



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

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

Review Minutes

3. Board of Riley County Commissioners - Regular Meeting - Sep 8, 2022 8:30 AM

Review Tentative Agenda

4. Tentative Agenda

Press Conference Topics

5. Discuss Press Conference

9:00 AM

Rich Vargo, County Clerk

6. Year to date budget and expenditure reports

9:15 AM

Darell Edie, Budget and Finance Officer

7. 2023 Budget Review

9:30 AM

Press Conference

8. Promotion of the "Good Plants for Riley County Landscapes" Program and movies on the Grass viewing of "Plants, Pollinators & Prayers" - Greg Eyestone (3 Mins)

9:40 AM

John Ellermann, Public Works Director/County Engineer

9. Fill an open Traffic Control Technician Position

- 9:45 AM Julie Gibbs, Health Department Director**
10. WIC State Contract
- 9:50 AM David Willis, Parks Manager**
11. Change of Expenditure for University Park Allocation
- 10:00 AM Anna Burson, Appraiser**
12. Bid opening for a vehicle
- 10:10 AM John Ellermann, Public Works Director/County Engineer**
13. Public Works Project Update
- 10:25 AM Anna Burson, Appraiser**
14. Appraiser's Office Staff Update
- 10:40 AM Clancy Holeman, Counselor/Director of Administrative Services**
15. Administrative Work Session
16. Pending County Projects County Counselor
- 11:00 AM Katharine Hensler, Museum Director**
17. Riley County Historical Museum Staff Update
- 11:15 AM Rich Vargo, County Clerk**
18. Preservation of Ballots and Election Records
- 11:25 AM Board of County Commissioners**
19. Law Board application interview process

Adjournment**Announcements**

20. A Special Law Enforcement Agency Meeting will be held today at 5:00 p.m. in the Riley County Attorney's Office, 105 Courthouse, Manhattan, Kansas.

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

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, September 13, 2022 (KF).

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



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

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss Intergovernmental Luncheon

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

George Kandt, Manhattan Area Chamber of Commerce

2. Presentation

9:15 AM

Craig Cox, Deputy Counselor

3. High Plains Ranch Road Benefit District

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

4. Administrative Work Session

9:50 AM

Break

10:00 AM

Gary Fike, County Extension Director

5. Staff update

10:15 AM

Kurt Moldrup, Interim RCPD Director

6. RCPD update

4:00 PM

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

Attachment: 09-15-22 tentative agenda (11696 : Tentative Agenda)

Adjournment

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

Attachment: 09-15-22 tentative agenda (11696 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
September 19, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Dani Hallgren and Lee Wolf, Konza Prairie Community Health and Dental Center

1. Konza Prairie Community Health and Dental Center update

9:15 AM

David Adams, EMS/Ambulance Director

2. Staff update

9:30 AM

Press Conference

9:55 AM

Darell Edie, Budget and Finance Officer

3. 2023 Riley County RNR Hearing

10:00 AM

Darell Edie, Budget and Finance Officer

4. 2023 Riley County Fire District #1 RNR Hearing

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

5. Administrative Work Session

10:30 AM

Darell Edie, Budget and Finance Officer

6. 2023 Riley County Public Hearing

Attachment: 09-19-22 tentative agenda (11696 : Tentative Agenda)

- 10:45 AM** **Vivienne Uccello, PIO**
7. Riley County Employee Training Day
- 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: 09-19-22 tentative agenda (11696 : Tentative Agenda)



COUNTY CLERK & ELECTIONS
Budget

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

STAFF REPORT

FROM: Rich Vargo, County Clerk

MEETING: September 12, 2022

SUBJECT: Year to date budget and expenditure reports

PRESENTER: Rich Vargo, County Clerk

Enclosures:

- 2022 YTD Wage and Overtime Overview 2022-09 (PDF)
- 2022 YTD Wage and Overtime Detail 2022-09 (PDF)
- Financial reports 2022 (PDF)

2022 YTD Wages/Overtime Compared to Budget

% of Year Used

66.67%

Aug	Regular Wages	Overtime Wages	2022 Budgeted Overtime	OT % of reg wage	Total Wages by department	2022 Wages Budget		Budget Spent
Department								
Attorney	\$896,526.39	\$0.00	\$4,022.00	0.00%	\$896,526.39	\$1,501,633.44	\$1,505,655.44	59.5
Clerk	\$464,418.91	\$6,028.21	\$4,927.00	1.30%	\$470,447.12	\$717,776.00	\$722,703.00	65.1
Commissioners	\$95,904.42	\$0.00	\$0.00	0.00%	\$95,904.42	\$143,140.00	\$143,140.00	67.0
Administrative Services	\$291,955.92	\$0.00	\$1,152.00	0.00%	\$291,955.92	\$432,880.00	\$434,032.00	67.2
Register of Deeds	\$198,015.19	\$30.41	\$541.00	0.02%	\$198,045.60	\$294,729.00	\$295,270.00	67.0
Treasurer	\$343,517.80	\$0.00	\$3,907.00	0.00%	\$343,517.80	\$618,847.00	\$622,754.00	55.1
Emergency Mgt	\$103,550.93	\$139.83	\$770.00	0.14%	\$103,690.76	\$151,378.00	\$152,571.00	67.9
Museum	\$156,380.26	\$108.28	\$0.00	0.07%	\$156,488.54	\$317,063.00	\$317,063.00	49.3
Election	\$174,970.06	\$3,924.02	\$2,417.00	2.24%	\$178,894.08	\$343,396.00	\$345,813.00	51.7
EMS/Ambulance	\$1,000,495.76	\$541,807.44	\$893,981.00	54.15%	\$1,542,303.20	\$1,515,761.00	\$2,409,742.00	64.0
Appraiser	\$655,403.56	\$0.00	\$9,231.00	0.00%	\$655,403.56	\$1,083,795.00	\$1,140,459.00	57.4
Planning & Development	\$272,869.39	\$295.43	\$819.00	0.11%	\$273,164.82	\$393,668.00	\$394,487.00	69.2
Information Tech-GIS	\$346,208.50	\$0.00	\$5,852.00	0.00%	\$346,208.50	\$634,934.00	\$640,786.00	54.0
General Serv.-Separation	\$95,625.99	\$0.00	\$0.00	0.00%	\$95,625.99	\$75,000.00	\$75,000.00	127.5
Public Works	\$1,921,089.39	\$33,173.65	\$88,874.00	1.73%	\$1,954,263.04	\$3,267,688.00	\$3,356,562.00	58.2
Noxious Weed	\$232,970.08	\$0.00	\$6,510.00	0.00%	\$232,970.08	\$346,920.00	\$353,430.00	65.9
NON-GENERAL FUNDS								
Solid Waste payroll	\$115,352.46	\$8,573.85	\$11,325.00	7.43%	\$123,926.31	\$176,098.00	\$187,423.00	66.1
Motor Vehicle	\$149,547.34	\$0.00	\$1,438.00	0.00%	\$149,547.34	\$234,269.00	\$235,707.00	63.4
Fire District #1	\$185,910.41	\$0.00	\$486.00	0.00%	\$185,910.41	\$299,984.00	\$300,470.00	61.8
Subtotal-All County Funds	\$7,700,712.76	\$594,081.12	\$1,036,252.00	7.71%	\$8,294,793.88	\$12,548,959.44	\$13,633,067.44	
Health Dept.-General Fund	\$329,470.01	\$5,672.29	\$1,130.00	1.72%	\$335,142.30	\$272,432.00	\$273,562.00	122.5
2 Health Dept.-Grant Funds	\$1,448,590.07	\$4,976.29	\$6,192.00	0.34%	\$1,453,566.36	\$2,250,079.00	\$2,256,271.00	64.4
Full Grant Funds								
2 Youth Court Svcs	\$30,468.08	\$0.00	\$0.00	0.00%	\$30,468.08	\$45,979.00	\$45,979.00	66.2
2 Juvenile Services	\$160,568.45	\$880.07	\$0.00	0.55%	\$161,448.52	\$237,174.00	\$237,174.00	68.0
2 Adult Services	\$187,538.45	\$880.63	\$0.00	0.47%	\$188,419.08	\$264,506.00	\$264,506.00	71.2
2 RADxUp coord & Spec	\$40,180.81	\$0.00	\$0.00	0.00%	\$40,180.81	\$82,000.00	\$82,000.00	49.0
Subtotal Grant Funds	\$418,755.79	\$1,760.70	\$0.00	1.02%	\$420,516.49	\$629,659.00	\$629,659.00	
Totals	\$9,897,528.63	\$606,490.40	\$1,043,574.00	6.13%	\$10,504,019.03	\$15,701,129.44	\$16,792,559.44	

1 Indicates Partial Grant fund

\$2,250,079.00

\$16,792,559.44

2 Indicates Full Grant fund

\$629,659.00

Attachment: 2022 YTD Wage and Overtime Overview 2022-09 (11808 : Year to date budget and expenditure reports)

			1st Quarter	2nd Quarter	July	August	September	3rd Quarter	4th Quarter	YTD 2022	2022 Budget	6.b
Department												
Attorney	Regular Salaries	1001	\$304,626.07	\$299,554.29	\$173,119.41	\$119,226.62		\$292,346.03	\$0.00	\$896,526.39	\$1,480,947.44	
	Seasonal/Temp	1003		\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$20,686.00	
	Overtime	1005	\$2,756.73	\$696.74	\$334.18	\$1,391.65		\$1,725.83	\$0.00	\$5,179.30	\$4,022.00	
			\$307,382.80	\$300,251.03	\$173,453.59	\$120,618.27	\$0.00	\$294,071.86	\$0.00	\$901,705.69	\$1,505,655.44	
Clerk	Regular Salaries	1001	\$160,474.39	\$153,491.04	\$88,639.80	\$61,813.68		\$150,453.48	\$0.00	\$464,418.91	\$717,776.00	
	Seasonal/Temp	1003	\$0.00	\$160.04	\$0.00	\$0.00		\$0.00	\$0.00	\$160.04	\$0.00	
	Overtime	1005	\$90.91	\$651.52	\$1,661.40	\$3,624.38		\$5,285.78	\$0.00	\$6,028.21	\$4,927.00	
			\$160,565.30	\$154,302.60	\$90,301.20	\$65,438.06	\$0.00	\$155,739.26	\$0.00	\$470,607.16	\$722,703.00	
Commissioners	Regular Salaries	1001	\$33,032.52	\$33,032.52	\$17,672.40	\$12,166.98		\$29,839.38	\$0.00	\$95,904.42	\$143,140.00	
Administrative Svcs	Regular Salaries	1001	\$100,559.42	\$100,559.41	\$53,798.50	\$37,038.59		\$90,837.09	\$0.00	\$291,955.92	\$432,880.00	
	Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$1,152.00	
			\$100,559.42	\$100,559.41	\$53,798.50	\$37,038.59	\$0.00	\$90,837.09	\$0.00	\$291,955.92	\$434,032.00	
Register of Deeds	Regular Salaries	1001	\$67,663.72	\$68,079.76	\$36,687.65	\$25,321.66		\$62,009.31	\$0.00	\$197,752.79	\$294,729.00	
	Seasonal/Temp	1003	\$262.40	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$262.40		
	Overtime	1005	\$6.08	\$24.33	\$0.00	\$0.00		\$0.00	\$0.00	\$30.41	\$541.00	
			\$67,932.20	\$68,104.09	\$36,687.65	\$25,321.66	\$0.00	\$62,009.31	\$0.00	\$198,045.60	\$295,270.00	
Treasurer	Regular Salaries	1001	\$90,984.50	\$132,416.49	\$71,316.92	\$48,799.89		\$120,116.81	\$0.00	\$343,517.80	\$618,847.00	
	Seasonal/Temp	1003	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	
	Overtime	1005	\$15.82	\$479.42	\$28.43	\$0.00		\$28.43	\$0.00	\$523.67	\$3,907.00	
			\$91,000.32	\$132,895.91	\$71,345.35	\$48,799.89	\$0.00	\$120,145.24	\$0.00	\$344,041.47	\$622,754.00	
Emergency Mgt	Regular Salaries	1001	\$30,860.72	\$30,934.76	\$16,584.99	\$11,367.50		\$27,952.49	\$0.00	\$89,747.97	\$133,209.00	
	Seasonal/Temp	1003	\$1,424.85	\$4,967.66	\$4,399.30	\$3,011.15		\$7,410.45	\$0.00	\$13,802.96	\$18,592.00	
	Overtime	1005	\$55.53	\$0.00	\$61.37	\$22.93		\$84.30	\$0.00	\$139.83	\$770.00	
			\$32,341.10	\$35,902.42	\$21,045.66	\$14,401.58	\$0.00	\$35,447.24	\$0.00	\$103,690.76	\$152,571.00	
Museum	Regular Salaries	1001	\$47,695.01	\$50,621.04	\$36,038.04	\$22,026.17		\$58,064.21	\$0.00	\$156,380.26	\$312,395.00	
	Seasonal/Temp	1003	\$5,378.80	\$5,768.25	\$3,283.88	\$2,436.60		\$5,720.48	\$0.00	\$16,867.53	\$4,668.00	
	Overtime	1005	\$0.00	\$108.28	\$0.00	\$0.00		\$0.00	\$0.00	\$108.28	\$0.00	
			\$53,073.81	\$56,497.57	\$39,321.92	\$24,462.77	\$0.00	\$63,784.69	\$0.00	\$173,356.07	\$317,063.00	
Election	Regular Salaries	1001	\$40,891.17	\$44,869.41	\$28,725.09	\$27,411.19		\$56,136.28	\$0.00	\$141,896.86	\$177,198.00	
	Seasonal/Temp	1003	\$4,297.50	\$1,644.63	\$3,998.60	\$23,132.47		\$27,131.07	\$0.00	\$33,073.20	\$166,198.00	
	Overtime	1005	\$0.00	\$204.21	\$1,389.85	\$2,329.96		\$3,719.81	\$0.00	\$3,924.02	\$2,417.00	
			\$45,188.67	\$46,718.25	\$34,113.54	\$52,873.62	\$0.00	\$86,987.16	\$0.00	\$178,894.08	\$345,813.00	
EMS/Ambulance	Regular Salaries	1001	\$316,506.91	\$325,673.47	\$179,179.95	\$126,120.40		\$305,300.35	\$0.00	\$947,480.73	\$1,356,862.00	
	Seasonal/Temp	1003	\$21,197.67	\$15,535.14	\$9,479.99	\$6,802.23		\$16,282.22	\$0.00	\$53,015.03	\$158,899.00	

Attachment: 2022 YTD Wage and Overtime Detail 2022-09 (11808 : Year to date budget and expenditure

			1st Quarter	2nd Quarter	July	August	September	3rd Quarter	4th Quarter	YTD 2022	2022 Budget	6.b
Department												
	Overtime	1005	\$198,467.59	\$172,182.18	\$106,761.17	\$64,396.50		\$171,157.67	\$0.00	\$541,807.44	\$893,981.00	
			\$536,172.17	\$513,390.79	\$295,421.11	\$197,319.13	\$0.00	\$492,740.24	\$0.00	\$1,542,303.20	\$2,409,742.00	
Appraiser	Regular Salaries	1001	\$231,030.19	\$214,002.97	\$124,742.40	\$85,628.00		\$210,370.40	\$0.00	\$655,403.56	\$1,117,492.00	
	Seasonal/Temp	1003	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$13,736.00	
	Overtime	1005	\$810.24	\$977.45	\$218.45	\$0.00		\$218.45	\$0.00	\$2,006.14	\$9,231.00	
			\$231,840.43	\$214,980.42	\$124,960.85	\$85,628.00	\$0.00	\$210,588.85	\$0.00	\$657,409.70	\$1,140,459.00	
Planning & Development	Regular Salaries	1001	\$90,829.69	\$89,829.70	\$48,594.30	\$33,456.02		\$82,050.32	\$0.00	\$262,709.71	\$379,932.00	
	Seasonal/Temp	1003	\$3,017.17	3696.81	\$2,546.87	\$898.83		\$3,445.70	\$0.00	\$10,159.68	\$13,736.00	
	Overtime	1005	\$0.00	\$295.43	\$0.00	\$0.00		\$0.00	\$0.00	\$295.43	\$819.00	
			\$93,846.86	\$93,821.94	\$51,141.17	\$34,354.85	\$0.00	\$85,496.02	\$0.00	\$273,164.82	\$394,487.00	
Information Tech-GIS	Regular Salaries	1001	\$120,684.43	\$120,684.43	\$64,565.26	\$40,274.38		\$104,839.64	\$0.00	\$346,208.50	\$634,934.00	
	Seasonal/Temp	1003	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00		
	Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$5,852.00	
			\$120,684.43	\$120,684.43	\$64,565.26	\$40,274.38	\$0.00	\$104,839.64	\$0.00	\$346,208.50	\$640,786.00	
General-General	Regular Salaries	1001	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00		
	Separation Payout	1005	\$55,714.13	\$10,946.94	\$20,479.65	\$8,485.27		\$28,964.92	\$0.00	\$95,625.99	\$75,000.00	
			\$55,714.13	\$10,946.94	\$20,479.65	\$8,485.27	\$0.00	\$28,964.92	\$0.00	\$95,625.99	\$75,000.00	
Public Works	Regular Salaries	1001	\$669,434.21	\$662,830.18	\$346,154.43	\$235,939.39		\$582,093.82	\$0.00	\$1,914,358.21	\$3,157,208.00	
	Seasonal/Temp	1003	\$73.22	\$99.30	\$2,577.84	\$3,980.82		\$6,558.66	\$0.00	\$6,731.18	\$110,480.00	
	Overtime	1005	\$19,073.27	\$2,994.47	\$6,493.24	\$4,612.67		\$11,105.91	\$0.00	\$33,173.65	\$88,874.00	
			\$688,580.70	\$665,923.95	\$355,225.51	\$244,532.88	\$0.00	\$599,758.39	\$0.00	\$1,954,263.04	\$3,356,562.00	
Noxious Weed	Regular Salaries	1001	\$81,820.05	\$80,419.48	\$41,075.23	\$29,655.32		\$70,730.55	\$0.00	\$232,970.08	\$346,920.00	
	Seasonal/Temp	1003		\$0.00	0	0		\$0.00	\$0.00	\$0.00		
	Overtime	1005	\$3,488.19	\$157.12	\$88.69	\$145.21		\$233.90	\$0.00	\$3,879.21	\$6,510.00	
			\$85,308.24	\$80,576.60	\$41,163.92	\$29,800.53	\$0.00	\$70,964.45	\$0.00	\$236,849.29	\$353,430.00	
Motor Vehicle	Regular Salaries	1001	\$51,525.85	\$51,525.86	\$27,541.63	\$18,954.00		\$46,495.63	\$0.00	\$149,547.34	\$234,269.00	
	Seasonal/Temp	1003	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	
	Overtime	1005	\$17.68	\$94.18	\$0.00	\$0.00		\$0.00	\$0.00	\$111.86	\$1,438.00	
			\$51,543.53	\$51,620.04	\$27,541.63	\$18,954.00	\$0.00	\$46,495.63	\$0.00	\$149,659.20	\$235,707.00	
Community Corrections	Regular Salaries	1001	\$48,248.35	\$51,608.33	\$25,825.02	\$18,158.02		\$43,983.04	\$0.00	\$143,839.72	\$208,526.00	
-Juvenile	Seasonal/Temp	1003	\$4,574.88	\$7,052.11	3014.46	\$2,087.28		\$5,101.74	\$0.00	\$16,728.73	\$28,648.00	
	Overtime	1005	\$134.21	\$327.87	\$129.34	\$288.65		\$417.99	\$0.00	\$880.07	\$0.00	
			\$52,957.44	\$58,988.31	\$28,968.82	\$20,533.95	\$0.00	\$49,502.77	\$0.00	\$161,448.52	\$237,174.00	
Community Corrections	Regular Salaries	1001	\$61,122.57	\$71,201.54	\$32,700.71	\$22,513.63		\$55,214.34	\$0.00	\$187,538.45	\$264,506.00	
-Adult	Seasonal/Temp	1003	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00		
	Overtime	1005	\$216.56	\$277.48	\$90.94	\$295.65		\$386.59	\$0.00	\$880.63	\$0.00	

Attachment: 2022 YTD Wage and Overtime Detail 2022-09 (11808 : Year to date budget and expenditure

