



**Board of Riley County
Commissioners
Regular Meeting
Agenda
September 16, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

[District 1 – John Ford, Chair](#)

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

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

9:00 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Auction of Surplus Property
4. Certification of Unpaid Fees and/or Utility Services
5. Bid recommendation for firefighting skid unit
6. Appraiser's Website Contract with real estate agent Sarah Howe
7. Sign Riley County Personnel Action Form(s)
8. Discuss Intergovernmental Luncheon

Review Minutes

9. Board of Riley County Commissioners - Regular Meeting - Sep 13, 2021 8:30 AM

Review Tentative Agenda

10. Tentative Agenda

Press Conference Topics

11. Discuss Press Conference

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

12. Administrative Work Session

9:45 AM

Julie Gibbs, Health Department Director

13. RCHD Personnel Request - Administrative Assistant Position

9:50 AM

Lisa Sisley, New Boston Creative Group, LLC

14. Riley County Roads Sales Tax 2021 Voter Education Mailer Proposal

- 10:00 AM Gary Fike, County Extension Director**
15. Riley County Rural Economic Development Initiative
- 10:15 AM Dennis Butler, RCPD Director**
16. RCPD update
- 10:30 AM Shilo Heger, Treasurer**
17. August 2021 Revenue Reporting - Riley County Treasurer
- 10:45 AM Greg McHenry, Appraiser**
18. Request to refill Personal Property Appraiser position
19. Request to refill Appraiser III position

Adjournment**Announcement**

Good Morning Manhattan Virtual Meeting will be held today 7:30 - 8:30 a.m. via Zoom.

Beginning at 7:30 a.m. Thursday, September 16, 2021 lasting until approximately 8:30 a.m., the BOCC will be in its usual public meeting location, joining a Zoom meeting hosted by the Chamber of Commerce. This Chamber of Commerce Zoom call will be placed on a speaker phone, so BOCC members can “listen” to the presentations made by the scheduled speakers. But BOCC members will not participate in the Chamber of Commerce meeting. BOCC members will be “muted” during the Chamber of Commerce Zoom call.

Members of the Public are welcome to attend, in the BOCC Chambers, beginning at 7:30 a.m., on the above date, in order to listen to the Chamber of Commerce Zoom call.

At the conclusion of the Chamber of Commerce’s Zoom call, the BOCC will be on break until 9:00 a.m., when the regular meeting of the BOCC will begin at the BOCC’s same usual public meeting location. Riley County will begin its live stream of its regular meeting beginning at 9:00 a.m.

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.



PUBLIC WORKS
Contract

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

COMMISSION AGENDA REPORT

FROM: Shannon Sterling, Administrative Assistant II

MEETING: September 16, 2021

SUBJECT: Auction of Surplus Property

PRESENTER: John Ellermann, County Engineer

BACKGROUND

The County surplus trailers are full again. It's been 2 years since the last Surplus Property Auction. In 2013, 2016, and 2019 the only Auctioneer to submit a proposal was Ruckert Realty & Auction, LLC. Public Works has contacted them and they are willing to perform the auction again. A contract is enclosed for the Commissioners signatures.

DISCUSSION

All items have been inventoried and are ready to sell. A notice to all Riley County Department heads was sent out on July 29th and, again, on August 17th allowing them an opportunity to submit additional items for the auction. A day or two before the auction Departments will have the opportunity to view all of the items slated for disposal and claim them for utilization in their Department.

The 2021 Surplus Auction will be held on October 26th, 2021 at the Riley County Public Works Facility located at 6215 Tuttle Creek Blvd. Attached items include:

- Contract with Ruckert Realty & Auction, LLC
- The Notice of Intent to Sell "Exhibit 1"
- Preliminary list to be sold "Exhibit 2"
- Resolution #011107-03

The notice of intent to sell excess personal property will be published in the legal notice section of the "The Manhattan Mercury" and the "The Riley Countian". The Auction will also be posted to the Riley County website.

FISCAL IMPACT

Costs to auction the surplus property will be 20% of the auction sales value plus advertising costs.

ALTERNATIVES

- . Approve the measure
- . Deny the measure
- . Modify or develop alternatives if other concerns or factors arise
- . Schedule work session to discuss issue further

RECOMMENDATION(S)

Public Works recommends the Commission approve and sign the Notice of Intent to Sell Excess Personal Property and the contract with Ruckert Realty & Auction, LLC to conduct a public auction.

Enclosures:

- Contract Agreement_Ruckert Realty & Auction_2021 (PDF)
- Notice Sell Excess 2021 (PDF)
- 2021 Surplus Property By Classification (PDF)
- Resolution# 011107-03 (PDF)

CONTRACT AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 21_____, by and between Riley County, Kansas, acting through its Board of County Commissioners there unto duly authorized, Party of the First Part and hereinafter called the Owner, and **Ruckert Realty & Auction, LLC**, Party of the Second Part and hereinafter called the Auctioneer.

WITNESSETH:

THAT WHEREAS, in accordance with law, the Owner has caused contract documents to be prepared and an Advertisement calling for Bids to be published, for and in connection with providing auction services to sell surplus county property in accordance with the contract documents prepared by the Riley County Public Works Department, and,

WHEREAS, the Auctioneer, in response to such Advertisement, has submitted to the Owner, in the manner and at the time specified, a sealed bid in accordance with the terms of the Advertisement, and,

WHEREAS, the Owner, in the manner prescribed by law, has publicly opened, examined, and canvassed the bids submitted, and has determined the aforesaid Auctioneer to be lowest and best bidder for the work and has duly awarded to the said Auctioneer a contract therefore, for the sum or sums named in the PROPOSAL being attached to and made a part of this Contract.

NOW, THEREFORE, in consideration of the Compensation to be paid to the Auctioneer and of the mutual agreements herein contained, the Parties to these presents have agreed and hereby agree, the owner of itself and its successors, and the Auctioneer for itself, himself, or themselves, or its, or their successors and assigns,

ARTICLE I. That the Auctioneer shall furnish all services, equipment, supplies, superintendence, and other auction accessories; (b) furnish all materials and supplies specified; (c) provide and perform all necessary labor; (d) in a good, substantial, and workmanlike manner and in accordance with the requirements, stipulations, provisions, and conditions of the contract documents, said documents forming the contract and being as fully a part thereof as if repeated verbatim herein, perform, execute, and complete all work included in and covered by the Owner's official award of this contract to the said Auctioneer, such award being based on the acceptance by the Owner of the PROPOSAL, as follows: and its, his, or their executors and administrators, as follows;

ARTICLE II. That the Owner shall pay the Auctioneer for performance of the work embraced in this contract, and the Auctioneer will accept as full compensation therefore, the sum equal to **20%** of the gross sales receipts for items sold for all work covered by and included in the contract award and designated in the foregoing Article I; payment thereof to be made in cash or its equivalent, in the manner provided in the GENERAL CONDITIONS;

ARTICLE III. That the Auctioneer shall start work following award of this contract and proceed with the work to be performed hereunder, and that the Auctioneer shall complete the work on the date set forth in the SPECIAL PROVISIONS.

Attachment: Contract Agreement_Ruckert Realty & Auction_2021 (11118 : Auction of Surplus Property)

IN WITNESS WHEREOF, the parties hereto have executed this CONTRACT AGREEMENT as of the day and year first above written.

BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY, KANSAS

John Ford, Chairman

RUCKERT REALTY, LLC.

By _____

Title _____

Address _____

[Signature]
Owner
2049 East Riley Ln.
Menhatten, KS 66500

ATTEST: County Clerk

* * * * *

The contract is in due form according to law and are hereby approved.

County Counselor

Attachment: Contract Agreement_Ruckert Realty & Auction_2021 (11118 : Auction of Surplus Property)

GENERAL CONDITIONS

GC-1. **CONTRACT DOCUMENTS.** It is understood and agreed that the ADVERTISEMENT FOR BIDS, INSTRUCTIONS TO BIDDERS, PROPOSAL, CONTRACT AGREEMENT, SPECIAL PROVISIONS, and ADDENDA issued by the Owner or Director of Public Works are each included in this contract and the work shall be done in accordance therewith.

GC-2. **DEFINITIONS.** Words, phrases, or other expressions use din these contract documents shall have meanings as follows:

1. 'Contract' or 'contract documents' shall include items enumerated under **CONTRACT DOCUMENTS**.
2. 'Owner' or 'County' shall mean the Riley County Commissioners named and designated in the Contract Agreement as 'Party of the First Part' acting through its Board of County Commissioners and their duly authorized agents. All notices, letters, and other communication directed to the Owner, shall be addressed and delivered to the Riley County Public Works Department, 6215 Tuttle Creek Blvd., Manhattan, Kansas 66503.
3. 'Auctioneer' shall mean the corporation, company, partnership, firm, or individual named and designated in the **CONTRACT AGREEMENT** as the 'Party of the Second Part', who has entered into this contract for the performance of the work covered thereby, and its, his, or their duly authorized representatives.
4. 'Director' shall mean the Director of Public Works or those otherwise employed or delegated by the Owner, or their duly authorized agents, such agents acting within the scope of the particular duties entrusted to them in each case.
5. 'The work' shall mean the equipment, supplies, materials, labor, and services to be furnished under the contract, the carrying out of all obligations imposed by the contract documents.
6. Whenever in these contract documents the words 'as ordered', 'as directed', 'as permitted', 'as allowed', or words or phrases of like import are used, it shall be understood that the order, direction, requirement, permission, or allowance of the Owner or Director is intended only to the extent of judging compliance with the terms of the contract; none of these terms shall imply the Owner or the Director has any authority or responsibility for supervision of the auctioneer's forces, such supervision and the sole responsibility therefore being strictly reserved for the Auctioneer.
7. Similarly the words 'approved', 'reasonable', 'suitable', 'acceptable', 'proper', 'satisfactory', or words of like effect and import, unless otherwise particularly specified herein, shall mean approved, reasonable, suitable, acceptable, proper, or satisfactory in the judgment of the Owner or Director, to the extent provided in '6' above.
8. Whenever in these contract documents the expression 'it is understood and agreed', or an expression of like import is used, such expression means the mutual understanding and agreement of the parties executing the **CONTRACT AGREEMENT**.

GC-3. ORAL STATEMENTS. It is understood and agreed that the written terms and provisions of the agreement shall supersede all oral statements of representatives of the Owner or Director, and oral statements shall not be effective or be construed as being a part of this contract.

GC-4. LEGAL ADDRESS. The business address of the Auctioneer given in his bid is designated as the place to which all notices, letters, and other communication to the Auctioneer will be mailed or delivered. The address of the Owner is the Riley County Public Works Department, 6215 Tuttle Creek Blvd., Manhattan, Kansas 66503. Either party may change his address at any time by an instrument in writing delivered to the Director and to the other party.

GC-5. INDEPENDENT CONTRACTOR. The relation of the Auctioneer to the Owner shall be that of an independent contractor.

GC-6. METHODS OF OPERATION. The Auctioneer shall inform the Director in advance concerning his plans for carrying on each part of the work, but the Auctioneer alone shall be responsible for the safety, adequacy, and efficiency of his laborers, equipment, and methods.

Any method of work suggested by the owner or Director, but not specified, shall be used at the risk and responsibility of the Auctioneer; and the Director and the Owner will assume no responsibility therefore.

Review by the Owner or Director of any plan or method of work proposed by the Auctioneer shall not relieve the Auctioneer of any responsibility therefore, and such review shall not be considered as an assumption of any risk or liability by the Owner or Director; or any officer, agent, or employee thereof. The Auctioneer shall have no claim on account of the failure or inefficiency of any plan or method so reviewed.

The Owner and the Director will not be responsible for any act or omission of the Auctioneer, any of their agents or employees, or any other persons performing any of the work. The Owner and the Director will not be responsible for any failure of the Auctioneer or any other persons to perform the work in accordance with the requirements of the contract documents.

GC-7. NO WAIVER OF RIGHTS. Neither the inspection by the Owner or Director or any of their officials, employees, or agents, nor any order by the Owner or Director for payment of money, or any payment for, or acceptance of, the whole of any part of the work by the Owner or Director, nor any extension of time shall operate as a waiver of any provision of this contract, or of any power herein reserved to the Owner, or any right to damages herein provided, nor shall any waiver of any breach in this contract be held to be a waiver of any other or subsequent breach.

GC-8. SUPERINTENDENCE OF WORK. Continuous superintendence of all operations on the site of the work shall be provided by the Auctioneer through competent representatives. The representative of the Auctioneer in charge of the work shall be fully authorized to act for the Auctioneer and to receive whatever orders may be given for the proper prosecution of the work or notices in connection therewith.

GC-9. PROTECTION OF PROPERTY AND PUBLIC LIABILITY. The Auctioneer shall be accountable for any damage resulting from his operations. He shall be fully responsible for the protection of all persons including members of the public, employees of the Owner, and all public and private property including sale items, structures and utilities.

GC-10. LAWS AND REGULATIONS. The Auctioneer shall observe and comply with all ordinances, laws, and regulations, and shall protect and indemnify the Owner and the Owner's officers and agents against any claim or liability arising from or based on any violation of the same.

GC-11. CLAIMS FOR LABOR AND MATERIALS. The Auctioneer shall indemnify and save harmless the Owner from all claims for labor and materials furnished under this contract. When requested by the Owner, the Auctioneer shall submit satisfactory evidence that all persons, firms, or corporations, who have done work or furnished materials under this contract, for which the Owner may become legally liable, have been fully paid or satisfactorily secured. In case such evidence is not furnished or is not satisfactory, an amount will be retained from the money due the Auctioneer which in addition to any other sums that may be retained will be sufficient, in the opinion of the Owner, to liquidate all such claims. Such sum will be retained until the claims as aforesaid are fully settled or satisfactorily secured.

Before final acceptance of the work by the Owner, the Auctioneer shall submit to the Director in duplicate a notarized affidavit stating that all vendors, persons, or firms who have furnished labor or materials for the work have been fully paid and that all taxes have been paid.

GC-12. FINAL INSPECTION. When the work has been substantially completed and at a time mutually agreeable to the Owner, Director and Auctioneer, the Director will make a final inspection of the work and report to the Owner his findings as to the acceptability and completeness of the work.

GC-13. RELEASE OF LIABILITY AND FINAL SETTLEMENT. Acceptance by the Auctioneer of the last payment shall be a release to the Owner and agent thereof, from all claims and liability hereunder for anything done or furnished for, or relating to the work, or for any act or neglect of the Owner or of any person relating to or affecting the work. As affected upon completion of the services outlined in the SPECIAL PROVISIONS, the Auctioneer shall provide a statement of final settlement that includes a complete accounting of costs, receipts, outstanding receipts, Auctioneer's fee, and payment for net proceeds of the sale.

GC-14. DEFENSE OF SUITS. In case any action in court is brought against the Owner or Director, or any officer or agent of either of them, for the failure, omission, or neglect of the Auctioneer to perform any of the covenants, acts, matters, or things by the contract undertaken; or for injury or damage caused by the alleged negligence of the Auctioneer or his agents, or in connection with any claim based on lawful demands of subcontractors, persons, or suppliers; the Auctioneer shall indemnify and save harmless the Owner and Director and their officers and agents, from all losses, damages, costs, expenses, judgments, or decrees arising out of such action.

SPECIAL PROVISIONS

RILEY COUNTY HEREBY PROPOSES, to sell by auction, the surplus county property listed in the AUCTION INVENTORY.

(SP-1) TERMS OF THE SALE. Cash. Positive identification is required when payment is made by check or credit card. Items purchased by out-of-state buyers shall be retained unless paid by cash, cashier's check, credit card, money order, or by check accompanied by signed reference from the bank on which the check is drawn.

All purchasers are required to have a Bidders number to bid. Each bidder is required to register by submitting full name and address to the cashier prior to receiving a number. Bidders shall display their number to the Clerk after each purchase. If any dispute arises between two or more bidders, the Auctioneer may settle the dispute or immediately put the lot up for resale to the highest bidder. The decision of the Auctioneer shall be final and absolute. The Auctioneer has the right to reject any and all bids. On lots upon which there is a reserve, the Auctioneer shall have the right to bid on behalf of the seller. Each item is sold "as is". The purchaser shall assume complete responsibility for items purchased at time the Auctioneer says "Sold". Complete payment in full is required on the auction date - no items shall be removed from the premises before settlement. No claims will be allowed after goods are removed from the premises. The record of sale kept by the Auctioneer and Clerk will be taken as final reconciliation in the event of any dispute.

(SP-1.1) SALE ITEMS WITH RESERVES. (There are no items with reserves at this time.)

(SP-2) LOCATION OF AUCTION. The auction will be held at the Riley County Public Works facility, located at 6215 Tuttle Creek Blvd., five miles northwest of Manhattan, Kansas.

