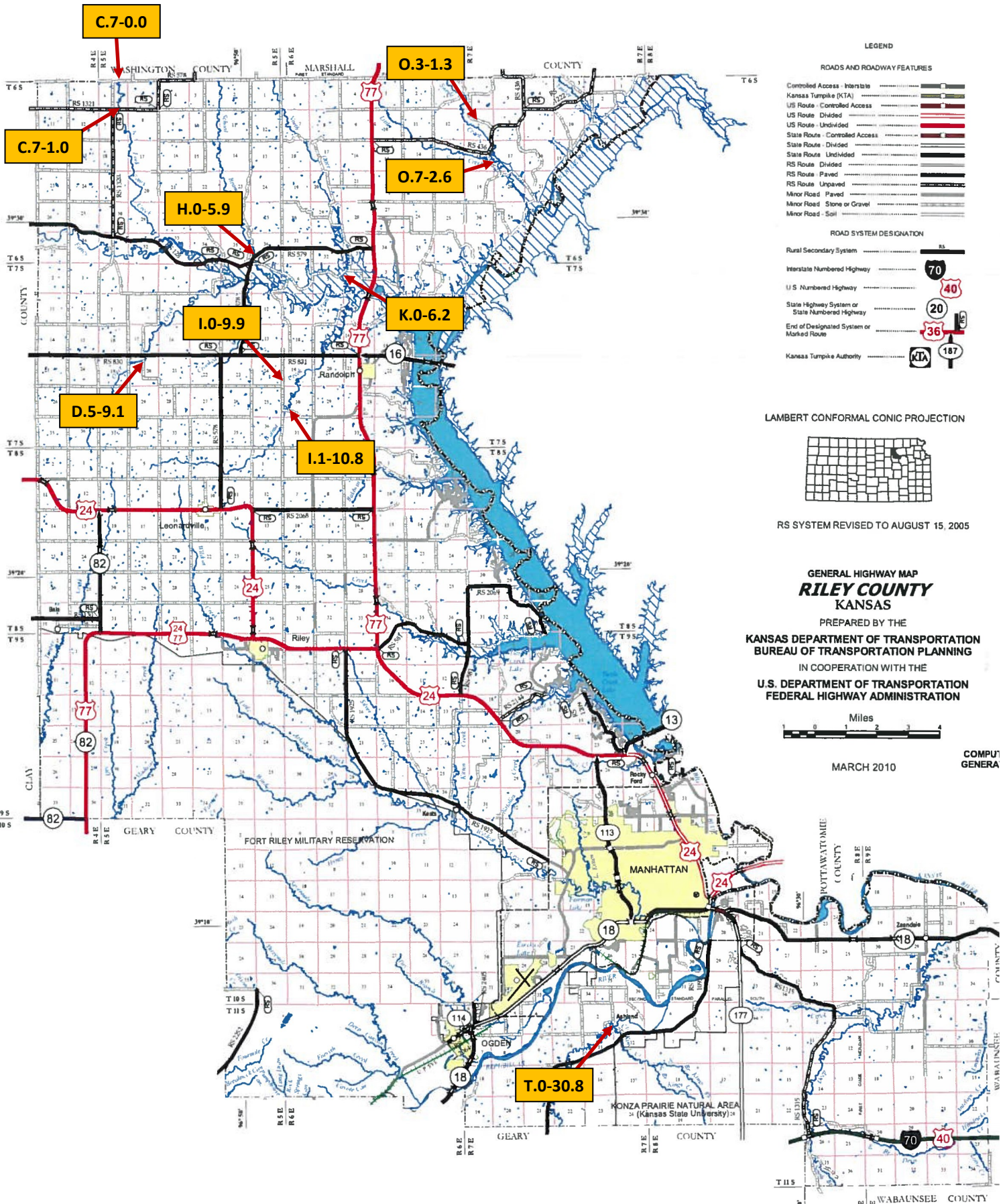
**PRESENTER:** John Ellermann

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Update on the projects and activities by the Public Works staff and crew.

Enclosures:

- Location Map (PDF)
- 091123 Project Update (PDF)



## Project Update

Public Works Department

9/11/2023

### Keats Sewer District

- Preliminary Engineer Report – BG Consultants
- BOCC granted use of ARPA funds.
- Looking for grants and property for lagoons

### Kitten Creek Culvert Replacement (N.5-22.5)

- Approximately 1.5 mi N. of Anderson Ave.
- Olsson and Associates
- Working on easements

### Winkler Mills Bridge (H.0-5.9)

- Approximately 0.1 mi. N. of Fancy Creek Rd.
- Bartlett & West
- Bid documents and bid date.

### Fancy Creek Bridge (K.0-6.2)

- Approximately 1.25 mi. W. of Tuttle Creek Blvd.
- Schwab-Eaton
- Considered Historic by State Historic Preservation Office
- SHPO approval of documentation of bridge
- Permits and Easements – Bid date.

### Parallel Rd. Culvert (C.7-0.0)

- Approximately 0.2 mi E. of May Day Rd.
- Schwab-Eaton
- Easements and bid date.

### Flat Rock Rd. Culvert (O.3-1.3)

- Approximately 0.5 mi. W. of Swede Creek Rd.
- SMH
- Ebert low bid. – Mid October start w/ 80 working days.

### Union Rd Culvert (I.0-0.9)

- Approximately 0.9 mi. S. of Green-Randolph Rd.
- SMH
- Reece low bid – September 13 start w/40 working days.

### Marlatt Rd Improvement

- Benesch proposal review
- Dennison to Seth Child

- Cost share with City

#### Parks:

- Rock around firepits at Wild Cat Park.
- Mowing slowing down with hot temps.
- Fixed irrigation leak at CHP.
- Park Board Meeting Tuesday, September 12 @ 7pm.

#### Operations:

- Asphalt shouldering Anderson & Crooked Creek.
- Pavement patching on Rosencutter and Walnut Creek.
- Replaced parking lot for Cico Park playground.
- Bridge crew replaced sidewalk and pad for bench at CiCo Park Playground.
- Culvert repairs (rip rap) on Lasita/LK&W Rd and other small structure.
- Gravel crew grading roads and cleaning ditches.
- Pre-Cast RCB's estimated start dates
  - Homestead Rd – September 18<sup>th</sup> or 25<sup>th</sup>
  - Swede Creek – October 16th
- 4 employees competed in and 1 judged the Snow Rodeo competition on Thursday @ Milford Lake.

#### Miscellaneous

- Dump Trucks: Second truck delivery 2-3 weeks. Last truck as soon as #2 finished.
- Schilling started overlay project Friday morning. Approximately 2 weeks.
- RCPS Headquarters Station – Architect and engineers working on final design.
- North County Station – Schultz Construction. Windows and siding installed. Roof complete. Alley cleared. Main driveway placed. Drywall, electrical, cabinets, etc.
- University Park Lagoon Project-Lagoon size determined. Continue to work on grant and funding applications. Passed the first stage of approvals for the Small-Town Water & Sewer Infrastructure Assistance Grant. Search for lagoon property. Terracon performed soil sampling Friday.
- Open Positions: Purchasing Agent, PW Operator II(2), Admin Assistant II
- Accepting quotes for mini excavator lease.
- Transfer Station load out scales – working on bid documents to replace.
- Hess & Sons to scrap metal and white goods.





**EMERGENCY  
MANAGEMENT/FIRE**  
*Bid*

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

## COMMISSION AGENDA REPORT

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**FROM:** Russel Stukey RCFD #1 Chief

**MEETING:** September 11, 2023

**SUBJECT:** Request Permission to advertise for bids for RCFD #1, Station 102, Ashland

**PRESENTER:** Russel Stukey RCFD #1 Chief

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### **BACKGROUND**

RCFD #1 St. 102 Ashland is the next station in line that has been previously identified by Fire District staff and the BOCC to be replaced. It is no longer adequate to house modern fire apparatus and gear.

### **DISCUSSION**

This station went out for bids last spring and all bids came in above budgeted amounts and were rejected. This will be the second attempt to obtain a reasonable bid. Staff has made cuts to the original specifications and the dirt work has already been performed by a local contractor.

### **FISCAL IMPACT**

The project will be paid for from RCFD #1 reserve funds.

### **RECOMMENDATION(S)**

Staff recommends granting permission to advertise for bids.