			1st Quarter	2nd Quarter	July	August	September	3rd Quarter	4th Quarter	YTD 2022	2022 Budget	6.b
Department												
			\$61,339.13	\$71,479.02	\$32,791.65	\$22,809.28	\$0.00	\$55,600.93	\$0.00	\$188,419.08	\$264,506.00	
Community Corrections	Regular Salaries	1001	\$10,610.10	\$10,609.82	\$5,725.47	\$3,522.69		\$9,248.16	\$0.00	\$30,468.08	\$45,979.00	
-Youth Court	Seasonal/Temp	1003	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	
	Overtime	1005	\$41.35	\$82.69	\$36.64	\$0.00		\$36.64	\$0.00	\$160.68	\$0.00	
			\$10,651.45	\$10,692.51	\$5,762.11	\$3,522.69	\$0.00	\$9,284.80	\$0.00	\$30,628.76	\$45,979.00	
Solid Waste Payroll	Regular Salaries	1001	\$27,804.99	\$26,558.40	\$9,824.83	\$7,700.80		\$17,525.63	\$0.00	\$71,889.02	\$113,254.00	
	Seasonal/Temp	1003	\$15,232.46	\$14,007.30	\$8,609.54	\$5,614.14		\$14,223.68	\$0.00	\$43,463.44	\$62,844.00	
	Overtime	1005	\$4,217.31	\$1,314.53	\$2,294.45	\$747.56		\$3,042.01	\$0.00	\$8,573.85	\$11,325.00	
			\$47,254.76	\$41,880.23	\$20,728.82	\$14,062.50	\$0.00	\$34,791.32	\$0.00	\$123,926.31	\$187,423.00	
Fire District #1	Regular Salaries	1001	\$54,667.86	\$54,727.87	\$29,343.17	\$20,154.36		\$49,497.53	\$0.00	\$158,893.26	\$245,359.00	
	Seasonal/Temp	1003	\$8,300.00	\$11,945.00	\$5,214.00	\$1,558.15		\$6,772.15	\$0.00	\$27,017.15	\$54,625.00	
	Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$486.00	
			\$62,967.86	\$66,672.87	\$34,557.17	\$21,712.51	\$0.00	\$56,269.68	\$0.00	\$185,910.41	\$300,470.00	
Health Dept.-General	Regular Salaries	1001	\$67,845.58	\$84,278.48	\$43,651.74	\$27,738.62		\$71,390.36	\$0.00	\$223,514.42	\$272,432.00	
COVID Tracers	Seasonal/Temp	1003	\$40,622.88	\$59,797.11	\$3,278.40	\$2,257.20		\$5,535.60	\$0.00	\$105,955.59	\$0.00	
	Overtime	1005	\$3,753.44	\$1,702.99	\$202.47	\$13.39		\$215.86	\$0.00	\$5,672.29	\$1,130.00	
			\$112,221.90	\$145,778.58	\$47,132.61	\$30,009.21	\$0.00	\$77,141.82	\$0.00	\$335,142.30	\$273,562.00	
Health Dept.-Grants	Regular Salaries	1001	\$476,430.91	\$492,338.14	\$264,083.64	\$185,955.49		\$450,039.13	\$0.00	\$1,418,808.18	\$2,169,348.00	
	Part Time	1003	\$17,276.86	\$6,470.23	\$3,610.80	\$2,424.00		\$6,034.80	\$0.00	\$29,781.89	\$80,731.00	
	Overtime	1005	\$276.98	\$3,449.31	\$424.25	\$825.75		\$1,250.00	\$0.00	\$4,976.29	\$6,192.00	
RADxUP Coord & Spec	126		\$14,694.48	\$21,733.14	\$3,555.03	\$198.16		\$3,753.19	\$0.00	\$40,180.81	\$82,000.00	
			\$508,679.23	\$523,990.82	\$271,673.72	\$189,403.40	\$0.00	\$461,077.12	\$0.00	\$1,493,747.17	\$2,338,271.00	
Totals			\$3,610,838.40	\$3,599,691.25	\$1,959,853.81	\$1,362,524.00	\$0.00	\$3,322,377.81	\$0.00	\$10,532,907.46	\$16,792,559.44	
										\$10,532,907.46	\$16,792,559.44	
					\$1,959,853.81	#####						

Attachment: 2022 YTD Wage and Overtime Detail 2022-09 (11808 : Year to date budget and expenditure

2022 YTD BUDGET ACTIVITY

% of Year: 66.7%

			1st QTR	2nd QTR	JUL	AUG	SEPT	3rd QTR	4TH QTR	TOTAL	AVAILABLE	
	DEPARTMENT	BUDGET	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	BUDGET	% USED
	Attorney	\$2,238,409	\$435,963	\$478,101	\$257,987	\$172,144		\$430,131	\$0	\$1,344,195	\$894,214	60.05%
	Clerk	\$1,092,056	\$224,561	\$216,989	\$120,810	\$88,601		\$209,410	\$0	\$650,960	\$441,096	59.61%
	County Commissioners	\$246,445	\$42,270	\$52,215	\$21,732	\$25,285		\$47,018	\$0	\$141,502	\$104,943	57.42%
	Admin. Svcs/Counselor	\$647,662	\$134,877	\$134,638	\$75,505	\$51,119		\$126,625	\$0	\$396,140	\$251,522	61.16%
	Register of Deeds	\$468,837	\$87,857	\$109,056	\$55,950	\$32,335		\$88,284	\$0	\$285,197	\$183,640	60.83%
	Treasurer	\$916,909	\$197,440	\$194,297	\$99,029	\$70,476		\$169,505	\$0	\$561,243	\$355,666	61.21%
	District Court	\$174,330	\$36,959	\$49,152	\$21,747	\$7,969		\$29,716	\$0	\$115,827	\$58,503	66.44%
1.00	Emergency Management	\$270,887	\$56,975	\$52,772	\$33,336	\$21,150		\$54,487	\$0	\$164,233	\$106,654	60.63%
	Coroner	\$107,000	\$20,309	\$16,112	\$11,698	\$7,227		\$18,925	\$0	\$55,346	\$51,654	51.73%
	Juvenile Detention	\$95,000	\$22,074	\$0	\$41,941	\$0		\$41,941	\$0	\$64,015	\$30,985	67.38%
	Fair	\$102,400	\$9,377	\$44,695	\$5,984	\$27,358		\$33,342	\$0	\$87,414	\$14,986	85.37%
1.00	Museum	\$454,474	\$66,821	\$73,947	\$49,070	\$31,313		\$80,383	\$0	\$221,150	\$233,324	48.66%
	Election	\$700,118	\$149,624	\$96,244	\$79,217	\$92,365		\$171,582	\$0	\$417,450	\$282,668	59.63%
	Ambulance	\$3,846,684	\$828,854	\$804,647	\$484,000	\$331,035		\$815,036	\$0	\$2,448,536	\$1,398,148	63.65%
	Appraiser	\$1,729,460	\$348,217	\$326,891	\$184,788	\$125,196		\$309,984	\$0	\$985,092	\$744,368	56.96%
	Planning & Development	\$601,839	\$128,869	\$131,056	\$70,160	\$49,107		\$119,267	\$0	\$379,192	\$222,647	63.01%
	Budget Appropriations	\$1,628,622	\$817,851	\$0	\$810,771	\$0		\$810,771	\$0	\$1,628,622	\$0	100.00%
	Insurance	\$739,289	\$300,473	\$269,725	\$33,900	\$2,464		\$36,364	\$0	\$606,563	\$132,726	82.05%
	Information Systems	\$1,747,425	\$228,246	\$428,935	\$101,967	\$119,097		\$221,064	\$0	\$878,245	\$869,180	50.26%
	County General-General	\$11,610,781	\$242,424	\$229,442	\$174,055	\$106,348		\$280,403	\$0	\$752,269	\$10,858,512	6.48%
	Public Works	\$8,276,273	\$1,195,958	\$1,533,073	\$965,861	\$719,607		\$1,685,467	\$0	\$4,414,498	\$3,861,775	53.34%
	Noxious Weed	\$712,478	\$161,860	\$173,040	\$89,144	\$40,267		\$129,411	\$0	\$464,311	\$248,167	65.17%
	Juvenile Supervision	\$1,318	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$1,318	0.00%
	Payroll Clearing	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	0.00%
	General Fund Transfers	\$3,739,831	\$3,751,749	\$0	\$0	\$0		\$0	\$0	\$3,751,749	-\$11,918	100.32%
	County General subtotal	\$42,148,527	\$9,489,607	\$5,415,027	\$3,788,652	\$2,120,464	\$0	\$5,909,116	\$0	\$20,813,750	\$21,334,777	49.38%
	Less Budget Stabilization	\$3,050,000										
	General Fund w/out Budget Stabilization	\$39,098,527										

Attachment: Financial reports 2022 (11808 : Year to date budget and expenditure reports)

2022 YTD BUDGET ACTIVITY

% of Year: 66.7%

	DEPARTMENT	BUDGET	1st QTR EXPENSES	2nd QTR EXPENSES	JUL EXPENSES	AUG EXPENSES	SEPT EXPENSES	3rd QTR EXPENSES	4TH QTR EXPENSES	TOTAL EXPENSES	AVAILABLE BUDGET	% USED
2.00	Riley County Health Dept #30	\$4,610,403	\$1,091,866	\$1,184,468	\$594,124	\$373,409		\$967,532	\$0	\$3,243,866	\$1,366,537	70.36%
	Disaster Fund #3	\$7,209,348	\$0	\$115,305	\$96,587	\$0		\$96,587	\$0	\$211,892	\$6,997,456	2.94%
	EMS Grants #52	\$5,068	\$53	\$0	\$0	\$427		\$427	\$0	\$480	\$4,588	9.47%
	Register of Deeds Tech Fund #106	\$166,459	\$12,938	\$62,180	\$2,800	\$1,750		\$4,550	\$0	\$79,668	\$86,791	47.86%
	Clerk's Tech Fund #107	\$132,210	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$132,210	0.00%
	Treasurer's Tech Fund #108	\$77,860	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$77,860	0.00%
	War Memorial #112	\$11,800	\$0	\$600	\$0	\$0		\$0	\$0	\$600	\$11,200	5.08%
	County Auction #118	\$9,583	\$8	\$1,850	\$0	\$552		\$552	\$0	\$2,410	\$7,173	25.15%
	Motor Vehicle Operations #130	\$390,679	\$74,827	\$123,065	\$40,662	\$29,203		\$69,865	\$0	\$267,757	\$122,922	68.54%
	Special Alcohol Programs #132	\$4,863	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$4,863	0.00%
2.00	Community Corrections #144	\$951,362	\$222,991	\$224,054	\$114,760	\$90,523		\$205,283	\$0	\$652,329	\$299,033	68.57%
	Capital Improvements Fund #145	\$7,554,156	\$340,780	\$704,713	\$81,622	\$25,050		\$106,672	\$0	\$1,152,165	\$6,401,991	15.25%
	Economic Development #146	\$309,048	\$82,394	\$1,000	\$30,508	\$0		\$30,508	\$0	\$113,902	\$195,146	36.86%
	Emergency 911 #148	\$943,613	\$155,333	\$17,982	\$17,924	\$9,374		\$27,297	\$0	\$200,612	\$743,001	21.26%
	Solid Waste #150	\$2,735,000	\$388,502	\$702,682	\$284,218	\$253,358		\$537,576	\$0	\$1,628,760	\$1,106,240	59.55%
	County Building #152	\$393,000	\$43,281	\$58,152	\$74,040	\$16,877		\$90,917	\$0	\$192,350	\$200,650	48.94%
	Road & Bridge Capital Projects #157	\$7,028,195	\$10,652	\$26,992	\$5,923	\$6,595		\$12,518	\$0	\$50,162	\$6,978,033	0.71%
	RCPD Operations #173	\$4,907,175	\$1,204,144	\$1,205,395	\$1,183,118	\$16,378		\$1,199,496	\$0	\$3,609,035	\$1,298,140	73.55%
	Landfill Closure #180	\$49,293	\$1,322	\$2,583	\$8,641	\$1,638		\$10,279	\$0	\$14,184	\$35,109	28.78%
	Bond & Interest # 181	\$615,303	\$37,909	\$0	\$0	\$413,474		\$413,474	\$0	\$451,382	\$163,921	73.36%
	Riley Co Fire Dist #1 #183	\$1,230,506	\$201,688	\$386,274	\$101,083	\$98,490		\$199,573	\$0	\$787,535	\$442,971	64.00%
	Riley Co Fire Dist Cap Out #184	\$95,706	\$86,006	\$0	\$25,000	\$0		\$25,000	\$0	\$111,006	-\$15,300	115.99%
	Fire Station Projects #185	\$1,000,000	\$150	\$0	\$0	\$0		\$0	\$0	\$150	\$999,850	0.02%

Attachment: Financial reports 2022 (11808 : Year to date budget and expenditure reports)

2022 YTD BUDGET ACTIVITY

% of Year: 66.7%

			1st QTR	2nd QTR	JUL	AUG	SEPT	3rd QTR	4TH QTR	TOTAL	AVAILABLE	
	DEPARTMENT	BUDGET	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	BUDGET	% USED
	University Park W&S #230	\$146,743	\$14,603	\$23,896	\$12,065	\$9,319		\$21,384	\$0	\$59,883	\$86,860	40.81%
	Keats Capital Project #236	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
	Exp of Univ Park/Lakeside Heights #235	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
	Univ Park W/S Reserve #284	\$128,142	\$0	\$4,312	\$5,720	\$13,728		\$19,448	\$0	\$23,760	\$104,382	18.54%
	Hunters Island Water #238	\$29,280	\$6,220	\$5,992	\$4,853	\$3,259		\$8,111	\$0	\$20,324	\$8,956	69.41%
	Hunters Island Reserve #241	\$7,886	\$0	\$0	\$0	\$370		\$370	\$0	\$370	\$7,516	4.69%
	Carson Sewer Operations #239	\$71,046	\$2,830	\$2,328	\$948	\$1,030		\$1,978	\$0	\$7,135	\$63,911	10.04%
	Carson Sewer Reserve #237	\$47,703	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$47,703	0.00%
	Deep Creek Sewer #242	\$10,713	\$1,449	\$1,303	\$2,887	\$1,124		\$4,012	\$0	\$6,764	\$3,949	63.13%
	Deep Creek Reserve #243	\$21,587	\$9,146	\$0	\$0	\$0		\$0	\$0	\$9,146	\$12,441	42.37%
	Moehlman Bottoms #244	\$19,155	\$1,846	\$1,564	\$2,102	\$1,325		\$3,426	\$0	\$6,837	\$12,318	35.69%
	Moehlman Bottoms Reserve #245	\$8,290	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$8,290	0.00%
	Terra Hts Sewer #252	\$38,236	\$2,459	\$2,403	\$3,988	\$2,875		\$6,862	\$0	\$11,725	\$26,511	30.66%
	Terra Hts Sinking #254	\$92,895	\$1,809	\$1,000	\$0	\$9,442		\$9,442	\$0	\$12,251	\$80,644	13.19%
	Konza Water Operations #256	\$95,280	\$11,489	\$14,130	\$13,396	\$9,034		\$22,430	\$0	\$48,048	\$47,232	50.43%
	Konza Water Reserve #257	\$107,748	\$815	\$0	\$3,371	\$0		\$3,371	\$0	\$4,186	\$103,562	3.89%
	Valleywood Cap Reserve #282	\$87,256	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$87,256	0.00%
	Valleywood Operations #248	\$37,276	\$517	\$257	\$396	\$2,013		\$2,409	\$0	\$3,183	\$34,093	8.54%
	Mertz/McGehee Drainage #322	\$6,183	\$0	\$0	\$0			\$0	\$0	\$0	\$6,183	0.00%
	Lakeside Heights Sewer #285	\$3,361	\$87	\$123	\$51	\$49		\$100	\$0	\$310	\$3,051	9.24%
	Lakeside Heights Sewer Capital #286	\$7,328	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$7,328	0.00%
		\$41,396,738	\$4,008,113	\$4,874,603	\$2,710,787	\$1,390,664	\$0	\$4,101,451	\$0	\$12,984,167	\$28,412,571	
	Total including General Fund	\$83,545,265	\$13,497,720	\$10,289,630	\$6,499,439	\$3,511,127	\$0	\$10,010,567	\$0	\$33,797,916	\$49,747,349	

Attachment: Financial reports 2022 (11808 : Year to date budget and expenditure reports)

2022 COUNTY GENERAL-GENERAL

% of Year: 66.7%

COUNTY GENERAL-GENERAL		BUDGET	1st QTR EXP.	2nd QTR EXP.	JUL EXP.	AUG EXP.	SEPT EXP.	3rd QTR EXP.	4th QTR EXP.	TOTAL EXP.	AVAILABLE BUDGET	% USED
Personnel	1000	\$87,883	\$63,569	\$11,769	\$22,991	\$9,143		\$32,134	\$0	\$107,473	-\$19,590	122.29%
Contractual	2000	\$1,261,050	\$178,612	\$209,793	\$150,821	\$96,664		\$247,485	\$0	\$635,889	\$625,161	50.43%
Commodities	3000	\$2,500	\$243	\$460	\$243	\$0		\$243	\$0	\$946	\$1,554	37.84%
Misc-Budget Stabilization		\$3,050,000	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$3,050,000	0.00%
Capital Outlay	4000	\$7,209,348	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$7,209,348	0.00%
Transfers Out		\$0	\$11,918	\$7,419	\$0	\$541		\$541	\$0	\$19,879	-\$19,879	
Grand Total		\$11,610,781	\$254,342	\$229,441	\$174,055	\$106,348	\$0	\$280,403	\$0	\$764,187	\$10,846,594	6.58%
Other Expense Totals		Year-To-Date										
Indigent Attorney		\$127,031										
Incidentals:												
Postage		\$50										
Computer Software		\$0										
Mileage		\$246										
Copies		\$0										
Misc Fees		\$3,234										
Meals		\$0										
		\$3,530										
Base Panel fees		\$0										
Off Panel		\$127,031										

COMPARISON OF 2021 TO 2022 EXPENSES

DEPARTMENT	AUGUST		AUGUST DIFFERENCE	YEAR-TO-DATE THRU AUGUST		Y-T-D DIFFERENCE	2022 BUDGET
	2021	2022		2021	2022		
Attorney	\$157,710	\$172,144	\$14,434	\$1,175,145	\$1,344,195	\$169,051	\$2,238,409
Clerk	\$68,450	\$88,601	\$20,151	\$567,144	\$650,960	\$83,816	\$1,092,056
County Commissioners	\$14,992	\$25,285	\$10,293	\$131,834	\$141,502	\$9,668	\$246,445
Admin. Svcs/Counselor	\$48,900	\$51,119	\$2,220	\$382,178	\$396,140	\$13,961	\$647,662
Register of Deeds	\$26,430	\$32,335	\$5,905	\$228,015	\$285,197	\$57,182	\$468,837
Treasurer	\$64,032	\$70,476	\$6,444	\$529,162	\$561,243	\$32,081	\$916,909
District Court	\$8,084	\$7,969	-\$115	\$76,764	\$115,827	\$39,063	\$174,330
Emergency Management	\$22,849	\$21,150	-\$1,699	\$165,436	\$164,233	-\$1,203	\$270,887
Coroner	\$8,375	\$7,227	-\$1,148	\$64,152	\$55,346	-\$8,806	\$107,000
Juvenile Detention	\$0	\$0	\$0	\$62,701	\$64,015	\$1,314	\$95,000
Fair	\$27,092	\$27,358	\$266	\$67,448	\$87,414	\$19,966	\$102,400
Museum	\$31,146	\$31,313	\$167	\$270,591	\$221,150	-\$49,440	\$454,474
Election	\$52,951	\$92,365	\$39,414	\$317,930	\$417,450	\$99,520	\$700,118
Ambulance	\$261,467	\$331,035	\$69,569	\$2,275,824	\$2,448,536	\$172,712	\$3,846,684
Appraiser	\$120,018	\$125,196	\$5,178	\$1,019,917	\$985,092	-\$34,825	\$1,729,460
Planning & Development	\$40,784	\$49,107	\$8,323	\$347,534	\$379,192	\$31,658	\$601,839
Budget Appropriations	\$0	\$0	\$0	\$1,591,541	\$1,628,622	\$37,081	\$1,628,622
Insurance	\$2,256	\$2,464	\$208	\$595,806	\$606,563	\$10,757	\$739,289
Information Systems/GIS	\$86,066	\$119,097	\$33,032	\$889,958	\$878,245	-\$11,712	\$1,747,425
County General-General	\$120,101	\$105,807	-\$14,294	\$818,388	\$744,308	-\$74,080	\$11,610,781
Public Works	\$1,578,433	\$719,607	-\$858,826	\$5,179,260	\$4,414,498	-\$764,762	\$8,276,273
Noxious Weed	\$37,315	\$40,267	\$2,951	\$414,120	\$464,311	\$50,191	\$712,478
General Fund	\$2,777,448	\$2,119,922	-\$657,526	\$17,170,848	\$17,054,040	-\$116,808	\$38,407,378

Attachment: Financial reports 2022 (11808 : Year to date budget and expenditure reports)

COMPARISON OF 2021 TO 2022 EXPENSES

DEPARTMENT	AUGUST		AUGUST DIFFERENCE	YEAR-TO-DATE THRU AUGUST		Y-T-D DIFFERENCE	2022 BUDGET
	2021	2022		2021	2022		
Health Department	\$436,130	\$373,409	-\$62,721	\$3,518,513	\$3,243,866	-\$274,647	\$4,610,403
Disaster Fund	\$97,500	\$0	-\$97,500	\$2,876,727	\$211,892		\$7,209,348
EMS Grants Fund	\$0	\$427	\$427	\$0	\$480	\$480	\$5,068
Register of Deeds Tech Fund	\$46	\$1,750	\$1,704	\$54,156	\$79,668	\$25,512	\$166,459
Clerk's Tech Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$132,210
Treasurer's Tech Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$77,860
War Memorial	\$0	\$0	\$0	\$780	\$600	-\$180	\$11,800
County Auction	\$237	\$552	\$315	\$1,928	\$2,410	\$482	\$9,583
P.A.T.F	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Motor Vehicle Operations	\$25,810	\$29,203	\$3,394	\$268,253	\$267,757	-\$496	\$390,679
Special Alcohol Programs	\$0	\$0	\$0	\$4,500	\$0	-\$4,500	\$4,863
Community Corrections	\$65,491	\$90,523	\$25,033	\$597,663	\$652,329	\$54,665	\$951,362
Capital Improvements Fund	\$93,033	\$25,050	-\$67,983	\$1,336,952	\$1,152,165	-\$184,787	\$7,554,156
Economic Development	\$1,801	\$0	-\$1,801	\$289,159	\$113,902	-\$175,258	\$309,048
Radio Infrastructure Project	\$0	\$0	\$0	\$73,054	\$0	-\$73,054	\$0
Emergency 911	\$11,236	\$9,374	-\$1,863	\$206,786	\$200,612	-\$6,174	\$943,613
Solid Waste	\$226,951	\$253,358	\$26,407	\$1,561,478	\$1,628,760	\$67,282	\$2,735,000
County Building	\$39,846	\$16,877	-\$22,969	\$197,185	\$192,350	-\$4,835	\$393,000
Road & Bridge Capital Projects	\$250,074	\$6,595	-\$243,479	\$350,100	\$50,162	-\$299,939	\$7,028,195
RCPD Operations	\$19,232	\$16,378	-\$2,854	\$3,471,063	\$3,609,035	\$137,972	\$4,907,175
Landfill Closure	\$1,738	\$1,638	-\$100	\$15,107	\$14,184	-\$923	\$49,293
Bond & Interest	\$2,978,756	\$413,474	-\$2,565,282	\$2,995,679	\$451,382	-\$2,544,296	\$615,303
Riley Co Fire Dist #1	\$113,315	\$98,490	-\$14,825	\$604,828	\$787,535	\$182,707	\$1,230,506
Riley Co Fire Dist Cap Ou	\$0	\$0	\$0	\$0	\$111,006	\$111,006	\$95,706