(SP-3) DATE OF AUCTION. The auction shall be held on a date to be selected by Riley County. The exact date and starting time of the auction shall be determined by the Director through consultation with the Auctioneer, and as published in the official county newspaper.

(SP-4) QUALIFICATION OF AUCTIONEERS. Each Auctioneer submitting a proposal shall list similar auctions conducted by his firm, and include at least two references substantiating his and his associates' qualifications.

(SP-5) THE AUCTIONEER SHALL PROVIDE:

(SP-5.1) Preparation of sale bills and mailers. Sale bills and mailers shall be prepared by the Auctioneer and shall include auction date, time, location, and terms of the sale (Sold by Public Auction), the name of seller, a list of the items offered for sale to the highest bidder, and the name, address, and phone number of the Auctioneer, and the statement that "The Board of County Commissioners Reserves the Right Reject Any or All Bids".

(SP-5.2) Distribution of sale bills and mailers. Sale bills shall be distributed and posted at a minimum of 20 separate locations dispersed within a 20 mile radius of Manhattan, Kansas. Cities to be included as a part of this distribution shall include Manhattan, Ogden, Riley, Leonardville,

Randolph, and other locations normally posted by the Auctioneer. Twenty (20) sale bills shall be provided to the county for distribution. Mailers shall be distributed to persons or businesses known to show interest in purchasing items represented in this sale.

(SP-5.3) Preparation and placement of advertisements. Advertising for the auction is to be prepared by the Auctioneer and shall include auction date, time, location, and terms of the sale (Sold by Public Auction), the name of seller, a list of the items offered for sale to the highest bidder, and the name, address, and phone number of the Auctioneer, and the statement that "The Board of County Commissioners Reserves the Right Reject Any or All Bids". Advertisements shall be run one (1) time per week, beginning two (2) weeks in advance of the auction date in the following newspaper publications: "Junction City Daily Union", "Wamego Smoke Signal", "Riley Countian", and "Manhattan Mercury". Radio ads shall be spot aired on a daily basis, for four (4) days beginning one (1) week in advance of the auction date as a community announcement. The auction shall be advertised on the auctioneer's website. The auctioneer shall also send notices to their regular customers via the internet.

(SP-5.31) Payment for advertising. Cost of advertising shall be deducted from the net proceeds of the sale in an amount not to exceed eight hundred dollars (\$800.00).

(SP-5.4) Supplies. The Auctioneer shall furnish all supplies required to provide the services specified and fulfill the requirements of the contract documents.

(SP-5.5) Auctioneering services day of sale. The Auctioneer is held responsible for organization of sale items, registration of bidders, announcement of terms and conditions, display and description of sale items, calling, recognition of bidders, recordkeeping, collection of receipts, clerk and cashier services, and other functions normally performed by the Auctioneer.

(SP-5.6) Final settlement. Within three (3) weeks following the auction date, the Auctioneer shall submit for final settlement the names of the auctioneers, clerks, and cashiers conducting the sale; copy of the advertisements published; receipts or invoices from placing advertisements; a summary of all items sold listing to whom the items were sold; the amount received for each item; the total proceeds of the sale; the auctioneering fee as proposed; the total cost of advertising; and payment for the net proceeds of the sale.

(SP-6) AUCTION INVENTORY. The following inventory represents the items offered for sale. Additions and exclusions will be made to this inventory prior to the sale date. Some items may not be in full working condition. The Auctioneer and the "Buyer" must ascertain, to their own satisfaction, the condition of the item offered for sale. All items are sold "as is", in their present condition, with no warranty or guaranty made by the Owner, Director, or their agents as to condition, quality, soundness, or operating capabilities.

EXHIBIT 1

**NOTICE OF INTENT TO SELL EXCESS PERSONAL PROPERTY
BY THE BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS**

Public notice is hereby given pursuant to K.S.A. 19-211(b)(1) that the Board of County Commissioners of Riley County, Kansas intends to offer for sale at public auction excess personal property, generally described as follows:

Large Appliances, Artwork, Audio/Visual Equipment, Chairs, Computer Equipment, Desks, Farm Equipment, File Cabinets, Fire Equipment, Guardrail, Laptops, Large Equipment, Lawn Equipment, Lockers, Medical Equipment, Mowers, Office Equipment, Office Furniture, Office Supplies, Parts, Phones, Playground Equipment, Printers, Scanners, Snow Plows, Sports Equipment, Storage, Tables, Tablets, Tools, Trailers

Said sale is subject to the following terms and conditions:

1. The auction will take place on Tuesday, October 26, 2021, at 3:00 p.m. and will be held at the Riley County Public Works facility located at 6215 Tuttle Creek Blvd., Manhattan, Kansas. The auction will be conducted by Ruckert Realty & Auction LLC, Manhattan, Kansas, Telephone No: 785-565-8293. Items offered for sale are listed on the Riley County website at www.rileycountyks.gov. A printed list of such items may also be obtained at Riley County Public Works, 6215 Tuttle Creek Blvd., Manhattan, KS 66503. An additional list of the items for sale, as well as information on additional sale terms may be found by contacting Ruckert Realty & Auctions.
2. The items offered for sale are for sale in their present "as is" condition, and each bidder agrees to satisfy himself or herself that any item purchased is suitable for the bidder's intended purpose. No warranties of any kind are made by either Riley County or Ruckert Realty & Auction LLC.
3. Time is of the essence in the interpretation and enforcement of these conditions, and the sale herein authorized shall be closed according to the terms of the Ruckert Realty & Auction LLC and all such sales are final.

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

Chairman

Member

Member

ATTEST:

Rich Vargo, Riley County Clerk (SEAL)

Attachment: Notice Sell Excess 2021 (11118 : Auction of Surplus Property)

2021 Surplus Property

QUAN	CLASSIFICATION	DESCRIPTION	LOT #
1	Appliances	Air Purifier, Therapure	467
1	Appliances	Clothes Dryer, Kenmore	67
1	Appliances	ice cream freezer Schaffer	461
1	Appliances	Refrigerator, HAIER, Small	466
1	Appliances	Refrigerator, Roper	349
1	Appliances	Washing Machine, Kenmore	66
			Appliances 6
1	Art	Painting	473
			Art 1
1	Audio/Visual	Microfiche, Canon	267
1	Audio/Visual	Microfiche, Conica/Minolta	268
1	Audio/Visual	A/V Cart	85
1	Audio/Visual	Audio/Visual Cart	259
1	Audio/Visual	Box of Sound Equipment	147
1	Audio/Visual	Box of Sound Equipment	147
1	Audio/Visual	Box of Sound Equipment	147
1	Audio/Visual	Box of Sound Equipment	147
1	Audio/Visual	Box of Sound Equipment	147
1	Audio/Visual	Box of Sound Equipment	147
1	Audio/Visual	Box of Sound Equipment	147
1	Audio/Visual	Box of Sound Equipment	147
1	Audio/Visual	Box of Sound Equipment	147
1	Audio/Visual	Box of Sound Equipment	147
1	Audio/Visual	Box of Sound Equipment	147
1	Audio/Visual	Camcorder, RCA CC540	158
1	Audio/Visual	Camera, Canon Powershot	100
1	Audio/Visual	Camera, Canon Powershot	101
1	Audio/Visual	Camera, Kodak Easyshare	102
1	Audio/Visual	Camera, Polaroid Impulse	103
1	Audio/Visual	DVD Player	260
1	Audio/Visual	DVD Player, Midland 12PB	86
8	Audio/Visual	DVD's	263
1	Audio/Visual	Microphone	87
2	Audio/Visual	Microphone Stands	258
1	Audio/Visual	Overhead Projector, 3M	84
1	Audio/Visual	Overhead Projector, 3M	83
1	Audio/Visual	Projector, Epson	334
1	Audio/Visual	T.V. Sanyo 20"	96
1	Audio/Visual	VHS Player/Recorder	95
			Audio/Visual 31
1	Chairs	Chair, Conference, Pink	71
1	Chairs	Chair, Conference, Pink	74

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QUAN	CLASSIFICATION	DESCRIPTION	LOT #
1	Chairs	Chair, Conference, Pink	72
1	Chairs	Chair, Conference, Pink	70
1	Chairs	Chair, Conference, Pink	69
1	Chairs	Chair, Conference, Pink	73
34	Chairs	Chair, Folding, Metal	75
1	Chairs	2 Chair Unit	150
1	Chairs	2 Chair Unit	197
1	Chairs	2 Chair Unit	197
1	Chairs	2 Chair Unit	200
1	Chairs	2 Chair Unit	146
1	Chairs	2 Chair Unit	200
1	Chairs	2 Chair Unit	149
1	Chairs	2 Chair Unit	154
1	Chairs	2 Chair Unit	150
1	Chairs	2 Chair Unit	154
1	Chairs	2 Chair Unit	155
1	Chairs	2 Chair Unit	167
1	Chairs	2 Chair Unit	156
1	Chairs	2 Chair Unit	156
1	Chairs	2 Chair Unit	167
1	Chairs	2 Chair Unit	166
1	Chairs	2 Chair Unit	166
1	Chairs	2 Chair Unit	146
1	Chairs	2 Chair Unit	149
1	Chairs	2 Chair Unit	155
1	Chairs	2 Chair Unit	140
1	Chairs	2 Chair Unit	140
1	Chairs	3 Chair Unit	164
1	Chairs	3 Chair Unit	162
1	Chairs	3 Chair Unit	162
1	Chairs	3 Chair Unit	162
1	Chairs	3 Chair Unit	163
1	Chairs	3 Chair Unit	198
1	Chairs	3 Chair Unit	163
1	Chairs	3 Chair Unit	139
1	Chairs	3 Chair Unit	164
1	Chairs	3 Chair Unit	161
1	Chairs	3 Chair Unit	199
1	Chairs	3 Chair Unit	164
1	Chairs	3 Chair Unit	165
1	Chairs	3 Chair Unit	196
1	Chairs	3 Chair Unit	163
1	Chairs	3 Chair Unit	194
1	Chairs	3 Chair Unit	196
1	Chairs	3 Chair Unit	196

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Attachment: 2021 Surplus Property By Classification (11118 : Auction of Surplus Property)

QUAN	CLASSIFICATION	DESCRIPTION	LOT #
1	Chairs	3 Chair Unit	198
1	Chairs	3 Chair Unit	195
1	Chairs	3 Chair Unit	195
1	Chairs	3 Chair Unit	195
1	Chairs	3 Chair Unit	161
1	Chairs	3 Chair Unit	201
1	Chairs	3 Chair Unit	161
1	Chairs	3 Chair Unit	159
1	Chairs	3 Chair Unit	159
1	Chairs	3 Chair Unit	159
1	Chairs	3 Chair Unit	159
1	Chairs	3 Chair Unit	194
1	Chairs	3 Chair Unit	161
1	Chairs	3 Chair Unit	139
1	Chairs	3 Chair Unit	194
1	Chairs	3 Chair Unit	143
1	Chairs	3 Chair Unit	199
1	Chairs	3 Chair Unit	202
1	Chairs	3 Chair Unit	201
1	Chairs	3 Chair Unit	165
1	Chairs	3 Chair Unit	144
1	Chairs	3 Chair Unit	144
1	Chairs	3 Chair Unit	144
1	Chairs	3 Chair Unit	202
1	Chairs	3 Chair Unit	202
1	Chairs	3 Chair Unit	143
1	Chairs	3 Chair Unit	142
1	Chairs	3 Chair Unit	142
1	Chairs	3 Chair Unit	142
1	Chairs	3 Chair Unit	141
1	Chairs	3 Chair Unit	141
1	Chairs	3 Chair Unit	143
1	Chairs	3 Chair Unit	163
1	Chairs	3 Chair Unit	148
1	Chairs	3 Chair Unit	148
1	Chairs	3 Chair Unit	148
1	Chairs	3 Chair Unit	165
1	Chairs	3 Chair Unit	139
1	Chairs	3 Chair Unit	141
1	Chairs	3 Chair Unit	201
1	Chairs	3 Chair Unit	164
1	Chairs	3 Chair Unit	199
1	Chairs	3 Chair Unit	141
1	Chairs	Ball Chair, No Ball	239
1	Chairs	Chair Office w/arms Green	365

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Attachment: 2021 Surplus Property By Classification (11118 : Auction of Surplus Property)

QUAN	CLASSIFICATION	DESCRIPTION	LOT #
1	Chairs	Chair, Executive Burnt Orange	36
1	Chairs	Chair, Executive, Black	89
1	Chairs	Chair, Executive, Black	88
1	Chairs	Chair, Executive, Black Hon	474
1	Chairs	Chair, Executive, Black Hon	475
1	Chairs	Chair, Executive, Black Hon	476
1	Chairs	Chair, Executive, Gray	145
1	Chairs	Chair, Executive, Gray	145
1	Chairs	Chair, Folding	352
1	Chairs	Chair, Folding w/ Cushion Seat and Back	80
1	Chairs	Chair, Folding w/ Cushion Seat and Back	79
1	Chairs	Chair, Folding w/ Cushion Seat and Back	78
1	Chairs	Chair, Folding w/ Cushion Seat and Back	77
1	Chairs	Chair, Hon	231
1	Chairs	Chair, Office	116
1	Chairs	Chair, Office	2
1	Chairs	Chair, Office	17
1	Chairs	Chair, Office	16
1	Chairs	Chair, Office	15
1	Chairs	Chair, Office	14
1	Chairs	Chair, Office	13
1	Chairs	Chair, Office	385
1	Chairs	Chair, Office	119
1	Chairs	Chair, Office	53
1	Chairs	Chair, Office	115
1	Chairs	Chair, Office	120
1	Chairs	Chair, Office Brown w/wheels	38
1	Chairs	Chair, Office Burgundy w/wheels	37
1	Chairs	Chair, Office W/ Arms	236
1	Chairs	Chair, Office W/ Arms	234
1	Chairs	Chair, Office w/ Arms Black	254
1	Chairs	Chair, Office w/ Arms Black	253
1	Chairs	Chair, Office W/ Arms Black	235
1	Chairs	Chair, Office w/ Arms Blue	354
1	Chairs	Chair, Office w/ Arms Blue	353
1	Chairs	Chair, Office w/ Arms Floral Design	356
1	Chairs	Chair, Office w/ Arms Floral Design	373
1	Chairs	Chair, Office w/ Arms Floral Design	357
1	Chairs	Chair, Office w/ Arms Green	355
1	Chairs	Chair, Office W/ Arms Green	237
1	Chairs	Chair, Office w/ Arms Metal	358
1	Chairs	Chair, Office w/ Arms Metal	360
1	Chairs	Chair, Office w/ Arms Metal	361
1	Chairs	Chair, Office w/ Arms Wood	359
1	Chairs	Chair, Office W/ Wooden Arms	238

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Attachment: 2021 Surplus Property By Classification (11118 : Auction of Surplus Property)

QUAN	CLASSIFICATION	DESCRIPTION	LOT #
1	Chairs	Chair, Office W/ Wooden Arms	238
1	Chairs	Chair, Office w/wheels	59
1	Chairs	Chair, Office w/wheels	58
1	Chairs	Chair, Office w/wheels	57
1	Chairs	Chair, Office w/wheels, Black	63
1	Chairs	Chair, Office w/wheels, Gray	55
1	Chairs	Chair, Office, Black	469
1	Chairs	Chair, Office, Black	468
1	Chairs	Chair, Office, Black	24
1	Chairs	Chair, Office, Gray	479
1	Chairs	Chair, Office, Gray	478
1	Chairs	Chair, Office, Maroon	477
1	Chairs	Chair, Office, Maroon	121
1	Chairs	Chair, Office, Purple	122
1	Chairs	Chair, Office, Red	232
5	Chairs	Chair, Stackable	240
5	Chairs	Chair, Stackable	240
5	Chairs	Chair, Stackable	240
5	Chairs	Chair, Stackable	240
5	Chairs	Chair, Stackable	240
1	Chairs	Chair, Wood	480
7	Chairs	Chairs, Stackable	248
7	Chairs	Chairs, Stackable	248
7	Chairs	Chairs, Stackable	248
7	Chairs	Chairs, Stackable	248
7	Chairs	Chairs, Stackable	248
7	Chairs	Chairs, Stackable	248
7	Chairs	Chairs, Stackable	248
1	Chairs	Exam Stool	241
1	Chairs	Lot of 28 Stacking Chairs w/ Cart	350
1	Chairs	Rolling Stool	52
1	Chairs	Single Chair Unit	175
1	Chairs	Single Chair Unit	179
1	Chairs	Single Chair Unit	189
1	Chairs	Single Chair Unit	175
1	Chairs	Single Chair Unit	189
1	Chairs	Single Chair Unit	188
1	Chairs	Single Chair Unit	188
1	Chairs	Single Chair Unit	203
1	Chairs	Single Chair Unit	190
1	Chairs	Single Chair Unit	181
1	Chairs	Single Chair Unit	180
1	Chairs	Single Chair Unit	186
1	Chairs	Single Chair Unit	185
1	Chairs	Single Chair Unit	185