### **POSSIBLE MOTION(S)**

Move to direct RCFD #1 staff to advertise for bids for construction of St. 102, Ashland.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:



**COUNTY  
COUNSELOR/ADMINISTRATIVE  
SERVICES**  
*Staff Update*

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

## STAFF REPORT

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**FROM:** Clancy Holeman, Riley County Counselor

**MEETING:** September 11, 2023

**SUBJECT:** Pending County Projects County Counselor

**PRESENTER:** Clancy Holeman

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Enclosures:

- FINAL Commission List 09.11.2023 (DOCX)

## PENDING COUNTY PROJECTS ▪ April, 2023 and through September 6, 2023 Submitted by Clancy Holeman, Riley County Counselor

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

### COMMISSION LIST

#### **I. Projects By Category:**

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

**Board of Riley County Commissioners:** Attend and participate in BOCC public meetings. (2-2-23;2-6-23) Forward KORA request to this department’s staff for response. (2-6-23) Work on reimbursement agreements for small cities. (2-7-23) Review and route incoming litigation documents to relevant parties, including our insurer and insurer-provided counsel. Prepare CAR and discuss with Budget and Planning Committee, for approval of form of small cities’ sales tax reimbursement agreement. (2-8-23) Review and approve as to form upcoming resolution for G.O. bond issuance on Public Works road project. (2-21-23) Work on hiring process for Deputy Position at retirement of incumbent scheduled for 9-30-23. (2-16-23;2-21-23; 2-22-23) Prepare for BOCC public meeting scheduled for 2-23-23. (2-21-23;2-22-23) Attend and participate in BOCC public meetings of February 23<sup>rd</sup>, February 27th, March 2nd, March 6th, 2023, March 9, 2023. Legal research on issues related to upcoming scheduled Township Officer Meeting. (2-23-23;2-24-23;2-27-23;2-28-23) Mail to counsel for respective small cities sales tax loss reimbursement agreements. (3-3-23) Prepare for annual township officers meeting scheduled for 3-8-23. (3-7-23) Return call from member of Tatarax Homeowners Association regarding Lot 70. (3-7-23) Schedule executive session for March 9, 2023 meeting. (3-7-23) Attend and participate in annual Township Officers’ meeting. (3-8-23) Conversation with after phone call from City of Ogden. Discuss timeframe for return of the agreement to Riley County. (3-13-23) Work on environmental issue. (3-13-23;3-14-23) Voicemail left with bond counsel on short term financing question different project. (3-14-23) Work to schedule 2 agenda items for Thursday, March 16<sup>th</sup> public meeting. (3-14-23). Assist Departments and counsel with pending litigation claim. (3-14-23; 3-15-23) Exchange of information on pending litigation with outside counsel. (3-16-23;3-17-23) Staffing with multiple county office representatives on real property ownership issue.(3-17-23) Meeting with township official as result of Township Officers Meeting Contract discussion.(3-17-23) Prepare for BOCC public meeting scheduled 3-20-23 (3-19-23) Attend and participate in BOCC public meetings 3-16-23; 3-20-23) At request of county staff deponent in pending litigation matter, arrange to attend deposition preparation meeting. (3-22-23) At request of architect, review and approve as to form draft construction agreement for North County ambulance station in Leonardville. (3-22-23) Work on defense of appeal to District Court by Prairiewood Holdings, LLC. (3-26-23) Attend and participate in BOCC regular public meeting. (3-23-23; 3-27-23) Sit in on deposition preparation of county witness, at request of county witness, conducted by county’s insurance-provided outside counsel on pending litigation. (3-27-23) Communication from insurance-provided outside counsel on different pending litigation. (3-28-23) Discuss with Deputy Counselor last week’s City/County/County meeting. (3-28-23) Attend and participate in BOCC evening public meeting at City of Riley. (3-30-23) Work



on hiring of Deputy Counselor to fill vacancy to be created by Fall retirement of incumbent. Discuss with HR staff. (3-30-23; 3-31-23) Prepare for 4-3-23 public meeting (4-2-23) Attend and participate in BOCC public meeting of 4-3-23. Attend and participate in BOCC public meetings. (4-6-23; 4-10-23) Review matter before Planning Board. (4-10-23) Draft CAR and Place “Interlocal Service Agreement” signed by City of Leonardville on BOCC agenda for signature during 4-13-23 public meeting (small city reimbursement agreement for sunset of county “road and bridge” sales tax 12-31-22). (4-11-23) Legal research on animal control services and RCPD. Memo prepared. (4-9-23; 4-10-23; 4-11-23; 4-12-23) Attend and participate in BOCC public meetings (4-13-23; 4-17-23) Attend Law Board Meeting discussion of Animal Control and RCPD. (4-17-23) Draft and file Local Disaster Emergency Declaration as requested by Department and authorized by Chairwoman of BOCC. (4-18-23) ) Attend and participate in City/County/County meeting on animal control and RCPD. (4-20-23) Discuss with Treasurer upcoming scheduled Teams meeting with representatives of City of Ogden on proposed “Interlocal Services Agreement” (Small Cities Sales Tax Reimbursement Agreement). (4-26-23) Attend and participate in previously described “Teams” meeting discussion with representatives of City of Ogden and County Treasurer. Plan by Ogden representatives is to present agreement to Ogden City Council for review and possible signature during its public meeting next week. (4-26-23) Discuss with Cindy Kabriel and soil conservation contact addition of locations to agenda of upcoming ‘field trip’ by BOCC on May 4, 2023. (4-26-23; 4-27-23) Prepare for public hearing on special use authorization on BOCC agenda 5-1-23. (4-30-23) Attend and participate in 5-1-23 BOCC public meeting. (5-1-23) Return 5-2-23 call from citizen requesting a “fence view.” Leave voicemail. (5-3-23) Discuss with citizen their return call requesting a “fence view.” I’ll send packet for citizen to complete and return, cautioning this matter may not be subject to fence view process. Citizen says they understand that is a possibility. (5-3-23) Attend and participate in BOCC public meeting. (5-4-23) New request for fence view. Advise packet will be mailed to them. (5-4-23) Prepare for BOCC public meeting of 5-8-23. (5-6-23; 5-7-23) Attend and participate in regular BOCC public meeting. (5-18-23; 5-22-23; 6-1-23) Work on county budget preparation information. (5-18-23; 5-19-23) Review information from a department on township legal issue. (5-21-23) Work on scheduling future executive session. (5-22-23) Preparation for presentation to BOCC during its June 1, 2023 meeting of City of Ogden “Interlocal Service Agreement”—fourth of those agreements presented to our 4 “small cities”. Prepare correspondence to City of Ogden attorney. (5-30-23) Attend and participate in BOCC meetings. (6-1-23; 6-5-23) Mail City of Ogden attorney fully executed originals of “Interlocal Service Agreement—sales tax reimbursement. (6-5-23) Review request for letter of support from BOCC. (6-6-23) Work on county budget preparation information. (6-6-23) Work on fence view scheduling and notice. (6-5-23; 6-6-23-6-7-23) Prepare requested letters of support for telecommunications providers’ applications for state of Kansas LINC grant program. (6-9-23). Email completed letter of support to contact for one provider, as requested by Cox Communications. (6-12-23) Work on 2 fence view applications. Attend and participate in BOCC public meetings. (6-8-23; 6-12-23) Conversation with opposing counsel on pending litigation in Riley County District Court. (6-14-23) Provide TVT BOCC-signed letter of support. (6-14-23) Work on scheduling fence views. Notices out to applicants and adjoining landowners served by the fence. (6-15-23) Teams meeting with Bond Counsel and Craig, Shelley and Rich about route for financing two pending county projects. I review and approve authorizing resolution and send it on to Bond Counsel for review. (6-21-23) Attend and participate in BOCC meetings. (6-22-23; 6-26-23; 6-29-23) Attend delinquent tax sale. (6-23-23) Work on scheduling of fence view. (6-22-23; 6-23-23; 6-26-23; 6-27-23) **Work on and provide letter of support from BOCC for City of Ogden grant application federal program. (6-28-23; 6-29-23; 7-1-23) Work on District Court appeal by Prairiewood of BOCC approval of preliminary and final development plans for Liquid Art Winery. (6-29-23; 7-1-23) Work on county budget analysis for BOCC. (7-2-23; 7-3-23; 7-4-23) Prepare for BOCC public meeting of July 6, 2023. (7-5-23) Communicate with counsel for fence view applicant Hopkins. Request property access address detail. (7-5-23) Attend and participate in BOCC meetings. (7-6-23; 7-10-23) Register for upcoming KAC zoom on LAVTR. (7-11-23) Work on fence view scheduled for 7-13-23. (7-11-23) Work on scheduling of different upcoming fence view for end of July, 2023. (7-7-23; 7-8-23; 7-9-23; 7-11-23) Work on Bala Township “county property” issue. (7-10-23; 7-11-23) Work on fence view scheduled for 7-13-23. (7-10-23; 7-12-23) Legal analysis of appropriation question involving outside agency. (7-12-23) Attend and participate in BOCC meetings. (7-13-23; 7-17-23) Attend**

