



**Board of Riley County
Commissioners
Regular Meeting
Agenda
September 26, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Riley County Health Department Electronic Health Record Contract Renewal
4. Highway Use Permit, Evergy - Collins Lane
5. Action on Mobile Device Reimbursement Request Form
6. Sign Riley County Employee Action Form(s)

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Sep 23, 2024 8:30 AM

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:00 AM

Elizabeth Ward, Human Resources Director

10. Deputy County Counselor Stipend Proposal

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

11. Administrative Work Session

9:35 AM

Cory Meyer, IT/GIS Director

12. IT/GIS Staff Update - September 2024

- 9:50 AM** **John Ellermann, Public Works Director/County Engineer**
13. Request to fill an open Custodial Worker I Position
- 10:05 AM** **Vivienne Leyva, PIO**
14. September 2024 Communications Update
- 10:20 AM** **Shanika Rose, Chronic Disease Risk Reduction Coordinator and Jenni Ebert, Community Health Educator**
15. Harm Reduction in Opioid Use: Strategies for Safer Practices
- 10:40 AM** **Jennifer Reifschneider and Captain Brad Jager, RCPD**
16. Public Hearing for the 2024 Edward Byrne Memorial Justice Assistance Grant
- 10:45 AM** **David Adams, EMS/Ambulance Director**
17. Staff Update
18. EMS/Ambulance HQ Signage
- 1:00 PM** **Riley County Conservation District Tour**
- 1:00 PM Meet at the USDA Service Center (3705 Miller Parkway, Manhattan)
- 1:15 PM Depart for Tour
- 1:45 PM Arrive at Plant Materials Center (3800 S 20th Street, Manhattan)
1. Facility and grounds tour
2. Discussion of projects underway, impact of research, etc.
3. Rainfall simulator exhibit
- 3:45 PM Depart
- 3:55 PM Arrive at Jared Parsons' farm (5465 McDowell Creek Road, Manhattan)
1. Rangeland tour and discussion
2. Invasive species, rangeland health
- 4:30 PM Depart
- 4:50 PM Arrive back at USDA Service Center
1. Final Q&A
2. Disperse

**** Note times may vary****

Adjournment

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



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Agreement

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

COMMISSION AGENDA REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: September 26, 2024

SUBJECT: Riley County Health Department Electronic Health Record Contract Renewal

PRESENTER: Clancy Holeman, Riley County Counselor

BACKGROUND

Riley County Health Department purchased a new electronic medical record system through Custom Data Processing (CDP) in 2018. A one-year extension of that agreement, through October 17, 2024 was agreed to by the parties. Department administration is requesting an extension of that agreement for one additional year, through October 15, 2025.

DISCUSSION

Electronic Health Records are much needed in today's healthcare system, as mostly everything is now electronic. CDP's product works well for what we need in our clinic.

Counsel has provided an extension document to CDP for the company's review.

FISCAL IMPACT

This is a budgeted expense.

RECOMMENDATIONS

I recommend approving the agreement.

POSSIBLE MOTION(S)

- A. "Move to approve extending the agreement with CDP."
- B. "Move to deny extending the agreement with CDP."

Enclosures:



PUBLIC WORKS
Permit

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

COMMISSION AGENDA REPORT

FROM: Andrea Rose, Administrative Assistant II

MEETING: September 26, 2024

SUBJECT: Highway Use Permit, Evergy - Collins Lane

PRESENTER: John Ellerman, Director of Public Works

BACKGROUND

Evergy has requested permission to install a pole and bore a 4" conduit 4' under Collins Lane according to the details shown on the attached map.

POSSIBLE MOTION(S)

Move to approve the Highway Use Permit granting Evergy permission to complete work as outlined in permit.

Enclosures:

- 2024-12 09.17.2024 Evergy- Collins Lane for BOCC (PDF)

APPLICATION FOR HIGHWAY USE PERMIT

Riley County, Kansas

Evergy

Install Pole & Underground Primary

Applicant Name

Type of Construction

225 S Seth ChildManhattanKS66502

Applicant Mailing Address

City

State

Zip

Applicant hereby requests permission to INSTALL POLE & BORE 4" CONDUIT 4' UNDER COLLINS LN.

along and/or across the public roads of Riley County, Kansas, according to the details and route shown on the attached plans and standards for said construction.

A \$100 Application Fee and a detailed map of location (include an aerial when possible) are required.