QUAN	CLASSIFICATION	DESCRIPTION	LOT #
1	Chairs	Single Chair Unit	184
1	Chairs	Single Chair Unit	184
1	Chairs	Single Chair Unit	183
1	Chairs	Single Chair Unit	183
1	Chairs	Single Chair Unit	176
1	Chairs	Single Chair Unit	182
1	Chairs	Single Chair Unit	187
1	Chairs	Single Chair Unit	181
1	Chairs	Single Chair Unit	180
1	Chairs	Single Chair Unit	174
1	Chairs	Single Chair Unit	179
1	Chairs	Single Chair Unit	178
1	Chairs	Single Chair Unit	178
1	Chairs	Single Chair Unit	177
1	Chairs	Single Chair Unit	177
1	Chairs	Single Chair Unit	176
1	Chairs	Single Chair Unit	182
1	Chairs	Single Chair Unit	172
1	Chairs	Single Chair Unit	193
1	Chairs	Single Chair Unit	192
1	Chairs	Single Chair Unit	192
1	Chairs	Single Chair Unit	191
1	Chairs	Single Chair Unit	191
1	Chairs	Single Chair Unit	190
1	Chairs	Single Chair Unit	174
1	Chairs	Single Chair Unit	173
1	Chairs	Single Chair Unit	186
1	Chairs	Single Chair Unit	173
1	Chairs	Single Chair Unit	193
1	Chairs	Single Chair Unit	171
1	Chairs	Single Chair Unit	170
1	Chairs	Single Chair Unit	169
1	Chairs	Single Chair Unit	172
1	Chairs	Single Chair Unit	171
1	Chairs	Single Chair Unit	170
1	Chairs	Single Chair Unit	169
1	Chairs	Single Chair Unit	160
1	Chairs	Single Chair Unit	187
1	Chairs	Single Chair Unit	173
22	Chairs	Stackable Chairs	157
22	Chairs	Stackable Chairs	157
22	Chairs	Stackable Chairs	157
22	Chairs	Stackable Chairs	157
22	Chairs	Stackable Chairs	157
22	Chairs	Stackable Chairs	157

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Attachment: 2021 Surplus Property By Classification (11118 : Auction of Surplus Property)

QUAN	CLASSIFICATION	DESCRIPTION	LOT #
22	Chairs	Stackable Chairs	157
22	Chairs	Stackable Chairs	157
22	Chairs	Stackable Chairs	157
22	Chairs	Stackable Chairs	157
22	Chairs	Stackable Chairs	157
22	Chairs	Stackable Chairs	157
22	Chairs	Stackable Chairs	157
22	Chairs	Stackable Chairs	157
22	Chairs	Stackable Chairs	157
22	Chairs	Stackable Chairs	157
22	Chairs	Stackable Chairs	157
7	Chairs	Stackable Chairs	216
7	Chairs	Stackable Chairs	216
7	Chairs	Stackable Chairs	216
7	Chairs	Stackable Chairs	216
7	Chairs	Stackable Chairs	216
22	Chairs	Stackable Chairs	157
22	Chairs	Stackable Chairs	157
22	Chairs	Stackable Chairs	157
22	Chairs	Stackable Chairs	157
7	Chairs	Stackable Chairs	216
22	Chairs	Stackable Chairs	157
22	Chairs	Stackable Chairs	157
22	Chairs	Stackable Chairs	157
7	Chairs	Stackable Chairs	216
22	Chairs	Stackable Chairs	157
22	Chairs	Stackable Chairs	157
22	Chairs	Stackable Chairs	157
7	Chairs	Stackable Chairs	216
7	Chairs	Stackable Chairs	216
			Chairs 253
1	Computers	Computer, Dell Optiplex 380	281
1	Computers	Computer, Dell Optiplex 380	272
1	Computers	Computer, Dell Optiplex 380	282
1	Computers	Computer, Dell Optiplex 380	280
1	Computers	Computer, Dell Optiplex 380	279
1	Computers	Computer, Dell Optiplex 380	278
1	Computers	Computer, Dell Optiplex 380	277
1	Computers	Computer, Dell Optiplex 380	276
1	Computers	Computer, Dell Optiplex 380	275
1	Computers	Computer, Dell Optiplex 380	274
1	Computers	Computer, Dell Optiplex 380	273
1	Computers	Computer, Dell Optiplex 380	283
1	Computers	Computer, Dell Optiplex 390	284
1	Computers	Computer, Dell Optiplex 7010	294
1	Computers	Computer, Dell Optiplex 7010	293
1	Computers	Computer, Dell Optiplex 7010	286
1	Computers	Computer, Dell Optiplex 7010	287
1	Computers	Computer, Dell Optiplex 7010	288

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Attachment: 2021 Surplus Property By Classification (11118 : Auction of Surplus Property)

QUAN	CLASSIFICATION	DESCRIPTION	LOT #
1	Computers	Computer, Dell Optiplex 7010	289
1	Computers	Computer, Dell Optiplex 7010	290
1	Computers	Computer, Dell Optiplex 7010	291
1	Computers	Computer, Dell Optiplex 7010	295
1	Computers	Computer, Dell Optiplex 7010	296
1	Computers	Computer, Dell Optiplex 7010	297
1	Computers	Computer, Dell Optiplex 7010	298
1	Computers	Computer, Dell Optiplex 7010	299
1	Computers	Computer, Dell Optiplex 7010	292
1	Computers	Computer, Dell Optiplex 7020	303
1	Computers	Computer, Dell Optiplex 7020	304
1	Computers	Computer, Dell Optiplex 7020	302
1	Computers	Computer, Dell Optiplex 7020	301
1	Computers	Computer, Dell Optiplex 7020	300
1	Computers	Computer, Dell Optiplex 790	310
1	Computers	Computer, Dell Optiplex 790	311
1	Computers	Computer, Dell Optiplex 9020	306
1	Computers	Computer, Dell Optiplex 9020	307
1	Computers	Computer, Dell Optiplex 9020	308
1	Computers	Computer, Dell Optiplex 9020	309
1	Computers	Computer, Dell Optiplex 9020	305
1	Computers	Computer, Sharp PN-TPC17W7	328
1	Computers	Computer, Sharp PN-TPC17W7	326
1	Computers	Computer, Dell Optiplex 990	285
1	Computers	Computer, Sharp PN-TPC2W7A	327
1	Computers	Computer, Sharp PN-TPC2W7A	329
1	Computers	Mobile Router, Kyocera Router KR1	348
1	Computers	Tape Drive, Quantum TC-L32	336
			Computers 46
1	Desks	Desk	19
1	Desks	Desk	62
1	Desks	Desk	18
1	Desks	Desk	49
1	Desks	Desk	81
1	Desks	Desk, 2 Drawer	243
1	Desks	Desk, 2 Drawer	242
1	Desks	Desk, 2 Drawer, 24"D x 48"W	91
1	Desks	Desk, 2 Pcs	255
1	Desks	Desk, 3 Drawer	25
1	Desks	Desk, 3Drawers, 29 1/2"D x 60"W	94
1	Desks	Desk, 5 Drawer	136
1	Desks	Desk, 6 Drawer	135
1	Desks	Desk, 6 Drawer	137
1	Desks	Desk, 6 Drawer	26
1	Desks	Desk, 6 Drawer	247

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Attachment: 2021 Surplus Property By Classification (11118 : Auction of Surplus Property)

QUAN	CLASSIFICATION	DESCRIPTION	LOT #
1	Desks	Desk, Acco	92
1	Desks	Desk, L Shape, 2Pcs.	134
1	Desks	Desk, Metal	1
1	Desks	Desk, Metal	54
1	Desks	Desk, Rolling	257
1	Desks	Desk, Rolling	233
1	Desks	Desk, Standing, Black	266
1	Desks	Desk, Wood	230
1	Desks	Desk, Wood	225
1	Desks	Desk, Wood w/Keyboard Shelf 2 Drawer	364
			Desks 26
1	Equipment	Cub Cadet mower Unit#1265	459
1	Equipment	Elevated Platform, Aluminum	406
1	Equipment	John Deere Zero Turn mower Unit#1264	464
1	Equipment	Meyer Snow Plow #3103	395
1	Equipment	Meyer Snow Plow #3109	396
1	Equipment	Meyer Snow Plow #3117	394
1	Equipment	mower Toro Z Master Unit#1204	458
1	Equipment	Plastic Tank From Roller, Black	403
1	Equipment	Plastic Tank From Roller, Black	404
1	Equipment	Plastic Tank w/Bracket, Black	401
1	Equipment	Plastic Tank, White	402
2	Equipment	Plastic Tanks Pair 75 Gallon	397
2	Equipment	Plastic Tanks Pair 75 Gallon	398
2	Equipment	Plastic Tanks Pair w/Bracket	399
1	Equipment	Pump, Well	76
1	Equipment	Salt Spreader, Snow Ex #3508	408
1	Equipment	Salt Spreader, Snow Ex #3566	407
1	Equipment	Salt Spreader, Snow Ex 1yd. #3514	470
1	Equipment	Salt Spreader, Snow Ex 1yd. #3517	471
1	Equipment	Sheepfoot Pull Behind	413
1	Equipment	Tailgate Conveyor HiWay #3546	409
1	Equipment	Tailgate Conveyor HiWay #3548	410
1	Equipment	Tailgate Conveyor HiWay #3549	412
1	Equipment	Tailgate Conveyor HiWay #3565	411
			Equipment 24
1	Farm Equipment	Cattle Guard, 12'x7' 8 1/2"	452
			Farm Equipment 1
1	File Cabinets	File Cabinet	21
1	File Cabinets	File Cabinet	20
1	File Cabinets	File Cabinet 4 Drawer	65
1	File Cabinets	File Cabinet, 2 Drawer	51
1	File Cabinets	File Cabinet, 2 Drawer	23
1	File Cabinets	File Cabinet, 2 Drawer	50
1	File Cabinets	File Cabinet, 2 Drawer	40

QUAN	CLASSIFICATION	DESCRIPTION	LOT #
1	File Cabinets	File Cabinet, 2 Drawer	22
1	File Cabinets	File Cabinet, 2 Drawer	256
1	File Cabinets	File Cabinet, 2 Drawer Hon	270
1	File Cabinets	File Cabinet, 2 Drawer Hon	39
1	File Cabinets	File Cabinet, 3 Drawer	3
1	File Cabinets	File Cabinet, 4 Drawer	208
1	File Cabinets	File Cabinet, 4 Drawer	207
1	File Cabinets	File Cabinet, 4 Drawer	204
1	File Cabinets	File Cabinet, 4 Drawer	206
1	File Cabinets	File Cabinet, 4 Drawer	368
1	File Cabinets	File Cabinet, 4 Drawer	125
1	File Cabinets	File Cabinet, 4 Drawer	213
1	File Cabinets	File Cabinet, 4 Drawer	132
1	File Cabinets	File Cabinet, 4 Drawer	215
1	File Cabinets	File Cabinet, 4 Drawer	131
1	File Cabinets	File Cabinet, 4 Drawer	214
1	File Cabinets	File Cabinet, 4 Drawer	205
1	File Cabinets	File Cabinet, 4 Drawer	212
1	File Cabinets	File Cabinet, 4 Drawer	211
1	File Cabinets	File Cabinet, 4 Drawer	210
1	File Cabinets	File Cabinet, 4 Drawer 2303	367
1	File Cabinets	File Cabinet, 4 Drawer Hon	128
1	File Cabinets	File Cabinet, 4 Drawer Hon	129
1	File Cabinets	File Cabinet, 4 Drawer Hon	127
1	File Cabinets	File Cabinet, 4 Drawer Hon	130
1	File Cabinets	File Cabinet, 4Drawer Locked No Key	123
1	File Cabinets	File Cabinet, Card File, 7 Drawers	124
1	File Cabinets	File Cabinet, Lateral 2 Drawer	371
1	File Cabinets	File Cabinet, Lateral 2 Drawer	370
1	File Cabinets	File Cabinet, Lateral 3 Drawer	61
1	File Cabinets	File Cabinet, Lateral File 2 Drawer AllSteel	269
1	File Cabinets	Hanging File Caddy	126
1	File Cabinets	Lateral File Cabinet 3 Drawer	30
			File Cabinets 42
1	Fire Equipment	1000 Gallon Ploytank	456
1	Fire Equipment	14' Ladder	441
1	Fire Equipment	14' Ladder	444
1	Fire Equipment	14' Ladder	442
1	Fire Equipment	14' Ladder	443
1	Fire Equipment	20' Ladder	445
1	Fire Equipment	20' Ladder	447
1	Fire Equipment	20' Ladder	446
1	Fire Equipment	300 Gallon Polytank w/ Cradle	455
1	Fire Equipment	Air Compressor	432
2	Fire Equipment	Box of Misc. Lights	450

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Attachment: 2021 Surplus Property By Classification (11118 : Auction of Surplus Property)

QUAN	CLASSIFICATION	DESCRIPTION	LOT #
1	Fire Equipment	Brush Guard For Truck	420
1	Fire Equipment	Brush Guard For Truck	421
3	Fire Equipment	Dump Valves	437
1	Fire Equipment	Fire Hose Reel w/Hose	417
1	Fire Equipment	Fire Pump Motor w/ Pump	419
1	Fire Equipment	Floating Pump	449
1	Fire Equipment	Floating Pump	448
1	Fire Equipment	Hose Reel	426
1	Fire Equipment	Lot of Dump Tank Frames (5)	451
1	Fire Equipment	Lot of Indian Backpacks	436
1	Fire Equipment	Lot of Suction Hose Various Sizes	418
1	Fire Equipment	Pallet of Assorted Fire Hose	42
1	Fire Equipment	Pallet of Emergency Light Bars	44
1	Fire Equipment	Pallet of Fire Hose and Hose Reel	45
1	Fire Equipment	Pallet of Jumper Packs and Tire Chains	48
1	Fire Equipment	Pallet of Metal Backpack sprayers & Fire Equip.	41
1	Fire Equipment	Pallet of Misc. Tools, Chains, Fire Extinguisher	438
1	Fire Equipment	Pallet of Newton Valves & Water Shuts	43
1	Fire Equipment	Pallet of Pumps and Air Hose Reel	46
1	Fire Equipment	Pallet of Red Lights, Cut Off Saw, Boat Tank	47
1	Fire Equipment	Pallet of SCBA Brackets	439
1	Fire Equipment	Pump Motor	433
1	Fire Equipment	Pump Motor W/ Pump	431
1	Fire Equipment	Pump Motor W/ Pump	428
1	Fire Equipment	Pump Motor W/ Pump	427
1	Fire Equipment	Pump Motor W/ Pump and Manifold	429
1	Fire Equipment	Pump Motor W/ Pump and Manifold	435
3	Fire Equipment	Pump Motors	434
16	Fire Equipment	SCBA Boxes, Empty	425
			Fire Equipment 40
1	Laptops	Laptop, Dell Latitude E5500	313
1	Laptops	Laptop, Dell Latitude E5510	312
1	Laptops	Laptop, Dell Latitude E5520	323
1	Laptops	Laptop, Dell Latitude E5520	314
1	Laptops	Laptop, Dell Latitude E5530	320
1	Laptops	Laptop, Dell Latitude E5530	324
1	Laptops	Laptop, Dell Latitude E5530	322
1	Laptops	Laptop, Dell Latitude E5530	321
1	Laptops	Laptop, Dell Latitude E5530	318
1	Laptops	Laptop, Dell Latitude E5530	317
1	Laptops	Laptop, Dell Latitude E6530	316
1	Laptops	Laptop, Dell Latitude E6530	319
1	Laptops	Laptop, Dell Latitude E6540	315
1	Laptops	Laptop, Dell XPS 13	325

Laptops 14

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Attachment: 2021 Surplus Property By Classification (11118 : Auction of Surplus Property)