*and participate in Hopkins/Pralle fence views. (7-13-23) Final additional notices of Nelson fence view to occur July 24, 2023 prepared and mailed to both parties. (7-14-23) Prepare for 7-24-23 BOCC meeting. Attend and participate in BOCC meetings. (7-20-23;7-24-23) Attend and participate in Nelson and Rhoton fence view. (7-24-23) Attend and participate in BOCC meetings. (7-27-23;7-31-23) Work on Hopkins/Pralle fence view. (7-28-23) Attend and participate in BOCC meetings. (8-10-23;8-14-23) Work on commission agenda report for draft fence view order on Hopkins/Pralle view. (8-14-23; 8-15-23) Attend and participate in BOCC meetings. (8-17-2023; 8-21-23;8-24-23; 8-28-23; 8-31-23)*

**“Constitutional Protection of County Home Rule”:**

**County Counselors Association of Kansas:**

**County Jail Inmate Medical Care:** Schedule staff discussion of contract development. (5-21-23)

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

**“Dark Store”:**

**District Court:** Discuss potential creation of “resolution docket” to reduce or eliminate COVID-caused backlog of identified criminal cases. (4-27-23; 4-28-23)

**Federal Rules on Vaccination Mandate:**

**First Christian Church:** Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure. Discuss text of journal entry proposed by counsel for Respondents. (12-9-22; 12-11-22) Request transcript of Court’s ruling. Arrange for generation of check based on invoice from court reporter. (12-20-22) Work on pending appeal by neighboring property owner. (12-27-22; 12-28-22; 12-29-22) Review transcript and notify opposing counsel I will provide revised version of her proposed journal entry—in order to conform the journal entry to the text of the transcript. (1-4-23) Provide opposing counsel proposed revised journal entry. (1-29-23) Following exchange of respective journal entries in February, 2023, counsel review proposed changes and agree on final version for filing with court. (2-28-23; 3-3-23; 3-5-23) Prepare notice of appeal, following legal research. (4-3-23; 4-4-23; 4-5-23) File Notice of Appeal in District Court. (4-5-23) Finalize notice of appeal, given appointment of Lyon County District Judge at outset of appeal. Discuss with staff of Lyon County District Court Judge and with Riley County District Court Clerk staff member. Provide copy of notice of appeal to Lyon County District Court Judge who was assigned and heard appeal. (4-6-23) Work on appeal. (5-24-23; 5-30-23; 5-31-23; 6-1-23) Legal research on appeal. (6-2-23; 6-5-23) Work on appeal. (6-13-23; 6-14-23; 6-15-23.) **Work with opposing counsel on Court of Appeals request for additional document from me. We are in agreement its equivalent is already part of the Record on Appeal. I will file response with Court of Appeals stating that fact. (7-17-23; 7-19-23) Communication with opposing counsel on immediately preceding issue. (7-21-23; 7-22-23; 7-24-23-7-25-23) Work on immediately preceding**

***response and file with Court of Appeals. (7-21-23; 7-22-23; 7-23-23; 7-24-23; 7-25-23) Court of Appeals has retained jurisdiction based upon my Response to Order to Show Cause. Draft and file Motion for extension of time to file brief in support of County's position. (7-31-23)***

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

**Legislation:** Invitations out to state delegation for December 12, 2022 legislative conference, along with copy of agenda. (12-1-22) Reminders out to legislative delegation of 12-12-22 legislative conference. (12-8-22) Preparation for legislative conference. (12-11-22) Attend and participate in legislative conference. (12-12-22) Discuss legislative issue with County Appraiser. Review information and advise. (12-27-22) Discuss with 2 other county's county counselors possibility of linking up both our respective legislative delegations and lobbyists for cooperative action on potential "nuisance abatement" statute during 2023 legislative session. (12-29-22) Discuss with County Clerk and legislative delegation member the RNR statute. (1-3-23) Drive to Topeka and pick up lobbyist badge for 2023 state legislative session. (1-3-23) Week of January 23, 2023: Work on "vacant lot" house bill (HB 2083) and discuss with our legislative delegation; Work on RNR statute modification bill (HB 2002) and provide BOCC written testimony in support. Review legislative issues identified by contract lobbyist. (1-27-23.) Work on Nuisance Abatement legislation proposal on Riley County platform. (1-25-23; 1-26-23; 1-27-23) Work on SB 90 and HB 2148—Treasurers' Association auto tag fee bill. (1-26-23; 1-27-23) Review proposed schedule for temporary financing of High Plains Road project. (1-28-23) Review testimony from County Clerk's association on HB & HB involving election matters. (2-6-23) Work on SB 162 (nuisance abatement) (2-9-23; 2-10-23) Complete testimony in support and deliver required 75 paper copies to lobbyist for routing to Senate Local Government committee secretary. (2-10-23) Provide Riley County state legislative delegation, contract lobbyist, and KAC Riley County's testimony in support of SB 162. (2-10-23) Route to Rep. Mike Dodson County Appraiser's input on: HB2232 (Appraiser Qualifications); HB 2319 (tax exemption on business property in competition with property owned or operated by government); HB 2201 (requiring 5 years valuations listed on CVNs); HB 2200 (exemption on homestead, retired, military); HB 2220 (5yr property tax exemption on startups); HB 2231 (tax exemptions for daycare); HB2056, HB 2057, HB 2237 (no position from appraisers' association or Appraiser). Provide BOCC testimony and our SB 162 to another county at that other county's request—they are struggling with a number of "nuisance" real properties. (2-10-23) Work on SB 1623 and prepare for upcoming legislative hearing. (2-13-23) Attend and participate in legislative hearing on SB 162 before Senate Local Government Committee. (2-14-23) Zoom with Treasurer and County Clerk on SB 248. (3-1-23) Work on SB 248 & 252 analysis for relay to KAC and legislative delegation. (3-2-23; 3-3-23; 3-7-23; 3-8-23) Work on analyzing SB 228 (amendment of multiple statutory provisions on jail administration) in response to legislative delegation member's question; after requesting and receiving impact opinion from RCPD on any change county might support for reimbursement of jail inmate medical costs. Communicate with legislator. (3-8-23; 3-13-23; 3-14-23) Communicate with contract lobbyist to work on scheduling "virtual" follow up legislative conference with

delegation. Work with Cindy K. (3-15-23). Analyze and prepare for discussion of potential litigation in upcoming executive session. (3-15-23) Discuss legislative matter with member of delegation. (3-15-23) Communicate with legislative delegation to schedule virtual follow up legislative conference either April 10, 2023, or April 17, 2023. (3-16-23) Communicate with contract lobbyists. (3-17-23) Communicate with responding delegation members about their preferred dates. (3-18-23;3-19-23) Review communication from delegation member on pending bills. (3-19-23) Communicate with County Appraiser on proposed SCR freezing real property tax values at no more than 3% increase annually.(3-19-23) Work with PIO and County Appraiser on public statement regarding legislative item. (3-20-23; 3-21-23 Respond to staff communication on apparent status of SB 248 (exemption for “food” in existing and future local sales taxes) and HB 2002 (RNR notice costs paid by the state). (3-22-23) Work at county staff level on SB 248; SB 252. (3-1-23; 3-2-23; 3-3-23) Prepare for discussion with BOCC I’ll suggest at tonight’s public meeting in City of Riley. (3-30-2023) SB 323—requiring election of all county appraisers statewide. (3-30-23) Work on H Sub SB 42. Discuss with contract lobbyist. (4-2-23; 4-3-23) Work with PIO and County Appraiser on possible press release regarding SCR 1610. (3-21-23; 3-22-23) Prepare for March 27, 2023 Intergovernmental Luncheon and legislative update to present. (3-26-23) Attend and participate in Intergovernmental Luncheon—statutory update. (3-27-23) Work with PIO and County Appraiser on possible press release regarding SCR 1610. (3-27-23) Email delegation invitation to virtual follow up legislative conference scheduled for April 10, 2023, 10:30-11:30 a.m. (4-3-23) Review amended HB 2002—eliminating that portion of existing locally voter approved sales taxes generated by food sales; SCR 1611—4% ceiling on annual property valuations. (4-6-23) Draft agenda for 4-10-23 virtual legislative conference. Invitations out to contract lobbyist and KAC lobbyist. (4-7-23) Discussion with county’s contract lobbyist on status of various legislative items following legislature’s 4:30 a.m. adjournment Friday morning. (4-7-23) Draft agenda for virtual legislative conference. (4-7-23) Assist BOCC with conducting virtual legislative conference. (4-10-23) Review portions of 127-page Conference Committee Report on SB 8 “competition” and a host of other legislative issues. (4-27-23) ***Conversation with contract lobbyists to schedule teams meeting. (8-2-23) Communicate with contract lobbyists to schedule upcoming Teams meeting. (8-3-23; 8-4-23;8-6-23) Prepare for Thursday upcoming presentation to BOCC of 2024 session legislative requests for KAC legislative platform. (8-6-23) Teams meeting with contract lobbyists. (8-9-23) Meeting with member of state legislative delegation and BOCC member. (8-21-23) Attend and participate in first KAC legislative policy committee meeting. (8-30-23)***