Attachment: Financial reports 2022 (11808 : Year to date budget and expenditure reports)

COMPARISON OF 2021 TO 2022 EXPENSES

DEPARTMENT	AUGUST		AUGUST DIFFERENCE	YEAR-TO-DATE THRU AUGUST		Y-T-D DIFFERENCE	2022 BUDGET
	2021	2022		2021	2022		
Fire Station Projects	\$0	\$0	\$0	\$0	\$150	\$150	\$1,000,000
University Park W&S	\$10,872	\$9,319	-\$1,553	\$53,853	\$59,883	\$6,030	\$146,743
Fairmont Heights Cap Project	\$377,519	\$0	-\$377,519	\$401,639	\$0	-\$401,639	\$0
University Park Sewer Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Keats Capital Project	\$0	\$0	\$0	\$4,400	\$0	-\$4,400	\$0
Exp of Univ Park/Lakeside Heights	\$0	\$0	\$0	\$1,250	\$0	-\$1,250	\$0
Univ Park W/S Reserve	\$0	\$13,728	\$13,728	\$0	\$23,760	\$23,760	\$128,142
Hunters Island Water	\$2,693	\$3,259	\$566	\$17,456	\$20,324	\$2,868	\$29,280
Hunters Island Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$7,886
Carson Sewer Operations	\$3,581	\$1,030	-\$2,551	\$7,840	\$7,135	-\$705	\$71,046
Carson Sewer Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$47,703
Deep Creek Sewer	\$304	\$1,124	\$820	\$2,376	\$6,764	\$4,387	\$10,713
Deep Creek Reserve	\$0	\$0	\$0	\$0	\$9,146	\$9,146	\$21,587
Moehlman Bottoms	\$1,732	\$1,325	-\$407	\$8,837	\$6,837	-\$2,000	\$19,155
Moehlman Botoms Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$8,290
Terra Hts Sewer	\$1,296	\$2,875	\$1,579	\$9,335	\$11,725	\$2,390	\$38,236
Terra Hts Sinking	\$0	\$9,442	\$9,442	\$3,232	\$12,251	\$9,019	\$92,895
Konza Water Operations	\$8,865	\$9,034	\$168	\$46,274	\$48,048	\$1,773	\$95,280
Konza Water Reserve	\$0	\$0	\$0	\$0	\$4,186	\$4,186	\$107,748
Valleywood Cap Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$87,256
Valleywood Operations	\$816	\$2,013	\$1,197	\$2,763	\$3,184	\$420	\$37,276
Mertz/McGehee Drainage	\$0	\$0	\$0	\$0	\$0	\$0	\$6,183
Lakeside Heights Sewer	\$77	\$49	-\$28	\$903	\$310	-\$592	\$3,361
Lakeside Heights Sewer Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$7,328
Total Including General Fund	\$7,546,398	\$3,510,216	-\$4,036,181	\$36,154,918	\$30,037,838	-\$6,117,080	\$79,804,116

Attachment: Financial reports 2022 (11808 : Year to date budget and expenditure reports)

**RCPD EXPENSES PAID BY RILEY COUNTY
2022 YTD EXPENSES**

	BUDGET	1st Quarter	APR	MAY	JUN	2nd Quarter	JUL	AUG	SEPT	3rd Quarter	4th Quarter	TOTAL EXPENSES	Remaining Budget
Physician	\$165,000	\$46,098	13,926.23	\$14,741	\$12,974	\$41,641	\$29,961	\$14,869		\$44,830	\$0	\$132,568	\$32,432
Laboratory	\$0	\$0	0.00	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0
Hospital	\$10,000	\$0	0.00	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$10,000
Advertising/Legal	\$0	\$0	0.00	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0
Prescriptions/ Medical Supplies	\$1,000	\$0	0.00	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$1,000
Bldg Maintenance	\$100,000	\$6,096	6,407.53	\$1,914	\$3,450	\$11,771	\$2,892	\$602		\$3,494	\$0	\$21,361	\$78,639
Land Rental/Lease	\$0	\$0	0.00	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0
Office Space Rental	\$10,500	\$2,625	875.00	\$875	\$875	\$2,625	\$875	\$875		\$1,750	\$0	\$7,000	\$3,500
Office Supplies	\$500	\$0	0.00	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$500
Juvenile Transport	\$6,000	\$0	0.00	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$6,000
Water, Electric	\$15,000	\$32	0.00	\$64	\$0	\$64	\$96	\$32		\$128	\$0	\$224	\$14,776
Storm Drainage	\$2,000	\$0	0.00	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$2,000
Other Commodities/Contractual	\$0	\$0	0.00	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0
Budget Appropriation	\$4,597,175	\$1,149,294	1,149,294.00	\$0	\$0	\$1,149,294	\$1,149,294	\$0		\$1,149,294	\$0	\$3,447,882	\$1,149,293
TOTAL	\$4,907,175	\$1,204,144	\$1,170,503	\$17,594	\$17,298	\$1,205,395	\$1,183,118	\$16,378	\$0	\$1,199,496	\$0	\$3,609,035	\$1,298,140

RCPD EXPENSES PAID BY RILEY COUNTY
1/1/2016 - 12/31/2022

	2016	2017	2018	2019	2020	2021	2022	Total
Dental	\$131	\$0	\$0	\$0	\$0	\$0	\$0	\$131
Physician	\$134,751	\$113,307	\$136,454	\$145,388	\$163,648	\$191,373	\$132,568	\$1,017,488
Laboratory	\$69	\$0	\$0	\$0	\$0	\$0	\$0	\$69
Hospital	\$3,323	\$0	\$500	\$0	\$0	\$0	\$0	\$3,823
Advertising/Legal	\$0	\$210	\$473	\$0	\$0	\$0	\$0	\$683
Prescriptions	\$15	\$391	\$0	\$0	\$0	\$0	\$0	\$406
Bldg Maintenance	\$97,115	\$106,071	\$51,596	\$88,000	\$103,569	\$71,043	\$21,361	\$538,755
Land Rental/Lease	\$1,216	\$0	\$2,480	\$1,272	\$0	\$0	\$0	\$4,969
Office Supplies	\$125	\$251	\$0	\$125	\$0	\$0	\$0	\$501
Office Space Rental	\$10,225	\$10,200	\$10,200	\$10,525	\$9,625	\$10,500	\$7,000	\$68,275
Juvenile Transport	\$9,313	\$10,749	\$3,001	\$3,735	\$2,144	\$152	\$0	\$29,095
Water, Electric	\$0	\$0	\$0	\$0	\$252	\$444	\$224	\$920
Storm Drainage	\$1,917	\$1,826	\$1,958	\$203	\$0	\$0	\$0	\$5,904
Other Commodities/Contractual	\$0	\$0	\$400,000	\$8,091	\$693,906	\$91,239	\$0	\$1,193,237
Budget Appropriation	\$3,946,560	\$4,055,796	\$4,134,000	\$4,291,380	\$4,420,348	\$4,391,746	\$3,447,882	\$28,687,712
Total	\$4,204,762	\$4,298,801	\$4,740,663	\$4,548,719	\$5,393,492	\$4,756,498	\$3,609,035	\$31,551,969

Prepared by: Darell Edie
 Budget and Finance Officer

RCPD
OFF-SITE INMATE MEDICAL EXPENSES PAID BY ADVANCED CORRECTIONAL HEALTHCARE
INCLUDED IN 2022 \$31,000 POOL

	1st Quarter	APR	MAY	JUN	2nd Quarter	JUL	AUG	SEPT	3rd Quarter	4th Quarter	TOTAL EXPENSES
Dental	\$0	0.00	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0
Physician	\$352	82.20	\$0	\$0	\$82	\$0	\$0		\$0	\$0	\$434
Laboratory	\$0	79.00	\$0	\$0	\$79	\$0	\$193		\$193	\$0	\$272
Hospital	\$203	111.90	\$0	\$0	\$112	\$0	\$0		\$0	\$0	\$315
Prescriptions	\$3,619	915.18	\$1,153	\$811	\$2,879	-\$48	\$1,029		\$981	\$0	\$7,480
Supplies	\$0	0.00	\$0	\$0	\$0				\$0	\$0	\$0
TOTAL	\$4,175	\$1,188	\$1,153	\$811	\$3,153	-\$48	\$1,222	\$0	\$1,174	\$0	\$8,502
Savings from Medicaid Rate	\$64,794				\$0				\$0	\$0	\$64,794
\$31,000 Pool Balance		25,637	24,484	23,673		23,720	22,498	22,498			

Quarterly ADP: (Contract)

County Inmate (72 base census)	108	114	104	100	106	99	95		97		
Non-County Inmate (0 base census)	0	0	0	0	0	0	0		0		
Billing Adjustments for prior years	\$8,129				\$0				\$0	\$0	\$8,129

Advanced Correctional Healthcare is making some changes and will not have a breakdown report for July 2022



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Darell Edie

MEETING: September 12, 2022

SUBJECT: 2023 Budget Review

PRESENTER: Darell Edie

Enclosures:

- 2023 Budget Development WS 6 (PDF)

2023 Budget Development Worksheet

7.a

	DEPARTMENT	2021 Actual Contractual Services, Commodities & Capital	2021 Actual Personnel Services (includes mid- year incentive)	2021 Actual Total	2022 Budgeted Contractual Services, Commodities & Capital	2022 Budgeted Personnel Services (Includes STEP & COLA)	2022 Budgeted Total	2023 Proposed Contractual Services, Commodities & Capital	2023 Proposed Personnel Services (Includes STEP)	2023 Proposed Budget Total	Percent change of 3 C's	
1	Administrative Services	53,862	542,695	596,557	44,358	603,304	647,662	47,925	697,805	745,730	8.04%	1
2	Ambulance	347,262	3,229,161	3,576,423	325,825	3,520,859	3,846,684	348,225	4,894,961	5,243,186	6.87%	2
3	Appraiser	173,239	1,421,389	1,594,628	148,515	1,580,945	1,729,460	163,329	1,660,948	1,824,277	9.97%	3
4	Attorney	91,662	1,731,960	1,823,622	221,966	2,016,443	2,238,409	210,764	2,260,090	2,470,854	-5.05%	4
5	Clerk	50,424	832,263	882,687	87,500	1,004,556	1,092,056	95,950	1,162,534	1,258,484	9.66%	5
6	Commissioners	40,938	167,124	208,062	47,480	198,965	246,445	51,540	227,532	279,072	8.55%	6
7	Coroner	108,130	0	108,130	107,000	0	107,000	117,000	0	117,000	9.35%	7
8	District Court	174,852	0	174,852	174,330	0	174,330	177,000	0	177,000	1.53%	8
9	Elections	149,580	325,900	475,480	277,650	422,468	700,118	216,500	498,908	715,408	-22.02%	9
10	Emergency Management	84,865	202,751	287,616	53,450	217,437	270,887	58,795	252,495	311,290	10.00%	10
11	Fair	101,925	0	101,925	102,400	0	102,400	110,500	0	110,500	7.91%	11
12	General Services	1,187,918	214,481	1,402,399	11,522,898	87,883	11,610,781	20,477,586	87,883	20,565,469	77.71%	12 *
13	Information Systems/GIS	663,517	794,888	1,458,405	856,732	890,693	1,747,425	770,660	949,510	1,720,170	-10.05%	13
14	Insurance	589,292	0	589,292	739,289	0	739,289	811,218	0	811,218	9.73%	14
15	Juvenile Detention	83,601	0	83,601	95,000	0	95,000	101,650	0	101,650	7.00%	15
16	Museum	9,224	368,087	377,311	15,215	439,259	454,474	16,725	443,427	460,152	9.92%	16
17	Noxious Weed	189,757	451,960	641,717	221,210	491,268	712,478	243,331	568,471	811,802	10.00%	17
18	Planning & Development	48,631	515,823	564,454	57,795	544,044	601,839	60,002	643,209	703,211	3.82%	18
19	Register of Deeds	71,018	331,969	402,987	58,410	410,427	468,837	59,125	475,090	534,215	1.22%	19
20	Public Works	3,297,919	4,020,153	7,318,072	3,645,750	4,630,523	8,276,273	4,008,900	5,075,041	9,083,941	9.96%	20
21	Treasurer	47,865	794,680	842,545	51,280	865,629	916,909	55,330	1,331,515	1,386,845	7.90%	21
22	Juvenile Supervision fees	0	0	0	1,318	0	1,318	1,400	0	1,400	6.22%	22
23	Transfer to Health Dept. Fund	1,493,034	0	1,493,034	1,154,526	0	1,154,526	1,269,979	0	1,269,979	10.00%	23
24	Transfer to Landfill Close	30,000	0	30,000	30,000	0	30,000	30,000	0	30,000	0.00%	24
25	Transfer-Economic Dev.	300,000	0	300,000	185,500	0	185,500	230,580	0	230,580	24.30%	25
26	Transfer - Capital Improvement	3,716,027	0	3,716,027	2,369,805	0	2,369,805	1,786,668	0	1,786,668	-24.61%	26
27	Non-Appropriated	30,451	0	30,451	580,000	0	580,000	580,000	0	580,000		27
28	COST OF COLA	0	0	0	0	0	0	0	825,000	825,000		28
	SUBTOTAL:	\$13,134,993	\$15,945,284	\$29,080,277	\$23,175,202	\$17,924,703	\$41,099,905	\$32,100,681	\$22,054,419	\$54,155,100	21.55%	
Appropriations:												
29	Big Lakes Developmental	217,260	0	217,260	217,260	0	217,260	217,260	0	217,260	0.00%	29
30	Animal Shelter / Contractual	60,000	0	60,000	60,000	0	60,000	60,000	0	60,000	0.00%	30
31	Council on Aging	275,000	0	275,000	275,000	0	275,000	275,000	0	275,000	0.00%	31
32	ATA Bus	70,000	0	70,000	100,000	0	100,000	100,000	0	100,000	0.00%	32
33	Small Cities	0	0	0	0	0	0	160,000	0	160,000	0.00%	33
34	Emergency Shelter	11,000	0	11,000	11,000	0	11,000	11,000	0	11,000	0.00%	34
35	Extension	599,645	0	599,645	599,645	0	599,645	635,600	0	635,600	6.00%	35
36	Pawnee Mental Health	300,000	0	300,000	300,000	0	300,000	300,000	0	300,000	0.00%	36
37	Riley Cty Genealogical Soc.	3,500	0	3,500	3,500	0	3,500	3,500	0	3,500	0.00%	37
38	Riley County Conservation	55,136	0	55,136	55,136	0	55,136	55,136	0	55,136	0.00%	38
39	Riley Co Community Corrections	0	0	0	7,081	0	7,081	59,602	0	59,602	741.72%	39
	SUBTOTAL:	\$1,591,541	\$0	\$1,591,541	\$1,628,622	\$0	\$1,628,622	\$1,877,098	\$0	\$1,877,098	15.26%	
	GENERAL TOTAL:	\$14,726,534	\$15,945,284	\$30,671,818	\$24,803,824	\$17,924,703	\$42,728,527	\$33,977,779	\$22,054,419	\$56,032,198	15.80%	
39	Bond & Interest	3,048,737	0	3,048,737	615,303	0	615,303	545,592	0	545,592	-11.33%	39
40	County Building	293,135	0	293,135	393,000	0	393,000	393,000	0	393,000	0.00%	40
41	RCPD	4,760,798	0	4,760,798	4,907,175	0	4,907,175	5,362,913	0	5,362,913	9.29%	41
	SUBTOTAL:	\$8,102,670	\$0	\$8,102,670	\$5,915,478	\$0	\$5,915,478	\$6,301,505	\$0	\$6,301,505	6.53%	
	TOTAL:	\$22,829,204	\$15,945,284	\$38,774,488	\$30,719,302	\$17,924,703	\$48,644,005	\$40,279,284	\$22,054,419	\$62,333,703		
42	Capital Improvement	2,621,205	0	2,621,205	7,554,156	0	7,554,156	7,822,012	0	7,822,012	3.55%	42
43	Economic Development	309,048	0	309,048	309,048	0	309,048	282,275	0	282,275	-8.66%	43

Attachment: 2023 Budget Development WS 6 (12425 : 2023 Budget Review)

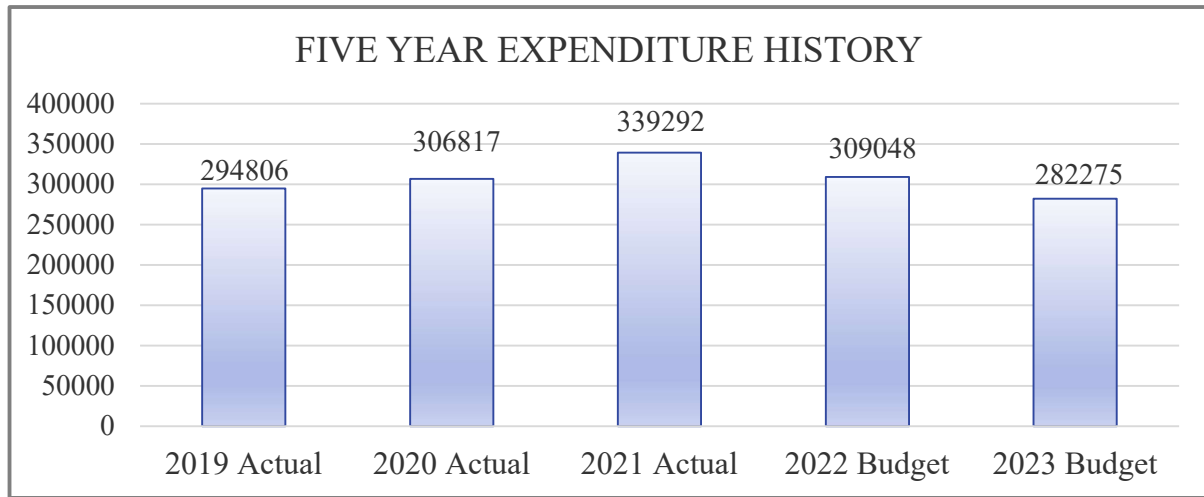
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Riley County, Kansas
2023 Budget
Economic Development Fund
Fund 146

	2021	2022	2023
BEGINNING CASH BALANCE	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Fund Balance	\$ 149,334	\$ 123,548	\$ 51,695
TOTAL BEGINNING CASH BALANCE	\$ 149,334	\$ 123,548	\$ 51,695
REVENUE			
603 Transfer from General Fund	\$ 300,000	\$ 185,500	\$ 230,580
TOTAL REVENUE	\$ 300,000	\$ 185,500	\$ 230,580
TOTAL RESOURCES AVAILABLE	\$ 449,334	\$ 309,048	\$ 282,275
EXPENDITURES			
604 Transfer to Bond & Interest Fund	\$ 44,975	\$ 43,925	\$ 52,153
4990 Other Capital Outlay	294,317	265,123	230,122
TOTAL EXPENDITURES	\$ 339,292	\$ 309,048	\$ 282,275
TOTAL ENDING FUND BALANCE	\$ 110,042	\$ -	\$ 0

PROJECT ESTIMATES:	<u>2021</u>	<u>2022</u>	<u>2023</u>
Re-write of Riley County Zoning/Subdivision Regulation	\$ -	\$ -	
Flint Hills Veteran's Coalition	1,015	1,015	1,015
Governor's Military Council	-	-	-
Konza Water Project	43,925	43,925	52,153
Chamber of Commerce	55,000	55,000	55,000
Downtown Manhattan, Inc.	5,000	5,000	5,000
Riley Co General Eco Devo	132,850	132,850	132,850
Auto Lane Development	6,057	6,057	6,057
Flint Hills Regional Council (FHRC) Contribution	10,000	-	-
MPO Contribution	5,201	-	5,200
K18 Ramp Contribution (150,000-10 yrs)-KDOT agree	-	-	-
Comprehensive plan update			25,000
US 24 project studies, design, engineering	50,000	50,000	-
TOTAL	\$ 309,048	\$ 293,847	\$ 282,275

Attachment: 2023 Budget Development WS 6 (12425 : 2023 Budget Review)





PUBLIC WORKS
Personnel

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

COMMISSION AGENDA REPORT

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

MEETING: September 12, 2022

SUBJECT: Fill an open Traffic Control Technician Position

PRESENTER: John Ellermann

BACKGROUND

We currently have an open Traffic Control Technician position due to an employee accepting a Public Works Operator II position on the gravel crew. Therefore, I am here to request approval to fill this budgeted open position in the Public Works Department/Operations Division. This position is supervised by the Operations/Fleet Manager.