QUAN	CLASSIFICATION	DESCRIPTION	LOT #	
1	Lawn Equipment	Arena sprinkler Smith Irrigation Equip. Unit #1250	460	
1	Lawn Equipment	Sprayer Prolawn 2 wing	457	
			Lawn Equipment	2
1	Locker	Set of Lockers (6)	6	
1	Locker	Set of Lockers (6)	5	
1	Locker	Set of Lockers (6)	4	
1	Locker	Set of Lockers (6)	7	
			Locker	4
1	Materials	Lot of Used Guardrail Approx. 16 Pcs. Lengths up to 50'	416	
			Materials	1
1	Medical Equipment	Audio Meter	246	
1	Medical Equipment	Bariatric Patient Cot w/ Ramps & Winch 6 pcs	118	
2	Medical Equipment	EMS Rolling Cots	117	
1	Medical Equipment	Exam Light	244	
1	Medical Equipment	Vision Screen	245	
1	Medical Equipment	Water Therapy Tub	265	
			Medical Equipment	6
1	Office Equipment	Adding Machine	217	
1	Office Equipment	Adding Machine	218	
5	Office Equipment	Box of Plastic Stacking Trays	151	
1	Office Equipment	Brochure Rack, Plastic	224	
1	Office Equipment	Bulletin Board 18"x 24"	363	
1	Office Equipment	Bulletin Board 36"x 24"	362	
1	Office Equipment	Cabinet, Wood, Black	465	
1	Office Equipment	Chalkboard 4'x3'	34	
1	Office Equipment	Laminator USI 27"	60	
1	Office Equipment	Map Cabinet 5 Drawer	219	
1	Office Equipment	Suggestion Box 22"x 10"	351	
1	Office Equipment	Whiteboard in Wooden Cabinet	35	
			Office Equipment	12
1	Office Furniture	Bookcase 5 Shelf	220	
1	Office Furniture	Bookcase HON 2 Shelf Metal 35"x 38"	366	
1	Office Furniture	Bookcase Wood 4 Shelves	384	
1	Office Furniture	Bookcase, Metal 3 Shelf	29	
1	Office Furniture	Cabinet, 2 Drawers, Wood	389	
1	Office Furniture	Cabinet, 3 Drawer, Wood	228	
1	Office Furniture	Cart, Microwave	262	
1	Office Furniture	Coat Rack, Metal, Lyons	392	
2	Office Furniture	Countertop	221	
1	Office Furniture	Countertop, 65 1/2"x 37"	391	
1	Office Furniture	Desk, w/ wing and 2 shelf book shelf	11	
1	Office Furniture	Desk, Wood w/9Drawers & Glass Top	387	
1	Office Furniture	Hat Rack, Wood	168	
1	Office Furniture	Hutch, Desk Top	138	
1	Office Furniture	Lamp	223	

QUAN	CLASSIFICATION	DESCRIPTION	LOT #	
1	Office Furniture	Lot of Workstations	152	
1	Office Furniture	Lot of Workstations (Disassembled) 27 pcs	372	
1	Office Furniture	Microfiche Stand	393	
1	Office Furniture	Mobile Metal Shelf	229	
1	Office Furniture	Mobile Shelf w/Wheels	390	
1	Office Furniture	Printer Stand, Wood	153	
1	Office Furniture	Printer Stand, Wood	133	
1	Office Furniture	Shelf, Wood	388	
1	Office Furniture	Shelving Unit 6' Wood	227	
1	Office Furniture	Side Stand, Wood 12"x 14 1/2"x 28"	386	
1	Office Furniture	Work Table, 29 1/2"D x 60"W	90	
2	Office Furniture	Workstations (Disassembled)	12	
			Office Furniture	27
1	Office Supplies	Box of Binders	222	
4	Office Supplies	Box of Binders	9	
1	Office Supplies	Box of Label Makers and Ribbon	271	
1	Office Supplies	Shredder, Staples	10	
			Office Supplies	4
3	Parts	Aluminum Wheels	440	
2	Parts	Bumpers for Trucks	424	
1	Parts	Fifth Wheel Plate	423	
1	Parts	Fifth Wheel Plate	422	
1	Parts	Fill Rite Fuel Pump	454	
1	Parts	Fuel Tank on a Cart, 20 Gallon	106	
1	Parts	Intercooler, Aluminum	430	
			Parts	7
1	Phones	Phone, IP Conference Phone	345	
1	Phones	Phone, IP Conference Phone	346	
			Phones	2
32	Playground Equipment	Padded mats 46" x 48"	462	
10	Playground Equipment	Padded mats 49" x 10'	463	
			Playground	2
1	Printers	Copier	8	
1	Scanners	Scanner, FI-5120C	340	
1	Printers	Printer, Epson XP-410	335	
			Printers	2
1	Scanners	Scanner, FI-5120C	343	
1	Scanners	Scanner, FI-5120C	342	
1	Scanners	Scanner, FI-5120C	341	
1	Scanners	Scanner, FI-5120C	337	
1	Scanners	Scanner, FI-5120C	338	
1	Scanners	Scanner, FI-5120C	339	
1	Scanners	Scanner, FI-5120C	344	
1	Scanners	Scanner, FI-5750C	347	
			Scanners	9

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Attachment: 2021 Surplus Property By Classification (11118 : Auction of Surplus Property)

QUAN	CLASSIFICATION	DESCRIPTION	LOT #
1	Sports Equipment	Badminton Set	261
1	Sports Equipment	Lot of Exercise Equipment, 6 Pcs	264
			Sports Equipment 2
1	Storage	Bus Cart, Metal	369
1	Storage	File Box, Metal	472
1	Storage	Lot of Shelving	453
1	Storage	Shelf, Metal	374
1	Storage	Shelving Unit 3 Shelf	27
1	Storage	Shelving Unit 5 Shelf	28
1	Storage	Shelving Unit 7 Shelf	31
1	Storage	Shelving Unit 7 Shelves 36" x 78"	98
1	Storage	Shelving Unit 7 Shelves 36" x 78"	97
1	Storage	Shelving Unit, 7 Shelves, Metal	82
1	Storage	Sign Rack	400
1	Storage	Slotted Shelving Unit 36" x 75"	99
			Storage 12
1	Tables	Table Coffee, 42" Round/ No Glass	33
1	Tables	Table Glass Top, Small	226
1	Tables	Table, 5'x6' w/ Brass Legs	32
1	Tables	Table, Folding 5' 2209	375
1	Tables	Table, Round 5'	249
1	Tables	Table, Round 5'	250
1	Tables	Table, Round 5'	251
1	Tables	Table, Round 5'	252
16	Tables	Tables, Folding	93
			Tables 9
1	Tablets	Tablet, Ipad	333
1	Tablets	Tablet, Samsung Galaxy Note 10.1 16GB	332
1	Tablets	Tablet, Samsung Galaxy Note 10.1 16GB	331
1	Tablets	Tablet, Samsung Galaxy Note 10.1 16GB	330
			Tablets 4
1	Tools	1/2" 18Volt Impact, Milwaukee	107
1	Tools	1/2" Drill, DeWalt	380
1	Tools	1/2" Impact Drill, DeWalt	376
1	Tools	18 Volt Impact Gun, Milwaukee	68
1	Tools	3/8" Impact Gun, DeWalt	377
1	Tools	4 1/2" Grinder, DeWalt	379
1	Tools	4 1/2" Grinder, DeWalt	378
1	Tools	6- 18Volt DeWalt Batteries and 1-Charger	381
1	Tools	A/C Machine, NAPA	105
1	Tools	A/C Machine, Snap-On ACT3120	104
1	Tools	Grease Gun, 12 Volt, Alemite	109
1	Tools	Hydraulic Floor Jack 6 Ton OTC	414
1	Tools	Hydraulic Floor Jack 6Ton OTC	114
1	Tools	Hydraulic Jack	111

QUAN	CLASSIFICATION	DESCRIPTION	LOT #		
1	Tools	Hydraulic Jack	112		
1	Tools	Hydraulic Jack 3.5 ton floor	113		
1	Tools	Oil Dispenser	110		
1	Tools	Valve Grinding Tool, Sioux	108		
				Tools	18
1	Trailers	4 Wheel Army Trailer	415		
1	Trailers	Trailer, Shop Made, #537	405		
				Trailers	2

RESOLUTION NO. 011107- 03

**A RESOLUTION ADOPTING AN ALTERNATE METHODOLOGY FOR
DISPOSAL OF EXCESS PERSONAL PROPERTY
STORED BY PUBLIC WORKS**

WHEREAS, pursuant to K.S.A. 19-211(b)(1), Riley County desires to adopt a resolution establishing a method of disposing of excess personal property stored by Public Works, as an alternative to the requirements of K.S.A. 19-211(a); and

WHEREAS, K.S.A. 19-211(b)(1) provides that such alternate methodology for the disposal of personal and real property must contain procedures for; "(A) Notification of the public of the property to be sold; (B) describing the property to be sold; and (C) the method of sale, including, but not limited to, fixed price, negotiated bid, sealed bid, public auction or any other method of sale which allows public participation."

WHEREAS, Riley County has determined that it would be in the best interests of Riley County to establish a method of disposal of excess personal property currently stored by Riley County Public Works on county property, which excess personal property is no longer usable by Riley County, alternative to the requirements of K.S.A. 19-211(a), and setting forth guidelines for the disposal of that Riley County excess personal property.

NOW THEREFORE, BE IT RESOLVED BY the Board of County Commissioners of Riley County, Kansas, that the sale of the such excess personal property shall be conducted as follows:

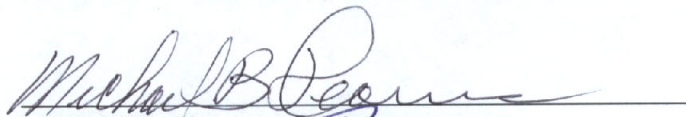
1. Attached hereto as "Exhibit 1" is a copy of the "Notice of Intent to Sell Excess Personal Property by the Board of County Commissioners of Riley County, Kansas," the original of which shall be published by staff of Public Works once in a newspaper of general circulation within Riley County, at least one week in advance of the public auction hereinafter described. Such notice shall provide for sale of the excess personal property by public sale by a private auction service, such auction service to be selected by the Public Works Director, or his designee, in the Director's discretion, and outside the requirements of the Riley County Procurement Code. The terms of such public auction shall be as approved by the Director of Public Works, or his designee.
2. Attached hereto as "Exhibit 2" is an itemized list of excess personal property subject to sale.
3. That "Exhibit 1" and "Exhibit 2" shall be posted on the Riley County web site by staff of Public Works at least one week in advance of the sale process hereinafter described.
4. That "Exhibit 1" contains a description, by category, of the excess personal property to be sold.
5. That "Exhibit 2" contains an individual description of each item of excess personal property to be sold.
6. As soon as possible after auction of the items listed on "Exhibit 2," the Director of Public Works, or his designee, shall report back to the Board of County Commissioners during the regular agenda process with material identifying the buyer of each item and the price at which it sold, total sale proceeds, as well as net proceeds realized by Riley County. (Any items which

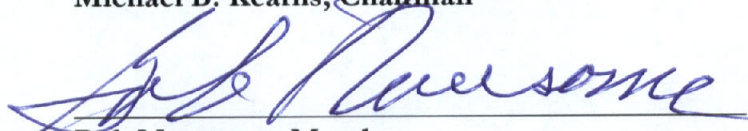
fail to sell at the auction may be disposed of at the direction of and within the discretion of the Director of Public Works, or his designee.)

7. All net sale proceeds generated by the auction shall be deposited in the established auction proceeds fund of Riley County.
8. The Board finds presentation to and approval by the Board, during the regular agenda process, of "Exhibit 1" and "Exhibit 2", the subsequent publication of "Exhibit 1" as described herein, the posting of "Exhibit 1" and "Exhibit 2" on the Riley County website, and public sale at a private auction service selected by the Director of Public Works, or his designee, taken together allow public participation and otherwise satisfy the procedural requirements of K.S.A. 19-211(b)(1).
9. Sale of Riley County's excess personal property should be made pursuant to the alternate methodology described herein and not as described under K.S.A. 19-211(a).
10. Future sale of Riley County's excess personal property stored by Public Works do not require an additional resolution, provided that the foregoing procedure is followed in all respects, including advance presentation to the BOCC, during the regular agenda process, of the items to be sold, for BOCC approval.
11. Any prior resolution in conflict herewith is hereby repealed.

ADOPTED this 11th day of January, 2007.

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


Michael B. Kearns, Chairman


Bob Newsome, Member

Alvan Johnson, Member

ATTEST:


RICH VARGO
Riley County Clerk



**PUBLIC WORKS***Certification of Unpaid Fees and/or Utility Svcs***John Ellermann**

Public Works

Director/County Engineer

6215 Tuttle Creek Blvd

Manhattan, KS 66503

Phone: 785-537-6330

COMMISSION AGENDA REPORT

FROM: John Ellermann, Director of Public Works

MEETING: September 16, 2021

SUBJECT: Certification of Unpaid Fees and/or Utility Services

PRESENTER: John Ellermann, Director of Public Works

Doreen M. Ray, Trust has failed to make payments on their water bill for the past eleven months. Currently the total amount due is \$1,319.53. As a result of non-payment we request a Special Assessment be placed against Doreen M. Ray, Trust.

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:

- Certification of Unpaid Fees and/or Charges for Utility Services_091321_D M Ray (PDF)



To The Riley County Clerk

Certification of Unpaid Fees and/or Charges for Utility Services on Property Located in Riley County, Kansas

Tax Roll Year 2021

Benefit District Terra Heights Sewer Benefit District

Parcel ID# 081-176-14-0-30-07-009.00-0

Name of Landowner Doreen M. Ray, Trust

Landowner Address 5241 Terra Heights, Manhattan, KS 66503

Legal Description: Lot Twenty-Two (22), in Terra Heights Development, a Subdivision in Riley County, Kansas

Charges and Fees assessed from October 2020 to August 2021

Utility Charges ☐ Sewer	\$ <u>720.74</u>
Fees	\$ <u>598.79</u>
Assessment Total	\$ <u>1,319.53</u>

The Board of County Commissioners, acting as the governing body for the Terra Heights Sewer Benefit District, hereby certifies the above unpaid fees and/or charges are payable and a Special Assessment shall be placed against Doreen M. Ray, Trust, in accordance with the laws of the State of Kansas, as stated in K.S.A. 12-808(c).

Governing Body – Chairman

Date



RILEY COUNTY FIRE DISTRICT #1
Bid

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

COMMISSION AGENDA REPORT

FROM: Russel Stukey
MEETING: September 16, 2021
SUBJECT: Bid recommendation for firefighting skid unit
PRESENTER: Doug Russell

BACKGROUND

We received two bids for firefighting skid units. The bid from Heiman Fire Equipment fully met our advertised specifications. The second bid from CET included a substandard pump that we don't feel will provide the performance nor longevity that the Heiman Fire Equipment bid pump will. Staff recommends accepting the bid from Heiman Fire as the best bid.

FISCAL IMPACT

This purchase was budgeted for in the RCFD#1 2021 budget.

RECOMMENDATION(S)

Staff recommends the Heiman Fire equipment bid as the best bid due to quality and longevity of product and only bid to meet advertised specifications without exceptions.

POSSIBLE MOTION(S)

Move to approve Heiman Fire Equipment as best bid and allow RCFD#1 to purchase 1 firefighting skid unit from Heiman Fire Equipment in the amount of \$15,000 with funds to come from RCFD#1 budget.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:



COUNTY APPRAISER'S OFFICE
Agreement

Greg McHenry
County Appraiser
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6310

COMMISSION AGENDA REPORT

FROM: Lisa McAdams
MEETING: September 16, 2021
SUBJECT: Appraiser's Website Contract with real estate agent Sarah Howe
PRESENTER: Greg McHenry

POSSIBLE MOTION(S)

Move to approve to review and approve the Real Estate Sales Data Search Service Agreement and Contractual Provisions Attachment for real estate agent Sarah Howe of Haven Realty Group

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- HOWE (PDF)

REAL ESTATE SALES DATA SEARCH SERVICE AGREEMENT

This Real Estate Sales Data Search Service Agreement is made and entered into this 8 day of September, 2021 by and between Riley County, Kansas, a municipal government under the laws of the State of Kansas, by and through the County ("County"), the County Appraiser ("Appraiser") and Sarah Howe with its principal offices located at 2630 Farm Bureau Rd, Ste A, Manhattan, KS 66502 ("Member"). *Haven Realty Group*

WHEREAS, Appraiser has developed an Internet site whereby persons authorized by K.S.A. 79-1437f can access Riley County real estate sales information; and

WHEREAS, Appraiser has authority to enter into on-line access agreements to provide access to the forgoing records, and Appraiser accepts responsibility for daily management of this Agreement; and

WHEREAS, Member is an authorized person under K.S.A. 79-1437f and has requested access to the real estate sales data on the Appraiser's internet site, and desires to do so at a price sufficient to permit County to recover its costs of labor and material, as well as depreciation of equipment; and

WHEREAS, the County and Member desire to enter into an agreement for access to images of real estate sales data on the Appraiser's internet site.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained in this Agreement, the County and Member agree as follows:

1. **Services**

- 1.1. The County Agrees to provide on-line access to electronic images of Riley County real estate sales information to Member pursuant to the terms and conditions stated in the Agreement (the "Agreement"). Member shall access the images via Appraiser's web site ("web site") through the use of a user ID and password. The County will provide reasonable maintenance and support to the web site. No other services are provided under this Agreement. The images of real estate sales information provided through the Service will include the information obtained from the real estate sales validation questionnaires required by K.S.A. 79-1437c.
- 1.2. Member is responsible for establishing, providing and maintaining its own connection to Appraiser's web site.
- 1.3. Member acknowledges and agrees that the Appraiser's web site was developed by and is solely owned by the County and that it will remain the exclusive property of the County.