**Leonardville North County EMS Station:** Follow up call to City of Leonardville attorney. (4-11-23) Set up phone appointment with City of Leonardville Attorney—to discuss having city begin process of opening the easement as an alley for access to the site. (5-3-23) Phone discussion with City of Leonardville attorney and arrange for teams meeting next Tuesday (5-9-23) with him, Craig and me to discuss details of City legally “opening” alley to site of ambulance and performing tree trimming along that alley. (5-3-23)

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

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

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

**Riley County Annual Legislative Conference:** Discussion with County Register of Deeds to schedule meeting week of December 5<sup>th</sup> to review documentation of long-term revenue loss to Riley County caused by



legislature's past elimination of the mortgage registration fee. (12-1-22) Work preparing for 12-12-22 legislative conference. (12-8-22; 12-11-22) Discuss legislative conference information with County Appraiser. (12-8-22) Discuss legislative conference information in meeting with County Register of Deeds. (12-9-22)  
**Riley County District Court:** Discussion regarding BOCC consideration of funding potential "resolution docket" to assist with case backlog. (4-27-23)

#### **Rural Economic Development Advisory Board:**

#### **Staff Budget and Planning Committee:**

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

## **II. Projects by Department:**

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

**Riley County Appraiser's Office:** Assist with legal issue. (12-1-22) Discuss with County Appraiser separate legal issue. (12-2-2) Assist Department Head with legal issue and prepare for executive session on same. (12-1-22; 12-7-22) Discuss legislative conference matter with Department Head. (12-7-22) Department Head notifies of property taxpayer verbally abusive to staff. Advisee. (12-13-22) Discuss legislative issue with Department Head. (12-28-22) Discuss real property issue with Department Head and setting up staff meeting to discuss further. (12-29-22) Discuss KORA issue with Department Head and advise. (1-3-23) Review info from County Appraiser on upcoming property tax appeal. Provide additional background information to Appraiser. (1-28-23) Advise on exemption matters. (2-8-23) Meet with County Appraiser on exemption issue. (3-6-23) Meet with County Appraiser and taxpayer representatives on same exemption issue. (3-7-23) Discuss with different taxpayer representative different exemption issue. 3-7-23) Review different pending exemption request material, at request of Department Head. (3-13-23) Advise Department Head on assessment issues. (3-20-23) Discussion with Department Head of legal issue. (4-27-23) Discuss separate exemption through bond issue. (5-3-23) Analyze IRB issue and advise Department Head. (5-5-23) Advise on legal question. (5-19-23) Assist Dept. Head with legal issue. (5-30-23) Advise on separate legal issue different from immediately preceding first two issues. (5-30-23) Discussion with Department Head. (6-13-23) Return call from Department Head. Discussion with Department Head of legal issue. (6-14-23) Meeting with County Appraisal and legal staff on nuisance property issue. (6-14-23) Communicate with Department Head on legal issue. (6-20-23) ***Assist and advise Dept. Head on BOTA issue. (7-18-23;7-19-23) Advise Department Head on BOTA issue. (7-20-23) Communicate with Department Head and Deputy County Counselors about BOTA issue. (8-9-23) Communicate with Department Head and this office's Deputies regarding property tax exemption issue. (8-13-23) Communicate with Department Head and this offices Deputies regarding property tax valuation issue. (8-13-23) Discuss with Department Head and advise on legal issue. (8-14-23; 8-15-23)***

**Riley County Attorney:** Work on contract for services. (2-22-23) Work on immediately preceding contract with Department Head. (2-27-23;2-28-23;3-1-23;3-2-23) Respond to Department head update on pending discussion to schedule with counsel on our BOTA cases. (4-7-23) Discuss with Department Head legislative issue. (4-7-23)

**Riley County Clerk:** Review form of license application and its requirements at request of Clerk's staff. (12-7-22) Review revised license application provided today by Clerk's Office staff. Approve "as to form." (12-8-22) Review and respond to bond counsel question on term sheet for short term financing. (2-6-23) Advise on release of information issue. (4-19-23) Advise and assist departmental staff on release of information issue raised by state agency. (4-21-23) Assist with KORA issue. (5-3-23) Assist with same KORA issue through communication with outside requester; communication with I.T. based on prior provision of similar information requested in 2021. (5-4-23) Work on request for electronic data. (5-22-23; 5-23-23; 5-26-23) Discuss contract issue. (6-2-23) Discuss contract issue. (6-13-23; 6-14-23) Work on same contract issue. (6-14-23) Teams meeting with Clerk and Election Supervisor on contract issue. (6-15-23) Confirm with County Clerk and Election Supervisor vendor has agreed to contractual provisions attachment; advise to place on BOCC agenda of public meeting on 6-22-23. (6-19-23) Work on separate proposed contract. Schedule Teams Meeting with Department Head and Election Supervisor for 6-21-23. (6-20-23) Teams meeting with Department Head and Election Supervisor on contract issue. Discuss. (6-21-23) **Work with staff and advise on open records act issue. (7-24-23;7-25-23;7-26-23) Work on new open records act issue. (7-27-23; 7-28-23; 7-31-23; 8-1-23) Work on open records act issues. (8-2-23; 8-3-23; 8-4-23; 8-7-23; 8-8-23; 8-9-23)**

### **Riley County Community Corrections:**

**Riley County Emergency Management:** Contacted by EM regarding a 911 service issue. Discuss with EM Director. I called resident and left message with adult in home. (12-1-22) Return 12-5-22 call from resident. I describe to resident options as I understand and staff (EM and 911) work to this point and 911's referral of issue to state's 911 coordinating council—in hopes they can obtain solution for resident from A T & T landline provider (resident reports no cell service available his location). Encourage resident to try a number available to reach 911 as short-term solution while 911's involvement with state coordinating council. Encourage resident to call me with result of his use of that landline number to reach 911. Make arrangements to speak with resident by end of this week with any results of my conversations with 911. Talk with 911 and Tyler brings me up to speed on where this is with 911 coordinating council. (12-6-22) Call back resident and inform Tyler of 911 has been told should hear back "soon" from 911 coordinating council. I relay that information by phone to resident. He verifies his test of direct line call to 911 did work today. Understands that is an interim solution while coordinating council effort plays out. Encouraged him to call me back and check on progress of state coordinating council effort, within next 2 weeks, or whenever he wants to do so. (12-6-22) Contacted by PIO for information. Provide. Review info. (12-6-22) Follow up from 911 and PIO on interim solution is working based on test by resident. (12-7-22) Meet with Department Head on proposed EM personnel policies and Standard Operating Guidelines. (12-9-22) New information provided by Department Head on foregoing resident's report of continued issue with 911 contact, based on info he received from his land line provider. (1-4-23) Department Head inquires about process for development of SOGs. Consult with HR who advises Department Head. (1-4-23) Request for contract assistance. (1-30-23) Information provided on scheduling training opportunity on FLSA. (1-30-23) Information provided on CPE building security. (1-30-23) Discuss litigation matter with Department Head. (2-8-23) Discuss pending legal matter with Department Head. (4-5-23) Prepare Declaration of Local Disaster Emergency; Obtain signatures of Vice-Chairman & County Clerk; File with County Clerk; Deliver to Baldwin Fisher for transmittal to KDEM. (3-20-23) Discussion with Department Head and confirm he wants existing Declaration of Local Disaster Emergency to expire by its terms this Monday, March 27, 2023 at 12:01 a.m. (3-22-23) Advise BOCC during public meeting of March 26, 2023 of immediately foregoing decision on Declaration of Local Disaster Emergency. (3-26-23) **Forward to Shelley KORA issue. Advise Dept. Head and Staff Shelley will be contacting them. (8-2-23)**

**Riley County Emergency Medical Services:** City Commission has asked counsel for both entities to develop a document allowing County use and potential improvements to alley providing access to lot purchased by County for North County ambulance station. I send email to counsel for City of Leonardville advising of this and inviting him to call me to discuss. (12-7-22) City Attorney responds and confirms parties understand what's necessary. Consultation with Craig. (12-8-22) Discuss with Department Head arrangement for site

visit on 12-21-22. (12-20-22) Site visit with Department Head and Deputy County Counselor to be rescheduled. (12-21-22) Work on North County ambulance station design project. Discuss with Department Head. (1-29-23) Respond to communication from outside counsel on pending matter. (3-19-23) Prepare for teams meeting tomorrow morning on opening of alley easement for estimated September, 2023 completion of Leonardville North County Ambulance station. (5-8-23)