In support of its application, the Applicant states it is in the best interest of the residents of Riley County to allow construction of said facility. In addition, Applicant agrees as follows:

- A. Facility shall be installed in conformance with all items on approved plans, pertinent national codes/standards and the Riley County Highway Use Permit Requirements and Procedures. Any request for variance shall be an addendum to this application. Any utility sharing facilities with another entity is required to obtain a separate Highway Use Permit for their installation.
- B. A refundable deposit as specified in the Riley County Highway Use Permit Requirements and Procedures, made payable to Riley County, Kansas, shall accompany this application to guarantee satisfactory performance of the conditions of this permit.
- C. The County Engineer and/or the Township Trustee shall have the authority to require any needed repairs resulting from such construction in the road right-of-way for a period of one year from date of completed construction.
- D. In the event of road improvement or maintenance within the right-of-way, the applicant or its assigns will be responsible for the relocation of the facility at no cost to Riley County or the Township.
- E. **Applicant shall notify the County Engineer at least 2 business days prior to the beginning of construction and upon completion of construction at 785-537-6330.**
- F. It is understood, the work shall commence within three (3) months of the permit approval and be completed within thirty (30) days of the estimated duration of construction otherwise, the permit becomes null and void, unless an extension of time is approved.
- G. Applicant further represents it shall comply with and abide by any rule, regulation or condition of the permit made by the County Engineer and/or the Township Trustee.

Submitted by:

Jamie Smith
Submitter's signature09/17/24

Date

Jamie Smith / Design Tech
Printed Name & Title785-340-5418

Submitter's Telephone Number

LARSON CONST

Contractor Name

jamie.smith@evergy.com

Submitter's Email Address

785-537-0160

Contractor Telephone Number

OCT. 1ST

Proposed Date of Construction

OCT. 1ST – OCT. 31ST

Estimated Duration of Construction

RECOMMENDED BY:

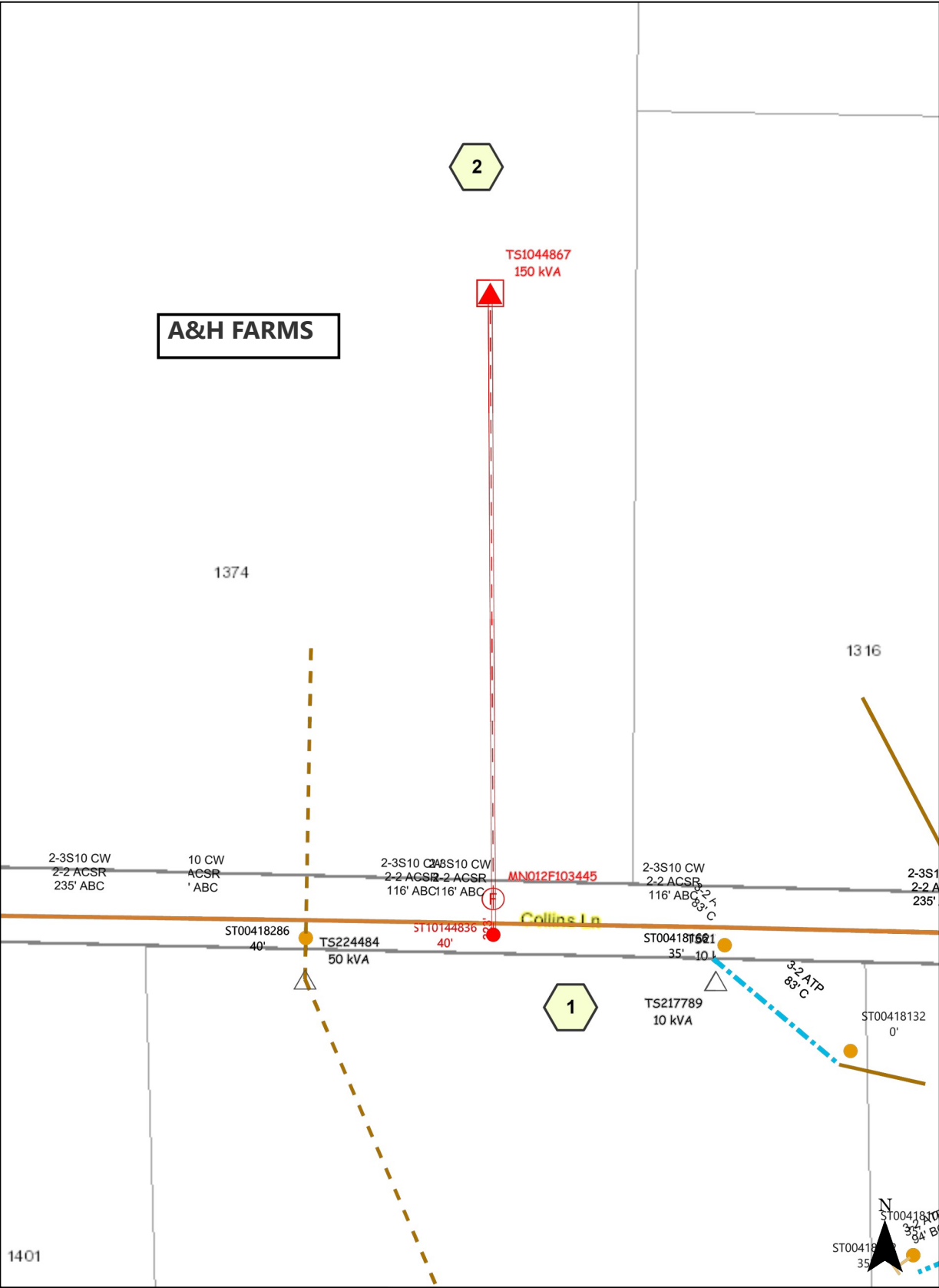
Riley County Engineer

Permit granted this ____ day of _____, 20 ____.

BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY, KANSAS_____
Chairperson

OFFICE USE ONLY:

Application Fee: 100.00\$1,000 Deposit ____ Bond X ____Letter Receipt No. 13404Date: Signature: AR



4.a

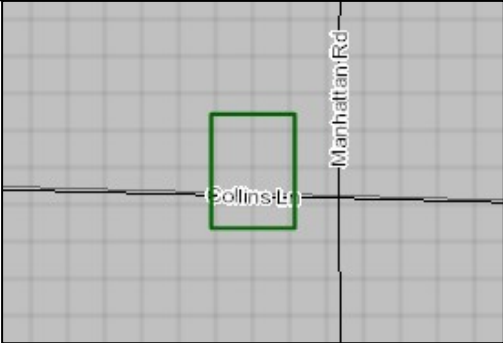
WL 1
TAG# MN012F103445
INSTALL 40' INLINE 3-PHASE POLE W/3-PHASE PRIMARY UG RISER 20T

WL 2
TAG# TS1044867
INSTALL 3-PHASE 150KVA 120/208 VOLT PADMOUNT XFMR.

WL 1-2
INSTALL #2 3-PHASE UG PRIMARY.

1374 COLLINS LN

FEEDER:
M012F15283
HISL 12-003



Exist	New
Line Direction	

DISCLAIMER AND COPYRIGHT NOTICE: The information contained on this drawing/map is used to locate, identify and/or inventory Evergy Inc. electrical facilities located on parcels of land in the Evergy Inc. service area. It is intended for reference purposes only and is NOT to be construed or used as a "legal description". Map information is believed to be accurate but accuracy is not guaranteed. This information should not be relied upon as a substitute for an actual field survey. This drawing/map is not to be used as a substitute for using the ONE-CALL system for purposes of digging and excavation. You must call ONE-CALL (811) to notify operators of underground facilities of proposed excavation or digging to request that member companies mark their underground facilities before they dig! No event will Evergy Inc. be liable for any damages, including loss of data, lost profits, business interruption, loss of business information or other pecuniary that might arise from the inaccuracy, use or misuse of this map or the information it contains. You are prohibited from reproducing or distributing this drawing map or any portion of it without written permission of Evergy Inc. © Evergy Inc. All rights reserved.

		Title: INSTALL UG PRIMARY & PADMOUNT	
By: JAMIE SMITH		WR#: M103863866	Crew HQ: 70115
Designer Phone: 785-340-5418	Sub/Ckt: HISL 12-003	Date: 06/11/2024	Sheet: 06
Think Safety!			

Attachment: 2024-12 09.17.2024 Evergy- Collins Lane for BOCC (15056 : Highway Use Permit-2024-012 Evergy-Collins Lane)



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 26, 2024

SUBJECT: Action on Mobile Device Reimbursement Request Form

PRESENTER: Elizabeth Ward, Human Resource Manager

POSSIBLE MOTION(S)

Move to approve the Mobile Device Reimbursement Request Form(s).

Move to deny the Mobile Device Reimbursement Request Form(s).

Move to table the Mobile Device Reimbursement Request Form(s).

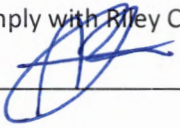
Enclosures:

- K Arpon Mobile Device Reimbursement (PDF)

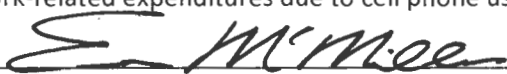
Mobile Device Reimbursement Request Form

Employee Name: Kim Arpon
 Job Title: Utility Technician Department: Public Works
 Cell Phone Number: 773-988-1833
 Reimbursement Amount: ☐ \$25 ☐ \$40 ☒ \$65 Data Enabled (BOCC approval needed)

Employee Certification and Signature: I certify my position will require the use of my portable communication device that the county is reimbursing me for my expense. I will promptly report any changes in the level of those business use expenses to my Supervisor. I further certify that I have read, understood, and intend to comply with Riley County's Portable Mobile Device Policy.

Employee Signature:  Date: 09-16-24

Supervisory Certification and Signature: I certify the requested reimbursement is needed for this employee, to cover work-related expenditures due to cell phone use, or other, as described above.