A Traffic Control Technician is responsible for installing and maintaining all traffic control devices utilized to direct and protect the motoring public traveling the county-wide system. A person in this position responds to emergencies to repair signs and traffic lights damaged by acts of vandalism, storm damage, and traffic accidents. This position also fabricates and assembles signs, installs sign systems, maintains sign inventories, and signs in work zones, detours and road closures.

DISCUSSION

Discuss filling the Traffic Control Technician position within the Public Works Department/Operations Division.

FISCAL IMPACT

This is a current budgeted open position within the Public Works Department.

RECOMMENDATION(S)

Current staff does not have the capacity within their workload to absorb these additional duties. Therefore, staff recommends filling this position.

POSSIBLE MOTION(S)

Move to approve the Public Works Department advertise to hire the open Traffic Control Technician position.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Traffic Control Technician Position Descripton (PDF)
- 2022-09 PW Traffic Control Tech (gold) (PDF)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	TRAFFIC CONTROL TECHNICIAN	
Department:	Public Works	Division: Road and Bridge
Reports To:	Traffic Control Supervisor and/or the Operations Manager	
Pay Range:	5	Status: Full time
FLSA Status:	Non-Exempt	

Position Summary:

This position is responsible for installing and maintaining all traffic control devices utilized to direct and protect the motoring public traveling the county-wide highway system.

A person in this position responds to emergencies to repair signs and traffic lights damaged by acts of vandalism, storm damage, and traffic accidents. This position also fabricates and assembles signs, installs sign systems, maintains sign inventories, and signs work zones, detours, and road closures.

Supervision is provided by the Traffic Control Supervisor through consultations and periodic 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.
- Repairs traffic control devices damaged from vandalism and traffic accidents.
- Locates and initiates sign replacement and reinstallation on all county roads and bridges and county bridges on township roads.
- Identifies area and requests locates for underground utilities prior to sign installation.
- Maintains a daily logbook and labor, equipment, and material use records. Reports time worked and equipment used for cost accounting and accounts receivable processing.
- Charges out material used on projects and commodities used on equipment.
- Records sign repairs, sign changes, and sign replacements in a logbook to document traffic control work.
- Fabricates and installs new signs.
- Designs and lays out signs, applies reflective sheeting to aluminum blanks, applies borders and lettering to sheeting, finishes and installs signs in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) and the Standard Highway Signs Manual.
- Installs and maintains traffic control devices and performs traffic control in work zones.
- Assists with traffic flagging.
- Takes annual traffic counts. Performs recounts to recheck errant data and improve accuracy.
- Assures that all traffic control devices are maintained and constructed in conformance with the "Manual on Uniform Traffic Control Devices".
- Maintains traffic division material inventory.
- Reports sign inventory usage and low stocks to initiate sign fabrication and reorders.

Secondary Functions:

- Operates equipment such as utility trucks, boom trucks, and sign production and installation equipment.
- Plans and schedules short term projects and allocates materials and equipment daily.
- Maintains project lists to organize work by priority and location for economy and efficiency.
- Responds to emergencies and complaints and requests from the public and other officials to

control traffic or repair traffic control devices.

- Responds to requests for dead animal removal on county roads.
- Assists with the monthly inspection of county traffic control devices and pavement marking systems.
- Performs annual sign and traffic striping retro-reflectivity inspections.
- Utilizes reflectometers and night-time inspections to rate condition and prepare reports to record defective signs found on all Riley County roads and bridges.
- Prepares road surfaces for traffic striping.
- Assists with layout and marking for passing / no passing zones.
- Provides support vehicle to assist contractor with striping operations.
- Removes weeds, trees, and brush from area around signs, guardrail, and delineators to insure proper visibility for traffic.
- Makes recommendations regarding the purchase of new equipment and replacement or modification of existing equipment.
- Maintains a clean work area.
- Periodically inspects equipment assigned to ensure units are clean and maintenance is being performed adequately.
- Occasionally operates equipment including GPS units, calculators, FAX machines, distance measuring equipment, printers, plotters, and computers. Performs related work as required during and after regular hours, any day of the week, including holidays.
- 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.
- Vo-Tech training is preferred.
- Valid Class A Commercial Driver's License with tanker endorsement shall be obtained within the first 90 days of employment in this position.

Experience:

- Knowledge in sign construction or maintenance required.
- Experience maintaining traffic control devices preferred.
- Knowledge of the materials, equipment, methods, and practices essential to the maintenance and installation of county traffic control devices.
- Knowledge of the "Manual on Uniform Traffic Control Devices for Streets and Highways", the "Standard Highway Signs Manual", and other technical manuals on traffic control.
- Knowledge of the equipment, materials, methods, and practices essential for the maintenance and construction of traffic signs.
- Knowledge of the applicable work safety rules and procedures.

Skills:

- Good organizational, interpersonal and communication skills are required.
- Ability to follow oral and written instruction.
- Ability to express oneself clearly and concisely, orally and written.
- 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 public.
- Ability to make mathematical computations.
- Ability to plan, organize, and schedule daily work activities.
- Ability to maintain sign repair logbook and other records such as equipment use records, material charge-out sheets, timecards, accident forms, complaint forms, sign inventory and repair records, and traffic count reports.
- Ability to recognize and identify unsafe road and bridge conditions and initiate corrective action to protect the public from unsuspected hazards.
- Ability to read and explain traffic engineering plans and drawings.
- Ability to design, layout and construct signs utilizing computer software and digital plotter-cutters on a personal computer in a local area network environment.
- Ability to maintain records, prepare basic reports, and record data and inventories accurately.
- Ability to work independently with little supervision.

9.9

Department Public Works / Traffic Division Date 08/30/2022 Job Title Traffic Control Technician

☒ Full Time	☒ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade <u>1</u>	Hours per ☒ Week ☐ Month	Start Date <u>09/01/2022</u>	☒ Non-Exempt
☐ Part Time	☐ As Needed	☐ Intern	☐ Temporary	<u>40</u>		End Date <u>N/A</u>	☐ Exempt

TYPE OF REQUEST

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

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement-same duties	☐ Request to change budgeted hours	☐ Request to create a new position for current fiscal year only	☐ Request to create a new position which will be included in future annual budgets
☐ Request to hire replacement-new duties	☐ Request to change position status	☐ Request for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee: <u>Keane Adolph</u>	2. Effective date of promotion, transfer, termination, or change: <u>09/06/2022</u>	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	3. Estimated cost per year (financial impact):	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☐ No
5. Has this position been "On Hold"? ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position: <u>No</u>	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? Public Safety

2. Is it possible to fill this position internally? If no, why not? Yes
For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills: High School Graduate or equivalent required. Class A Commercial License with tanker endorsement shall be obtained within the first 90 days of employment. Knowledge in sign construction or maintenance required. Vo-Tech training is preferred.

Additional comments: Keane Adolph transferred to PW Operator II, PW/Operations/Gravel

Approval by: _____ Date: 8-30-2022

Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:

If the approved request affects current and future budget figures, a copy will go to Payroll and Budget & Finance



HEALTH DEPARTMENT
Contract

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

COMMISSION AGENDA REPORT

FROM: Kaylyn Speth
MEETING: September 12, 2022
SUBJECT: WIC State Contract
PRESENTER: Julie Gibbs

BACKGROUND

The board has already signed off on the WIC budget. This is the actual contract.

DISCUSSION

This is the annual contract between RCHD WIC and KDHE for the upcoming WIC program year, beginning October 1, 2022.

FISCAL IMPACT

None

RECOMMENDATION(S)

I recommend the BOH approve this annual contract between RCHD WIC and KDHE.

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:

- Riley CONTRACT (PDF)

CONTRACT**between****KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT****and****KANSAS WIC LOCAL AGENCY**

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

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

CFDA: United States Department of Agriculture; 10.557

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

SECTION I – Local Agency Responsibilities for Administering the WIC Program

1. Conduct the WIC and the WIC BFPC program (if applicable), in accordance with the current Kansas State WIC Policies and Procedures Manual. The program shall also be conducted in accordance with the other state and federal regulations that are currently in effect, which govern administration, operation, and management of the program.

2. Employ or contract with a Competent Professional Authority (a licensed dietitian, registered nurse, licensed physician or registered physician assistant) authorized to determine nutritional risk, certify participants and prescribe supplemental foods as defined by policy.

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

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

3. Complete a Nutrition Services Plan and submit the plan to the State Agency by November 1st each year for approval. This plan is to be completed using the Nutrition Services Plan Guidance materials, provided by the State Agency, for the upcoming calendar year.

4. Provide referrals to health and social services or other programs as appropriate.

4.1 Referrals may be verbal or written and must be documented in the WIC management information system.

4.2 Maintain and provide to participants a list of community and food assistance programs within the community. The list must include local KanCare (Medicaid) information and other programs that may be of benefit to participants and applicants. The list must also include local resources for substance abuse counseling and treatment. WIC program information should be provided to these agencies, so they can in turn refer people to WIC.

4.3 Provide written information about KanCare (Medicaid) to each participant/caregiver on at least one occasion, preferably at the time of certification.

Attachment: Riley CONTRACT (12403 : WIC State Contract)

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

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

5. Make available appropriate health services to participants and inform applicants of the health services available; have a plan for continued efforts to make health services available to participants at the clinic or through written agreements with health care providers when health services are provided by referral. Special efforts should also be made by the Local Agency to maintain ongoing communication and referrals with organizations who serve the homeless in their WIC service area. WIC program information should be provided to these agencies, so they can in turn refer people to WIC.
6. Participant's personal information is confidential and may only be released once the participant/caregiver has signed the Rights and Responsibilities statement. The Local Agency shall not disclose participant's personal information to third parties not listed on the Rights and Responsibilities statement without a separate release form signed by the participant/caregiver.

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

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

- 6.1 To establish the eligibility of WIC applicants or participants for the programs that the Local Agency and third-party organization administers.
- 6.2 To conduct outreach to WIC applicants and participants for such programs.
- 6.3 To enhance the health, education, or well-being of WIC applicants or participants who are currently enrolled in such programs.
- 6.4 To streamline administrative procedures in order to minimize burdens on staff, applicants, or participants in either the receiving program or the WIC program.
- 6.5 To assess and evaluate the responsiveness of a State's health system to participants' health care needs and health care outcomes.
7. Submit to the State Agency an annual budget for the Federal Fiscal Year (October 1- September 30) for each year of operation.
8. Submit to the State Agency a monthly affidavit of expenditures by the 20th of each month following the reporting month. An affidavit documents all allowable expenditures incurred for operation of the WIC Program. Expenditures must be broken out by the following categories:

Nutrition Education, Breastfeeding Promotion and Support, Client Services and General Administration.

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

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

15. Obtain written approval from the State Agency before purchasing any piece of equipment or capital expenditure costing \$1,500 or more, if said equipment is to be purchased with WIC funds under this contract. The State Agency reserves rights to all capital equipment purchased 100% with WIC funds. All capital expenditures reported on the monthly affidavits must be supported with photocopies or electronic copies and invoices before reimbursement can be made.
16. The Local Agency shall use the Kansas WIC automated management information system (KWIC) to administer the Kansas WIC program in their clinics.
 - 16.1 The Local Agency should show due diligence in keeping WIC equipment secure from theft or damage.
 - 16.2 Have and maintain a computer network including internet access to support the use of the KWIC.
 - 16.3 Ensure that reasonable protections are in place to avoid computer viruses and unauthorized access to computer files.
 - 16.4 Employ or contract with information technology technicians available to help in the installation of new equipment and deal with problems with the network and existing equipment.
17. The Local Agency is responsible for safeguarding WIC program client information in the KWIC system. Security access is obtained through a request to the KWIC Security Manager at the State Agency. The Local Agency shall contact the State Agency by emailing KDHE.WicStaffChange@ks.gov when an employee's security access needs be removed.
 - 17.1 If a Local Agency employee leaves employment due to termination, then the Local Agency shall contact the State Agency to have the employees access removed from KWIC within 24 hours of termination.
 - 17.2 If a Local Agency employee leaves employment under normal circumstances (For example: 2 weeks' notice), then the Local Agency shall contact the State Agency to have the employees access removed from KWIC within 1 week from the end of the employee's employment.
18. The Local Agency must maintain participation levels of at least 98% of the contractually assigned participation. If the Local Agency fails to maintain at least 98% of its assigned target participation level for a three-month period, the State Agency may adjust the amount of administrative funds allocated to the Local Agency.
19. At a minimum, the Local Agency shall conduct at least two (2) public outreach activities designed to enroll eligible women in the early stages of pregnancy, infants, and children in the WIC Program. This outreach activity shall involve offices and organizations that interact with potentially eligible persons, such as health and medical organizations, hospitals and clinics, welfare and unemployment offices, social service agencies, farm worker and other organizations serving target populations.

20. Prohibit smoking in the space used to carry out the WIC Program during the time any aspect of WIC services is performed.
21. Obtain written approval from the State Agency to enter into a subcontract with a third party to provide WIC services. The Local Agency shall submit the subcontract, along with the budget of the subcontractor, to the State Agency for written approval. The Local Agency shall provide on-site technical assistance to all subcontractor clinics as necessary and shall conduct periodic, routine meetings with subcontractor's WIC staff for in-service trainings and problem solving.
 - 21.1 Include in the subcontract provisions defining the services to be provided by, and the requirements of, the subcontractor and how the Local Agency will compensate the subcontractor for the services provided. Said services and requirements may include, but are not limited to:
 - 21.1.1 Determining participant eligibility.
 - 21.1.2 Issuing cards or benefits and stock accountability.
 - 21.1.3 Providing nutrition education and counseling.
 - 21.1.4 Providing to the Local Agency, on a timely basis, all required information regarding fiscal and program administration, including time sheet and affidavits of actual expenditures.
 - 21.1.5 Following WIC policies and procedures.
 - 21.1.6 Making appropriate health services or referrals available to participants.
 - 21.1.7 Training, monitoring, and investigating retail vendors.
 - 21.1.8 Maintaining vendor files.
 - 21.1.9 Assuring documentation for all functions.
 - 21.2 Include on the subcontractor signature page the following statement: "As a prospective lower tier participant, the subcontractor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in the transaction by any Federal department or agency and will promptly notify the State Agency if it is debarred or suspended in the future."
 - 21.3 Include on the subcontractor signature page the following statement: "The subcontractor certifies to the best of their knowledge that no Federal funds provided through a grant award or contract shall be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any agency or member of Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment of modification or any government contract, grant, loan or cooperative agreement."

However, if lobbying with non-federal funds has occurred, then the Local Agency shall complete the Disclosure Form to Report Lobbying (Standard Form LLL) and submit it to the State Agency, which will then be submitted to the FNS Regional Office. The Standard Form LLL can be accessed at <https://www2.ed.gov/fund/grant/apply/appforms/sflll.doc>

- 21.4 Include on the subcontractor signature page the following statement: The Local Agency hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Age Discrimination Act of 1975 (42 U.S.C. 610 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines; and FNS directives and guidelines to the effect that no person shall, on the ground of race, color, national origin, age, sex or handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the Agency receives Federal financial assistance.
- 21.5 Subcontracted clinics may not be permitted to separate from their Local Agency group until the end of the federal fiscal year.
22. If the Local Agency was traveling to another County and was providing WIC services and no longer wishes to do so and the County in which the traveling agency was providing services wishes to be a brand-new agency, a transition period will need to be established for both the traveling agency and the new agency with the help of the State Agency, so that clients will not experience a lapse in services.
- The transition period typically begins the first of October. If necessary, the traveling agency shall continue to provide services and travel to that County until the new agency is fully trained and ready to have their first clinic.
23. Annually review and evaluate clinic operations. The annual review and evaluation includes all clinics, including sub-contractors, for compliance with WIC operations.
- Develop and implement a corrective action process which includes promptly notifying the evaluated clinics in writing of any deficiencies, requiring evaluated clinics to develop corrective action plans, and monitoring clinic implementation of such plans.
- Provide a written report detailing strengths and weaknesses of the clinics and the requirement for corrective action, as appropriate. Follow-up and monitor implementation of all corrective action plans. Provide to the State Agency, a copy of the initial report given to the evaluated clinic(s) and any subsequent reports that document the Local Agency's monitoring of the implementation of corrective action plans.

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

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

The Local Agency shall:

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

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

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

Attachment: Riley CONTRACT (12403 : WIC State Contract)

SECTION III – STATE AGENCY RESPONSIBILITIES

1. With this contract, the State Agency will provide a separate spreadsheet that includes the assigned client participation number, the funding allocation, and the target expenditures for Nutrition Education and Breastfeeding Promotion and Support for the Local Agency and any sub-contractors as applicable.
2. Provide an information management system for certifications, benefits issuance and program management.
3. Provide technical assistance training and monitor the Local Agency-for program compliance.
4. Reimburse the Local Agency on a monthly basis for approved expenditures in accordance with the Local Agency submitted affidavit of expenditures and within the funding allocation provided to the Local Agency. Reimbursements are based on actual costs.
5. In the event this contract is terminated by either party before the end of the contract period as stated in Section V, reimbursement for approved expenses will be prorated to the date of termination.

SECTION IV – GENERAL CONDITIONS

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

SECTION V – FUNDING & SIGNATURES**CONTRACTED AGENCY: Riley County - Manhattan Health Department****COUNTIES INCLUDED: Riley and Pottawatomie Counties****CONTRACT AMOUNT:****Up to \$926,766 plus any reallocated Federal Nutrition Services Administrative Funds that may become available****Up to \$64,277 plus any reallocated Federal Breastfeeding Peer Counselor Funds that may become available****CONTRACT PERIOD: October 1, 2022 through September 30, 2023**

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

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

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

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

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

CONTRACT SIGNED BY:

_____ Signature Janet Stanek	_____ Signature
_____ Printed Name Secretary	_____ Printed Name
_____ Title Kansas Department of Health and Environment	_____ Title
_____ Organization	_____ Organization
_____ Date	_____ Date

_____ Signature
_____ Printed Name
_____ Title
_____ Organization
_____ Date

Attachment: Riley CONTRACT (12403 : WIC State Contract)

APPENDIX A

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

CONTRACTUAL PROVISIONS ATTACHMENT

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

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

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the
1 day of October, 2022.

1. **Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.
2. **Kansas Law and Venue:** This contract shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this contract shall reside only in courts located in the State of Kansas.
3. **Termination Due To Lack Of Funding Appropriation:** If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least thirty (30) days prior to the end of its current fiscal year and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to ninety (90) days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of the State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
4. **Disclaimer Of Liability:** No provision of this contract will be given effect that attempts to require the State of Kansas or its agencies to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas is defined under the Kansas Tort Claims Act (K.S.A. 75-6101, et seq.).
5. **Anti-Discrimination Clause:** The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001, et seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111, et seq.) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101, et seq.) (ADA), and Kansas Executive Order No. 19-02, and to not discriminate against any person because of race, color, gender, sexual orientation, gender identity or expression, religion, national origin, ancestry, age, military or veteran status, disability status, marital or family status, genetic information, or political affiliation that is unrelated to the person's ability to reasonably perform the duties of a particular job or position; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) Contractor agrees to comply with all applicable state and federal anti-discrimination laws and regulations; (g) Contractor agrees all hiring must be on the basis of individual merit and qualifications, and discrimination or harassment of persons for the reasons stated above is prohibited; and (h) if it is determined that the contractor has violated the provisions of any portion of this paragraph, such violation shall

Attachment: Riley CONTRACT (12403 : WIC State Contract)

constitute a breach of contract and the contract may be canceled, terminated, or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.

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

APPENDIX B

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

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

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

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

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

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

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

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

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

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

NON-DEBARMENT CERTIFICATION AND WARRANTY

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

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

Attachment: Riley CONTRACT (12403 : WIC State Contract)

APPENDIX C

Policy Regarding Sexual Harassment

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

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

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

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

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

1. All Executive Branch department and agency heads shall have available and shall regularly review and update at least every three years or more frequently as necessary, their sexual harassment, discrimination, and retaliation policies. Such policies shall include components for confidentiality and anonymous reporting, applicability to intern positions, and training policies.
2. All Executive Branch department and agency heads shall ensure that their employees, interns, and contractors have been notified of the state's policy against sexual harassment, discrimination, or retaliation, and shall further ensure that such persons are aware of the procedures for submitting a complaint of sexual harassment, discrimination, or retaliation, including an anonymous complaint.
3. Executive Branch departments and agencies shall annually require training seminars regarding the policy against sexual harassment, discrimination, or retaliation. All employees shall complete their initial training session pursuant to this order by the end of the current fiscal year.
4. Within ninety (90) days of this order, all Executive Branch employees, interns, and contractors under the jurisdiction of the Office of the Governor shall be provided a written copy of the policy against sexual harassment, discrimination, and retaliation, and they shall execute a document agreeing and acknowledging that they are aware of and will comply with the policy against sexual harassment, discrimination, and retaliation.
5. Matters involving any elected official, department or agency head, or any appointee of the Governor may be investigated by independent legal counsel.
6. The Office of the Governor will require annual mandatory training seminars for all staff, employees, and interns in the office regarding the policy against sexual harassment, discrimination, and retaliation, and shall maintain a record of attendance.
7. Allegations of sexual harassment, discrimination, or retaliation within the Office of the Governor will be investigated promptly, and violations of law or policy shall constitute grounds for disciplinary action, including dismissal.
8. This Order is intended to supplement existing laws and regulations concerning sexual harassment and discrimination and shall not be interpreted to in any way diminish such laws and regulations. The Order provides conduct requirements for covered persons and is not intended to create any new right or benefit enforceable against the State of Kansas.