**Riley County Extension:** Work on annual authorization for controlled beer sales during rodeo at county fair. (5-31-23) *Work with Director on parking issue at fair site. Contact USD 383. (7-20-23; 7-21-23)*

**Riley County Fire District No. 1:** Schedule conversation with Department Head for 4-21-23 on Ashland Bottoms and University Park fire station projects—recently rejected bids—next steps. (4-17-23) Attend staff meeting on open burning issues with: Riley County Attorney; RCPD; Fire District Chief. (4-19-23) Meeting with Fire Chief on issues related to construction of two fire stations. (4-21-23) Review material on land swap proposed between Fire District and University Park, for construction of new fire station. (4-27-23) Leave message for Department Head in response to call earlier today. (4-27-23) Discussion with Department Head regarding University Park’s agreement to contract terms for land swap as relayed previously by Department Head to University Park Advisory Board members. (4-27-23)

**Riley County GIS:** Assist with provision of “shapefile” requested by company. Communicate with company representative and GIS staff. (6-5-23; 6-6-23)

**Riley County Health Department:** Work with department staff member on question about insurance coverage for staff. I ask County’s insurance broker for information. (12-12-22) Follow up on question I previously asked county’s insurance provider December 12. (12-28-22) Discussion with insurance agent on insurance coverage from a department’s staff. Recontact staff member and advise agent will be contacting them for more detail—encourage staff member to check back with me next week if necessary. (12-28-22) Advise Department Head on issue involving small city. (6-19-23)

#### **Riley County Historical Museum:**

**Riley County Human Resources:** (1-4-23) Discuss with HR Manager and advise on personnel issue. (2-6-23) Assist with contract matter involving a different department. (2-21-23) Review contract and approve as to form. (3-18-23) Schedule discussion on two HR issues. (3-22-23) Discuss with HR Manager solicitation on county property by local business. (3-29-23) Communication from outside counsel on pending discovery matter in litigation. Communicate with HR manager and outside counsel. (4-5-23) Work with HR and Department Head on personnel matter. (4-5-23) Respond to inquiry from staff working group on building environmental concern. Meet with staff working group. (4-7-23) Communicate with HR and Department Head regarding inquiry on a court interpretation of FMLA issue. (4-7-23) Discussion with staff working group on environmental issue. (4-11-23) Communicate with Department and schedule meeting on FMLA issue. (4-14-23; 4-17-23) Assist HR with personnel matter. (4-19-23) Assist HR with two personnel matters. (4-20-23) Discussion with HR on personnel matter. (4-25-23) Assist HR staff with contractual issue. (4-25-23) Assist HR with benefits issue for a department’s workforce. (4-25-23) Review and analyze different contractual issue. (4-25-23) Assist HR with discussion of new personnel issue. (4-26-23) Work on contract issue for HR and advise. (4-27-23) Work on personnel issue with HR and a Department. (4-28-23) Advise personnel issue involving unemployment insurance. (5-3-23) Work with HR and Department Head on personnel issue. (5-4-23) Discuss with staff “COVID” working group (Ambulance; RCHD; HR; Clerk) end of the public health emergency and benefits question raised. (5-4-23) Communicate with HR and Department Head on personnel issue. (5-4-23) Discussion with Deputy County Counselor Woodard regarding legal issues surrounding immediately preceding legal issue. (5-4-23) Work on immediately preceding issue. Communicate with HR and Department Head. Schedule meeting with HR and Department for 5-5-23 (5-4-23) Meet with HR and assist with unrelated personnel issue. (5-4-23) Meet with Department Head and Deputy Counselor Woodard

on issue scheduled on 5-4-23. (5-5-23) Teams meeting with HR and department leadership on personnel issue. Follow up with HR on same personnel issue. (5-8-23) Conversation with HR on different personnel issue. (5-8-23) Discuss personnel issue with HR Director. (5-19-23) Work on personnel issue. (5-22-23) Communicate with HR on pending litigation matter. (5-22-23) Assist HR with personnel issue. (5-31-23) Assist HR with personnel issues. (6-6-23) Assist HR with contractual issue. (6-7-23) Assist HR and county department with personnel issue. (6-12-23) Exchange communications with HR and department about personnel issue discussion rescheduling. (6-16-23) Communication from Dept. on personnel issue. Analyze. (6-15-23) Work on legal issue for Department. (6-25-23) Assist Department with legal issue. (6-26-23) ***Assist Director and a Department Head with HR matter. (7-11-23; 7-12-23) Discuss 3 different personnel law issues with Director. (7-18-23) Advise Department on 2 unrelated personnel law issues. (7-21-23) Discuss personnel law issue. (8-2-23) Communicate with HR regarding legal issue. (8-9-23) Communicate with HR regarding search to fill vacant Legal Assistant Position. (8-13-23)***

**Riley County Information Technology/GIS:** Participate in staff working group discussion of network security improvement. (12-19-22) Follow up on “shapefile” request from company. (6-5-23)

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

**Riley County Noxious Weeds/Hazardous Household Waste:** Discuss with department head upcoming potential property leases of county ground. (5-3-23) Request Department Head provide copy of deed on one of leased properties—to review restrictions on all the leased properties. (5-4-23) Schedule discussion with Department Head on real property issue. (5-22-23)

**Riley County Planning & Development:** Discuss issue with after phone call from County Sanitarian. (12-5-22) Discuss immediately preceding issue with Department Head (12-6-22) Phone conference with Department Head and County Sanitarian on previous issue. Possible solution reached based on input from Department Head and Sanitarian. County Sanitarian will speak with property owner. (12-7-22) Review new form proposed by P & D staff for land use regulations. Route issue to Craig for his review. (12-8-22) Discuss benefit district issue with Department Head and Deputy County Counselor. (12-20-22) Review information on preceding provided by Department Head. Further discussion on same issue. (12-20-22) Attend pretrial in District Court on Prairiewood appeal. (2-6-23) Approve draft pretrial order presented by opposing counsel; advise county staff witnesses of revised trial date. (2-7-23) Meeting with staff member to prepare for Prairiewood appeal. (2-28-23) Participate in zoom meeting with staff regarding upcoming Keats public meeting scheduled for 3-9-23, 7 p.m. (2-23-23) Analyze potential Memorandum of Understanding. (3-15-23) Discuss with Department Head benefit district question. (3-15-23) Work on Prairiewood District Court Appeal. (3-17-23) Communicate with Department Head and Craig about meeting next week to discuss issue relating to transition of EHS. (3-18-23) Discuss with Planning and Development Director possible contract for assistance with soil testing, given current lack of EHS. Meet with Director and Deputy Counselor on this subject in conference room, later same day. (3-22-23) Discuss potential contract development for soil inspections with temporary EHS assistance. Work toward potential contract (3-28-23) Work toward same potential contract. Discuss with Department Head. (3-29-23) Work on appellate argument in Prairiewood appeal to District Court. (3-29-23) Work on appellate argument in Prairiewood appeal to District Court. (3-30-23; 3-31-23) File appellate brief in Prairiewood appeal to District Court. (3-31-23) Advise Department Head on contract matter. (4-6-23) Discuss with Department Head contract matter. Draft contract for EHS assistance and provide to Department Head (4-10-23) Communicate with Department Head on their proposed revisions to EHS draft contract. Work on those revisions/additions. Complete revision/additions and forward to Department Head for review. (4-11-23) Answer staff question about planning board hearing. (4-11-23) Conversation with Department Head on pending contract issue. (4-25-23) Conversation with Department Head on pending public hearing matter. (4-25-23) Meet with GIS on upcoming public hearing on land use issue. (4-25-23) Assist department staff by updating them and Department head on results of immediately preceding meeting with GIS. (4-25-23) Discuss with insurance agent coverage issue related to above contract



for EHS assistance. (4-27-23) Discuss with Department Head movement of Prairiewood appeal to later hearing date. (4-30-23) Prepare for District Court hearing on Prairiewood; discussion with county witness. Relay information obtained to Planning & Development. (5-3-23) Assist Dept. Head with road renumbering issue. (5-30-23) Draw up agreed order withdrawing my motion finding requests for admission provided appellant are admitted. File approved order electronically. (6-5-23; 6-6-23) Schedule meeting with Department Head and staff on nuisance property. (6-9-23) Work on benefit district project and its authorization. (6-12-23; 6-13-23) Communicate with staff on nuisance property. (6-14-23) **Work on Prairiewood appeal to District Court. (7-25-23; 7-26-23) Communicate with staff on different property in violation of county codes. (7-27-23) Work on Prairiewood appeal to District Court. (8-1-23; 8-2-23) Work on Prairiewood appeal to District Court. (8-3-23; 8-4-23; 8-6-23; 8-7-23; 8-8-23; 8-9-23) Work on Prairiewood appeal to District Court. (8-10-23; 8-11-23; 8-12-23; 8-13-23; 8-14-23; 8-15-23; 8-16-23) Work on Prairiewood appeal to District Court. (8-17-23; 8-18-23; 8-19-23; 8-20-23; 8-21-23; 8-22-23; 8-23-23; 8-24-23; 8-25-23; 8-26-23; 8-27-23; 8-28-23) Represent County in District Court hearing on Prairiewood appeal. (8-29-23)**