Supervisor Signature:  Date: 09/16/24

BOCC Designation: ☐ Approved ☐ Denied

BOCC Chair Signature: _____ Date: _____

Payroll Use Only

Start Date: _____

Terminate Current Monthly Allowance effective: _____

Updated March 2023



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: September 26, 2024

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2024-09 EMS CVinson EAF (DOCX)
- 2024-09 Museum EGudenkauf EAF (DOCX)
- 2024-09 Fire JAiton EAF (DOCX)
- 2024-09 PW ALee EAF (DOCX)
- 2024-09 Reg of Deeds NJohnson EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Caitlin Vinson

Status Change Date: 09/28/2024

Status Change: PRN to RFT

Date of Hire: 09/03/2022

Seniority: 2 Year(s), 0 Month(s)

Position: EMS/Ambulance Paramedic

Position Type: RFT

Pay Range: PARAM

Pay Type: Hourly

Base Rate: \$24.18

Annualized Pay: \$89,466.00

Funds Codes: 1- General/20- EMS and Ambulance

Supervisor: John Talley

Department Head: David Adams

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-09 EMS CVinson EAF (15059 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Eric Gudenkauf**Status Change Date:** 09/19/2024**Status Change:** New Hire**Date of Hire:** 10/02/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** As Needed Museum Assistant**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Hourly**Base Rate:** \$15.00**Annualized Pay:** \$15,000.00**Funds Codes:** 1-General/17-Museum**Supervisor:** Katharine Hensler**Department Head:** Katharine Hensler

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-09 Museum EGudenkauf EAF (15059 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Jack Aiton**Status Change Date:** 09/19/2024**Status Change:** Separation**Date of Hire:** 01/03/2024**Seniority:** 0 Year(s), 8 Month(s)**Position:** Volunteer Firefighter**Position Type:** TASND**Pay Range:** TASND**Pay Type:** Stipend**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183-Fire District #1/183- Fire District #1**Supervisor:** Douglas Russell**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-09 Fire JAiton EAF (15059 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Albert Lee**Status Change Date:** 09/28/2024**Status Change:** Position Change**Date of Hire:** 05/04/2015**Seniority:** 9 Year(s), 4 Month(s)**Position:** Operator II**Position Type:** RFT**Pay Range:** Range 7**Pay Type:** Hourly**Base Rate:** \$26.07**Annualized Pay:** \$54,225.60**Funds Codes:** 1- General/40- Public Works**Supervisor:****Department Head:** John Ellermann

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-09 PW ALee EAF (15059 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Nancy Johnson**Status Change Date:** 09/23/2024**Status Change:** New Hire**Date of Hire:** 09/30/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Records Assistant I**Position Type:** RFT**Pay Range:** Range 4**Pay Type:** Hourly**Base Rate:** \$20.88**Annualized Pay:** \$43,430.40**Funds Codes:** 1- General/6-Register of Deeds**Supervisor:** Amy Manges**Department Head:** Amy Manges

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-09 Reg of Deeds NJohnson EAF (15059 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
September 30, 2024**

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. National Community Planning Month Proclamation

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:20 AM

David Adams, EMS/Ambulance Director

3. Request to fill an open position

9:30 AM

Press Conference

4. National Community Planning Month Proclamation - John Ford and Amanda Webb (3-5 minutes)
5. Upcoming programs - Gregg Eyestone (2-3 minutes)

9:35 AM

John Ellermann, Public Works Director/County Engineer

6. Request to fill a position

1:00 PM

Leave for NBAF tour at 1980 Denison Avenue

Adjournment

Attachment: 09-30-24 tentative agenda (14238 : 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.



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
October 03, 2024**

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

Cindy Kabriel
785-565-6200

**Riley City Hall, 222 S. Broadway, Riley,
Kansas**

6:00 PM

[District 1 – John Ford, Chair](#)

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

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

6:00 PM

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

6:15 PM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

6:30 PM

Darci Pottroff, Riley City Mayor

3. Riley City update

Adjournment

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

Attachment: 10-03-24 tentative agenda (14238 : Tentative Agenda)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: September 26, 2024

SUBJECT: Deputy County Counselor Stipend Proposal

PRESENTER: Elizabeth Ward, Human Resources Director

BACKGROUND

In 2008, Riley County worked with McGrath Consulting to create a new pay scale and to rate every position at Riley County into it. At that time, it was recommended all elected officials' deputy positions receive a \$3,000 stipend annually for the additional responsibilities of acting as a deputy.

In Kansas, per statute, restated in 2023, Register of Deeds, County Clerk, County Treasurer, County Attorney and County Appraiser have the responsibility to appoint a deputy to perform the duties of their office in their stead. Each of these separate statutes discusses how the appointment shall occur, what the responsibilities are, and where the funding shall come from for salaries. There is no statutory requirement for a Deputy County Counselor or any appointed office. The appointment of deputy in these elected offices, is an additional responsibility on top of their graded position for which they were hired. Therefore, the pay they receive does not include the additional responsibility of acting as the deputy in the place of the elected official when needed.

In 2008, although there is record of the discussion regarding the additional stipend, there is not a resolution as to which positions specifically would receive the stipend. The Commissioners approved "\$3,000 additional compensation for duties as a designated deputy". At that time, we believe the only positions named "deputy" were those appointed by elected officials and therefore the clarification was not made.