Attachment: Riley CONTRACT (12403 : WIC State Contract)

9. Persons seeking to report violations of this Order, or guidance regarding the application or interpretation of this Order, may contact the Office of the Governor regarding such matters.

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

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

Signature and Date

Printed Name

Attachment: Riley CONTRACT (12403 : WIC State Contract)



PUBLIC WORKS
Recommendations

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

COMMISSION AGENDA REPORT

FROM: Mary Graham, Administrative Asst II

MEETING: September 12, 2022

SUBJECT: Change of Expenditure for University Park Allocation

PRESENTER: David G Willis, Park Manager

BACKGROUND

In March of 2022 the BOCC approved the annual Community Park Allocations. University Park was allocated \$11,140.00. To date they have spent all but \$1,254. Part of their plan for the year was to improve the golf cart crossing in the amount of \$1,500.00. Because of work done by the Riley County asphalt crew on the approaches off of Hi-View Dr., they no longer need to pour concrete near the crossings.

They have requested \$700.00 of the remaining \$1,254 be spent to replace a window in the clubhouse that has been boarded up due to broken glass.

DISCUSSION

Discuss the change of expenditure on golf cart crossing, which was approved by the board, to spending those funds on a window at the clubhouse, which was not on the original allocation request.

FISCAL IMPACT

None

RECOMMENDATION(S)

It is the recommendation of the Park Advisory Board University Park be allowed to spend \$700 for a replacement window on the clubhouse.

POSSIBLE MOTION(S)

Move to approve expenditure.

Enclosures:



PUBLIC WORKS
Project Update

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

MEMORANDUM

FROM: John Ellermann, Public Works Director

MEETING: September 12, 2022

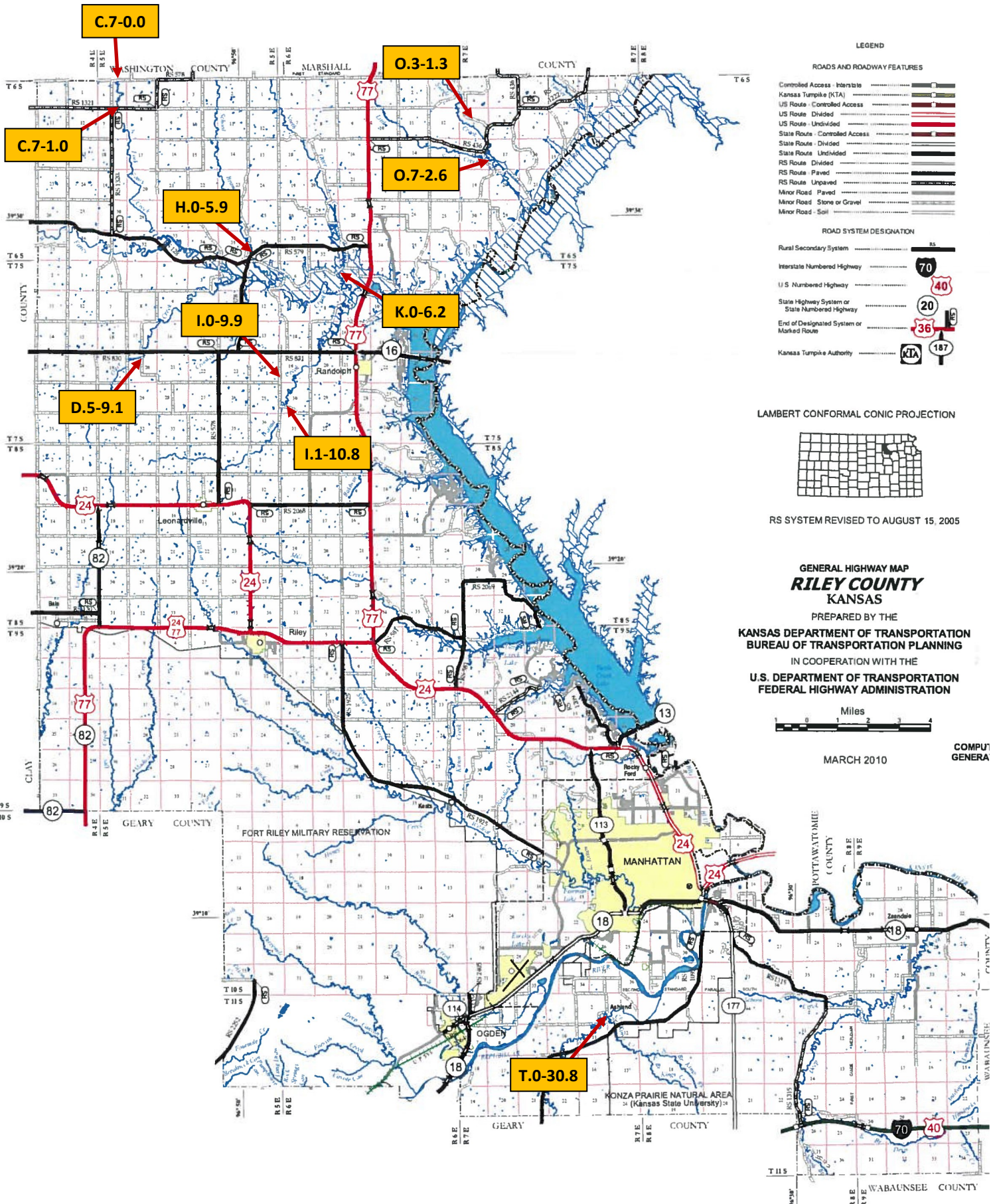
SUBJECT: Public Works Project Update

PRESENTER: John Ellermann

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

Enclosures:

- Location Map (PDF)
- 091222 Project Update (PDF)



Project Update

Public Works Department

09/12/2022

Lakeside Heights Sewer/Water District

- Hook-up agreements from users are completed
- Plans and specifications have been approved by USDA.
- Bids were opened September 8.

Keats Sewer District

- Preliminary Engineer Report – BG Consultants
- BOCC granted use of ARPA funds
- No possible lagoon site. Send to City for treatment. Looking for grants.

Kitten Creek Culvert Replacement (N.5-22.5)

- Approximately 1.5 mi N. of Anderson Ave.
- Olsson and Associates is the consultant
- Working on office check plans

West 32nd Ave Bridge (T.0-30.8)

- Approximately ¼ mi. N. of McDowell Creek Rd.
- Alfred Benesch & Co.
- King Const. started February 21 (150 Working Days)
- Forming and pouring handrails on bridge.

Winkler Mills Bridge (H.0-5.9)

- Approximately 0.1 mi. N. of Fancy Creek Rd.
- Bartlett & West
- Office check plans being reviewed

Fancy Creek Bridge (K.0-6.2)

- Approximately 1.25 mi. W. of Tuttle Creek Blvd.
- Schwab-Eaton
- Field check held February 2, 2021
- Considered Historic by State Historic Preservation Office
- working easements and MOU with Corps of Engineer

Parallel Rd. Culvert (C.7-0.0)

- Approximately 0.2 mi E. of May Day Rd.
- Schwab-Eaton
- Office check plans and permits.

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

- Approximately 0.5 mi. W. of Swede Creek Rd.
- SMH
- Finishing up r/w work

Union Rd Culvert (I.0-0.9)

- Approximately 0.9 mi. S. of Green-Randolph Rd.
- SMH
- Finishing up r/w work

Tabor Valley Bridge

- Approximately 1 mile North of Zeandale Rd.
- Schwab-Eaton
- Easements and Steel Delivery

Parks:

- Mowing
- Goal posts and score board installed at Fairmont Park
- Oak Tree West of Court House dying. Best time to plant is in October therefore crew will need to remove soon.
- Keats irrigation project.
- Park Board meeting Tuesday, September 13th @ Randolph.

Operations:

- Chip sealed various County Roads
- Overlay project completed
- Replacing guardrail on Fancy Creek and Winkler Mills.
- Grading if County/Township roads.
- Clean debris from roadways from storms.
- We had 4 employees compete in the Snow Rodeo last week at Milford Lake.
- Considering using a salt/sand mix for snow removal this winter to save budget.

Miscellaneous

- RCPS Headquarters Station – Review Archimages design contract. Begin procurement process for Construction Management at-Risk.
- North County Station - Anderson Knight Contract and property acquisition
- University Park Treatment Plant-EPA fine due by end of October. SMH working on lagoon design contract.
- K-13 & US-24: Bayer Const. has started on emergency repairs consisting of traffic calming and realigning the left turn lanes.
- Working on scheduling an inspection for the University Park Water Tower. 1 Quote.
- Open Positions: Facility & Grounds Tech I/II (Parks), Equipment Operator II – Public Works (1), Engineer Technician, Purchasing Agent, Traffic Control Technician



COUNTY APPRAISER'S OFFICE
Staff Update

Anna Burson
County Appraiser
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6310

STAFF REPORT

FROM: Appraiser's Office

MEETING: September 12, 2022

SUBJECT: Appraiser's Office Staff Update

PRESENTER: Anna Burson

Enclosures:

- 9-12-22 Appraiser's Office Commission Meeting update (DOCX)
- BOTA SUMMARY SCHEDULE UPDATE 9-12-22 (XLSX)
- September 2022 BOTA DETAIL (PDF)

Appraiser's Office Report

BOCC

September 12th, 2022

- **Personal property-**

- Staff is currently working on abates and escapes in preparing for the October Certification. New property is being added for 2023.
- Continue to work through our Agricultural annual review and sales.
- Watercraft is currently at a standstill until the State provides the quarterly report.
- We are excited to report Kayla has started in the role of Personal Property Appraiser I.
- When time is available staff continue to scan historic documents cleaning up our personal property filing system.

- **Residential-**

- Staff is currently completing the annual review process, reviewing sales, and gearing up for building permits and new construction. I am pleased to report the annual review process for residential is currently at 94.8% complete almost 36% increase over last month's report. After the press conference and radio discussion last month we received a significant response to the survey's we sent out more so than we have historically which is wonderful.
- As of 9/02/22 we have had 1107 sales. Of which 938 are residential properties that is an increase of 159 residential properties since the last update. The total permits for 2022 are 261 an increase of 55 from last month.
- The County median sales ratio is currently 0.88 and the median sale price is \$215,750 almost identical to last month.
- Staff is working through residential land analysis and will continue throughout the month.
- I am sad to announce our Appraiser III land specialist Vaughn will be retiring at the end of the month. His knowledge and expertise will be greatly missed, and we are working to ensure the current staff have clear understanding of his duties and responsibilities.

- **Commercial-**

- Commercial has almost completed annual review of all commercial properties.
- We have received the AJ's Pizzeria small claims results and the County's value was sustained.
- I have included a spreadsheet of the Commercial BOTA appeals docketed and are waiting to be scheduled. There is a summary report including the figures by Business name and summary of the total appealed value. In addition, I have included the detailed summary by parcel ID #. There is one additional BOTA appeal docketed since the last update. This is for ICON Investments and is the parking lot by the Auto Museum. During the last update I informed you that Icon Investments small claims decision was received, and the County's value was sustained. Icon Investments is now proceeding to BOTA. This puts the County's total open BOTA cases at 65.

- Tenant interviews have begun for apartment complexes and will continue over the next several weeks. Appraisers are in the field gathering rental information throughout the county.
- Staff is working through implementation of the new expanded commercial depreciation matrix as well as reviewing and implementing the economic life study of other improvements. This includes agricultural buildings as well.
- **Summary of other work-**
 - Position Description updates, salary study placement review and discussions with staff.
 - IAAO's international conference in Boston
 - Networking and transparency
 - GIS Appraiser Map
 - Job Descriptions

BOTA SUMMARY		
BUSINESS NAME/SITE	YEAR	Total
A&W/NOODLES/ETC.	2020	\$ 2,100,000
	2021	\$ 1,770,000
	2022	\$ 1,670,000
A&W/NOODLES/ETC. Total		\$ 5,540,000
AUTO MUSEUM PARKING LOT	2022	\$ 1,220,060
AUTO MUSEUM PARKING LOT Total		\$ 1,220,060
BED BATH & BEYOND	2020	\$ 4,585,000
	2021	\$ 4,125,000
	2022	\$ 4,015,000
BED BATH & BEYOND Total		\$ 12,725,000
CENTRAL NATIONAL BANK	2019	\$ 1,067,700
	2020	\$ 1,038,100
	2021	\$ 1,038,100
	2022	\$ 1,049,900
CENTRAL NATIONAL BANK Total		\$ 4,193,800
COLONIAL GARDENS	2022	\$ 7,941,430
COLONIAL GARDENS Total		\$ 7,941,430
COLONIAL GARDENS - VACANT	2022	\$ 1,870
COLONIAL GARDENS - VACANT Total		\$ 1,870
COLONIAL GARDENS MHP OFFICE	2022	\$ 407,900
COLONIAL GARDENS MHP OFFICE Total		\$ 407,900
COUNTRY MEADOWS RESIDENCES	2022	\$ 5,666,700
COUNTRY MEADOWS RESIDENCES Total		\$ 5,666,700
COURTYARD BY MARRIOTT	2021	\$ 14,651,580
	2022	\$ 17,330,300
COURTYARD BY MARRIOTT Total		\$ 31,981,880
GENESIS	2021	\$ 7,674,200
	2022	\$ 8,152,300
GENESIS Total		\$ 15,826,500
HILTON GARDEN INN	2020	\$ 11,301,990
	2021	\$ 7,509,900
HILTON GARDEN INN Total		\$ 18,811,890
HOLIDAY INN CAMPUS	2021	\$ 3,820,400
	2022	\$ 4,011,420
HOLIDAY INN CAMPUS Total		\$ 7,831,820
HOLIDAY INN EXPRESS	2021	\$ 3,597,840
HOLIDAY INN EXPRESS Total		\$ 3,597,840
HOME DEPOT	2020	\$ 7,200,000
	2021	\$ 7,200,000
	2022	\$ 7,200,000
HOME DEPOT Total		\$ 21,600,000
HY-VEE	2020	\$ 6,750,000
	2021	\$ 6,750,000
	2022	\$ 7,000,000
HY-VEE Total		\$ 20,500,000
ICON (HOUSTON STREET BALLROOM)	2020	\$ 1,353,200
ICON (HOUSTON STREET BALLROOM) Total		\$ 1,353,200
IHOP	2019	\$ 1,974,000
	2020	\$ 1,974,000
	2021	\$ 1,974,000
IHOP Total		\$ 5,922,000
MCALISTER'S	2020	\$ 1,375,000
	2021	\$ 1,160,000
	2022	\$ 1,090,000
MCALISTER'S Total		\$ 3,625,000
MHTTN SURGICAL HOSPITAL	2022	\$ 6,149,400
MHTTN SURGICAL HOSPITAL Total		\$ 6,149,400
MID TOWN PLAZA	2020	\$ 1,098,850

	2021	\$	1,094,420
MID TOWN PLAZA Total		\$	2,193,270
PARKING LOT ON HOUSTON STREET	2020	\$	208,650
	2021	\$	213,080
PARKING LOT ON HOUSTON STREET Total		\$	421,730
PARKWOOD INN & SUITES	2020	\$	1,550,000
	2021	\$	1,215,790
PARKWOOD INN & SUITES Total		\$	2,765,790
TARGET	2020	\$	9,850,000
	2021	\$	9,700,000
	2022	\$	9,700,000
TARGET Total		\$	29,250,000
VACANT - WAS PAUL MITCHELL SALON	2020	\$	745,000
	2021	\$	630,000
	2022	\$	380,000
VACANT - WAS PAUL MITCHELL SALON Total		\$	1,755,000
WALGREENS (ANDERSON AVE)	2020	\$	2,715,200
	2021	\$	2,812,400
	2022	\$	2,812,400
WALGREENS (ANDERSON AVE) Total		\$	8,340,000
WALGREENS (BLUEMONT)	2020	\$	2,398,740
	2021	\$	2,478,940
	2022	\$	2,480,660
WALGREENS (BLUEMONT) Total		\$	7,358,340
WALGREENS (BLUEMONT) PARKING LOT	2020	\$	253,160
	2021	\$	267,760
	2022	\$	266,040
WALGREENS (BLUEMONT) PARKING LOT Total		\$	786,960
WESTLOOP SHOPPING CENTER	2020	\$	22,914,700
	2021	\$	22,833,000
	2022	\$	23,790,490
WESTLOOP SHOPPING CENTER Total		\$	69,538,190
Grand Total Appraised		\$	297,305,570
Grand Total Assessed Value		\$	74,326,392.50

DOCKET	PARCEL NUMBER	QR#	YEAR	APPLICANT	PROPERTY OWNER	BUSINESS NAME/SITE	COUNTY VALUE	TAXPAYER VALUE
2022-1383-EQ	081-189-31-0-00-00-007.00-0	R6092	2022	FLANAGAN/BILTON LLC	COLONIAL GARDENS LLC (3050 TCB)	COLONIAL GARDENS MHP OFFICE	\$407,900	\$305,000
2022-1382-EQ	081-189-31-0-00-00-010.00-0	R6096	2022	FLANAGAN/BILTON LLC	COLONIAL GARDENS LLC (3000 TCB)	COLONIAL GARDENS	\$7,941,430	\$6,000,000
2022-679-EQ	081-189-31-0-00-00-012.01-0	R6098	2022	MATT CANTESE	COUNTRY MEADOWS RESIDENCES	COUNTRY MEADOWS RESIDENCES	\$5,666,700	??
2022-1384-EQ	081-189-31-0-00-00-017.01-0	R6104	2022	FLANAGAN/BILTON LLC	COLONIAL GARDENS LLC (0000 E MARLATT)	COLONIAL GARDENS - VACANT	\$1,870	\$1,500
2020-6179-PR	081-203-07-2-80-01-001.02-0	R9273	2019	JOSEPH CASAD/TAX VALUE SPECIALISTS	BJS, INC	IHOP	\$1,974,000	?
2020-6180-EQ	081-203-07-2-80-01-001.02-0	R9273	2020	JOSEPH CASAD/TAX VALUE SPECIALISTS	BJS, INC	IHOP	\$1,974,000	\$1,482,207
2021-1105-EQ	081-203-07-2-80-01-001.02-0	R9273	2021	JOSEPH CASAD/TAX VALUE SPECIALISTS	BJS, INC	IHOP	\$1,974,000	
2020-1714-EQ	081-204-18-2-10-18-001.00-0	R9845	2020	SAVAGE & BROWNING	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$2,100,000	?
2021-5574-EQ	081-204-18-2-10-18-001.00-0	R9845	2021	SAVAGE & BROWNING	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$1,770,000	
2022-1386-EQ	081-204-18-2-10-18-001.00-0	R9845	2022	SAVAGE & BROWNING	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$1,670,000	??
2020-1099-EQ	081-204-18-2-10-18-001.01-0	R9846	2020	LINDA TERRILL - PROP TAX LAW GROUP	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$133,660	?
2021-1437-EQ	081-204-18-2-10-18-001.01-0	R9846	2021	LINDA TERRILL - PROP TAX LAW GROUP	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$140,910	prior year value
2022-2165-EQ	081-204-18-2-10-18-001.01-0	R9846	2022	PROPERTY TAX LAW GROUP-LINDA TERRILL	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$140,040	??
2020-1097-EQ	081-204-18-2-10-18-002.00-0	R9847	2020	LINDA TERRILL - PROP TAX LAW GROUP	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,398,740	?
2021-1435-EQ	081-204-18-2-10-18-002.00-0	R9847	2021	LINDA TERRILL - PROP TAX LAW GROUP	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,478,940	prior year value
2022-2164-EQ	081-204-18-2-10-18-002.00-0	R9847	2022	PROPERTY TAX LAW GROUP-LINDA TERRILL	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,480,660	??
2020-1098-EQ	081-204-18-2-10-18-011.00-0	R9848	2020	LINDA TERRILL - PROP TAX LAW GROUP	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$119,500	?
2021-1436-EQ	081-204-18-2-10-18-011.00-0	R9848	2021	LINDA TERRILL - PROP TAX LAW GROUP	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$126,850	prior year value
23022-2166-EQ	081-204-18-2-10-18-011.00-0	R9848	2022	PROPERTY TAX LAW GROUP-LINDA TERRILL	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$126,000	??
2020-1509-EQ	081-204-18-2-10-20-001.00-0	R9850	2020	BLAKE NEWELL - J.W.W CHATAM & AASOC	HY-VEE INC	HY-VEE	\$6,750,000	?
2021-3394-EQ	081-204-18-2-10-20-001.00-0	R9850	2021	BLAKE NEWELL - J.W.W CHATAM & AASOC	HY-VEE INC	HY-VEE	\$6,750,000	\$3,375,000
2022-1279-EQ	081-204-18-2-10-20-001.00-0	R9850	2022	J. W. CHATAM & ASSOC	HY-VEE INC	HY-VEE	\$7,000,000	
2021-285-PR	081-204-18-2-10-20-004.02-0	R9855	2020	SAVAGE & BROWNING	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,375,000	?
2021-5575-EQ	081-204-18-2-10-20-004.02-0	R9855	2021	SAVAGE & BROWNING	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,160,000	
2022-1387-EQ	081-204-18-2-10-20-004.02-0	R9855	2022	SAVAGE & BROWNING	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,090,000	??
2020-1713-EQ	081-204-18-2-10-20-005.00-0	R9857	2020	SAVAGE & BROWNING	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND	\$4,585,000	?
2021-2046-EQ	081-204-18-2-10-20-005.00-0	R9857	2021	SAVAGE & BROWNING	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND	\$4,125,000	
2022-1385-EQ	081-204-18-2-10-20-005.00-0	R9857	2022	SAVAGE & BROWNING	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND	\$4,015,000	??
2020-1715-EQ	081-204-18-2-10-20-013.00-0	R302812	2020	SAVAGE & BROWNING	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$745,000	?
2021-5576-EQ	081-204-18-2-10-20-013.00-0	R302812	2021	SAVAGE & BROWNING	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$630,000	
2022-1388-EQ	081-204-18-2-10-20-013.00-0	R302812	2022	SAVAGE & BROWNING	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$380,000	??
2021-1615-EQ	081-204-18-2-20-19-001.00-0	R10250	2021	MHI-MANHATTAN 2 LLC	PR MIG MANHATTAN OWNER LLC	COURTYARD BY MARRIOTT	\$14,651,580	
2022-2176-EQ	081-204-18-2-20-19-001.00-0	R10250	2022	MHI-MANHATTAN 2 LLC	PR MIG MANHATTAN OWNER LLC	COURTYARD BY MARRIOTT	\$17,330,300	??
2021-1662-EQ	081-204-18-2-30-03-004.00-0	R10629	2021	BREER LAW FIRM - KEVIN BREER	KSU REAL ESTATE FUND LLC	HOLIDAY INN CAMPUS	\$3,820,400	?
2022-2163-EQ	081-204-18-2-30-03-004.00-0	R10629	2022	BREER LAW FIRM - KEVIN BREER	KSU REAL ESTATE FUND LLC	HOLIDAY INN CAMPUS	\$4,011,420	??
2021-383-PR	081-204-18-2-60-31-005.00-0	R11572	2020	LINDA TERRILL - PROP TAX LAW GROUP	PARKWOOD LLC	PARKWOOD INN & SUITES	\$1,550,000	\$700,000
2021-1438-EQ	081-204-18-2-60-31-005.00-0	R11572	2021	LINDA TERRILL - PROP TAX LAW GROUP	PARKWOOD LLC	PARKWOOD INN & SUITES	\$1,215,790	prior year value
2021-420-PR	081-204-18-2-80-09-014.00-0	R12120	2020	BLAKE NEWELL - J.W.W CHATAM & AASOC	ICON INVESTMENTS LLC	PARKING LOT ON HOUSTON STREET	\$208,650	\$100,000
2021-3485-EQ	081-204-18-2-80-09-014.00-0	R12120	2021	BLAKE NEWELL - J.W.W CHATAM & AASOC	ICON INVESTMENTS LLC	PARKING LOT ON HOUSTON STREET	\$213,080	\$106,500
2021-419-PR	081-204-18-2-80-09-015.00-0	R12121	2020	BLAKE NEWELL - J.W.W CHATAM & AASOC	ICON INVESTMENTS LLC	MID TOWN PLAZA	\$1,098,850	\$550,000
2021-3486-EQ	081-204-18-2-80-09-015.00-0	R12121	2021	BLAKE NEWELL - J.W.W CHATAM & AASOC	ICON INVESTMENTS LLC	MID TOWN PLAZA	\$1,094,420	\$547,000
2021-418-PR	081-204-18-2-80-14-002.00-0	R12158	2020	BLAKE NEWELL - J.W.W CHATAM & AASOC	ICON INVESTMENTS LLC	ICON (HOUSTON STREET BALLROOM)	\$1,353,200	\$675,000
2021-336-PR	081-204-18-2-80-26-001.00-0	R12229	2020	BLAKE NEWELL - J.W.W CHATAM & AASOC	HCW-MANHATTAN, LLC	HILTON GARDEN INN	\$11,301,990	?
2021-1398-PR	081-204-18-2-80-26-001.00-0	R12229	2021	HCW-MANHATTAN, LLC	HCW-MANHATTAN, LLC	HILTON GARDEN INN	\$7,509,900	
2021-2065-EQ	081-204-18-2-80-28-004.00-0	R12236	2021	BREER LAW FIRM - KEVIN BREER	MANHATTAN HOTELS LLC	HOLIDAY INN EXPRESS	\$3,597,840	?
2020-1749-EQ	081-211-11-0-40-13-003.00-0	R15610	2020	SAVAGE & BROWNING	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$22,914,700	?
2021-1660-EQ	081-211-11-0-40-13-003.00-0	R15610	2021	SAVAGE & BROWNING - TIMOTHY SCHENDT	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$22,833,000	?
2022-2172-EQ	081-211-11-0-40-13-003.00-0	R15610	2022	SAVAGE & BROWNING - TIMOTHY SCHENDT	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$23,790,490	??
2022-1278-EQ	081-211-12-0-20-01-027.01-0	R15647	2022	J. W. CHATAM & ASSOC	MERCY HEALTH CENTER OF MANHATTAN	MHTTN SURGICAL HOSPITAL	\$6,149,400	?