**Riley County Public Information Officer:** Work with PIO scheduling my review of 2 proposed policies. (4-5-23) Respond to PIO question to staff working group about possible informational program for county employees. (5-8-23) Further communication with PIO and working group about same informational program. (5-8-23) **Communication from PIO requesting legal advice. (7-24-23)**

**Riley County Public Works:** Contacted by PW staff about new owner of county park real property and continued county lease of parking space. Provide my contact information to new owner. (12-6-22) Follow up with Department Staff about proposed meeting in their conference room this Friday. (12-7-22) Meeting with Head of Department and Assistant County Engineer to prepare for upcoming discussion with transfer station operator. (12-9-22) Learn of potential grant opportunity for road projects. Provide information to Department. (12-11-22) Discuss former with Department staff member. (12-12-22) Meeting with Department Head and Assistant County Engineer to prepare for upcoming discussion with transfer station operator. (12-13-22) Work on immediately preceding item on information from provided by operator. (12-14-22) Work with Department Head on Construction Management at Risk selection process. (12-14-22) Participate in transfer station contract negotiation with Department Head, Assistant County Engineer, Operator and Operator's counsel and principals. (12-16-22) Staff discussion of issue related to preceding negotiation. (12-19-22) Teams meeting with Budget and Finance, Department Head and Assistant County Engineer regarding contract issue. (12-28-22) Continue work toward transfer station operation agreement. (1-29-23) Advise Dept. Head after review of MOU related to bridge project. (1-29-23) Refer to Department Head City of Ogden question about sharing bridge maintenance responsibility. Referred for Department Head response back to me. (2-22-23) Meeting with outside counsel at their request regarding overflow channel maintenance proposal (2-23-23) Work toward meeting to renew transfer station operation agreement. (3-6-23; 3-7-23; 3-8-23) Work on Public Safety Headquarters Building project. (3-7-23) Provide counsel for transfer station operator County's position on remaining issues for putting agreement in place. Repeat offer of dates/times to zoom or teams meeting on subject for week of 3-13-23. (3-10-23) Counsel for operator advises week of 3-13-23 won't work for operator of transfer station. Proposes following weekdays and times. I commit will check on "county side" of negotiation and get back to counsel for operator. I relay proposed days/times week of 3-20-23 to Director and Assistant County Engineer, along with my availability. (3-13-23) Discuss contract matter question as result of Township Officers' annual meeting. (3-15-23) Work on scheduling next zoom with staff and transfer station operator—contract negotiation. Discussion with staff. (3-17-23) Work on Transfer Station agreement renewal issues. (3-18-23) Zoom negotiation with transfer station operator and department head. Separate conversation with county insurer afterward (3-21-23) Schedule 3-23 conversation with county insurer and department head on transfer station contract negotiation. (3-22-23) Conversation with attorney for transfer station operator about COLA in the proposed agreement and how it should work. (3-22-23) Conversation with City of Ogden Counsel about Cimmaron Bridge inspection and maintenance of overflow channel. (3-22-23) Discuss with our insurer transfer station insurance issue relevant to our negotiation for renewed contract with operator. (3-22-23) Discuss with insurer and Department Head insurance

issue relevant to negotiation for renewed contract with operator. (3-26-23) Discussion with Department Head another Department Head and Division leader regarding scheduling of initial discussion at such staff level about environmental status of building. (3-28-23) Discuss with Department staff question on approval of contract for agenda. Confirm already provided to staff working group on contract's project. Relay confirmation. (3-30-23) Work with Department Head on Cimmaron Bridge inspection and City of Ogden's request. Speak with counsel for City of Ogden. (4-4-23) Work with Department Head on short term financing issues related to University Park and Lagoon Project. (4-4-23). Approve "as to form" contract extension with Howie's. (4-3-23) Respond to Craig's concept of potential new grant or loan opportunity for benefit district project. (4-5-23) Review University Park EPA consent order and work with Department Head on its use in possible project funding application. (4-5-23) Discuss contract issue with Department. (4-6-23) Analyze contract matter for Department. (4-6-23) Field question from bond counsel regarding the U.P. lagoon project ordered by EPA. Discuss with Department Head. Department head provides me answer to bond counsel question. (4-7-23) Relay Department Head's answer to bond counsel question about UP lagoon project. (4-9-23) Different project within Department—ongoing contract issue question forwarded by Julie Winter. (4-7-23) Discuss with Department Head and Assistant County Engineer in team meeting potential renewal of transfer station operation agreement. (4-10-23) Relay update to staff member my provision of U.P. lagoon project info to bond counsel. (4-11-23) Discuss scheduling a meeting on contract development issue. (4-17-23) Leave voicemail about scheduling meeting on contract development issue. (4-18-23) Teams meeting with Department Head and contractor on construction project issue. (4-21-23) Call from attorney for transfer station operator. Discuss upcoming potential meeting. (4-27-23) Relay information to Department Head and Assistant County Engineer. (4-27-23) Voicemail left with insurance agency on status of coverage issue on potential transfer station contract. (4-27-23) Discuss with Assistant County Engineer separate contract issues on Transfer Station and County Complex waste pickup. (4-28-23) Discuss with Department Head and Assistant County Engineer transfer station operation. (5-2-23) Work toward potential agreement on parking lot. (5-3-23) Work toward potential agreement on parking lot. (5-4-23) Discuss potential contract and bid documents on culvert replacement. Advise Assistant County Engineer. (5-5-23) Communicate with Staff on completion of review of contract issue. (5-19-23) Analyze contract issue on separate project at request of Department Head. Discuss with Department Head. (5-19-23) Teams meeting with Department Head on lease issue; and on township issue. (5-23-23) Communicate with landowner. (5-24-23) Continue work on lease issue. (5-24-23; 6-6-23) Work on same lease issue. (6-11-23; 6-12-23) Discuss transfer station operation with Department Head and Assistant County Engineer (6-12-23; 6-13-23; 6-14-23) Work on benefit district project and its authorization (6-12-23; 6-13-23) Discuss transfer station issue with Department Head and Assistant County Engineer. (6-14-23) Communicate with Department Head and Assistant County Engineer about opportunity to Teams Meet with Operator and his counsel 6-23-23. (6-19-23) Send invitations for Teams Meeting to Operator, his counsel, Department Head and Assistant County Engineer. (6-20-23) Work on parking lot lease project. (6-19-23; 6-20-23; 6-21-23; 6-22-23; 6-26-23) **Work on contract for transfer station. Communicate with Department Head and Assistant County Engineer. (7-1-23) Communication from KDOT on City of Ogden bridge inspection. (7-1-23) Work on contract for transfer station. (7-1-23; 7-2-23; 7-5-23) Review and approve "as to form" term sheets and associated bond counsel documents for financing of two distinct scheduled construction projects. (7-20-23) Work with bond counsel on financing for two distinct scheduled projects. (7-24-23; 7-25-23) Review and approve as to form contract documents for public safety headquarters construction project—Construction Manager at Risk. (7-27-23) Work on contract for transfer station. (8-3-23; 8-4-23) Review for BOCC signature at this Thursday's scheduled public meeting, proposed final contract returned today by transfer station operator. (8-14-23)**

**Riley County Register of Deeds:** Discuss legislative conference issue with Department Head. (12-6-22; 12-7-22) Advise on legal issue. (2-12-23) Communicate with Department head on deed issue. (3-17-23) Discuss with Deputy Counselor correction deed prepared for filing. (3-28-23)

**Riley County Treasurer:** Discuss with Department Head process for Opioid Settlement Fund payments routed from Attorney General's Office. Discuss with Assistant Attorney General supervising such

distributions. (12-21-22)