The 2012 the Riley County personnel policies defined Deputy as "An employee who has been

designated to act on behalf of an elected official, as provided for in state statutes, and who directs the activities of the elected official's department in the absence of the elected official."

In 2015, the position of Assistant County Counselor was retitled Deputy County Counselor and approved by the Board. Also at that time, the Board of County Commissioners approved an additional \$3,000 stipend for the current incumbent. Since that point, this position has received a stipend.

In the 2024 Employee Policies, the definition of deputy remains unchanged. Further in the Employee Procedures, the stipend is only identified for elected official appointees.

DISCUSSION

In 2022, the current Riley County pay scale was approved, which included a pay range for Deputy County Counselor of

Deputy County Counselor	FF	\$112,381.72	\$146,129.73	179,877.74
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This pay range is the same range as Assistant County Attorney, Assistant County Engineer, Planning and Development Director, County Appraiser and several other positions.

Each of these positions was rated intentionally for the responsibilities of the position, the education, experience and skill requirements for the job and compared to the market rate for a similar position in our community.

Therefore, unlike the appointed deputies of elected officials, a competitive pay rate is already accounted for in the salary being offered for the position. There are no additional duties added to the person after being hired.

Both Human Resources and the County Counselor agree that the stipend is not appropriate compensation for the Deputy County Counselor position and would recommend discontinuing this position stipend.

FISCAL IMPACT

The Deputy County Counselor budget includes a \$3,000 stipend therefore should the Commissioners decide to leave the stipend attached to the Deputy County Counselor position, there is no impact to the budget.

If the Commissioners decide to discontinue paying the stipend for the Deputy County Counselor position, there would be a \$3,000 personnel budget savings which would return to the General Fund.

RECOMMENDATION(S)

I recommend the Board of County Commissioners discontinue paying the \$3,000 stipend for the Deputy County Counselor position effective September 28, 2024.

POSSIBLE MOTION(S)

I move to discontinue paying the \$3,000 stipend for the Deputy County Counselor position effective September 28, 2024.

ALTERNATIVE MOTION(S)

Move to continue paying the \$3,000 stipend for the Deputy County Counselor position as budgeted.

Move to modify or develop alternative if other concerns or factor arise.

Move to table to discuss issue further.

Board agrees by consensus to

Enclosures:



IT/GIS
Staff Update

Cory Meyer
IT/GIS Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6305

STAFF REPORT

FROM: Cory Meyer

MEETING: September 26, 2024

SUBJECT: IT/GIS Staff Update - September 2024

PRESENTER: Cory Meyer

Information Technology (IT)

- Assist with Zoom and BOCC meetings, emergency Website updates, etc.
- Completed monthly transfer of SVQs & Deeds to the State; various customer requested phone programming changes.
- Ongoing account activation/deactivation, answering of help desk calls, Komtek/AS400 backups, resolution of user issues, swap of older/replacement of failed equipment, etc.
- Countywide Internet Changes Complete
- RCOB, PW, HD Backup Storage Upgrade
- Planning Phone System Upgrade
 - Dispatchable Location
 - Reviewing Full Replacement Option
 - Phone Hardware Upgrades by Department
- Monitor Upgrades by Department
- Budget Update: Review, Pricing, Quotes - 8 year projections
- Internal and External Security - Email & Internet Filter
- New EMS HQ Building - Server Built, Setup, Data Migration
- Election Move, Remodel, & Security
- ATABus Remodel
- Camera Software Security Upgrades
- Door Security Software Upgrades
- Server Operating System Upgrades

- Election Assistance
- House Bill 2842 - Courts
- Fax Line Migration
- Phone Service Migration
- Laptop Replacements for 2024
- Desktop Replacements for 2024

Geographic Information Systems (GIS)

- Eagleview Imagery Flight
- ESRI User Conference
- Historical Imagery Application
- Damage Assessment Application for Field Collection
- Participated in NG911 road renaming committee meeting.
- Working with Aineon on updates to GIS website for new esri map viewer
- Finalize planning/back-end work to supply access to Ortho Oblique imagery to non-County (ie. RCPD, KSUPD, KSU) users.
- Make monthly NG911 data submissions, and attend State NG911 Strategic Planning yearly meeting (via Zoom).
- Ag Survey, end of month Building Permit, Enviro. Health, and Zoning updates, etc.
- Updated GIS Website with latest city utility data, updated city zoning data, USD 383 Early learning boundaries, Impaired Streams-KDHE
- ImageNow System Replacement
- ESRI Major Version Upgrade Testing
- City/County Layer Breakdown

Enclosures:



PUBLIC WORKS
Personnel

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, Public Works Director

MEETING: September 26, 2024

SUBJECT: Request to fill an open Custodial Worker I Position

PRESENTER: John Ellermann

BACKGROUND

I am here today to request approval to fill this budgeted full time position in the Public Works Department/Facilities Division. The position is open because the employee recently terminated their employment.

The Custodial Worker I is responsible for the ensuring that Riley County facilities are maintained in a manner which provides a clean and safe environment for employees and the general public.