2020-1523-EQ	081-211-12-0-30-01-008.02	R16065	2019	ROBERT MUNSON	CENTRAL NATIONAL BANK	CENTRAL NATIONAL BANK	\$1,067,700	?
2020-1523-EQ	081-211-12-0-30-01-008.02	R16065	2020	ROBERT MUNSON	CENTRAL NATIONAL BANK	CENTRAL NATIONAL BANK	\$1,038,100	?
2021-3483-EQ	081-211-12-0-30-01-008.02-0	R16065	2021	BLAKE NEWELL - J.W.W CHATAM & AASOC	CENTRAL NATIONAL BANK	CENTRAL NATIONAL BANK	\$1,038,100	\$519,050
2022-1276-EQ	081-211-12-0-30-01-008.02-0	R16065	2022	J. W. CHATAM & ASSOC	CENTRAL NATIONAL BANK	CENTRAL NATIONAL BANK	\$1,049,900	\$500,000
2020-915-EQ	081-211-12-0-30-11-004.01.0	R16204	2020	LINDA TERRILL - PROP TAX LAW GROUP	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,715,200	?
2021-1439-EQ	081-211-12-0-30-11-004.01-0	R16204	2021	LINDA TERRILL - PROP TAX LAW GROUP	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400	prior year value
2022-2155-EQ	081-211-12-0-30-11-004.01-0	R16204	2022	PROPERTY TAX LAW GROUP-LINDA TERRILL	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400	??
2022-5112-EQ	081-216-14-0-10-03-006.02-0	R19739	2022	CHATAM & ASSOCIATES	ICON INVESTMENTS LLC	AUTO MUSEUM PARKING LOT	\$1,220,060	\$600,000
2021-3484-EQ	081-216-23-0-10-08-001.00-0	R20575	2021	BLAKE NEWELL - J.W.W CHATAM & AASOC	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS	\$7,674,200	\$3,873,100
2022-1277-EQ	081-216-23-0-10-08-010.00-0	R20575	2022	J. W. CHATAM & ASSOC	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS	\$8,152,300	\$4,000,000
2020-1525-EQ	081-216-24-0-20-01-002.00-0	R21281	2020	LATHROP & GAGE LLP, R. SCOTT BEELER	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$7,200,000	\$4,070,000
2021-2023-EQ	081-216-24-0-20-01-002.00-0	R21281	2021	LATHROP & GAGE LLP, R. SCOTT BEELER	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$7,200,000	\$4,070,000
2022-1355-EQ	081-216-24-0-20-01-002.00-0	R21281	2022	LATHROP & GAGE LLP, R. SCOTT BEELER	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$7,200,000	\$4,070,000
2020-914-EQ	081-216-24-0-20-02-001.00-0	R21288	2020	LINDA TERRILL - PROP TAX LAW GROUP	TARGET CORPORATION	TARGET	\$9,850,000	?
2021-1440-EQ	081-216-24-0-20-02-001.00-0	R21288	2021	LINDA TERRILL - PROP TAX LAW GROUP	TARGET CORPORATION	TARGET	\$9,700,000	prior year value
2022-2157-EQ	081-216-24-0-20-02-001.00-0	R21288	2022	PROPERTY TAX LAW GROUP-LINDA TERRILL	TARGET CORPORATION	TARGET	\$9,700,000	??
Grand Total							\$297,305,570	



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

STAFF REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: September 12, 2022

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman

Enclosures:

- FINAL Commission List 9.12.2022 (DOC)

PENDING COUNTY PROJECTS • Beginning August 25, 2022 and through September 7, 2022

Submitted by Clancy Holeman, Riley County Counselor

Changes or additions from previous entries or in the items listed are shown in italics.

NOTE: The below lists are not intended to be a comprehensive list of all “pending” Commission or projects of other County Departments 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.

COMMISSION LIST

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) Discussions with staff and potential consultant. (9-17-21) Attend and participate in KAC webinar on ARPA and potential Health Department fund uses. (9-24-21) Communicate with consultant on agreed terms of service. (9-26-21) Finalize Professional Services Agreement with Consultant; draw Commission Agenda Report and submit for BOCC review and possible approval 9-30-21. (9-28-21) Obtain BOCC approval of Professional Services Agreement. (9-30-21) Staff meets with Consultant for first time regarding ARPA distribution rules. (9-30-21) Draft letter to congressional office (for discussion by BOCC in public meeting on 10-28-21) in support of S 3011—giving more flexibility to counties nationwide in their use of ARPA funds. (10-27-21)

Board of Riley County Commissioners: Attend BOCC regular public meetings 2-21-22; 2-24-22. Attend BOCC public Meeting & Intergovernmental Meeting. (2-28-22) Prepare for BOCC public meeting scheduled for 3-3-22. (3-2-22) Attend BOCC regular public meeting: Present draft agenda for follow up legislative conference scheduled to occur April 7, 2022. Agenda approved by BOCC, following discussion. (3-31-22). Attend regular public meeting. Participate in panel interviews of applicants for position of County Appraiser. (4-4-22) Attend BOCC public meeting. (4-14-22) Prepare for BOCC 4-18-22 meeting. (4-15-22) Attend BOCC public meeting. (4-18-22) Attend BOCC public meetings. (5-2-22; 5-5-22) Legal research on constitutional interpretation issue. (5-6-22; 5-16-22; 5-17-22; 5-18-22) Attend BOCC public meetings. (5-16-22; 5-19-22) Discuss with outside counsel potential assistance on project. (5-20-22) Attend BOCC public meetings. (5-23-22; 5-26-22) Attend BOCC public meeting. (6-2-22; 6-6-22) Draw and submit commission agenda report for formal adoption of existing conduct rules for speakers and photographers/recorders during public meetings. (6-7-22) Attend BOCC public meeting: Presented CAR obtaining approval of ACH jail inmate medical care contract; Presented CAR obtaining approval of resolution adopting rules for public comments and recording during BOCC public meetings. (6-9-22) Attend BOCC public meetings. (6-13-22; 6-16-22; 6-23-22) Present to BOCC the Counselor’s office 2023 budget request. (6-16-22) Analyze legal issues surrounding budget appropriation requests (6-19-22; 6-20-22) Work with Chairman and legislator to schedule zoom discussion on possible state funding for disaster damage—and interaction of that goal with new state statute. (6-18-22; 6-19-22; 6-20-22; 6-21-22) Review applicable statutes and anticipate in immediately foregoing discussion. (6-22-22) Participate in executive session during public meeting. (6-23-22) Legal research question involving township process—provide answer. (6-23-22) Assist with executive session. (6-23-22) Analyze issues for county’s 2023 budget development. (6-25-22; 6-26-22; 6-27-22; 6-28-22) Attend BOCC public meeting. (6-27-22; 6-30-22) Confirm dates for meeting with outside counsel on pending litigation. (7-4-22) Attend BOCC public meetings. (7-7-22; 7-11-22) Attend BOCC public meetings. (7-14-22; 7-18-22) Contact attorney for landowner. (7-18-22) Work on court appointments issue. (7-20-22) Attend BOCC public meetings. (7-21-22; 7-25-22) Obtain approval for BOCC legislative requests. Transmit approved legislative requests to KAC. (7-21-22) Additional work on court case appointments issue. (7-21-22; 7-23-22) Work on pending litigation. (7-23-22) Attend BOCC public meetings. (7-28-22; 8-1-22) Initial meeting of CPE staff working group on CPE building security. (8-3-22) Consult with Craig on tax foreclosure issue. (8-5-22) Draw letters of support for TVT and WTC applications for state/federal funding. (8-11-22) Zoom with staff working group on CPE security issues. (8-19-22) Participate in Executive Session appeal of disciplinary action. (8-22-22) Attend BOCC public meetings: (8-18-22; 8-22-22; 8-26-22) Attend KAC legislative policy committee meeting. (8-31-22)

Budget and Planning Committee: *Attend meeting: 8-23-22; Prepare for meeting scheduled on 8-6-22. (8-2-22)*

“Constitutional Protection of County Home Rule”: Accepted KAC invitation to present to County Commissioners Association, KAC affiliate member, information on Home Rule, during final day of KAC annual meeting in O.P., October 20th. Accepted KAC invitation to work with KAC Executive Director on recording of KAC podcast on “Constitutional Protection of County Home Rule”; recording scheduled for September 10, 2021. Podcast recorded with KAC 9-10-21. Work on presentation to County Commissioners scheduled for 10-20-21 (10-15-21; 10-16-21; 10-17-21; 10-19-21) Convene presentation by Mike Heim on constitutional protection of county home rule during KAC annual meeting. (10-20-21) Presentation on constitutional protection of county home rule to County Commissioners Association of Kansas, during KAC annual meeting. (10-20-21)

County Counselors Association of Kansas: Assist with organization of the semi-annual CLE our statewide professional association will present to its members during the October 19, 2021, KAC annual meeting. Discuss with scheduled CLE presenter local experience on specific state statute related to soil investigation. (9-28-21) Assist with presentation of CLE to County Counselor’s Association of Kansas during KAC annual meeting. Accept award as outgoing CCAK president (effective 1-1-22). Accept “Ed Randels” award for service to CCAK. (10-19-21) Work on scheduling next Board meeting of CCAK—set for Wednesday, 11-10-21)

County Jail Inmate Medical Care: Discussions have begun at the staff level, with the assistance of this department, regarding putting a renewal contract in place for this service. As this Board is aware, all medical expenses incurred by prisoners while in custody at the Riley County Law Enforcement Center’s jail are the sole responsibility of Riley County—and not of the City of Manhattan or State of Kansas. Staff discussion scheduled for 8-27-21. Staff discussion rescheduled for 9-22-21. Staff discussion held—research history—recommendation accepted by staff. (9-22-21) Review state of current arrangement. (9-22-21) *Send* proposed inmate medical care contract to vendor. (5-28-22) Review and approve as to form final contract. Communicate with vendor; communicate with working group; notify working group of proposed presentation for agenda. (6-3-22); Schedule presentation of contract for signature during 6-9-22 BOCC public meeting. (6-5-22) Draw and submit CAR for final contract, to be presented to BOCC during June 9, 2022, public meeting. (6-7-22) Provide signed final contract to CEO of vendor, RCPD, County Clerk’s office and working group members. (6-12-22)

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”: Oral argument (1/2 day) scheduled to take place before BOTA August 26, 2021. Discuss with BOTA staff, and relay to City Commissioner Linda Morse info she requested during 8-23-21 Intergovernmental Luncheon about BOTA 8-26-21 hearing time and whether hearing is open to public (8-23-21). Oral argument before BOTA conducted by counsel for both parties (8-26-21). Accept KAC invitation to be part of two-person panel discussion of “Dark Store,” to be held during KAC annual meeting, October 18-21, Overland Park; will take place in opening breakout session—first morning of the annual meeting. Call Kim Qualls, KAC Education & Communications Director, about breakout session. Accepted KAC invitation to work with KAC Executive Director on recording of KAC podcast on “Dark Store”; recording scheduled for September 17, 2021. Reschedule “Dark Store” podcast recording for 10-1-21. (9-24-21) Work with County Appraiser Greg McHenry to prepare for KAC podcast this Friday (10-1-21) and KAC Panel Discussion during annual meeting to be held 10-18-21. (9-28-21) Continue preparation for KAC annual meeting and panel discussion of “Dark Store.” (Week of 9-29-21) Work with KAC recording podcast on “Dark Store”. (10-1-21) Discuss KAC annual meeting (10-18-21) presentation with co-panelist Douglas County Appraiser, and Greg McHenry. (10-4-21) Further discussion with Greg McHenry on Dark Store issues for KAC annual meeting panel presentation. (10-6-21) Final discussion with Greg McHenry on Dark Store issues for KAC annual meeting presentation. (10-7-21) Work with Greg on same subject. (10-10-21) Work with Greg on same subject (10-15-21) Participate in panel discussion on “Dark Store” at KAC annual meeting. (10-18-21) Receive notice from counsel BOTA has denied Riley County’s Petition for Reconsideration in Home Depot appeal. (11-18-21) Work with Appraiser on possible public statement on Johnson County “Wal Mart” Supreme

Court decision on Dark Store—its potential impact on Riley County “Dark Store” BOTA cases. (7-15-22)
Communicate with PIO on immediately preceding matter. (7-17-22)

Department Head Committee: Attend meeting regarding possible “Code of Conduct” required for state grant supporting businesses. (9-29-21) Obtain BOCC approval of “Code of Conduct.” Participate in 1 ½ hour DHC meeting. (4-20-22) Participate in 50-minute DHC meeting. (5-4-22) Attend DH Committee meeting. (6-1-22) Attend DH Committee meeting. (6-15-22)

District Court: Voicemail from Wareham manager on use of facility for jury trials. (8-8-22) Message left with Judge Bannister regarding foregoing matter. Provide cell number to court. (8-12-22) *Phone call with owner regarding District Court fee for using Wareham between now and November 1, 2022.* (8-31-22)

Federal Rules on Vaccination Mandate: Research applicability/non-applicability of CMS and OSHA vaccination mandates to be published this week. (11-4-21; 11-5-21) Discuss issues with BOCC during administrative time at public meeting. (11-8-21). Research legal issues. (11-10-21) Staff discussion of foregoing issues. (11-10-21) Legal research, attend webinars and discuss with staff possible employee vaccination policy if required by foregoing federal rules. (11-8; 11-12; 11-15; 11-16; 11-17; 11-18) Presented proposed draft vaccination policy to BOCC during public meeting November 22, 2021. BOCC decision is to not adopt. (11-22-21).

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. Asbestos removal is likely the next “project.” I will provide any necessary notice of that “project” to the State Preservation Officer. I presented a CAR to the Board 8/12/21 and discussed with the BOCC the primary controlling statute. Legal research 8-24-2021. BOCC decides during open meeting to cancel pending contract offer to remove asbestos from Church for approximately \$18,000. Majority of BOCC states premature to remove asbestos before later decision by BOCC what is planned for Church now it’s “listed.” Gary Rosewicz, Assistant County Engineer, will notify the company offering to remove asbestos of this cancellation. (8-30-21) Confirmed with Gary Rosewicz, he notified company. (9-1-21). I filed petition for judicial review, in Riley County District Court, of state Historic Sites Board of Review designation of the First Christian Church as a historic site. (9-3-21). Contacting attorney for Historic Sites Board of Review. (9-19-21) Discussion with attorney for Historic Sites Board of Review. (9-23-21) Conduct legal research related to pending issues. (9-24-21) Received entry of appearance from Topeka law firm representing defendants. (9-24-21) Received District Court Clerk’s extension of time to file answer to County’s petition for judicial review, at Defendants’ request. Granted as a matter of right by state statute. Deadline for Defendants to answer is extended to October 12, 2021. Legal research. (9-24-21) Advise Public Works on question regarding asbestos removal. (9-26-21) Agree to Defendant’s attorney’s request for additional time to submit record of hearing to Court. (Week of 9-29-2021) Case management order filed. County’s brief in support of appeal due March 31, 2022. Riley County District Court Judges recuse themselves from case and transfer to Lyon County District Court. (1-25-22) Work with Clerk of the Riley County District Court and Lyon County District Court to process my unopposed motion for extension of time to file County’s initial brief. Motion granted and new deadline to file County’s initial brief is April 29, 2022. (3-18-22;3-21-22;3-25-22;3-28-22;3-29-22) Legal research for County’s appeal brief due in district court April 29, 2022. (4-15-22;4-18-22; 4-19-22) Legal research and prepare county brief on appeal. (4-20-22; 4-21-22;4-22-22; 4-25-22;4-26-22-4-27-22;4-28-22-4-29-22) File county brief electronically with District Court. (4-29-22) Contact opposing counsel on pending appeal. (5-31-22) Work on aspect of pending appeal. (6-5-22) Contacted by opposing counsel for continuance of Respondents’ deadline to file their responsive brief—I do not oppose. (6-15-22) Respondents’ unopposed motion for continuance of their deadline to file brief until August 1, 2022, filed with Court. (6-16-22) *Work with District Court Judge’s staff on scheduling of status conference.* (7-14-22) Schedule status conference at request of District Court judge—will occur July 19, 2022. (7-15-22) Participate in status conference with opposing counsel and District Court Judge assigned this Riley County’s Appeal. Opposing counsel believes her responsive brief will be provided by August 1, 2022. At that time, Court will review Riley County’s Petition and opposing counsel’s response. Then Court will schedule zoom oral schedule oral arguments. In the meantime, I will provide Court by mail a thumb drive “Attachment H,” which is a video of the hearing by the Historic Sites Board of Review listing the property as historic. I cite that “Attachment H” throughout my brief in support of the county’s petition. (7-19-22) Respondent’s brief filed in District Court. (8-1-22) Prepare to possibly file Reply brief by review of video of hearing before HSB. (8-5-22) Mail Court portion of record on appeal. (8-12-22) *Legal research for reply brief.* (8-14-22;8-15-22;8-16-22;8-17-22) Legal research for reply brief. (8-18-22;8-19-22; 8-20-22;8-21-22;8-22-22) File reply brief with District Court. (8-22-22) *Work with opposing counsel and Court to schedule oral arguments by counsel.* (8-30-22;8-31-22)