**RILEY COUNTY POLICE DEPARTMENT—Administered by Law Enforcement Agency (“Law Board”):** Conversation with jail staff about medical care legal obligation regarding former inmate. Advise. Schedule Team Meetings for later this p.m. to discuss with jail staff and Budget and Finance Officer. Meeting held: advise regarding liability/no liability for medical care on specific facts. (3-22-23)

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

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

**Administrative Matters:** Work on annual performance reviews. (12-1-22; 12-2-22; 12-3-22; 12-4-22; 12-5-22; 12-6-22; 12-7-22) Work with Clerk staff to reschedule administrative time on upcoming BOCC agenda. (12-7-22) Register for free webinar during lunch hour December 14, 2022; “Practical Law” updates from Westlaw—our computerized legal research provider. (12-7-22) Forward to Office Manager Clerk’s Office info on end-of-year vendor payments by check. (12-8-22) Discuss with Craig any updates to contact info. (12-13-22) Advise staff I’ll be into office after attending 8:30 a.m. meeting at Public Works. (12-13-22) Discuss with Craig teams meeting later this a.m. with Department Heads of Appraiser’s office and Planning and Development. (12-13-22) Review and Approve A/P and Accounts Payable documents. (1-30-23) Advise on chairs mistakenly moved out of CPE by CASA. (2-6-23) Work on arranging for office space for any attorney hired for vacancy of incumbent Deputy. Work on temporary location of conference room table for same purpose. Work with IT on technology need in space for same purpose. (3-15-23) Review and delete spam emails quarantined (3-19-23) Review communication from Federal District Court on amendments to local rules. (3-19-23) Approve staff request. (3-30-23) Order business cards for incoming Deputy County Counselor as of May 1, 2023. (4-5-23) Assist staff with follow up on minor structural repair of desk (donated by Treasurer) moved into office for incoming Deputy Counselor. (4-7-23) Repair of desk by Public Works staff accomplished. (4-11-23) Advise staff of information provided by Clerk’s office on address to use with P-Card purchases. (4-25-23) Approve annual leave request from staff. (4-26-23) Work with staff development of departmental 2024 budget request. (4-26-23) Work with office’s staff on Departmental 2024 budget request. (4-21-23; 4-26-23) Prepare memo in support of office’s 2024 budget request. (4-26-23) Complete departmental 2024 budget memo. Submit memo and 2024 budget request to Budget and Finance (4-27-23) Discuss with HR CAR I’ll prepare for transition of Counselor position based upon my scheduled 2025 retirement. (5-19-23) Work on transition of Deputy position given incumbent’s scheduled retirement. (5-22-23; 5-23-23) Discuss and decide with staff on renewal of “Hawver” subscription. (5-30-23) Register for June 20 webinar on Title VI requirements under ARPA; to be conducted by Officer of Recovery. (6-5-23) **Information to Office Manager on invoice for Westlaw. (7-5-23) Partners’ Meeting. (7-21-23) Review and approve proposed CAR drafted by H.R. for upcoming position vacancy due to a retirement. (7-27-23) Work with HR and staff working group preparing for candidate interviews for 2 positions. (7-27-23; 7-28-23) Staff meeting to discuss departmental input, as requested by PIO, on survey regarding retention and recruitment and retention. Provide info to PIO. (8-2-23) Review, approve Department timecards. (8-6-23) Work on transition of department for upcoming vacancy in Office Manager position. Review all internal applications. Communicate with both Riley County Deputy County Counselors and H.R. Director. (8-6-23) Work on transition of department to fill vacancy in Legal Assistant position. (8-10-23; 8-11-23; 8-13-23) Review City/County/County agenda for 8-17-23 meeting. (8-13-23) Work on upcoming retirement receptions for department. (8-11-23; 8-14-23; 8-15-23; 8-16-23; 8-17-23) Continued work on transition of department to fill vacancy in Legal Assistant position. (8-15-23) Participate in panel interview of candidate for Legal Assistant I position. (8-18-23) Attend retirement reception in BOCC chambers for Jill Seaton. (8-31-23)**

Attachment: FINAL Commission List 09.11.2023 (13723 : Clancy's Commission List)

**Continuing Legal Education:** Attend online CLE program. (6-11-23) Attend CCAK CLE program. (6-16-23)

**County Counselor Association of Kansas:** Contact presenter and confirm presenter availability for mid-year zoom CLE meeting of membership. Advise KAC general counsel presenter on employment law developments will attend. (February, 2023) Discuss with membership possible hypothetical for CLE presenter's use during upcoming presentation during mid-year membership meeting on ethical issue. (4-26-23) Confirm with Jay Hall presenter's availability to present during June 16<sup>th</sup> "virtual" mid-year association CLE. (4-28-23)

**Department Head Committee:** Attend and participate in department Head Committee Meeting. Remind Department Heads of next Monday's Legislative Conference, that they are all invited; and it is an opportunity to interact for the first time with new members of our delegation. Also described I will be inviting all delegation members to contact Department Heads throughout the legislative session when they have any questions about this county's daily operation or of counties generally. (12-7-22) Attend and participate in Committee Meeting. (12-21-22) Attend and participate in committee meeting. (2-15-23) Attend and participate in committee meeting. (3-1-23) Attend and participate in committee meeting. (4-5-23) Attend and participate in committee meeting. (4-19-23) *Attend and participate in committee meeting. (7-5-23) Attend and participate in meeting. (7-19-23) Attend and participate in committee meeting. (8-2-23)*

**Intergovernmental Luncheon:** Attend meeting. (2-27-23)

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

**Kansas Association of Counties:**

**Staff Budget and Planning Committee:** Work with B & P on development of contracts for transfers to small cities for loss of funds as countywide ½ cent sales tax sunsets 12/31/22. (11-15-22) Review material for BOCC presentation to be made by Budget and Planning during the next BOCC public meeting. (11-28-22) Attend and participate in Committee meeting. (11-29-22) Ask Shilo for her opinion on draft of agreement. (2-7-23)

**Staff Riley County Employee Recognition Day Planning Committee:** Discuss future scheduling of committee meetings with members. (2-21-23) Attend and participate in committee meeting. (2-21-23) Discussion with County Appraiser regarding current property tax exemption status of potential venue. (2-22-23) Discussion with County Appraiser staff regarding contact information for same potential venue. (2-22-23) Discuss with venue representative potential use of facility for event. (3-6-23). Discuss with different venue's representative potential use of facility for event. (3-7-23) Messages left at possible venue with my contact information. (3-17-23;3-18-23) Communicate with possible venue and contact person. Advise will not be using facility and why. (3-20-23) Attend and participate in committee meeting. (3-21-23) Discussion with committee members about concept for employee day, proposed by committee member. (4-26-23) Attend and participate in committee work planning Employee Recognition Day. (6-20-23) *Analyze proposed venue contract. Conversation with County's insurer. Voicemail left with PIO. (7-5-23) Attend and participate in Committee meeting (7-18-23) Communicate with sales representative for AMC Theatre. (8-2-23; 8-3-23) Communicate with AMC representative and our insurer regarding event. (8-13-23) Attend and participate in committee meeting. (8-15-23) Communicate with our insurer and attorney for venue regarding Recognition Day. (8-15-23) Communicate with attorney for venue regarding Recognition Day. (8-16-23; 8-17-23)*

**Staff Road Renaming Committee:** Respond to committee member's relay of landowner's proposed rename

of private road. (12-7-22)





**PUBLIC WORKS**  
*Personnel*

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

## COMMISSION AGENDA REPORT

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**FROM:** John Ellermann, Public Works Director

**MEETING:** September 11, 2023

**SUBJECT:** Request to fill two open Public Works Operator II Position

**PRESENTER:** John Ellermann

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### **BACKGROUND**

We are here today to request approval to fill two Public Works Operator II positions in the Public Works Department/Operations Division. One of the positions is due to a transfer to the Mechanic II position. The other is due to the employee accepting a position with an outside organization. The Public Works Operator II position is supervised by the Operations Manager or Crew Supervisor.

The Equipment Operator II is responsible for operating construction equipment, maintenance equipment, other tools and equipment and performs manual tasks as needed to maintain roads, bridges, culverts, drainage structures and road right-of-way in conformance with plans, specifications and procedures as directed, to assure high quality safe public works facilities and infrastructures are properly maintained for the use by the general public.

This employee works under the direction of the supervisor in charge of the activity and is expected to carry out and complete work details as directed. Supervision is provided by the Supervisor through consultations and review of the work performed.

### **DISCUSSION**

Discuss filling the Equipment Operator II positions within the Public Works Department/Operations Division.

### **FISCAL IMPACT**

These are current budgeted position within the Public Works Department.

**RECOMMENDATION(S)**

Staff recommends filling these positions.