This employee works under the direct supervision of the Custodial Manager. Supervision is provided by the Custodial Manager through consultations and review of the work performed.

DISCUSSION

Discuss filling the Custodial Worker I position within the Public Works Department/Facilities Division.

FISCAL IMPACT

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

RECOMMENDATION(S)

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

POSSIBLE MOTION(S)

Move to approve the Public Works Department advertise to hire the open Custodial Worker I position.

Move to deny the Public Works Department advertise to hire the open Custodial Worker I position.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Custodian I Position Description (PDF)
- 2024-09 PW Custodian I PAF (DOCX)

**RILEY COUNTY, KANSAS
JOB DESCRIPTION**

Job Title:	CUSTODIAL WORKER I	
Department:	Public Works	Division: Custodial
Reports To:	Custodial Manager	
Pay Grade:	1	Status Full Time
FLSA Status:	Non-Exempt	

PURPOSE: Ensures Riley County facilities are maintained in a clean and safe environment for employees and the general public. This employee will perform custodial duties and assist in special projects by following verbal and written instructions in compliance with established guidelines.

ESSENTIAL FUNCTIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs custodial tasks which include sweeping, dusting, mopping, rinsing, stripping and waxing of floors, polishing, vacuuming and spot cleaning of carpet, cleaning and sanitizing restrooms, emptying trash, wiping down walls, cleaning interior windows and cleaning glass entry doors
- Ensures restrooms are cleaned and sanitary by following prescribed cleaning procedures and supplies are replenished.
- Provides regular and predictable attendance and fosters a cooperative work environment. Participates in special cleaning projects.
- Meets daily with the Custodial Manager
- Responds to emergency situations such as water leaks, flooding, overflowing restroom fixtures and accidents.
- Reports damage to buildings, furnishings and equipment to the Custodial Manager
- Prepares meetings rooms and outside locations for meetings and special events.
- Assists in policing of paper, glass and miscellaneous waste on the Courthouse Plaza grounds,
- Empties outside trash receptacles and takes trash to dumpster.
- Assists in the removal of snow and ice from the sidewalks by shoveling snow and spreading ice melt.
- Assists with the removal of all recyclable materials from office areas and the transporting of these materials to the local recycle center.
- Attends meetings and training.
- Work overtime as needed, outside of normal work hours, including evenings and weekends
- Performs other duties as deemed necessary or assigned.

POSITION REQUIREMENTS:

License(s)/Certificate(s): Valid driver's license required. Must pass a criminal background check.

Experience: Minimum of 1 year previous custodial experience in an office environment required. Experience in operating a computer required. Experience with custodial practices and equipment in an office environment required. A combination of applicable experience, education or training which provides the required knowledge, skill and ability will be considered.

Skills: Excellent organization and communication skills, both oral and written, are required. Requires initiative. Knowledge of how to safely use cleaning supplies and chemicals. Knowledge of appropriate personal protective equipment when using cleaning chemicals, working with the threat of blood borne pathogens and the disposal of residual chemical products. Ability to deal tactfully with people. Ability to be able to multi-task with work interruptions. Ability to read and comprehend written instructions. Ability to write or print legibly. Ability to perform independently on the basis of current procedures.

Supervisory Responsibility: None

Physical Demands: 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 often 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 smell. The employee must occasionally lifts/pushes/pulls 50+lbs, frequently lifts up of 25-50lbs and constant lift of up to 25lbs. Specific vision abilities required by this job include close vision, distance vision, color vision. Physically able to lift and bend on a continuous basis and climb a ladder to perform some duties.

Work Environment: 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.

While performing the duties of this job, the employee is exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold. The noise level in the work environment is usually moderate.

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

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

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

Submitted by Julie Winter on 09/24/2024 at 03:34 AM

CUSTODIAL WORKER I

Internal Position Details (not displayed on job posting)

Company

Riley County, KS

Job ID

2749221

Pay Grade

RANGE 1 [RANGE 1]

Cost Center 1

County General [1]

1 Job Slot

CUSTODI-1

Position Template

Custodian I [CUSTODI]

Salary

Salary Range \$16.28 - \$17.69

EEO Class

Service - Maintenance [8]

Cost Center 2

Public Works [40]

Work Location

Office Building

Supervisor Position

No

Workers Compensation

9015 [9015]

Cost Center 3

--

Supervisor: Jeremiah Knoll

Department Head: John Ellermann

☒ No changes to Position or Budget

☒ Position Description attached

Total annual hours 2080

☒ Budgeted

☐ New or updated position description

☐ New request for budget (details attached)

Salary: \$36,795.20

Budget for Benefits: \$14,534.10

Total proposed annual budget: \$51,329.30

Additional Position Comments:

BoCC Chair

Date:

BoCC Member

Date:

BoCC Member

Date:

Original document stored in Human Resources

Revised 2023-01



COUNTY CLERK & ELECTIONS
Staff Update

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

STAFF REPORT

FROM: Vivienne Leyva, Public Information Officer

MEETING: September 26, 2024

SUBJECT: September 2024 Communications Update

PRESENTER: Vivienne Leyva, Public Information Officer

Media Update

Local media coverage continues to be a major asset for County communications, and I am grateful for the positive relationships we've built with media representatives. We rarely have concrete numbers or statistics to prove the efficacy of campaigns, because of the nature of government communications. However, we have some recent statistics to celebrate.