Human Resources: Finalize contract with East Coast Risk Management and place on 10-4-21 agenda for BOCC review and approval. Company will consolidate current Personnel Policies and Guidelines with separate resolutions

amending those policies over the past years. (10-1-21) Contract with East Coast Risk Management approved by BOCC. (10-4-21) Assist HR with personnel issues involving different departments. (11-22; 11-23) Advise on applicant issue. (4-3-22) Zoom meeting with county staff and potential vendor on software project. (4-19-22) Work on software project. (4-20-22) Assist with project. (5-20-22) Request Helpdesk schedule zoom meeting on pending HR issue for 6-8-22. (6-5-22) Participate in immediately prior zoom discussion. (6-8-22) Zoom discussion with HR on different matter. (6-9-22) Discussion with HR. (6-15-22) Zoom Discussion with HR and Department Head. (6-17-22)

Indigent Defense Panel: Discuss at staff level potential 2022 contract. (9-21-21) Separate issue: Discuss with county and District Court staff coding of interpreter expense. (9-21-21) Panel member contracts for 2022 were created and emailed to current members. (11-3-21) Notice to Riley County Bar Association of at least one panel vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current panel members. None returned as of 11-23-21. No panel contracts are in place for calendar year 2022. Discuss draft request for proposal with Chairman. (2-22-22)

Intergovernmental Luncheon Meeting: Attend and discuss two pending legislative items with attendees: “Dark Store” and Request to resume LAVTR payments to counties statewide. Forward to Ron Fehr, at his invitation, electronic copies of the KAC “Legislative Request Forms” which Riley County has submitted to the KAC Legislative Policy Committee. Ron will have City staff forward to attendees at today’s meeting. (7-25-22)

KAC Annual Meeting (October 19, 2021): Accepted invitation to participate on panel discussion before the general KAC membership regarding “Dark Store” and Riley County’s experience on the issue. Prepare for panel discussion. (9-29-21) Review and work on presentation of power point for presentation scheduled for 10-18-21. (10-16-21; 10-17-21) Participated in panel discussion during KAC annual meeting. (10-18-21)

KAC Annual Meeting (October 17, 2022): Request registration for 2022 annual meeting. (6-3-22)

Legislation: Work on HCR 5022; prepare for legislative hearing scheduled for 1-20-22. (1-16-22; 1-17-22; 1-18-22). Prepare CAR for BOCC meeting 1-20-22. (1-18-22) Legal research regarding law board. (1-18-21) Testify before House Federal and State Affairs Committee on HCR 5022. (1-20-22) Evaluate possible ROW legislation. (1-21-22) Evaluate different possible legislation affecting two county departments. (1-21-22) Present BOCC work session on SB 325 regarding solar and wind energy facilities only on parcels zoned for industrial uses. (1-27-22) Submit neutral written testimony to House Agriculture Secretary on HB 2531 for hearing scheduled for February 9, 2022. (February 8, 2022) Contract lobbyist advises hearing has been continued to Monday, 2-14-22. (February 9, 2022) Review, analyze and discuss SB 119 pending in House; with member of legislative delegation; contract lobbyist; Riley County Appraiser. (2-7-22; 2-8-22; 2-9-22; 2-10-22). Watch portion of House floor debate on HCR 5022. Discussion with contract lobbyist. (2-22-22) Discuss with contract lobbyist potential in-session annual legislative conference update. (2-25-22) Discuss with member of delegation SB 119 as it stands in House. (2-25-22) Determine if members of delegation are available for follow up zoom legislative conference April 4 or April 7, 2022. (2-28-22) Review SB 538 at request of contract lobbyist. (3-2-22) Schedule follow up zoom only legislative conference for April 7, 2022. (3-2-22) CAR and agenda for April 7, 2022, follow up legislative conference provided delegation. (3-31-22) Review KAC legislative update. (4-5-22) Prepare for April 7, 2022, follow up legislative conference. Assist with presentation to BOCC of follow up legislative conference—1 delegation member present in BOCC chambers and 2 delegation members present by zoom. (4-7-22) Work with Treasurer on legislative issue. (5-10-22; 5-11-22; 5-12-22) Present during public meeting CAR on letter of support for motor vehicle registration and title bill available for action when legislature returns May 23-2022. (5-16-22) Email support letter to individual members of Senate Leadership. (5-18-22) Communicate with delegation member. (7-4-22) Prepare legislative requests for upcoming KAC legislative policy committee meetings. (7-18-22; 7-19-22) Schedule potential appearances before KAC legislative policy committee for 2023 legislative session requests. (7-23-22) Present 4 county legislative requests to the KAC legislative policy committee, via zoom. (7-27-22)

Leonardville North County EMS Station: Work on proposed project. (7-24-22)

National Opioid Litigation Settlement: Successfully register on behalf of Riley County at national website. Will ensure we receive settlement documents when they are available, for review and possible signature. (11-24-21) All appropriate documents were signed and filed with Kansas Attorney General and National Settlement Administrator; and courtesy copies provided KAC before the January 1, 2022, deadline. Kansas Attorney General requires multiple counties (including Riley County) to alter their participation resolution by adding averment of at least \$500 in costs incurred due to the national opioid epidemic. (1-21-22) Revise resolution and prepare CAR for BOCC meeting of 1-31, 2022. (1-27-22) Present CAR and obtain BOCC approval of revised national opioid settlement participation

resolution. (1-31-22); Provide revised pdf of signed resolution to A.G. and KAC. (2-7-22) Confirm with A.G.'s office revised pdf filed was acceptable. Advised by Assistant A.G. in next couple of months information should be available on grant program for applications for funds from counties across the state. (2-22-22) Discuss with County Treasurer Shilo Heger receipt of settlement payment check. (7-8-22)

Nextgen 911: Meeting as member of Nextgen 911 staff committee to review potential upcoming renumbering/renaming projects. (9-21-21) Communicate with fellow members of staff committee on pending project. (9-23-21) Communicate with fellow members of staff committee on different pending project. (9-24-21) Attend initial committee meeting on potential private road issue. (7-13-22)

NG-911 Committee (Road naming) Participate in discussion of proposed road name. (5-10-22)

Proposed Construction of EMS/EM/RCFD Emergency Services Headquarters: Analyze legal issue. Advise staff working group. (3-31-22)

Riley County Annual Legislative Conference: Confirm with BOCC during public meeting 9-9-21 following available dates for annual meeting with county's legislative delegation: November 1, 4 and 18, 2021. (Date of 11-18 removed because it conflicts with county official's luncheon; Date of 11-15 removed because it conflicts with Law Board meeting.) Legislative Conference has been scheduled for Thursday, November 4, 2021. (9-17-21) All delegation members were notified of the date and time of the legislative conference. Work on agenda for legislative conference. (10-14-21; 10-15-21) Present draft agenda for legislative conference to BOCC and obtain approval of final draft. (10-21-21) Work with staff on discussion of revised spreadsheet for use as attachment to conference agenda. (10-27-21) Cancel November 4, 2021, legislative conference and reschedule to December 2, 2021, following individual discussions with BOCC members, members of legislative delegation and county officials participating in presentation. (11-3-21; 11-4-21)

Riley County Employee Day: Intermittent work on employee day: Discussions with potential lunch ½ hour vendors; discussion with planning committee, with keynote speaker and Elizabeth Ward, H.R. Manager. (9-16-21; 9-17-21) Contact moderator for morning virtual sessions offering potential meeting for Monday, September 27, 2021, with Elizabeth Ward and this office to answer any Employee Day questions. (9-24-21) Meet with prospective food truck vendor at Riley County Health Department. (9-27-21) (Agreements signed with 2 vendors—arrange to meet final vendor Saturday morning for signature of contract.) (10-1-21) Agreement signed Saturday, October 2, 2021, with final of the 3 vendors. Pick up tickets from 2 vendors representing meals served to employees during Employee Day (10-12-21; Third vendor hand-delivers tickets to this office (10-13-21); conduct final ticket count; submit information on ticket count with payment due vendors to Budget and Finance Officer and email each vendor same information. (10-15-21) Review with HR and Training Committee on outcomes from Employee Day. (10-25-21) *Participate* in proposed scheduling of initial staff planning committee meeting for 2022 Riley County Employee Day. (6-3-22)

Rural Economic Development Advisory Board: Discuss with staff. (9-21-21) Staff discussion scheduled for 10-1-21. Circulate among staff working group draft of REDAB resolution—to include changes to resolution proposed by BOCC. (11-24-21) Revise original resolution to correct term limitations. 1-21-22. BOCC approves revised resolution. (1-27-22)

Staff Budget and Planning Committee: Attend committee meeting. (1-18-22) Attend meeting. (5-24-22) Attend committee meeting. (6-7-22) Participate in online meeting between staff and ARPA consultant. (7-12-22) Participate in committee meeting to review proposed county budget. (7-12-22)

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)

DEPARTMENTAL LIST

Administrative Matters: Review 2022 and 2023 departmental budget information provided by Budget and Finance Officer. (5-25-22;5-26-22) Request to IT to provide additional computer camera for Deputy's continued participation in zoom or team apps. (5-27-22)

Riley County Appraiser's Office: Voicemail to Department head requesting call back on signed appointing resolution. (5-26-22) Forward to Department head copy of signed resolution appointing her. (5-27-22) Deputy County Counselor Craig Cox and I have initial meeting with Department Head. (5-31-22) Work to schedule discussion of Johnson County "Walmart" opinion between Department Head and Mike Montoya (BOTA) counsel. (7-10-22) Schedule zoom for 7-14-22 with Anna Burson, Steve Schurle, Mike Montoya. (7-12-22) Attend zoom with Anna Burson, Steve Schurle, Mike Montoya. (7-13-22) Assist with proposed public statement on property tax matter. (7-14-22) Assist with proposed KORA statement on damage estimates. (7-14-22;7-15-22) Review and approve as to form Appraiser's Office web agreement with customer. (7-20-22) Answer Dept. Head inquiry on exemption process. (8-5-22) Conversation with Department Head on issue. (8-23-22).

Riley County Attorney: Assist with contract issue. (4-26-22;4-27-22; 4-28-22; 5-2-22; 5-3-22; 5-4-22;5-5-22) Assist with contract issue (5-6-22; 5-9-22) Assist with contract issue. (5-23-22) Discussion with counsel for vendor. (5-23-22) Assist with contract issue. (5-24-22; 5-31-22) Discuss with working group members potential agreed termination of contract. (6-3-22) Assist with contract issue. (6-7-22; 6-8-22) Discussion with County Attorney on contract issue. (6-12-22) Assist with contract issue. (6-14-22; 6-15-22) Complete contract issue. (6-15-22) Draft cover letter for final payment terminating contract for convenience—check to be available 6-17-22. (6-16-22) Mail cover letter, with final payment, terminating contract for convenience. (6-17-22) Advised by County Attorney staff invoice has been received for additional maintenance; I advise no payment should be made and I'll confirm with vendor contract is terminated and no additional payment is due—then will inform County Attorney; Communicate this fact to vendor's lawyer and request confirmation no further payment is due. (6-24-22) Confirmation this matter is now resolved to satisfaction of Riley County. (7-4-22)

Riley County Clerk: Advise on .02 countywide retailers' sales tax election project (8-24-21). Legal research on project involving sign. (9-20-21) On same issue discussion with Planning and Development staff. (9-21-21) Work with county staff and PIO on separate project involving potential vendor of software. Contact potential vendor. (9-20-21) Review documents for BOCC signature on totaled Noxious Weed Vehicle. Scheduled for presentation to BOCC during 2-24-22 meeting. (2-22-22) Vehicle documents signed by BOCC during public meeting. (2-24-22) Zoom discussion with Clerk and Budget and Finance Officer to obtain their input on several unrelated matters involving 2023 county budget. (6-13-22) Review information forwarded on electioneering monitoring project of ACLU. (7-13-22) Assist staff with licensing issue and 2022 legislative amendments. (8-22-22; 8-23-22; 8-24-22;8-25-22; 8-26-22) Assist on KORA issues. (8-25-22;8-26-22;8-28-22;8-29-22;8-30-22) Participate in zoom with Clerk and staff on KORA issues. (8-31-22) Work on KORA issues. (9-1-22; 9-2-22;9-5-22;9-6-22;9-7-22)

Riley County Community Corrections: Discuss with Director Shelly Williams potential contract with Clay County Sheriff's Office for testing of Community Corrections' clients. (10-26-21) Work with Director Shelly Williams on Drug Court structure. (2-24-22) Review RCCC "FY 2023 Adult Comprehensive Plan Grant Signatory Approval Form. (4-19-22) Review RCCC "FY 2023 Juvenile Comprehensive Plan Grant Signatory Approval Form". Work with Department Head on "Drug Court" project. (5-6-22) Work with Director by zoom on Drug Court project. (5-25-22) Communication with Department Head on Drug Court project. (5-26-22) (Schedule with IT zoom discussion with Director and staff on Drug Court project for 6-8-22. (6-5-22) Zoom discussion with Director on Drug Court project. (6-8-22) Discuss with Dept. Head scheduling zoom on Drug Court possible documents. Schedule zoom for 7-20-22. (7-18-22) Communicate with Department head and reschedule zoom at her request. (7-19-22) Zoom discussion with Department Head on possible drug court documents. (7-22-22)

Riley County Emergency Management: Provide legal advice on 1 project. Advise on open record issue. (1-18-22) Prepare Local Emergency Declaration; obtain approval of Declaration from Department Head; Obtain BOCC Chairman's signature; email final signed declaration to BOCC and PIO. (6-12-22) Meet with Department Head to discuss development of request for proposal documents. (7-8-22) Respond to question from Department Head on previous meeting. (7-10-22) _Work on countywide radio system question. (7-22-22) Zoom with Department Head and Department Head of Public Works and PW supervisor on road maintenance issue. Communicate with landowner following zoom. (7- 28-22) Advise EM and HR on discovery matter in pending litigation involving third party defendant (not Riley County). Communicate with outside law firm about their request. Draft Response to their subpoena. (8-2-22) Advise EM Director on road access issue raised by Evergy. Contact landowner. Relay to EM Director: landowner grants access conditional permission for Evergy to EM Director (gate must be closed by Evergy upon entering and leaving site. (Cattle on site.) (8-2-22) Work on radio tower access site and possible existing easement across adjoining property line. Assisted by Craig and Vaughn Colbert. (8-3-22) Respond to opportunity to tour CPE with RCPD on CPE security issues. (8-5-22) Advise EM and RCPW finished reviewing easement issue and advise on contacting landowners. (8-5-22) Tour CPE building with RCPD to review possible building security issues. (8-8-22)

Riley County Emergency Medical Services: Will provide legal advice. (8-20-21) Conversation with Ambulance Service management, staff working group and Human Resources Manager regarding internal policy matter on education/training benefit. (2-23-22) Discuss legal issue with Department Head. (6-8-22) Assist staff working group with ambulance project. (6-24-22) Assist with plan to purchase lot and place Ambulance Station in Leonardville. (8-28-22)

Riley County Extension: Discuss matter with Extension Director. (5-26-22) Assist Director with Kaw Valley Rodeo planning for Riley County Fair. (6-13-22; 6-15-22) Prepare updated document. (6-16-22) Touch base with Director on status of document; discuss unique statutory framework for BOCC consideration of Extension's upcoming 2023 budget request. (6-24-22) Confirm certificate of insurance satisfactory for KAW Valley Rodeo. Notify all interested parties. (7-18-22)

Riley County Fire District No. 1: Work with Budget and Finance Officer on District budget approval. (8-23-21) Receive request for volunteer training dates. (6-24-22)

Riley County GIS: Zoom discussion with county staff about intellectual property issue. (6-23-22) Advise GIS staff on question raised. (6-24-22) Letter to Verisk, company raising intellectual property issue. (6-24-22) Respond to GIS on question about Leonardville annexation. Additional info from GIS. (7-18-22) Call Verisk to follow up to intellectual property contact from us to the company on June 24, 2022. (7-18-22) (Left message with City Attorney for Leonardville—status of 2022 annexation by Leonardville. Email provided Leonardville with copy of ordinance and its published notice. (7-19-22) Notice received from City Attorney they will provide statute-required copies of annexation ordinance to County Clerk; Register of Deeds—solving issue for GIS. Notify staff of departments involved. (7-19-22)

Riley County Health Department: Provide legal advice on projects. Zoom meeting with Julie Gibbs and Debbie Nuss regarding request from Flint Hills Wellness Coalition to place walk-in cooler/freezer on grounds of Family and Child Resource Center. Draw and submit Commission Agenda Report reflecting request—scheduled for 9-30-21 BOCC meeting. (9-28-21) Obtain BOCC approval of Flint Hills Wellness Coalition agreement in principle, presented at 9-30-21 public meeting, for future license agreement and pouring of concrete as base for outdoor “walk-in cooler/freezer at RCHD’s Family and Child Resource Center. (9-30-21) Finalize and place on BOCC agenda for 10-14-21 license agreement with FHWC. (10-5-21) Present to and obtain approval from BOCC license agreement with FHWC. (10-14-21) Discuss concept of assistance from Envisage Consulting, Inc., for Community Health Improvement Plan. (10-21-21) Review vaccination matter. (10-27-21) Work on location of site for COVID testing by KDHE. (1-12-22; 1-13-22) Advise RCHD staff on licensed day care issue. (1-14-22). Work on licensed child care inspection issue. (1-21-22; 1-23-22; 1-25-22) Work on lease for KDHE COVID testing. (1-25; 1-26) RCHD presents completed lease to BOCC and obtains approval. (1-27-22) Advise RCHD on legal matter involving department vehicle. (3-25-22) Advise Director on medical record issue. (4-5-22) Review planned “no smoking” signage for county parks (and existing resolution authorizing this) and communicate with proponent and RCHD regarding process for its approval by BOCC. (6-3-22) Assist Department Head with question on legal issue. (6-7-22) Schedule zoom conversation for this p.m. on issue. (6-15-22) Respond to question from Department Head. (6-24-22) Assist with legal matter. (7-4-22) Review matter at request of Department Head. (7-5-22) Assist RCHD staff with legal matter. (7-6-22) Provide copy of formation document creating Food and Fam Council, at request of Assistant Sedgwick County Counselor. (7-13-22) Provide com Work with Department Head and RCHD on employment issue. (8-1-22) Provide comments to county staff working group on proposed alterations to county policy guidance. (8-1-22; 8-2-22) Advise Department head after reviewing proposed grant agreement. (8-5-22) Assist staff with KSU internship process. (9-2-22)

Riley County Historical Museum: Provide legal advice. Prepare for BOCC candidate interview Director/Curator position. (11-7-21) Discuss with staff potential use of museum as part of background in tv series production. (5-27-22) Further analysis of immediately preceding production. (6-24-22) Discuss preceding issue with Department Head. (6-25-22) Discuss preceding issue with Department Head. (7-13-22)

Riley County Human Resources: Provide requested legal advice on multiple issues related to pandemic; zoom meeting on federal contract requirement. Work on separate project involving proposed vendor and personnel policies. (9-22-21). Review legal parameters of “long-COVID” disability as viewed by the Equal Opportunity Commission; information provided by H.R. (9-24-21) Discuss potential personnel policy change with staff working group. Scheduled for presentation to BOCC during 2-24-22 public meeting. (2-18-22; 2-22-22) Discuss potential personnel manual change with staff working group. (2-22-22) Conversation with Human Resource Manager about accommodation request. (2-23-22) Conversation with Human Resource Manager about personnel policy issue. (2-23-22) Such personnel policy presented to BOCC during public meeting 2-24-22. Discuss background check issue

with Human Resource Manager. Participate in discussion with H.R. and employee. (3-1-22) Participate in staff working group on personnel policy issue. (3-1-22) Assist with interview. (3-28-22) Participate in staff working group on personnel policy issue. (3-29-22) Assist with interview. (3-30-22) Prepare for panel interviews of applicants for Department Head position. (3-29-22; 3-30-22) Prepare for panel interviews for Department Head position. (4-1-22) Participate in panel interviews for Department Head position. (4-4-22) (4-7-22) Participate in panel interview for vacant Department Head position. (4-14-22) Review proposed Contract for unrelated internal system matter. (4-14-22) Participate in staff working group on project. (4-19-22) Participate in staff working group on project. (6-1-22) Assist with contract issue. (6-1-22) Assist with contract issue. (6-2-22) Assist with contract issue. (6-10-22; 6-13-22) Advise on release of information requested. (6-14-22) Work on pending employment issue. (6-14-22) Assist with contract issue. (6-15-22) Assist HR and Department with employment issue. (6-16-22; 6-17-22) Assist HR with employment issue. (7-1-22) Review matter at request of HR. (7-5-22) Review matter at request of Department Head. (7-5-22) Assist HR on separate matter. (7-6-22) *Participate* in staff working group on development of employee training/recognition day. (7-12-22) Assist with employment issue. (7-15-22) Discuss with HR employment law issue. (7-20-22) Assist HR and other department with employment law issue. (7-21-22) Assist HR Manager with pending employment law litigation issue. (7-23-22) Work on separate employment issue. (7-25-22) Work with HR Manager on building security issue and begin scheduling staff meeting within CPE. (7-26-22) Communicate with staff of CPE and begin rescheduling staff meeting on building security issue. (7-27-22) Work with HR and Department head on legal issue. (7-27-22) Provide comments to county staff working group on proposed alterations to county policy guidance. (8-1-22; 8-2-22) Work with Department Head and RCHD on employment issue. (8-1-22) Advise HR and EM on discovery matter in pending litigation involving third party plaintiff (not Riley County). Communicate with outside law firm about their request. (8-2-22) Review organizational chart for department. (8-5-22) *Participate* in staff discussion regarding possible location for employee training day in October. (8-12-22) Participate in scheduling of staff working group discussion on existing personnel guidance. (8-12-22) Two Zooms with staff on pending Disciplinary Action Review. (8-19-22) *Conversation* with two department heads and HR on employment issue. (8-23-22) Late join of scheduled zoom by staff planning employee recognition/training day. (8-23-22)