**POSSIBLE MOTION(S)**

Move to approve the Public Works Department advertise to hire the two open Public Works Operator II positions.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

**Enclosures:**

- Operator II Position Description (PDF)
- PW Operator II PAF (DOCX)

## RILEY COUNTY, KANSAS JOB DESCRIPTION

|                     |                                                       |                                |
|---------------------|-------------------------------------------------------|--------------------------------|
| <b>Job Title:</b>   | <b>PUBLIC WORKS OPERATOR II</b>                       |                                |
| <b>Department:</b>  | Public Works                                          | <b>Division:</b> Road & Bridge |
| <b>Reports To:</b>  | Appropriate Crew Supervisor or the Operations Manager |                                |
| <b>Pay Grade:</b>   | <b>7</b>                                              | <b>Status:</b> Full time       |
| <b>FLSA Status:</b> | Non-Exempt                                            |                                |

**Position Summary:** An employee in this position operates construction equipment, maintenance equipment, other tools and equipment, and performs manual tasks needed to maintain roads, bridges, culverts, drainage structures and road rights-of-way in conformance with plans, specifications and procedures as directed, to assure that high quality safe public works facilities and infrastructures are properly maintained for use by the general public.

This employee works under the direction of the supervisor in charge of the activity and is expected to carry out and complete work details as directed. Supervision is provided by the Supervisor through consultations and review of the work performed.

### Essential Functions:

- Ensures duties are carried out in accordance with County and Departmental policies and guidelines.
- Ensures time management on projects is sufficient.
- Provides for regular and punctual attendance and fosters a cooperative work environment.
- Operates road and bridge equipment necessary to carry out their daily activities.
- Transfers equipment to and from the job site.
- Constructs and maintains surfaced and unsurfaced roads such as asphalt roads, gravel roads, dirt roads, road entrances and intersections. Paves, patches, crackfills, and seals asphalt roads.
- Assists with construction and maintenance of surfaced and unsurfaced roads.
- Assists with the construction and maintenance metal culverts, concrete culverts, bridges, and erosion control structures.
- Assists with the demolition of bridges and other structures.
- Constructs and maintains stream channels, ditches, waterways, and other drainage structures.
- Loads, hauls, and stockpiles aggregates and other materials.
- Maintains equipment assigned and clears a snow removal route as assigned.
- Helps maintain traffic control devices and performs traffic control in work zones in conformance with the Manual on Uniform Traffic Control Devices.
- Maintains daily labor, equipment, and material use to report time worked and equipment used.

### Secondary Functions:

- Maintains signs and other traffic control devices such as regulatory, warning, guide, service, school, pedestrian, road name, hazard, and work zone signs in conformance with the Manual on Uniform Traffic Control Devices. Places temporary striping and centerline tabs on new asphalt paving and sealing projects.
- Performs daily operator maintenance to fuel, lubricate, and clean equipment.
- Maintains facilities and storage yards, picks up trash, cleans facilities, and performs general maintenance.
- Periodically inspects equipment assigned to ensure units are clean and maintenance is being performed adequately.
- Performs light surveying and other work associated with the lay out of road surfaces, shoulders,



ditches, back-slopes, and structures.

- Assists with dispatching, telephone and 2-way radio communications.
- Operates computers and other electronic equipment such as laser levels, distance measuring equipment, underground utility locators and GPS locators.
- Inspects paved and gravel surfaced roads for condition, road hazards, traction, and other safety considerations and initiates corrective actions.
- Performs carpentry work constructing small office projects, setting concrete forms, and making wood deck repairs.
- Participates in staff meetings, safety meetings and other related activities.
- Position may require occasional overtime that will be outside normal work hours which may include weekends.
- May be required to perform related work as required during and after hours, any day of the week, including holidays.
- Perform other duties as assigned.

### **Position Requirements:**

Any satisfactory equivalent combination of experience, education and training which provides the required knowledge, skills and abilities listed below will be accepted.

This position requires the employee to provide and carry a personal cell phone and will be reimbursed as per the County's Cell Phone Policy. The cell phone is to be utilized to carry out county related functions in accordance with Departmental Policies and Procedures.

### **Education:**

- This position requires a high school education or equivalent.
- Vo-Tech training preferred.
- A Class A Commercial Driver's License and tanker endorsement shall be obtained within the first 90 days of employment in this position.

### **Experience:**

- Five years' experience operating equipment performing general construction work.
- Experience in carpentry, concrete work setting forms, placing steel, and finishing preferred.
- Two years of concrete construction, asphalt maintenance, or earth grading experience.
- Two years of operating basic computer software (i.e. Microsoft office) is required.
- Knowledge of the materials, equipment, methods, and practices essential to the maintenance and construction of county roads.
- Knowledge of the general practices, laws and regulations applied to the care and safe operation of heavy duty construction and maintenance equipment.
- Knowledge of the applicable work safety rules and procedures.
- Knowledge of asphalt properties, application rates, and production timing.
- Knowledge of concrete properties, quantity calculations, finishing techniques, curing rates, and production timing.

### **Skills:**

- Good organizational, interpersonal and communication skills are required.
- Ability to follow oral and written instruction.
- Ability to work independently with little or no supervision.
- Ability to deal tactfully with people
- Ability to analyze and solve problems
- Ability to establish and maintain effective working relations with employees, supervisors, other

- government agency officials, and the general public
- Ability to analyze and solve problems.
- Ability to make mathematical computations.
- Ability to use hand tools, power tools, small portable and self-propelled power tools.
- Ability to make minor repairs and adjustments to maintain assigned equipment.
- Ability to read basic engineering plans and drawings.
- Ability to maintain daily labor and equipment records.
- Ability to operate heavy equipment and train others in safe and efficient equipment operation.

**Physical Demands/Effort:** The physical demands described here are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work encompasses primarily field work. This work requires occasional to moderate physical exertion. While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger; handle; feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; crawl; talk to hear. The employee may occasionally be required to lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision. The work requires sufficient body flexibility and strength to access construction projects. Exposure to machinery, heights, excessive noise, corrosive solvents, hot materials, flammable liquids and work in extremes of heat, humidity, wind and cold are expected.

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

A portion of the work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting or training rooms. The work performed in the field exposes an employee to a variety of different conditions. Work is mostly performed in the field where conditions can be very hot or cold, rainy, cold, or snowy. A person in this position is exposed to many safety hazards while working in and around work zones immediately adjacent to high volume traffic, at heights 10 feet or more above the ground, near power tools, large moving equipment, near heavy bridge and culvert materials lifted overhead, near asphalt materials with temperatures in excess of 300 degrees F, gases, corrosive solvents, petroleum fluids and other flammable liquids. An employee in this position is often required to work in deep trenches or excavations which require shoring or other special precautions. This employee may be required to use protective clothing such as a hard hat, safety vest, boots, goggles, gloves, safety glasses, Nomex coveralls, face mask or shield.

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

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

## RILEY COUNTY POSITION ACTION FORM

### Requisition Approval Process

Submitted by Julie Winter on 09/05/2023 at 04:39 PM

### Internal Position Details (not displayed on job posting)

|                                            |                                                                |                                               |
|--------------------------------------------|----------------------------------------------------------------|-----------------------------------------------|
| <b>Company</b><br>Riley County, KS         | <b>Position Template</b><br>Public Works Operator II [PWOPRII] | <b>Work Location</b><br>Public Works Building |
| <b>Job ID</b><br>1933214                   | <b>Salary</b><br>Salary range \$20.50 - \$22.38                | <b>Supervisor Position</b><br>No              |
| <b>Pay Grade</b><br>RANGE 7 [RANGE 7]      | <b>EEO Class</b><br>Laborers and Helpers [8]                   | <b>Workers Compensation</b><br>5506 [5506]    |
| <b>Cost Center 1</b><br>County General [1] | <b>Cost Center 2</b><br>Public Works [40]                      | <b>Cost Center 3</b><br>--                    |
| <b>1 Job Slot</b><br>PUBLIC -1             |                                                                |                                               |

Supervisor: Alvin Perez

Department Head: John Ellermann

☒ No changes to Position or Budget

☒ Position Description attached

Total annual hours: 2080

☒ Budgeted

☐ New or updated position description

☐ New request for budget (details attached)

Salary: \$46,550.40 each

Budget for Benefits: \$18,387.41 each

Total proposed annual budget: \$64,937.81 each

Additional Position Comments: total proposed annual budget for 2 Operator II's \$129,875.62

BoCC Chairwoman \_\_\_\_\_

Date: \_\_\_\_\_

BoCC Member \_\_\_\_\_

Date: \_\_\_\_\_

BoCC Member \_\_\_\_\_

Date: \_\_\_\_\_

Attachment: PW Operator II PAF (13722 : Request to refill Public Works Operator II Position)