2. Fees and Payments

- 2.1. Member has two payment options for accessing the Appraiser's web site. The Member agrees to pay based on one form of access chosen below **(Check appropriate box)**.

_____ **Site license.** This allows unlimited Member employees access to Appraiser's web site. The annual charge is \$575.

 X **Individual user license.** This allows a single user unlimited access to Appraiser's web site. The annual charge is \$190. If this option is chosen, each individual user who needs access will be required to pay for a license, for example; 3 users need access (3 x \$190 = \$570). **Each individual user will need to sign an Agreement.**

Member agrees to pay the annual service fee on or before January 1 of each successive year.

Payment for the first calendar year of service is due in full upon signing of this Agreement, regardless of the date of the Agreement. All notices and payments shall be returned to:

**Riley County Appraiser's Office
110 Courthouse Plaza B302
Manhattan, KS 66502**

- 2.2. If a Member chooses the Individual user license option, but abuses the license option but shares (intentionally or accidentally) the username and password with other users, access to the Appraiser's web site will be suspended and will not be reinstated until a new Agreement, acceptable to County, is signed and an additional \$500 site license option is paid.
- 2.3. County expressly reserves the right to increase the fees set forth above, in its sole discretion. County shall provide to Member thirty (30) days advance written notice of any such increase and Member shall have the option of terminating the Agreement within the thirty (30) day notice period. County shall terminate service to Member on December 31 of the year the Member provides formal written notice to County to terminate agreement, if Member has paid annual service access fee for that calendar year. If Member provides formal written notice to terminate agreement after January 1, without payment of the annual service access for that year, County shall immediately terminate service.

2.4. Services may be reinstated to a terminated Member, at the sole discretion of County, following the signing of a new agreement and payment of the annual service access fee.

3. Illegal Provisions

3.1. If any provision of this Agreement shall be declared to be illegal, void, or unenforceable by a court of competent jurisdiction, the remaining provisions hereof shall not be affected, but shall remain in full force and effect.

4. Interruption of Service

4.1. Appraiser's office shall make reasonable efforts to provide adequate and uninterrupted service under the terms hereof. However, Appraiser and County shall not be liable for interruption of service or delays in providing access to the information described herein. The images provided may not be true, complete and accurate. Member will indemnify and hold harmless hereunder Appraiser and County for any third party claims that the images hereunder were or are not true, complete or accurate. Periodic maintenance shall take place whenever deemed necessary at the sole direction of County, Appraiser, or the Information Systems department of County.

5. Member's Responsibilities and Certification

5.1. The receipt of data through the Appraiser's web site is a privilege, not a right and that the use or misuse of this information for unlawful purposes may result in the revocation of access of Member at any time.

5.2. The Member acknowledges and agrees that only those persons authorized by K.S.A. 79-1437f to access the service, including the data contained in the real estate sales validation questionnaires, because Member is one of the following persons or entities and will use the data for one of the following purposes (**Check all appropriate boxes**).

_____ K.S.A. 79-1437f (d) appraiser licensed or certified pursuant to K.S.A. 58-4101 et seq., and amendments thereto, for appraisal or property and preparation of appraisal reports;

_____ K.S.A. 79-1437f (e) financial institutions for conducting appraisals as required by federal and state regulators;

X K.S.A. 79-1437f (i) a person licensed pursuant to the real estate brokers' and salespersons' act for purposes of fulfilling their fiduciary duties to clients and providing information on market value of property to clients.

- 5.3. Member agrees that its use of the service and of information obtained through the service will be solely for purposes authorized by K.S.A. 79-1437f and that the information obtained from the service will not be released, distributed, or exchanged with other persons or entities unless otherwise authorized by law.
- 5.4. If Member's status changes, K.S.A. 79-1437f is amended or repealed, or if for any other reason Member is no longer authorized under K.S.A. 1437f to access the contents of real estate sales validation questionnaires, Member shall immediately notify the County and this Agreement shall automatically terminate without further notice. There will not be a proration of fees in the event of termination prior to the end of the contract year.
- 5.5. Member is solely responsible for its activities hereunder. Member is also solely responsible for any unauthorized access or use, by means of Member's password, or username; and shall hold harmless and indemnify both the County and Appraiser for any claims made based on such unauthorized use or access. Member agrees that it will not act hereunder for any illegal purpose, in infringement or copyright, trademark, intellectual property or proprietary rights or laws, or in any manner or for any purpose that interferes with or disrupts other users, services, or equipment.
- 5.6. The County shall provide to Member a user ID and password accessing the information described herein. Member is solely responsible for managing its user ID and password. Member shall take all necessary and appropriate security measures to insure that Member's user ID and password is not disclosed to other persons or entities. Member shall not share, loan, assign, transfer, or release its user ID and password to any other person or entity.
- 5.7. The County reserves the right to take all reasonable and necessary steps to protect the security of Riley County data from account abuse, or if account security has been compromised.
- 5.8. Member agrees that it will not use the data and information obtained through the Service for the purpose of selling or offering for sale any property or service to any person listed or to any person who resides at any address listed in such data, nor will Member sell, give or otherwise make available to any person any list of names or addresses contained in or derived from such data for the purpose of allowing that person to sell or offer for sale any

property or service to any person listed or to any person who resides at any address listed. Member has read K.S.A. 45-220 (Attachment 'A') and K.S.A. 21-3914 (Attachment 'B') regarding the prohibition against using data for direct or indirect solicitation and agrees to comply with all applicable laws regarding use of the data and information obtained through the this Agreement.

6. **Disclaimer of Warranties**

- 6.1. The County shall operate and maintain that web site, contingent upon the County's network and equipment capacity, and connection availability. Member acknowledges and agrees that the County does not operate or control the internet, or the World Wide Web.
- 6.2. The County expressly disclaims any express or implied warranties, representations, or endorsements regarding any information, products, or services provided pursuant to this Agreement or through the web site. Member acknowledges and agrees that the web site is for informational purposes only. The information, products, or services provided pursuant to this Agreement or through the web site are provided on an "as is" and "as available" basis without warranties or any kind, express or implied, and including but not limited to warranties of title, no infringement, or implied warranties of merchantability or fitness for a particular purpose. No advice or information given by the County's employees, agents, or contractors shall create a warranty. Under no circumstances shall the County be liable for any direct, indirect, incidental, special, punitive, or consequential damages or losses that result from Member's use of or inability to access any part of the web site or Member's reliance on or use of information, products, or services provided on or through the web site or that result from mistakes, omissions, interruptions, loss, theft, or deletion of files, errors, defects, delays in operation or transmission, computer viruses, or any failure of performance.

7. **Termination**

- 7.1. The Agreement shall commence on the execution date of their contract and continue thereafter annually from January 1st of each year until termination by either part as provided herein. Either party may terminate this Agreement with or without cause by giving thirty (30) days written notice to the other party. Upon submission of such notice, this Agreement shall terminate at the conclusion of the thirty-day notice period. There will not be a pro-ratio of fees in the event of termination prior to the end of the contract year.

8. **Miscellaneous**

- 8.1. The waiver of any breach of any provision of this Agreement shall not constitute a waiver of any subsequent breach of the same or other provisions herein.

- 8.2. This Agreement contains the entire understanding between the parties and supersedes all prior agreements or understandings between the parties with respect to the subject matter hereof.
- 8.3. Any modification or waiver of any provision in this Agreement shall not be effective unless made in writing.
- 8.4. This Agreement shall be governed by and construed in accordance with the laws of the State of Kansas.
- 8.5. Member shall not assign, transfer, convey, sublet, resell or otherwise dispose of this Agreement or any of the rights and obligations hereunder without the prior written consent of the County.

MEMBER**BOARD OF COMMISSIONERS OF
RILEY COUNTY, KANSAS**By (Print): Sarah Howe

DocuSigned by:

Signature: Sarah Howe

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John Ford, ChairmanTitle: Real Estate SalespersonDate: 9/8/2021Phone Number: 7854103523

Fax Number: _____

E-Mail: sarah.howe@kw.comEstimated # of Users: 1

Approved:

By: Greg McHenry
Greg McHenry, Riley County AppraiserDate: 9-10-21

Attachment: HOWE (11117 : Appraiser's Website Contract with real estate agent Sarah Howe)

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MEMBER**BOARD OF COMMISSIONERS OF
RILEY COUNTY, KANSAS**By (Print): Sarah Howe

DocuSigned by:

Signature: Sarah Howe

E4238E7290E0410...

Title: Real Estate SalespersonDate: 9/8/2021Phone Number: 7854103523

Fax Number: _____

E-Mail: sarah.howe@kw.comEstimated # of Users: 1

John Ford, Chairman

Approved:

By: Greg McHenry
Greg McHenry, Riley County AppraiserDate: 9-10-21

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MEMBER**BOARD OF COMMISSIONERS OF
RILEY COUNTY, KANSAS**By (Print): Sarah Howe

DocuSigned by:

John Ford, Chairman

Signature: Sarah Howe

E4238E7290E0410...

Title: Real Estate SalespersonDate: 9/8/2021Phone Number: 7854103523

Fax Number: _____

E-Mail: sarah.howe@kw.comEstimated # of Users: 1

Approved:

By: Greg McHenry
Greg McHenry, Riley County AppraiserDate: 9-10-21

Attachment: HOWE (11117 : Appraiser's Website Contract with real estate agent Sarah Howe)

Attachment A to “Contract” Between Riley County (hereinafter “County”), and Sarah Howe (hereinafter “Member”).

CONTRACTUAL PROVISIONS ATTACHMENT

The undersigned 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 dated the 8 day of September, 2021.

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 the contract and any other document relating to and a part of the contract in which this attachment is incorporated. All terms hereof survive termination of the contract.
2. **AGREEMENT WITH KANSAS LAW.** It is agreed by and between the undersigned that all disputes and matters whatsoever arising under, in connection with or incident to the contract shall be litigated, if at all, in and before a state Court located in the State of Kansas, County of Riley, or if in Federal Court, at a Federal Court located in Topeka, Kansas, to the exclusion of the Courts of any other states or country. All contractual promises shall be subject to, governed by, and construed according to the laws of the State of Kansas, without reference to its conflict of laws principles. Both parties submit to venue and jurisdiction in these courts. In the event an action or claim arises outside of the exclusive jurisdiction specified herein which names County as a party, Member agrees to initiate, consent to and/or cooperate with any and all efforts to remove the matter to the exclusive jurisdiction named herein and otherwise to take any and all reasonable actions to achieve County’s objectives of this provision.
3. **COMPLIANCE WITH APPLICABLE LAWS, SERVICE STANDARDS AND REQUIRED PROCEDURES.**
 - 3.1 **Service Standards and Procedures.** Member shall perform the services set forth in the Contract in compliance with applicable standards and procedures specified in the Contract.

Attachment: HOWE (11117 : Appraiser's Website Contract with real estate agent Sarah Howe)

- 3.2 Compliance With Law.** Member shall comply with all applicable local, state and federal laws and regulations, in carrying out the Contract, regardless of whether those legal requirements are specifically referenced in the Contract.
4. **CASH BASIS AND BUDGET LAWS.** The right of the County to enter into the Contract is subject to the provisions of the Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935), and other laws of the State of Kansas. The Contract shall be construed and interpreted so as to ensure that the County shall at all times stay in conformity with such laws, and as a condition of the Contract the County reserves the right to unilaterally terminate the Contract at any time if, in the opinion of its legal counsel, the Contract may be deemed to violate the terms of such laws.
5. **TERMINATION DUE TO LACK OF FUNDING APPROPRIATION.** If, in the judgment of the Riley County Commissioners, after consultation with its Budget and Finance Officer or other county officials, sufficient funds are not appropriated to continue the function performed in the contract and for the payment of the charges hereunder, County may terminate the contract at the end of its current fiscal year. Termination shall be effective 30 days after County mails written notice to Member. In the event of such termination, County agrees to give written notice of termination to Member. With regard to equipment, leased or otherwise, provided to County under the contract, if lawful, County will pay to the Member 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 contract by County, title to and possession of any equipment purchased by the County under contract, but not fully paid for, shall revert to Member at the end of County's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the County or the Member.
6. **ANTI-DISCRIMINATION CLAUSE.**
In carrying out the Contract, Member shall comply with K.S.A. 44-1001 *et seq.*
- 6.1** Member shall observe the provisions of the Kansas act against discrimination and the Kansas age discrimination in employment act, and shall not discriminate against any person in the performance of work under the Contract because of race, religion, color, sex, disability, national origin, ancestry, or age.
- 6.2** In all solicitations or advertisements for employees, Member shall include the phrase "equal opportunity employer" or a similar phrase to be approved by the Kansas Human Rights Commission.
- 6.3** If Member fails to comply with the provisions of K.S.A. 44-1031, requiring reports to be submitted to the Kansas Human Rights Commission when requested by that Commission, Member shall be deemed to have breached the Contract and it may be canceled, terminated or suspended, in whole or in part, by County.
- 6.4** If Member is found guilty of a violation of the Kansas act against discrimination under a decision or order of the Kansas Human Rights Commission which has become final, Member shall be deemed to have breached the Contract and it may be canceled.

terminated or suspended, in whole or in part by County.

- 6.5 Member shall include the provisions of paragraphs 6.1 through 6.4 inclusively of this section in every subcontract or purchase order so that such provisions will be binding upon such sub Member of Member.
- 6.6 Parties to the contract understand that this paragraph number 6 is not applicable if Member employs fewer than four employees or if Member's contracts with the County cumulatively total \$5,000 or less during the County's fiscal year.
7. **ACCEPTANCE OF CONTRACT.** The contract shall not be considered accepted, approved or otherwise effective until the required approvals and certifications have been given and this Contractual Provisions Attachment is signed by the Board of County Commissioners of Riley County, Kansas.
8. **ARBITRATION, DAMAGES, WARRANTIES.** Notwithstanding any language to the contrary, no interpretation shall be allowed to find the County has agreed to binding arbitration, or the payment of damages or penalties upon the occurrence of a contingency. Further, the County does not agree to pay attorney fees and late payment charges; and no provisions will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit implied warranties of merchantability and fitness for a particular purpose.
9. **REPRESENTATIVE'S AUTHORITY TO CONTRACT/REQUIRED DOCUMENTATION.** By signing the Contract, the representative of Member thereby represents that such person is duly authorized by Member to execute the document on behalf of Member and Member agrees to be bound by the provisions thereof. Member shall furnish evidence of authority to transact business in Kansas, in the form of a certificate signed by the Kansas Secretary of State.
10. **RESPONSIBILITY FOR TAXES.** The County shall not be responsible for, nor indemnify Member for, any federal, state or local taxes that may be imposed or levied upon the subject matter of the contract.
11. **NO INSURANCE PROVIDED BY COUNTY.** The County shall not be required to purchase, any insurance against loss or damage to any personal property to which the contract relates, nor shall the contract require the County to establish a "self-insurance" fund to protect against any such loss or damage. Subject to any applicable provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 *et seq.*), Member shall bear the risk of any loss or damage to any personal property to which Member holds title.
12. **TERM AND TERMINATION.**
- 12.1 Term.** This Contractual Provisions Attachment shall be effective as of its date of execution by the parties and shall remain in effect during the term of the Contract, or until terminated either for convenience, breach or default, as set out herein. Thirty (30) days written notice to the breaching party is required.

- 12.2 Termination for Cause.** If Member shall fail to fulfill in a timely and proper manner its obligations under the Contract, or if Member shall violate any of the terms, covenants, conditions, or stipulations of the Contract, County shall thereupon have the right to terminate the Contract by promptly giving written notice to Member of such termination and specifying the reasons for the termination and the effective date thereof. A breach shall include, but not be limited to, failure to comply with any or all items contained in the Contract and any appendices, exhibits or amendments thereto, if any.

Notwithstanding the above, Member shall not be relieved of liability to County by virtue of any breach of the Contract by Member.

- 12.3 Termination for Convenience.** County may terminate the Contract in whole or in part, upon thirty (30) days written notice to Member, stating the effective date of the termination for convenience.

- 12.4 Payment Calculation Upon Termination.** In the event of termination under the Contract by either party, any amount owed Member will be calculated based solely upon payment for fair value of acceptable services provided by Member to the point of termination, which fair value is not the subject of a good faith dispute.

13. PERSONNEL.

- 13.1 Qualified Personnel.** Member represents that it has, or shall secure at its own expense, all personnel required in performing the services under the Contract. Such personnel shall not be employees of or have any other contractual relationship with County. All personnel engaged in the work shall be fully qualified according to the laws of the State of Kansas and the provisions of this Contract.

- 13.2 Minimum Wages.** Member will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act.

- 13.3 Employee Conflict of Interest.** Member shall establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

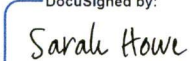
14. PROHIBITION OF CONFLICTS OF INTEREST.