Riley County Information Technology/GIS: Request for estimate (submitted to this office 8-20-21). Discuss technology issue with I.T. interim director. (10-21-21) Prepare for BOCC candidate interview IT/GIS Director. Review potential claim for Zoom subscribers in settled class action—not eligible as government subscriber. (3-1-22) Assist GIS with scheduling discussion on legal issue. (6-15-22) Reschedule immediately preceding discussion to 6-23-22. (6-20-22)

Riley County Planning & Development: Provide legal advice on 2 projects. Advise P & D Director on development of “Code of Conduct” necessary for grant close-out. (9-29-21) Discuss with P & D and H.R. departments “Code of Conduct” Commission Agenda Report to be presented by P & D 10-7-21. (10-4-21; 10-5-21) Discuss separate regulatory issue with P& D. (10-5-21) Advise department on development of contract. (1-14-22). Advise P& D staff on licensed day care issue. (1-14-22). Work on sanitary system inspection issue. (1-21-22; 1-23-22; 1-25-22) Complete contract between Gov.Built and County; submit to P & D; sign off on presentation of contract documents to BOCC for 2-14-22 public meeting. (2-9-22; 2-10-22) Discuss with P & D Director proposed separate contract for online payment of fees; and county proposed requirements for any such contract. (2-18-22; 2-22-22) Conversation with Deputy County Counselor about private wastewater system issue. (2-22-22; 2-23-22) Work on private wastewater system issue. (4-1-22; 4-3-22) Represent Planning and Development in support of variance application at evening hearing before hearing officer. (4-4-22) Prepare for RC P&D’s scheduled 4-21-22 presentation to BOCC. (4-19-22) Assist P & D with pending matter. (5-12-22) Assist P & D with temporary hire. (5-16-22; 5-17-22) Advise on pending matter. (5-19-22; 5-20-22) Discuss with Department Head pending matter. (5-20-22) Discuss with Department head pending matter. (5-23-22). Discuss with staff working group, by evening zoom, pending matter. (5-24-22) Advise Department Head on pending matter. (5-26-22) Discussion with Department Head on pending matter. (5-27-22) Provide Department Head approval of INK contract. (5-28-22) Discussion with Department head and staff on pending matter. (5-31-22; 6-1-22) Assist with orderly public meeting on pending application for approval of preliminary and final development plan. (6-2-22) Assist P & D staff with question proposed on pending matter. (6-6-22) Review and approve “as to form” Planning and Development’s minute track resolution adopting Food and Farm Council “Master Plan”. Scheduled for P & D presentation to BOCC during June 9, 2022, public meeting. (6-7-22) Assist Department in arranging zoom conversation with staff and GIS. (6-15-22) *Reply* to attorney for recent applicant. (6-27-22) Analyze ongoing project issue. (7-1-22; 7-4-22) Review scheduled CAR. (7-6-22) Work with Department Head on possible request to landowner involving existing benefit district. (7-12-22) Schedule zoom at Department Head’s request for 7-22-22. (7-19-22) Confirm date/time for immediately preceding zoom. (7-20-22) Meet with Department Head on regulatory issue. Request record search by P& D staff. Record search by this Department’s staff completed. (7-20-22) Zoom with Dept head and Craig, discussion of possible contract issue. Work on contract issue. (7-22-22; 7-23-22) Discuss possible contract issue

with Department Head and Craig. (7-27-22) *Sign* approval of 2 plats previously approved by BOCC and other county officials. (8-2-22) Work on Department contract issue. (8-7-22; 8-8-22) Answer P&D staff question about benefit district issue. (8-12-22) Respond to Director on pending contractual issue this office is assisting Department with. (8-12-22) Assist staff by review of pending different matter. Provide advice. (8-12-22) Approve plat. (8-12-22) Discuss contract issue with Department Head. (8-12-22) Discuss software project with Department Head. (8-23-22)

Riley County Public Information Officer: Finalize contract for Archive Social. Will present to BOCC for review and possible approval at public meeting on 11-29. Contract approved by BOCC. Zoom discussion with PIO, RCHD staff and Deputy County Counselor upcoming RCHD event and proper means of consent for photographing public participants. (5-13-22) Discuss by zoom with PIO and HR Manager social media issue. (5-25-22) Conversation from HR regarding the foregoing social media issue. (5-26-22) Discuss with PIO Riley County rules of conduct for those attending County public meetings. (5-26-22; 5-27-22) Provide fireworks resolution. (6-15-22)

Riley County Public Works: Provide legal advice on project. Review and approve “as to form” KDOT Local Road Safety Plan Agreement. (9-24-21) Answer question on project. (10-21-21) Review and approve as to form Transfer Station scales repair contract. (10-25-21) Review “Force Account Construction Engineering Inspection Services Agreement” for replacement of Bridge over Swede Creek. (11-2-21) Discuss with USDA final documents for Fairmont Heights closing and construction. (11-2-21) Complete review of “Force Account Construction Engineering Inspection Services Agreement” for replacement of Bridge over Swede Creek. (11-7-21) Calendar March 9, 2022, Township Officials meeting. (1-31-22) Assist with benefit district project staff discussion. (3-29-22) Participate in discussion with outside regulatory authority. (4-1-22) Prepare CAR for EPA consent order on University Park wastewater treatment facility. (4-14-22) Review consultant agreement for University Park wastewater project under consent order—prepare contractual provisions attachment for consulting firm’s review and approval. (4-19-22) Assist with pending EPA matter on University Park Benefit District. (5-20-22) Discuss EPA matter on University Park Benefit District with EPA counsel. (5-20-22) Schedule discussion with Dept. Head on immediately foregoing matter. (5-20-22) Discuss University Park Benefit District and EPA with Department Head. (5-24-22) Review matter involving bridge. (5-26-22) Discussion by Department Head of KDOT use of “speed trailers.” (5-26-22) Analyze potential contract. (5-28-22) Discussion with EPA counsel setting Friday, June 3, 2022, as date for my update to her on U.P. “ability to pay” forms and final form of consent order. I am reviewing wing final form of consent order and have previously advised other county staff of their role in completing “ability to pay” information. I will check on progress of those items tomorrow. (5-31-22) Work on other and unrelated pending litigation. (5-31-22) Conversation with Department Head regarding unrelated proposed easements. (5-31-22) Assist with pending litigation matter. (6-1-22) *Scheduled* through I.T. zoom discussion on 6-10-22 with Department Head and staff. (6-5-22) Zoom discussion with Department Head and staff regarding transfer station operation. (6-10-22) Microsoft Teams Meetings discussion with and Deputy County Counselor on potential project. (6-13-22) Communication from state on potential project. (6-24-22) Analyze KDHE communication on county property. Reach out to Department Head. (6-26-22) Work on transfer station project. (6-30-22). Assist with transfer station project. (7-6-22) Zoom with Department Head, Supervisor and HR Manager, HR Staff. (7-12-22) *Work* on Transfer Station issue. (7-17-22) Investigate title on county property for possible KDHE project. Work to schedule zoom with Department Head and KDHE staff. Schedule zoom for 7-19-22. (7-18-22) Contact Department Head and Budget and Finance Officer about different benefit district matter. Discuss with outside agency counsel. (7-18-22) Assist staff and Department Head with pending construction project Communicate with project architect (7-18-22) Prepare for zoom with Department Head and KDHE staff. (7-19-22) Forward finance information on County and University Park Benefit District to EPA counsel as required for possible reduction of EPA administrative penalty. (7-19-22) Communicate with staff of RCPW, Clerk, P & D regarding preceding finance information. (7-20-22) Participate in 2 hour zoom meeting with Department Head and staff on potential contract discussion. Schedule additional zoom for potential contract discussion with Department Head and staff. (7-20-22) Work on transfer station issue. Participate in zoom with Dept. on transfer station issue. (7-22-22) Discuss with Department Head access road issue. (7-22-22) Work on transfer station issue. (7-24-22) Review allowance policy provided for review. (7-25-22) Work with Department Head on benefit district issue. (7-27-22) Zoom with Department Head and PW Supervisor, along with EM Department head on road maintenance issue. Communicate with landowner afterward. (7-28-22) Zoom with Department Head and Department Staff on transfer station issue. (7-29-22) Prepare CAR for Department on pending KDHE request for evaluation of 2 sites in Fairmont Park. Work with Department Head on appropriate signature block. (8-2-22) Discuss with Assistant County Engineer status of compliance plan emailed to EPA by consultant. (8-3-22) EPA advises did not receive Compliance plan emailed to them by our consultant Monday, August 1, 2022. Assist Department with documenting timely provision of Compliance Plan August 1, 2022, by email from our consultant. Phone call exchange with consultant. Forward EPA attorney consultant email of Compliance Plan and email documentation to consultant of receipt. (8-3-22) Advise RCPW and EM I’ve finished reviewing easement issue and advice on contacting landowners. (8-5-22) Work on EPA issue involving benefit district. (8-5-22; 8-8-22; 8-9-22) Work on U.P. Benefit District EPA issues. (8-14-22; 8-15-22; 8-16-22; 8-17-22; 8-

18-22) Work on access agreements for KDHE in Fairmont Park. (8-15-22; 8-17-22; 8-29-22; 8-30-22) Discussion with Department Head on upcoming construction project. (8-1-22) Work on same upcoming construction project. (8-2-22)

Riley County Register of Deeds: Provide legal advice. Conversation with ROD (8-2021). Conversation about county termination of contract. (9-22-21) Discussion with other party to contract. I can confirm contract will terminate as required by County. (9-22-21) Advise on departmental project. Discuss with ROD. (1-14-22) Assist Department Head with anticipated new project. (3-28-22; 3-29-22) Assist with project. (5-29-22) Complete negotiation of KanPay contract and provide advice to Department Head. (6-9-22)

Riley County Treasurer: Advise on property tax issue. (10-6-21) Participate with this office's staff in 2022 delinquent real property tax sale. (7-8-22) Meet with Department Head on National Opioid Settlement payment process. (7-8-22)

Riley County Fire District #1: Communicate with RCFD leadership regarding schedule of calendar dates for HR and Legal training of RCFD volunteers in February 2023. (7-19-20; 7-20-22)

PROFESSIONAL ASSOCIATION & CLE MATTERS:

Continuing Legal Education: Attended, in lieu of lunch hour, 1 hour CLE webinar on elimination of gender bias in legal practice. University of Missouri Kansas City School of Law. (6-6-22)

County Counselor Association of Kansas: Arrange for Continuing Legal Education seminar speaker to present at June 17, 2022, mid-year CLE of the County Counselors Association of Kansas. (4-1-22) Participate in Board meeting of CCAK. (4-20-22) Attend summer CLE webinar from office. (6-17-22)

Kansas Association of Counties: KAC Annual Meeting (**October 19, 2021**): Accepted invitation to participate on panel discussion before the general KAC membership regarding "Dark Store" and Riley County's experience on the issue. Prepare for panel discussion. (9-29-21) Review and work on presentation of power point for presentation scheduled for 10-18-21. (10-16-21; 10-17-21) Participated in panel discussion during KAC annual meeting. (10-18-21)



MUSEUM
Staff Update

Katharine Hensler
Museum Director
2309 Claflin Rd
Manhattan, KS 66502
Phone: 785-565-6490

STAFF REPORT

FROM: Katharine Hensler, Museum Director

MEETING: September 12, 2022

SUBJECT: Riley County Historical Museum Staff Update

PRESENTER: Katharine Hensler, Museum Director

Riley County Historical Museum

Staff Update, September 12, 2022

1. New Activities - The Curator of Education and Design position is actively accepting applications and we have begun conducting interviews. Currently, we have received 26+ applications from local, regional, and national candidates. We have posted on general platforms like Indeed, but also on more specialized forums such as the Kansas Museums Association, Freedoms Frontier National Heritage Area, and PreserveNet, among others. We are also utilizing social media platforms.

Due to the time of year, we are also receiving requests for internships, volunteer opportunities, and community service workers. We are grateful for the support of the community and we are also pleased to be able to offer some practical experience to some of these individuals. We are in the process of updating our volunteer management program at the Museum.

2. Visitation and Tours - In August, there were 259 visitors to the Museum and Goodnow House, a slight decrease from the previous month.
3. Education and Outreach - Director Hensler participated in a KMAN In Focus radio interview on August 15 discussing the various properties held by the Historical Museum and Society. They covered history of each site and discussed the options for guests visitation at each site. The Museum's next In Focus appearance will be next Monday, September 19.

After a period of inactivity, the Museum's social media pages are back up and running. We are currently posting multiple stories each week, highlighting activities going on at the Museum,

encouraging visitation, and engaging with our followers. In just the last two weeks alone, we saw 11.3K page reaches (up 107%), a 30% increase on page visits, and a 20% increase in new page likes. We are excited to use this free tool more regularly in the future.

Later this month and into October, we have some outreach presentations scheduled for residents at Meadowlark, Stoneybrook, the Senior Center, and the Riley County Genealogical Society.

4. Collections - The Museum staff has completed the updates to the Collections Management Policy suggested by the RCHS Collections Committee and the RCHM Board of Trustees. The finished document will be presented at the September RCHS Board of Directors meeting for approval. It will then follow the same process at the October Trustees meeting. We hope to have the approved copy for the Commissioners by early November.

During the last month, we had eleven new donations that included 183 items. Curator of Collections, Dawn Munger conducted an inventory reconciliation of all of the Museum's framed pictures, painting, maps, etc. which total around 665 items. Regular inventories of the collection items allow us to mitigate and prevent loss or damage. It also allows us to review items that may no longer be essential to the collection.

5. Archives and Library - Research requests continue to come in from the public via phone, email, web requests, and walk-ins. Additionally, Curator of Library and Archives, Linda Glasgow writes and submits an article to the REACH newsletter monthly showcasing interesting stories from our Riley County History. This month was on the Interurban Railway Company which in 1914, had just opened a line from Manhattan to Junction City. The story can be found in the September edition of the newsletter and it has been shared with the community on social media.
6. Building and Grounds - The Goodnow Barn recently had repointing work done by Hartman Construction and Masonry. Their completed work looks excellent and repaired the many cracks in structure caused by the limestone blocks shifting over time. We are still collecting bids for the repairs to the Goodnow House addition.

Two dead trees were removed from the property thanks to the County's Parks Division of Public Works. They also trimmed various low hanging branches that had been touching the Museum, the Hartford House, and other structures on site.

Our team is working on a plan to improve both the security and layout of the Museum building. Following the Active Violence Training provided by the County, we conducted a walk-through with both our security system provider and the County's Emergency Management Planner to discuss ways that we could make a safer and more user friendly environment at the Museum for both staff and guests. Our team will continue to work on these updates and improvements.

7. Special Projects - The filming with Most of the Time, LLC took place at the Museum on Monday, August 29 and the filming of the Goodnow House with PBS Wichita took place on Thursday, September 8. Both events went well with no issues, and while we do not have dates for air times yet, we look forward to seeing the productions. I will provide updates as we receive them. Both parties are very grateful for the opportunities and have extended their thanks to the staff and the County Commissioners.
8. RCHS - The Pioneer Log Cabin in City Park was vandalized around August 20. Three windows were broken when someone threw rocks at them. The City of Manhattan also reported similar

vandalism sustained at some of their property in the park at the same time. We made a police report on August 21 when a staff member discovered the damage. We have installed a temporary fix for the situation and have been collecting estimates for the repairs. The RCHS Board of Directors will likely decide on how to proceed with repairs at their September 14th meeting. The estimated cost of damage is approx. \$335-\$620. Please note that a Topeka news channel picked up this story and originally incorrectly reported that windows in the Riley County Historical Museum were broken.

The Society is hosting their quarterly meetings and presentations again. Their summer event will be this Thursday, September 15, 7pm at the Meadowlark Community Event Center and the topic will be, "Behind the Scenes of Your Riley County Historical Museum: The VIP Tour." This event is free and open to the public, and light snacks will be served.

The Historical Society will resume their regular monthly Board meetings on September 14, and will be back on their monthly meeting schedule until next summer.

Enclosures:



COUNTY CLERK & ELECTIONS
Election

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

COMMISSION AGENDA REPORT

FROM: Rich Vargo, County Clerk

MEETING: September 12, 2022

SUBJECT: Preservation of Ballots and Election Records

PRESENTER: Rich Vargo, County Clerk

Per K.S.A. 25-2708 (attached with instructions from the Secretary of State's Office) the county election officer **shall** preserve all state and national ballots for 22 months. For the 2020 August and November Elections, the 22 month date was September 3, 2022.

Per K.S.A. 25-2708 (b) At the expiration of such time, the county election officer **shall** destroy them without previously opening any of the envelopes, in the presence of two electors of approved integrity and good repute, members of the two leading political parties. Such electors **shall** be designated by the board of county commissioners.

Our office has contacted the chairs of the Democratic and Republican parties and asked for them to select recommendations for the Board to consider. Democratic Party Chair Katie Allen nominated Crystal Auletti and Republican Party Chair John Ball nominated Marvin Rodriguez.

Once the Board approves the selected electors the County Clerk & Election Officer will coordinate the destruction of the ballots for the August 2020 and November 2020 Elections with the approved representative from the Democratic and Republican Parties.

Paper ballots will be destroyed by shredding and the electronic votes will be deleted from the software files.

Enclosures:

- email preservation of ballots (MSG)

Keirsten Cragg

Subject: FW: Preservation of ballots
Attachments: ATT00001.txt

From: County-election-officials **On Behalf Of** Caskey, Bryan [KSOS]
Sent: Friday, September 2, 2022 4:38 PM
To: county-election-officials
Subject: [County-election-officials] Preservation of ballots

Dear County Election Officers:

This is a reminder of the law concerning the preservation of ballots and election records. See K.S.A. 25-2708 [Pasted below].

As of this writing there is no pending litigation involving the Secretary of State's office that prevents counties from destroying ballots as directed in K.S.A. 25-2708[b]. Please confirm to the Secretary of State's office after this law has been complied with concerning both the August 2020 and November 2020 elections. If your county will not be destroying ballots from those two elections, please let me know and the reason.

I am available if you have any questions or concerns.

25-2708. Preservation of ballots and election records; distribution of abstracts of voting. (a) The county election officer shall preserve all ballots, books and records delivered to such officer by election boards and make the same available to any canvassing board or election court who it is provided by law shall have access to the same.

(b) The county election officer shall preserve all county, city, school district and township ballots for six months and all state and national ballots for 22 months. **At the expiration of such time, the county election officer shall destroy them without previously opening any of the envelopes, in the presence of two electors of approved integrity and good repute, members of the two leading political parties. Such electors shall be designated by the board of county commissioners. If the election of any officer or any question submitted at such time is being contested, the ballots shall not be destroyed until such contest is finally decided.** In all cases of contested elections, either of the parties contesting shall have the right to have such ballots opened and to have all errors of the judges in counting the ballots corrected by the court or body trying such contest. Such ballots shall be opened in open court or in an open session of such body and the presence of the officer having the custody thereof.

(c) The three copies of the certified abstract of each voting place and the three copies of all certified abstracts of the county board of canvassers shall be distributed as follows:

- (1) One copy shall be retained as a permanent record in the office of the county election officer.
- (2) One copy shall be delivered to the chairperson of the county committee of the political party of the candidate for governor who received the greatest number of votes in the last state general election.
- (3) One copy shall be delivered to the chairperson of the county committee of the political party of the candidate for governor who received the second greatest number of votes in the last state general election.

(d) Other election supplies, books, records, lists and papers shall be destroyed as provided by law.

History: L. 1968, ch. 406, § 40; L. 1974, ch. 106, § 5; L. 1988, ch. 122, § 1; L. 1989, ch. 108, § 4; July 1.

Attachment: email preservation of ballots (12421 : Preservation of Ballots and Election Records)

BRYAN A. CASKEY | Director of Elections

Kansas Secretary of State | 785-296-3488 P | 785-581-3623 C | 785-291-3051 F |
Memorial Hall, 1st Floor | 120 S.W. 10th Avenue | Topeka, KS 66612-1594

“Every election is determined by the people who show up.”

- Larry J. Sabato, Pendulum Swing

**RILEY COUNTY LAW ENFORCEMENT AGENCY
SPECIAL LAW BOARD MEETING
Riley County Attorney's Office
105 Courthouse Plaza
Manhattan, KS
September 12, 2022 5:00 p.m.
Agenda**

- I. **ESTABLISH QUORUM**- Chairperson Morse
- II. **PLEDGE OF ALLEGIANCE**- Interim Director Moldrup
- III. **GENERAL AGENDA**
 - A. Public Comment
 - B. Fraternal Order of Police Lodge #17 Comments
 - C. Board Member Comments
 - D. Executive Session- *(Vote Required)*
 - 1. Non-Elected Personnel Matters
 - 2. Attorney Client Privilege
 - E. Adjournment

Riley County Law Enforcement Agency (Law Board) Meetings are open to the public. Agenda items may be viewed on the Riley County Police Department website at <http://rileycountypolice.org/law-board>. In order to comply with provisions of the Americans with Disabilities Act (ADA), the Riley County Law Enforcement Agency will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact Executive Offices Manager Nichole Glessner at (785) 537-2112, ext. 2468, for assistance.

The Meeting of the Riley County Law Enforcement Agency will be livestreamed on Facebook at <https://www.facebook.com/RileyCountyPD>.