Election Day Workers: On September 16th, we shared news releases, announcements, and social media posts encouraging people to apply to become Election Board Workers for the General Election. The goal was to gain 20 additional workers and by Thursday, September 20th, 31 people had applied. As of this Tuesday, September 24 we've had 48 applicants, and we're working to get them processed and officially hired.

Fentanyl and Opioid Awareness: Due to increased awareness campaigns including community presentations from Jenni Ebert and Andrea Orellana, a commercial with Cox Media which aired on broadcast and streaming services, radio ads, and social media posts, the web page for fentanyl and opioid awareness is being visited more often. It was viewed by 1,466 website users in July and 2,712 users in August. It is currently the fifth most popular page of the Riley County website.

KMAN InFocus: The final, scheduled appearance for Riley County on KMAN's InFocus program will be October 8th. The program will become Within Reason hosted by Mike Matson

starting October 14th. The hour-long show will focus on local, state, and national politics and policy. Rich Vargo will be a guest on the program in November, but we do not have any scheduled appearances past that date.

Social Media

Riley County continues to gain followers across accounts. Facebook posts featuring photos are performing better than those featuring graphics. I recommend sharing photos of staff, facilities, etc. when possible. Video is a medium I continue to explore and hope to create and post videos as time allows.

Website

CivicPlus has Riley County on the schedule for another website refresh starting in spring 2025. The work will likely take 4-6 months and their reps will contact us with details and options for our content in early 2025. The last refresh was completed in 2021.

The refresh should also give staff the opportunity for training sessions which will help add department representatives to the team of people who are able to update website content. The website continues to be our most valuable communications tool.

The software we use for Commission agenda items and attachments will no longer be supported after March 2025. Cory, Cindy, and I have been investigating new software options and have every hope the replacement product will be up and running before March. Anyone who uses the system will have access to training in advance. One of the software products we're considering has a search function which will make agendas, minutes, and video items available for search. Social media posts can also be added to the search function on the website.

Enclosures:

- 9-26-2024 Communications Stats (PDF)

Riley County Social Media

Facebook
Followers

RCEMS: 4,203 (+12)

Change
Since
April

RCEM: 4,784 (+30)

RC: 3,371 (+62)

RCHD: 12,693 (-8)

RCFD#1: 4,692 (26)

August 2024 Website Information

- 35,232 Users

- Popular Pages
 1. Election Results
 2. Home Page
 3. Drivers Licenses
 4. Search
 5. Fentanyl and Opioid Awareness
 6. Elections
 7. District Court
 8. Treasurer
 9. Court Dockets
 10. Motor Vehicle



COUNTY CLERK & ELECTIONS
Presentation

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

MEMORANDUM

FROM: Shanika Rose and Jenni Ebert

MEETING: September 26, 2024

SUBJECT: Harm Reduction in Opioid Use: Strategies for Safer Practices

PRESENTER: Shanika Rose and Jenni Ebert, Riley County Health Department

Overview of current state of usage in Riley County and reduction/prevention initiatives.

Enclosures:

- RCHD-Harm Reduction (PPTX)



Harm Reduction in Opioid Use: Strategies for Safer Practices

Presented by Health Education Team- Health Department

Shanika Rose, MA

Jenni Ebert

Introduction

Opioid Crisis Overview

- Brief history of opioid use (medical and non-medical)
- Current statistics on opioid use and overdose rates
- Importance of harm reduction in addressing the opioid crisis



Modern Opioid Crisis

Fueled by the over-prescription of opioid painkillers like OxyContin, introduced in 1996. Pharmaceutical companies downplayed the risks of addiction, leading to a surge in misuse. As prescription opioids became harder to obtain, many users turned to heroin and synthetic opioids like fentanyl, which are far more potent and have contributed to the current wave of opioid-related overdoses and deaths.

This crisis has sparked major public health efforts focused on harm reduction, addiction treatment, and more rigorous regulation of opioid medications.

Understanding Opioids



COMMON OPIOIDS: PRESCRIPTION PAINKILLERS (OXYCONTIN, VICODIN), HEROIN, FENTANYL



EFFECTS ON THE BRAIN AND BODY: PAIN RELIEF, EUPHORIA, RISK OF DEPENDENCE AND OVERDOSE



THE CYCLE OF MISUSE:

TOLERANCE LEADS TO INCREASED USE TO ACHIEVE THE SAME EFFECTS.

WITHDRAWAL REINFORCES CONTINUED OPIOID USE TO AVOID THE PHYSICAL AND PSYCHOLOGICAL DISTRESS OF STOPPING.