- 14.1 Interest of Public Officials and Others.** No officer or employee of Riley County, no member of its governing body, and no other public official who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of the Contract shall participate in any decision relating to the Contract which affects such person's personal interest or the interest of any corporation, partnership, or association in which such person is directly or indirectly interested; nor shall any officer or employee of Riley County or any member of its governing body or other public official have any interest, direct or indirect, in the Contract or the proceeds thereof.

- A. Interest of Member.** Member covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under the Contract.
- B. Notice to Bidders.** Requests for proposal or invitations for bid issued by Member to implement the Contract will provide notice to prospective bidders that Riley County's conflict of interest provision is applicable and that prospective bidders who develop or draft specifications, requirements, statements of work and/or RFPs for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement.
15. **ASSIGNMENT.** Neither the Contract nor any rights or obligations hereunder shall be assigned or otherwise transferred by either party without the prior written consent of the other.
16. **SUBCONTRACTING.** None of the work or services covered by the Contract shall be subcontracted without the prior written approval of County. All approved subcontracts must conform to all terms set forth in the Contract and the Contractual Provisions Attachment.
17. **LICENSES AND PERMITS.** Member shall maintain all licenses, permits, certifications, bonds, and insurance required by federal, state or local authority for carrying out the Contract. Member shall notify County immediately if any required license, permit, bond or insurance is canceled, suspended or is otherwise ineffective. Such cancellation, suspension, or other ineffectiveness may form the basis for immediate revocation or cancellation of the Contract by County, in County's sole discretion.
18. **PUBLIC DOCUMENTS.** It is agreed that the Contract, and all subsequent agreed amendments or addenda thereto are public documents which will be filed with the Riley County Clerk, and will be open to public inspection.
19. **MERGER/SALE/TRANSFER OF MEMBER ASSETS.** Member will notify County in writing at least thirty (30) calendar days in advance of Member's merger with any other business entity, or of any sale or other transfer of Member's assets to any other business entity. In the event of any such merger, sale or other transfer of Member assets, Member will reasonably cooperate with County in assuring that provision of all products and services under this Contract are not disrupted before, during and after such merger, sale or other transfer of Member assets. After such merger, sale or other transfer of Member assets, Member will reasonably cooperate with County in providing any documents or information necessary to establish any prior payments made by County to Member under this Contract.
20. **SURVIVABILITY.** All paragraphs and all subparts thereof shall survive termination of this Agreement.

Member Name

County

By: 
E4238E7290E0410...

Date: 9/8/2021 | 3:02 PM CDT

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

By: _____
John Ford, Chairman

Date: _____

ATTEST:

Rich Vargo, County Clerk

Date: _____

Approved as to Form

By: _____
Clancy Holeman, Riley County Counselor

Date: _____

Attachment: HOWE (11117 : Appraiser's Website Contract with real estate agent Sarah Howe)

KANSAS REAL ESTATE COMMISSION
 JAYHAWK TOWER
 700 SW JACKSON ST SUITE 404
 TOPEKA, KANSAS 66603-3785
 PHONE #: (785) 296-3411
 FAX #: (785) 296-1771
 WEB SITE: <https://krec.ks.gov>
 EMAIL: krec@ks.gov

JUST A REMINDER! K.A.R. 86-3-15 REQUIRES ANY CHANGE OF
 LICENSEE NAME, EMAIL ADDRESS OR RESIDENCE ADDRESS BE
 REPORTED TO THE COMMISSION, IN WRITING, WITHIN 10 DAYS

STATE OF KANSAS
 REAL ESTATE COMMISSION
 Proof of Licensure

THIS IS TO CERTIFY THAT THE INDIVIDUAL NAMED BELOW IS
 AUTHORIZED TO PRACTICE AS INDICATED.

SARAH HOWE

SALESPERSON 00246340

ISSUE DATE: 06/10/2021

EXPIRATION DATE: 06/01/2023

 SIGNATURE

Attachment: HOWE (11117 : Appraiser's Website Contract with real estate agent Sarah Howe)

RECEIVED

SEP 08 2021

RILEY COUNTY
 APPRAISERS



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: September 16, 2021

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2021-09 HD L Langi (green) (PDF)
- 2021-09 J Candido (PDF)
- 2021-09 M Marvicka (green) (PDF)
- 2021-09 C Willard (green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add ☐ Change	Fill Request Date: 9/8/2021 Employee #
--	---

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

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

Langi	Lisa		
Name: Last	First	Middle	Home Phone

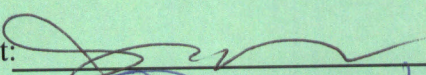
Address: Street	City	State	Zip

Covid-19 Contact Tracer	Health Department	00030-000400-0337
Position Title	Department	Fund

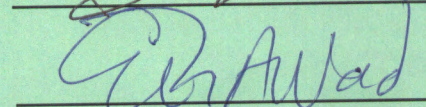
9/20/2021	☐ Exempt ☒ Non-Exempt	Ending Date For Temporary	☒ Yes ☐ No
Effective Date			Is this a budgeted position?

B	9	\$15.80	☒ Hour ☐ Bi-weekly	☐ 40 ☐
Grade/Step		Pay Rate		Hours Per Workweek

Approvals:

Department: 

Date: 9-13-21

Personnel: 

9/13/2021

BOCC

Chairman: _____

Member: _____

Member: _____

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date: 9-9-2021
☒ Change		Employee #

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

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

Candido	Johnatta		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

EMT	EMS	0001-000020
Position Title	Department	Fund

9-9-2021	☐ Exempt	☒ Non-Exempt		☒ Yes	☐ No
Effective Date			Ending Date For Temporary	Is this a budgeted position?	

EMT	1	\$13.81	☒ Hour	\$	☐ Bi-weekly	☐ 40	☐
Grade/Step		Pay Rate				Hours Per Workweek	

Approvals:

Department: DAVID ADAMS

Date: 9-15-2021

Personnel: [Signature]

9-14-2021

BOCC

Chairman: _____

Member: _____

Member: _____

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date: 9-9-2021
☒ Change		Employee #

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

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

Markvicka	Michelle		
Name: Last	First	Middle	Home Phone

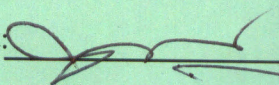
Address: Street	City	State	Zip

Administrative Assistant II	Health Department	0030-000400
Position Title	Department	Fund

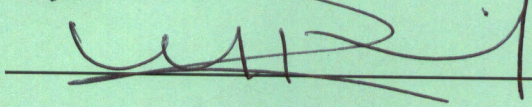
9/24/2021	☐	☒		☒ Yes	☐ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?	

K	4	\$21.14	☐ Hour	\$	☐ Bi-weekly	☒ 40	☐
Grade/Step		Pay Rate				Hours Per Workweek	

Approvals:

Department: 

Date: 9-14-21

Personnel: 

9-14-21

BOCC
Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date: 9-9-2021
☒ Change		Employee #

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

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

Willard	Catherine		
---------	-----------	--	--

Name: Last First Middle Home Phone

--	--	--	--

Address: Street City State Zip

Appraiser II-Personal Property	Appraiser	0001-000022
--------------------------------	-----------	-------------

Position Title Department Fund

10-22-2021	☐	☒		☒ Yes	☐ No
------------	--------------------------	-------------------------------------	--	---	-----------------------------

Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

K	13	\$27.60	☒ Hour	\$	☐ Bi-weekly	☒ 40	☐
---	----	---------	--	----	------------------------------------	--	--------------------------

Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department: *Heidi Willard* Date: 9-13-21

Personnel: *[Signature]* 9/14/21

BOCC
Chairman: _____

Member: _____

Member: _____



COUNTY CLERK & ELECTIONS
Meeting information

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

MEMORANDUM

FROM: Rich Vargo, County Clerk

MEETING: September 16, 2021

SUBJECT: Discuss Intergovernmental Luncheon

PRESENTER: Rich Vargo, County Clerk

Enclosures:

- attendees and topics for agenda form (DOC)

**Virtual Intergovernmental Luncheon:
September 27th**

[illegible]

Attachment: attendees and topics for agenda form (9933 : Intergovernmental Luncheon Meeting Information)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
September 20, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Elizabeth Ward, Human Resource Manager

1. Riley County Summer Intern Introduction

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

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

2. Konza Prairie Community Health and Dental Center update

9:15 AM

David Adams, EMS/Ambulance Director

3. Staff update

9:30 AM

Press Conference

10:00 AM

Bob Isaac, Planner

4. Public hearing for Callaghan Ranch Subdivision plat

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

5. Administrative Work Session

10:45 AM

Tami Robison, Budget and Finance Officer

6. RNR Hearing

Attachment: 09-20-21 tentative agenda (10495 : Tentative Agenda)

11:00 AM Tami Robison, Budget and Finance Officer

7. Fire District RNR Hearing

11:15 AM Tami Robison, Budget and Finance Officer

8. Public hearing for 2022 budget

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: 09-20-21 tentative agenda (10495 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
September 23, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Barry Wilkerson, County Attorney

2. Staff update

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

9:35 AM

Kevin Howser, IT/GIS Director

4. Staff update

9:50 AM

Shelly Williams, Community Corrections Director

5. Staff update

10:05 AM

Amanda Smeller, Planning/Special Projects Director

6. CDBG - CV Grant Close Out

Adjournment

Attachment: 09-23-21 tentative agenda (10495 : Tentative Agenda)

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



HEALTH DEPARTMENT
Personnel

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs

MEETING: September 16, 2021

SUBJECT: RCHD Personnel Request - Administrative Assistant Position

PRESENTER: Julie Gibbs

BACKGROUND

The Administrative Assistant position is vital to the health department as a whole and especially for the director!

DISCUSSION

The job description is attached but basically the person in this position is in charge of answering calls, coordinating meetings and other events and tasks, and providing assistance to the director. This position provides assistance to the fiscal analyst including assisting with invoices, filing reports, etc. This position is also in charge of inventory for the health department. These are just a few of the duties this position is responsible for.

FISCAL IMPACT

Already budgeted for.

RECOMMENDATION(S)

I recommend the BOCC approves to fill the Administrative Assistant position.

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:

- 2021 Admin Asst II_Health Department (DOC)
- 2021-09 HD Admin Asst II (gold) (PDF)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	ADMINISTRATIVE ASSISTANT II		
Department:	Health		
Reports To:	Riley County Health Department Director		
Pay Grade:	K	Status:	Full Time
FLSA Status:	Non-Exempt		

POSITION SUMMARY: To provide clerical, secretarial and administrative duties to the Riley County Health Department working as an assistant to the Director. This is a complex and responsible position that requires confidentiality and responsiveness working closely with the Department Director. Work requires good judgment, multi-tasking and professionalism.

ESSENTIAL FUNCTIONS:

1. To provide clerical, secretarial and administrative assistance to the Health Department Director Department Supervisors, and Public Health Accreditation Coordinator and to provide assistance in the management of schedules, to handle calls from both internal and external sources, as well as direct inquiries to appropriate individuals, and to assist in coordinating various activities within the Department.
2. Responsible for assisting in scheduling appointments for Health Department Director if needed, word processing/typing of letters, meeting minutes, memos, forms, policies and procedures.
3. Prepare documents for Health Department, i.e. grants, contracts, policy and procedures, manuals, as well as various Department-related initiatives/issues and meetings, and monitor progress of each document and/or issue.
4. Prepare documents for community, state and federal partners involving Riley County Health Department, Board of Health presentations, Public Health Accreditation document submission, and scheduling deadlines as needed, and monitor progress of each.
5. Provide assistance to the Fiscal Analyst including assisting with invoices, organization, and filing of fiscal reports, and gathering of data to assist leadership/supervisors in developing budgets and reporting working collaboratively with the to order requested supplies for programs.
6. Provide file management and organization as well as database management; maintain office supply inventory and capital asset inventory.
7. Provide research assistance for requested information through traditional and non-traditional methods.
8. Work independently and within a team on special nonrecurring and ongoing projects, which may include planning and coordinating multiple projects, researching and disseminating information, and preparing mailings.
9. Act as a liaison with other departments, outside agencies, and other departments, handle confidential and non-routine information, and explain policies when necessary.

SECONDARY FUNCTIONS:

- Other duties as assigned by the Health Department Director, Supervisors, or Accreditation Coordinator.
- Assist Medical Clerks in Public Health Clinic as needed/requested.
- Perform miscellaneous office duties as required or requested.

POSITION REQUIREMENTS:

Education: Minimum requirements: graduation from a standard high school with two years post-high school training in clerical/secretarial work.

Knowledge: Five years of job related experience. Must be organized and possess the ability to prioritize. Requires knowledge of a body of standardized rules, procedures or operations requiring considerable training and experience to perform a wide range of secretarial and administrative assignments. Requires ability to maintain confidentiality and ability to work independently.

Skills: Proficiency with personal computer applications, specifically experience with Excel, Access, Word, and PowerPoint. Knowledge of modern office practices and experience with common office equipment, including copiers, fax machines, scanner, and printers. Must demonstrate skills in business English, spelling, grammar, and syntax, as well as ability to communicate clearly both orally and in writing. Ability to type 60 wpm and utilize ten-key by touch;

Supervisory Controls: The Health Department Director and Supervisors define tasks to be performed. Few tasks are recurring and cyclic; variations exist which frequently change the priorities of duties to be performed. The employee generally uses own initiative to plan and carry out duties and perform them in a timely manner. The employee reviews completed work, making corrections as necessary. Work will be reviewed for accuracy as necessary by supervisor.

Supervisory Responsibility:

None

Guidelines:

Consist of office practices learned from training and experience, manuals, dictionaries, Public Health Accreditation Standards and Measures, verbal instructions from supervisor, county commissioners, and other employees. The employee continuously uses own judgment in determining priorities and procedures used, obtaining assistance in new or unusual situations.

Complexity:

Work load includes many unrelated projects and processes. Employee must be creative and resourceful in approach to establishing procedures to follow. Employee must review given data throughout the different programs in the department for accuracy before applying it to specific projects. The variety of

tasks performed involve somewhat different disciplines and create somewhat moderate complexity.

Scope and Effect of Work:

The job contributes to the overall smooth function of the Health Department and works with both internal customers and external customers.

Personal Contacts:

County Department Heads and personnel, Board of Commissioners (Health), local, State and Federal agencies, community organizations, online inquiries submitted through the Riley County Website, media requests, and members of the general public.

Purpose of Contacts:

To obtain or exchange information regarding Health Department Programs/Services as well as to clarify or give facts or information relative to Health Department operations.

Physical Demand/Effort:

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

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment/Conditions:

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

The noise level in the work environment is usually normal; the environment has heating and ventilation.

Approved: _____ Date: _____
(Supervisor)

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

The job description does not constitute an employment agreement between the employer and the employee and is

subject to change by the employer as the needs of the employer and requirements of the job change.

RILEY COUNTY POSITION ACTION FORM

Department Health Department Date 9/14/2021 Job Title Administrative Assistant II

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

TYPE OF REQUEST

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

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement-same duties	☐ Request to change budgeted hours	☐ Request to create a new position for current fiscal year only	☐ Request to create a new position which will be included in future annual budgets
☐ Request to hire replacement-new duties	☐ Request to change position status	☐ Request for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee: Michelle Markvicka	2. Effective date of promotion, transfer, termination, or change: 9/24/2021	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	3. Estimated cost per year (financial impact): \$	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☐ No
5. Has this position been "On Hold?" ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position:	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position:

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

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

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

High School or GED; 5yrs job related experience; proficiency w/computer applications & Microsoft programs.

Additional comments: Requires ability to maintain confidentiality & ability to work independently

Approval by:

Department Head:



Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:

9-14-21
9-14-21

Date:



OUTSIDE AGENCY
Purchase

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Administrative Assistant II

MEETING: September 16, 2021

SUBJECT: Riley County Roads Sales Tax 2021 Voter Education Mailer Proposal

PRESENTER: Lisa Sisley, New Boston Creative Group, LLC

POSSIBLE MOTION(S)

Move to approve the proposal for the Riley County Roads Sales Tax 2021 Voter Education Mailer.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Riley County Roads Sales Tax 2021 - Mailer Proposal_ (PDF)

NEW BOSTON

creative group

Proposal for Riley County, Kansas: Voter Education Mailer

Submitted September 10, 2021

This proposal is good for 30 days. All ideas contained herein are proprietary and are the property of New Boston Creative Group, LLC, and may not be reproduced without written permission.

New Boston Creative Group, LLC (NBCG) is pleased to offer the following proposal to Riley County for the development of mailers to explain the proposed 2021 sales tax ballot question.

For the purposes of this proposal, Alice Massimi will be our primary contact. *Per discussion with Massimi, this campaign assumes county administrative staff will manage and pay for printing and postage.*

Proposed Mailer Development

NBCG will consult with County staff to create key messages for the mailer consistent with other informational communications, and then design one or two oversized postcard (6 x 11 in size) to be mailed to households of registered voters in Riley County. The postcard will be designed to match Riley County brand standards. The County's logo and photos of sample completed projects will need to be provided to NBCG. Massimi will approve the design and content. One round of revisions is included. A final PDF will be supplied, ready for printing.

Budget allowing, we recommend the County send two mailers, one in early October to build awareness of the ballot question and one in later October to repeat the projects to be carried out under the plan and also remind people to vote in the election. Repetition of a message is key to building awareness and inspiring action. If NBCG develops a second postcard, we foresee making only minor design and content changes from the first. Both postcards would be completed as one project so they can be printed jointly to reduce printing costs.

PROJECT COST:

Please indicate which option is desired:

☐ \$3,400 (one postcard)

☐ \$4,300 (two versions)

This price assumes the County will manage and pay directly for all printing, distribution and production costs associated with this mailer.

Terms and Conditions

This proposal is valid for 30 days from submission date. The full amount of the contract will be invoiced upon completion in October 2021.

Should change requests, redesign requests, or project management demands begin to push the labor hours over the budget, we will communicate with you and can provide an estimate for services outside the scope of this proposal. Invoices are due within 30 days of receipt. Any project-related expenses paid for directly by NBCG will be included on the invoice with markup. These costs are not included in our bid. Travel will be billed at the current IRS rate. If the project is cancelled for any reason, the client will be invoiced for work up to the notice of the cancellation and any down payment forfeited. All working files are the property of NBCG.

NBCG will not exceed the original scope of the project or the cost estimate without the approval of the client. Any requested features that extend beyond the scope of this proposal, including extra rounds of revisions, will be billed at our hourly rate.

Confidentiality

New Boston Creative Group will protect all confidential material and information disclosed at any time.

Content Ownership

In providing content to us, in any form, Riley County, Kansas, accepts full responsibility for ensuring the integrity, quality and proper rights of ownership and/or permission for use. NBCG accepts no liability for content.

Intellectual Property Ownership

The contents of this proposal, including but not limited to all ideas, concepts, and pricing quotes, constitute a piece of intellectual property, which is and shall remain solely owned by New Boston Creative Group, LLC. This proposal has been provided to the client for the purposes of evaluating project specifications and establishing a formal agreement. Retransmission to any other party requires prior written consent from New Boston Creative Group, LLC.

Approval

To indicate your approval, please sign and return electronically to manager@newbostoncreative.com, mail to 315 Houston Street, Suite E, Manhattan, KS 66502, or fax to 1-866-385-5004.

Riley County Official Signature



NBCG Signature

Date

September 10, 2021

Date

Attachment: Riley County Roads Sales Tax 2021 - Mailer Proposal_ (11124 : Proposal for mailer design)



EXTENSION
Presentation

Gary Fike
County Extension
Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6350

MEMORANDUM

FROM: Gary Fike County Extension Director

MEETING: September 16, 2021

SUBJECT: Riley County Rural Economic Development Initiative

PRESENTER: Gary Fike and Amanda Smeller

Gary Fike and Amanda Smeller will present an initiative for economic development in Riley County.

Enclosures:

- Rural Economic Development 9.16.21 (PPTX)



Riley County Rural Economic Development Initiative

1

The Goal – Riley County: A Vibrant, Innovative, Rural Economy

- Ø Retain existing rural businesses with long term continuation plans (succession planning).
- Ø Retain and grow the rural workforce (people).
- Ø Attract a variety of new businesses from different parts of Kansas, other states, and countries.
This will require an analysis of what is missing and needed/wanted and developing a set of metrics for recruiting businesses.
- Ø Encourage local entrepreneurship by targeting a certain percentage (to be determined) of home grown rural enterprises.

What we need to know

- Ø Current businesses including farms (* it would be useful to obtain business/succession plans, which may be challenging)
- Ø What businesses the community wants/needs
- Ø True Riley County and regional rural infrastructure needs
- Ø What shovel ready, developable property is for sale and/or available
- Ø Property ownership and intention listing (intention hard to get)
- Ø What are the barriers – high land costs, lack of skilled workers, etc.

Prerequisites

- Ø Communication facilities including broadband and cellular coverage
- Ø Grocery stores and other common daily necessities
- Ø Medical facilities
- Ø Daycares and schools
- Ø An Entrepreneurial Ecosystem (seed capital, loans, grants, mentors, success stories)
- Ø Transportation and utility infrastructure - Roads, bridges, water, electricity, sanitary sewer, etc.
- Ø PEOPLE! Lack of workers is a problem in general, not just in rural Riley County

Some Initial Ideas

- Ø Specialty crops (hemp, high tunnel off season vegetables, lavender, etc.)
- Ø Local farm and ranch products (better investment than organic)
- Ø Hunting land/lodges
- Ø Agricultural tourism
- Ø Retreats (Blue Vista Lake Front Retreat in Randolph)
- Ø Recreation (four wheeling, horseback riding, ziplining, paintball, etc.)
- Ø Meat lockers
- Ø Relocating businesses (new rural/small town draw, lower taxes/costs, etc.)

Who should be involved

Create Riley County Rural Economic Advisory Board – Nine members:

- Ø One member must reside in an incorporated city in Riley County but outside City of Manhattan
- Ø One member must be from an unincorporated part of the county
- Ø One member must be a Manhattan Chamber of Commerce staff person
- Ø Two members must be from the Extension Office
- Ø Four at large members

Proposed Members

Riley County Rural Economic Development Advisory Board:

- Ø A Riley County Commissioner
- Ø K-State Riley County Extension - Gary Fike, Director
- Ø Manhattan Area Chamber of Commerce – Daryn Soldan, Economic Development Director
- Ø Kansas State University Institute for Commercialization - Kent Glasscock, President
- Ø The Huck Boyd National Institute for Rural Development – Ron Wilson, Director
- Ø Private Agribusinesses Expert – Ken Niels
- Ø County staff liaison – Amanda Smeller, Planning Director

Advisory Capacity

The Rural Economic Development Advisory Board shall serve in an advisory capacity to the Board of County Commissioners and shall have the following duties:

- Ø Review and provide recommendations on Rural Economic Development Strategies and possible Economic Development Incentive Policies
- Ø Advise the Board of County Commissioners on the attraction and expansion of business, retail, industrial, agricultural and commercial development consistent with the County's comprehensive plan
- Ø Review and provide recommendations regarding Economic Development policies, rules, regulations, and other matters relating to the economic development program of Riley County, as directed by the Board of County Commissioners; and
- Ø Collaborate with other governmental agencies, non-profit, and for-profit organizations in the advancement of economic development programs and projects, as directed by the Board of County Commissioners
- Ø Create a comprehensive Rural Economic Development comprehensive plan

Resources Available – Partial Listing

- Ø NetWork Kansas
- Ø RedTire – Redefine Your ReTirement
- Ø Manhattan Area Technical College
- Ø Riley County Extension
- Ø Region Reimagined
- Ø USDA Rural Development
- Ø Kansas Office of Rural Prosperity
- Ø Rural Education Center
- Ø Center for Rural Enterprise Engagement

Riley County Rural Economic Development Initiative

Questions?



COUNTY TREASURER'S OFFICE
Staff Update

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

STAFF REPORT

FROM: Shilo Heger

MEETING: September 16, 2021

SUBJECT: August 2021 Revenue Reporting - Riley County Treasurer

PRESENTER: Shilo Heger

Enclosures:

- August 2021 Financials (PDF)

Riley County Balance Sheet
August 31, 2021

17.a

Assets		Liabilities/Fund Balances		
KS State Bank-Checking	43,793,634.50	County General		19,388,811.35
KS State Bank-ARP	7,111,848.00	Disaster Fund (ARPA Funds)		7,111,848.00
Riley State Bank	118,309.66	Health Department		1,603,167.32
Leonardville State Bank	5,000.00	Capital Improvements Fund		8,529,561.53
Sunflower Bank	116,680.11	Economic Development		162,674.56
Cash on Hand	62,916.91	RCPD Levy/Inmate Medical		1,163,243.25
CD/CDARS	7,000,000.00	Radio Infrastructure Project		10,000.00
		Bond & Interest		257,276.84
		Road & Bridge Capital Projects		5,609,507.90
		Landfill Closure		56,975.19
		County Building		181,607.37
		County Auction		13,661.94
		Solid Waste		681,296.61
		Emergency Management		843,550.85
		Fire District #1		642,986.06
		Register of Deeds Tech Fund		181,949.35
		Clerk Tech Fund		121,640.99
		Treasurer Tech Fund		69,469.67
		Motor Vehicle Operations		70,897.74
		RCPD Ops/IT Reserve/Seizure		3,106,609.45
		District Court-Technology		178,913.13
		Court Services		2,450.00
		EMS Grants		6,067.64
		Museum Bequest		6,582.25
		War Memorial Fund		10,520.07
		Miscellaneous		39,160.64
		Community Corrections		261,507.21
		JJA Prevention	Teen Court	Adult Services
		Juvenile Intake Case Manager	Juvenile Service	Special Alcohol
		County Attorney		4,365.75
		Special Prosecutor Trust	PATF	
		Benefit Districts		1,053,545.03
		University Park	Moehlman Bottoms	Deep Creek
		Carson Sewer	Valleywood	Lakeside Heights
		Hunters Island	Terra Heights	Konza
		Mertz/McGehee Drainage		
		Funds to be Distributed		279,275.82
		City Funds	Wildlife & Parks	School Funds
		Township Funds	Special Assessments	State Funds
		Cemetery Funds		
		Tax Holding Funds		6,559,265.67
		Commercial Vehicle Fees	16/20M Truck Taxes	Advance Tax
		Recreational Vehicle Tax	Current Ad Valorem Tax	Sales Tax Coll
		Motor Vehicle Tax	Delinquent PP Tax	Driver's License
		Motor Vehicle Registrations	Delinquent RL Tax	Veh Rental Excise
TOTAL ASSETS	\$ 58,208,389.18	TOTAL LIABILITIES & FUND BAL		58,208,389.18

Attachment: August 2021 Financials (11098 : August Treasurer's Report-2021)

Investments and Interest
August 31, 2021
Investments & Year to Date Interest

Bank	CDs	Checking Savings	Year to Date Interest	2020 Interest
KS State Bank	\$0.00	\$50,905,482.50	\$32,197.00	
Riley State Bank	\$500,000.00	\$118,309.66	\$7,731.63	
Leonardville State Bank	\$0.00	\$5,000.00	\$5.50	
Sunflower	\$0.00	\$116,680.11	\$2,265.23	
UMB	\$1,900,000.00	\$0.00	\$0.00	
Landmark National Bank	\$0.00	\$0.00	\$0.00	
Intrust	\$1,000,000.00	\$0.00	\$2,541.90	
Capitol Federal	\$0.00	\$0.00	\$2,393.42	
Community 1st National Bank	\$0.00	\$0.00	\$41,086.89	
United Bank	\$0.00	\$0.00	\$0.00	
Municipal Investment Pool	\$0.00	\$0.00	\$0.00	
Commerce Bank	\$2,300,000.00	\$0.00	\$708.89	
Central National Bank	\$1,300,000.00	\$0.00	\$9,683.26	
US Bancorp	\$0.00	\$0.00	\$0.00	
Total	\$7,000,000.00	\$51,145,472.27	\$98,613.72	\$575,159.53
Cash & Transfer items	\$62,916.91			
Total on Deposit	\$58,208,389.18			
			2021	2020
Interest Transfers				
Capital Improvements #145			\$3,443.21	\$66,724.57
Emergency 911 #148			\$327.53	\$5,550.50
Reg of Deeds Technology #106			\$68.36	\$939.02
Clerk Technology #107			\$43.73	\$630.69
Treasurer Technology #108			\$21.95	\$307.27
RCPD Seizure Funds			\$120.72	\$184.89
Total Transfers			\$4,025.50	\$74,336.94
Net Interest to County General			\$92,322.99	\$479,949.50
Budget			\$ 200,000.00	\$450,000.00
% Collected			46.16%	106.66%
% Over(Under Budget)			-20.51%	
Interest to CIP - Radio Project			\$2,265.23	\$20,873.09
Interest rate on active checking account		0.06%		
Interest rate on one year investments		0.07%		

Attachment: August 2021 Financials (11098 : August Treasurer's Report-2021)

**General Fund Revenue Detail
Through August 31, 2021**

	August		Year To Date		
	Actual	Budget	Actual	Budget	Variance
Motor Vehicle					
Motor Vehicle	0.00	0.00	1,086,088.54	1,111,994.30	-25,905.76
Vehicle Rental Excise	0.00	0.00	6,065.52	17,802.50	-11,736.98
Recreational Vehicle	0.00	0.00	9,965.25	9,583.73	381.52
Commercial Vehicles	0.00	0.00	73,030.02	87,016.00	-13,985.98
Ad Valorem					
RL/Oil/PP	0.00	0.00	22,564,069.47	22,497,049.00	67,020.47
Intangible	0.00	0.00	291,359.16	193,197.37	98,161.79
16/20 M Trucks	0.00	0.00	14,920.01	16,380.29	-1,460.28
Watercraft	0.00	0.00	10,357.47	11,076.79	-719.32
Delinquent Tax	0.00	0.00	239,609.34	0.00	239,609.34
Sales Tax	166,514.97	125,000.00	1,339,875.44	1,000,000.00	339,875.44
Payment In Lieu of Tax	0.00	0.00	39,132.00	18,500.00	20,632.00
City/County Highway	0.00	0.00	835,846.50	828,750.00	7,096.50
Interest/Penalties	22,787.01	16,666.67	305,023.85	133,333.33	171,690.52
Investment Interest	4,046.24	16,666.67	92,322.99	133,333.33	-41,010.34
Recording Fees	57,340.00	22,916.67	465,867.00	183,333.33	282,533.67
Hertiage Trust Fund	4,246.00	0.00	34,575.00	0.00	34,575.00
Juvenile Supervision Fees	0.00	41.67	214.39	333.33	-118.94
Diversion Fees	0.00	4,333.33	36,269.88	34,666.67	1,603.21
Franchise Fees	0.00	0.00	26,350.72	30,000.00	-3,649.28
Miscellaneous	12.33	0.00	665.72	0.00	665.72
Departments					
Clerk	97.45	291.67	895.80	2,333.33	-1,437.53
Register of Deeds	2,303.55	3,750.00	33,772.95	30,000.00	3,772.95
Treasurer	136.50	625.00	2,316.94	5,000.00	-2,683.06
Clerk of the District Court	2,844.85	3,750.00	23,183.14	30,000.00	-6,816.86
Emergency Management	0.00	2,500.00	31,659.00	20,000.00	11,659.00
Coroner	0.00	0.00	3,952.41	0.00	3,952.41
Fair	1,576.50	2,500.00	9,474.00	20,000.00	-10,526.00
Museum	0.00	0.00	19,015.00	0.00	19,015.00
Election	31.43	166.67	1,784.62	1,333.33	451.29
Ambulance/EMS	153,737.29	92,535.17	872,502.31	740,281.33	132,220.98
Appraiser	50.00	1,166.67	9,552.04	9,333.33	218.71
Planning & Development	2,943.74	2,916.67	26,172.99	23,333.33	2,839.66
Information Systems	0.00	0.00	19,344.21	0.00	19,344.21
General-General	6,205.75	0.00	58,745.67	0.00	58,745.67
Public Works	48,552.64	40,000.00	282,421.17	320,000.00	-37,578.83
Noxious Weed	17,270.48	10,000.00	78,968.39	80,000.00	-1,031.61
Total Before Transfers	490,696.73	345,826.83	28,945,368.91	27,587,964.65	1,357,404.26
Transfers In	0.00	0.00	2,839,333.56	0.00	0.00
Total After Transfers	490,696.73	345,826.83	31,784,702.47	27,587,964.65	4,196,737.82
Over/Under Budget Before Transfers	41.89%		4.92%		
Over/Under Budget After Transfers	41.89%		15.21%		

Attachment: August 2021 Financials (11098 : August Treasurer's Report-2021)

2021 General Fund Revenue
Year To Date

17.a

	August		Year To Date		
	Actual	Budget	Actual	Budget	% of Budget Collected
Motor Vehicle					
Motor Vehicle	0.00	0.00	1,086,088.54	2,098,101.00	51.77%
Vehicle Rental Excise	0.00	0.00	6,065.52	35,605.00	17.04%
Recreational Vehicle	0.00	0.00	9,965.25	18,790.00	53.03%
Commercial Vehicles	0.00	0.00	73,030.02	87,016.00	83.93%
Ad Valorem					
RL/Oil/PP	0.00	0.00	22,564,069.47	23,681,104.00	95.28%
Intangible	0.00	0.00	291,359.16	199,173.00	146.28%
16/20 M Trucks	0.00	0.00	14,920.01	16,887.00	88.35%
Watercraft	0.00	0.00	10,357.47	11,419.00	90.70%
Delinquent Tax	0.00	0.00	239,609.34	0.00	0.00%
Sales Tax	166,514.97	125,000.00	1,339,875.44	1,500,000.00	89.33%
Payment In Lieu of Tax	0.00	0.00	39,132.00	37,000.00	105.76%
City/County Highway	0.00	0.00	835,846.50	1,105,010.00	75.64%
Interest/Penalties	22,787.01	16,666.67	305,023.85	200,000.00	152.51%
Investment Interest	4,046.24	16,666.67	92,322.99	200,000.00	46.16%
Recording Fees	57,340.00	22,916.67	465,867.00	275,000.00	169.41%
Hertiage Trust Fund	4,246.00	0.00	34,575.00	0.00	0.00%
Juvenile Supervision Fees	0.00	41.67	214.39	500.00	42.88%
Diversion Fees	0.00	4,333.33	36,269.88	52,000.00	69.75%
Franchise Fees	0.00	0.00	26,350.72	40,000.00	65.88%
Miscellaneous	12.33	0.00	665.72	0.00	0.00%
Departments					
Clerk	97.45	291.67	895.80	3,500.00	25.59%
Register of Deeds	2,303.55	3,750.00	33,772.95	45,000.00	75.05%
Treasurer	136.50	625.00	2,316.94	7,500.00	30.89%
Clerk of the District Court	2,844.85	3,750.00	23,183.14	45,000.00	51.52%
Emergency Management	0.00	2,500.00	31,659.00	30,000.00	0.00%
Coroner	0.00	0.00	3,952.41	0.00	0.00%
Fair	1,576.50	2,500.00	9,474.00	30,000.00	31.58%
Museum	0.00	0.00	19,015.00	0.00	0.00%
Election	31.43	166.67	1,784.62	2,000.00	89.23%
Ambulance/EMS	153,737.29	92,535.17	872,502.31	1,110,422.00	78.57%
Appraiser	50.00	1,166.67	9,552.04	14,000.00	68.23%
Planning & Development	2,943.74	2,916.67	26,172.99	35,000.00	74.78%
Information Systems	0.00	0.00	19,344.21	0.00	0.00%
General-General	6,205.75	0.00	58,745.67	0.00	0.00%
Public Works	48,552.64	40,000.00	282,421.17	480,000.00	58.84%
Noxious Weed	17,270.48	10,000.00	78,968.39	120,000.00	65.81%
Total Before Transfers	490,696.73	345,826.83	28,945,368.91	31,480,027.00	91.95%
Transfers In	0.00	0.00	2,839,333.56	0.00	0.00%
Total After Transfers	490,696.73	345,826.83	31,784,702.47	31,480,027.00	100.97%
Over/Under Budget Before Transfers	41.89%				
Over/Under Budget After Transfers	41.89%				
August = 66.67% of the budget					

Attachment: August 2021 Financials (11098 : August Treasurer's Report-2021)

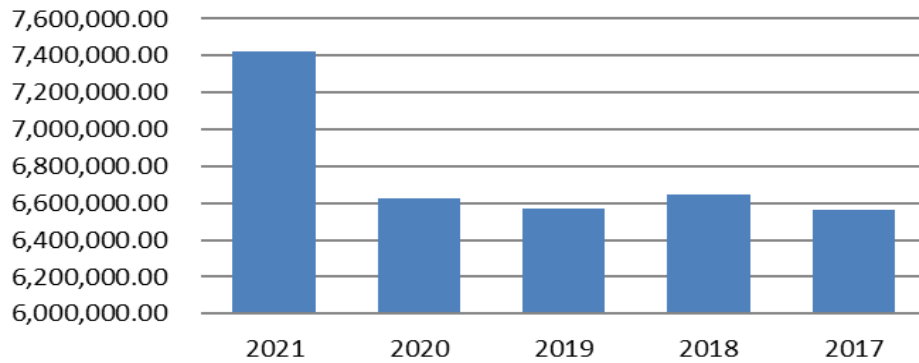
Sales Tax Received
July 31, 2021

	County General		Road & Bridge Cap Fund		Prior Year Variance	Total Collected	2021 Budget	% Over Budget
	2020	2021	2020	2021				
January (Nov Sales)	157,610.46	158,605.23	157,610.46	158,605.22	0.63%	317,210.45	250,000.00	26.8%
February (Dec sales)	175,524.77	166,103.83	175,524.76	166,103.82	-5.37%	332,207.65	250,000.00	32.8%
March (Jan sales)	141,647.43	166,534.18	141,647.42	166,534.17	17.57%	333,068.35	250,000.00	33.2%
April (Feb sales)	138,252.67	152,296.10	138,252.66	152,296.09	10.16%	304,592.19	250,000.00	21.8%
May (Mar sales)	133,567.21	176,602.73	133,567.21	176,602.72	32.22%	353,205.45	250,000.00	41.2%
June (Apr sales)	126,023.04	176,260.61	126,023.03	176,260.61	39.86%	352,521.22	250,000.00	41.0%
July (May sales)	144,801.12	176,957.79	144,801.12	176,957.78	22.21%	353,915.57	250,000.00	41.5%
August (June sales)	170,498.20	166,514.97	170,498.20	166,514.96	-2.34%	333,029.93	250,000.00	33.2%
September (July sales)	131,862.24		131,862.23		-100.00%	0.00	250,000.00	-100.00%
October (Aug sales)	167,930.55		167,930.54		-100.00%	0.00	250,000.00	-100.00%
November (Sept sales)	154,998.26		154,998.25		-100.00%	0.00	250,000.00	-100.00%
December (Oct sales)	164,742.15		164,742.15		-100.00%	0.00	250,000.00	-100.00%
Year to Date	\$1,807,458.10	\$1,339,875.43	\$1,807,458.03	\$1,339,875.37	-25.87%	\$2,679,750.80	\$3,000,000.00	-10.6%

	2020	2021
Sales Tax Collected	\$3,614,916.13	\$2,679,750.80
Budget	\$3,000,000.00	\$3,000,000.00
% of Budget Collected	120.50%	89.33%
% Over Budget	20.50%	22.66%

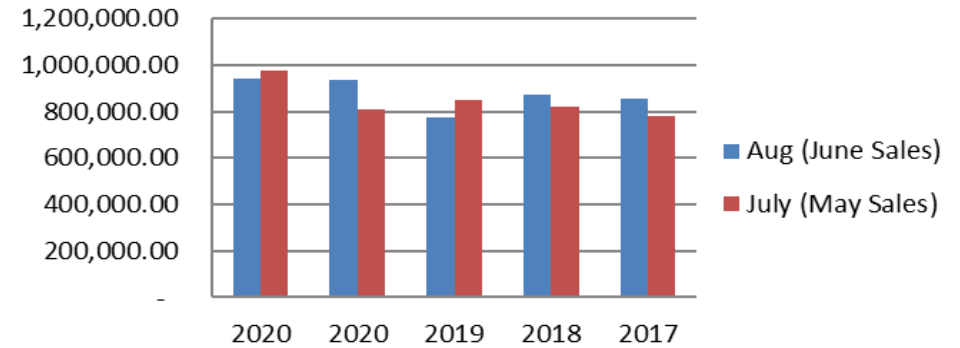
Attachment: August 2021 Financials (11098 : August Treasurer's Report-2021)

Sales Tax History Year to Date July (May Sales)



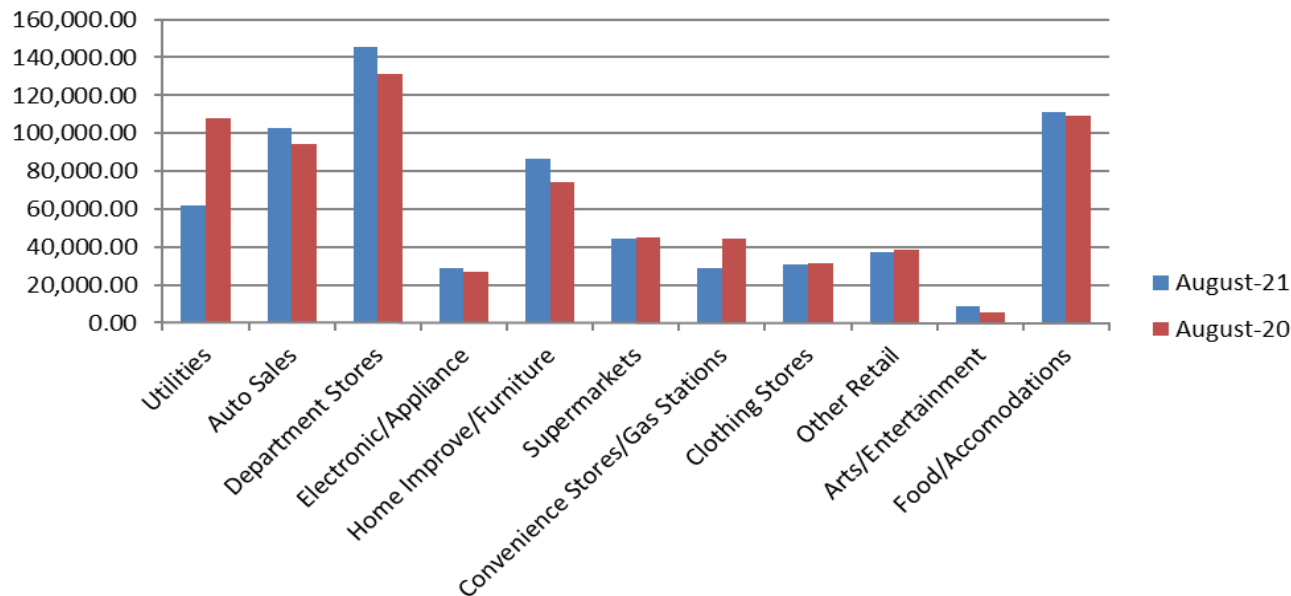
Year to Date Sales Tax is up 11.99% compared to Aug 2020

Sales Tax History Prior month comparison



August 2021 Sales Tax is down 3.82% compared to July 2021

Prior Year Comparison August 2020-August 2021



August 2021 Sales Tax is up .41% compared to August 2020

Auto/RV/MC Dealers	9.0
Department Stores/Specialty Stores	10.9
Electronic/Appliance	7.5
Home Improve/Furniture	16.7
Supermarkets	-1.6
Convenience Stores/Gas Stations	-34.2
Clothing Stores	-2.2
Other Retail	-3.6
Utilities	-42.7
Arts/Entertainment/ Recreation	57.4
Accommodation/Food Services	1.8

Attachment: August 2021 Financials (11098 : August Treasurer's Report-2021)

**Sales Tax/Use Tax Comparison
2020/2021**

	2020	2021		2020	2021		2020	2021	
	Use Tax		% Change	Sales Tax		% Change	Total		% Change
Janaury (Nov Sales)	113,497.53	140,065.96	23.41%	780,092.69	731,676.02	-6.21%	893,590.22	871,741.98	-2.44%
February (Dec Sales)	136,599.50	140,908.95	3.15%	842,707.15	777,357.41	-7.75%	979,306.65	918,266.36	-6.23%
March (Jan Sales)	114,829.14	161,815.02	40.92%	675,465.39	758,830.43	12.34%	790,294.53	920,645.45	16.49%
April (Feb Sales)	92,653.89	174,167.99	87.98%	678,700.29	667,765.52	-1.61%	771,354.18	841,933.51	9.15%
May (Mar Sales)	103,698.89	112,712.06	8.69%	641,513.61	863,595.03	34.62%	745,212.50	976,307.09	31.01%
June (Apr Sales)	111,757.65	148,631.96	32.99%	591,363.58	825,783.79	39.64%	703,121.23	974,415.75	38.58%
July (May Sales)	142,828.87	152,751.87	6.95%	665,061.20	825,518.10	24.13%	807,890.07	978,269.97	21.09%
August (Jun Sales)	174,712.05	171,338.18	-1.93%	762,397.36	769,597.25	0.94%	937,109.41	940,935.43	0.41%
September (Jul Sales)	123,569.05		-100.00%	601,185.50		-100.00%	724,754.55	0.00	-100.00%
October (Aug Sales)	137,659.60		-100.00%	785,337.13		-100.00%	922,996.73	0.00	-100.00%
November (Sep Sales)	132,966.28		-100.00%	718,950.79		-100.00%	851,917.07	0.00	-100.00%
December (Oct Sales)	142,786.84		-100.00%	762,685.56		-100.00%	905,472.40	0.00	-100.00%



COUNTY APPRAISER'S OFFICE
Personnel

Greg McHenry
County Appraiser
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6310

COMMISSION AGENDA REPORT

FROM: Greg McHenry, County Appraiser
MEETING: September 16, 2021
SUBJECT: Request to refill Personal Property Appraiser position
PRESENTER: Greg McHenry, County Appraiser

BACKGROUND

Our Personal Property Appraiser II is retiring October 22nd. In addition to her appraisal role, she also serves as the supervisor for our personal property section. To meet our statutory obligations in personal property valuation each year, we need to refill the position.

DISCUSSION

I'm requesting that we refill the position, but at an Appraiser I level. The supervisory responsibilities of the current Appraiser II would be transferred to another person in the personal property section.

We currently have an internal candidate who's been working in the office in a part-time as-needed role. His duties have included assisting in personal property valuation & customer service. I would like to open the position for internal candidates with an expected start date of mid-December.

FISCAL IMPACT

This position is already in the 2021 and 2022 budget at an Appraiser II level. Refilling at an Appraiser I would save money.

RECOMMENDATION(S)

I recommend refilling the position, and posting it internally as an Appraiser I.

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:

- 2021-09 Appraiser I (gold) (PDF)

RILEY COUNTY POSITION ACTION FORM

Department Appraiser Date 9/13/2021 Job Title Appraiser I -Personal Property

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

TYPE OF REQUEST

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

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement-same duties	☐ Request to change budgeted hours	☐ Request to create a new position for current fiscal year only	☐ Request to create a new position which will be included in future annual budgets
☐ Request to hire replacement-new duties	☐ Request to change position status	☐ Request for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee: <u>Cathy Willard</u>	2. Effective date of promotion, transfer, termination, or change: <u>10/22/2021</u>	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	3. Estimated cost per year (financial impact): \$	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☐ No
5. Has this position been "On Hold?" ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position:	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? Incumbent retirement

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:
Graduation from a standard high school or G.E.D possession. Completion of Intro to Personal Property Dept Course 220011, Personal Property/Motor Vehicle Valuation Dept Course 820133, Personal Property/Mptpr Vehicle MSRP Dept Course 820134, KS Property Tax Law Dept Course 698000, & Orion Course 110111.

Additional comments: One to three years office experience. Experience with working with public.

Approval by:

Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:



COUNTY APPRAISER'S OFFICE
Personnel

Greg McHenry
County Appraiser
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6310

COMMISSION AGENDA REPORT

FROM: Greg McHenry, County Appraiser
MEETING: September 16, 2021
SUBJECT: Request to refill Appraiser III position
PRESENTER: Greg McHenry, County Appraiser

BACKGROUND

One of our Appraiser III's took another position within the county. I'm requesting permission to refill the position but at an Appraiser II level, since it's unlikely we'll find a candidate who meets the experience & educational requirements of an Appraiser III. This position is needed to fulfill our statutory requirements for residential real estate valuation.

DISCUSSION

I'm requesting the position be posted internally & externally, but at an Appraiser II level.

FISCAL IMPACT

Posting this position at an Appraiser II level will save money, since it's currently in the 2021 and 2022 budget as an Appraiser III.

RECOMMENDATION(S)

I recommend the position be posted and refilled, at an Appraiser II level.

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:

- 2021-09 Appraiser II (gold) (PDF)

RILEY COUNTY POSITION ACTION FORM

Department Appraiser Date 9/14/2021 Job Title Appraiser II-Residential

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

TYPE OF REQUEST

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

Budgeted Position Request	Non-Budgeted Position Request
☒ Request to hire replacement-same duties ☐ Request to hire replacement-new duties	☐ 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 for current non-budgeted position to be included in future annual budgets
1. Name of former incumbent or current employee: <u>Darrin Hobbs</u>	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded
2. Effective date of promotion, transfer, termination, or change: <u>8/23/2021</u>	2. Requested hours per year:
3. If requesting a change in budgeted hours, estimated change in cost per year:	3. Estimated cost per year (financial impact): \$
4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	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":	5. If applicable, what is the ending date for the position?:
6. Any special conditions regarding this position:	6. Any special conditions regarding this position:

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

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

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

HS dip/GED, some college/votech education or substitution of 3yrs exp.. Training and certification upon hire. Must have a valid driver's license. Two plus years of office experience preferred. Familiarity with local geographic area. Knowledge of engineering drawing techniques. Familiarity w/local geographic area.

Additional comments:

Approval by:

Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:

Date:

9-14-21
9-14-21