TOGETHER, THEY TRAP INDIVIDUALS IN A CYCLE OF DEPENDENCE, MAKING IT DIFFICULT TO QUIT WITHOUT MEDICAL SUPPORT OR INTERVENTION.

Risk Factors for Overdose

Increased tolerance after periods of abstinence

After detox or incarceration, tolerance decreases.

Polysubstance use

Combining opioids with alcohol, benzodiazepines, or other depressants increases overdose risk.

High-potency opioids

Fentanyl, even in small amounts, poses a significant overdose risk.

CDC data for the state of Kansas

CDC's State Unintentional Drug Overdose Reporting System (SUDORS).

SUDORS Dashboard: Fatal Drug Overdose Data

View data for:

Kansas



2022



2022 Data Summary at a Glance, *Kansas*

739 total overdose deaths



deaths by quarter in 2022



31.7% had at least one potential opportunity for intervention¹

Data continued

CDC's Drug Overdose Surveillance and Epidemiology (DOSE) system.

Data dashboard

Select Data Source:	Select a Drug:	Select a State:
ED Visits ▼	All Drug ▼	Kansas ▼
Select Time Frame:	Select a Year:	Select a Month:
Annual ▼	2022 ▼	January ▼
Reset		

Trends in Emergency Department (ED) Visits

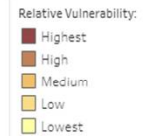
Nonfatal All Drug Overdoses

2,950 **Kansas**
Annual number of nonfatal all drug overdose emergency department (ED) visits in 2022

100.4 **Kansas**
Annual rate of emergency department (ED) visits for nonfatal all drug overdoses per 100,000 persons in 2022

21 **States Participating**
Funded states with reported data





What is happening in Riley County?

Posted on: June 16, 2023

[ARCHIVED] RCPD Investigating Suspected Fentanyl-Related Deaths

RCPD has taken reports of eight suspected fentanyl-related overdose deaths in Riley County since the beginning of 2023.

The majority of these overdoses are occurring in young adults aged 18-24.

We continue to see counterfeit Oxycodone pills, commonly referred to as "dirty 30s", in the majority of these overdoses and in other drug-related crimes in the county.

Fentanyl is also commonly hidden in counterfeit pills appearing as Xanax, Percocet, or Adderall, and has been found in cocaine, methamphetamine, marijuana, and heroin.

"Our community is not immune to this national crisis," said Director Brian Peete. "Please remember the only safe medications are ones prescribed by a trusted medical professional and dispensed by a licensed pharmacist. Criminal drug networks mass-produce fake pills and falsely market them as legit prescription pills."

While previous arrests have been made, our goal remains to identify, apprehend, and prosecute any distributor and/or distribution network that is bringing these drugs into our community.

"We want to emphasize an individual who overdoses is not a suspect in our investigations," said Investigations Captain Erin Freidline. "Those responsible for trafficking this deadly drug will be held accountable for their actions and punished to the fullest extent."

The statute we use to investigate overdoses is KSA 21-5430 - Distribution of a controlled substance causing great bodily harm which is a level 5 person felony. Distribution of a controlled substance causing death is a level 1 person felony.

If you have any information about the distribution of fentanyl you can submit a tip anonymously through [Crime Stoppers](#) at (785) 539-7777 or contact RCPD at (785) 537-2112 and ask to speak with the [Special Investigations Unit \(SIU\)](#).

Resources

[Drug Enforcement Administration One Pill Can Kill Website](#)

[Kansas Naloxone Program](#)

Substance Abuse and Mental Health Services Administration Hotline - 1-800-662-4357



What is Harm Reduction?

- Definition: Harm reduction is a set of strategies aimed at reducing the negative consequences of drug use without requiring complete abstinence.
- Key principles: Accepting that drug use is part of our world and choosing to minimize harm rather than ignore or condemn it. Meeting people where they are at with their drug use. Respecting individual autonomy.



Harm Reduction Strategies

Education on Safer Use

- Don't use alone; have someone nearby to respond if needed.
- Start with a small dose, especially after a break or with new batches of drugs.
- Test drugs for fentanyl contamination using fentanyl test strips.

Safe Supply

- Advocating for access to a regulated supply of opioids to prevent people from resorting to dangerous, unregulated drugs.



Overdose Prevention: Naloxone

What is Naloxone?

- Naloxone (Narcan) is an opioid overdose reversal medication.
- Available in nasal spray and injection form.

How to Administer Naloxone

- Step-by-step guide on administering naloxone during an overdose (recognizing signs of overdose, using naloxone, calling emergency services).

Distribution and Accessibility

- Where to get naloxone (pharmacies, harm reduction centers, community programs).

Fentanyl Test Strips

What are Fentanyl Test Strips?

Simple tools to detect the presence of fentanyl in drugs.

How to Use

Instructions on how to test drugs for fentanyl.

Importance

Preventing accidental fentanyl overdoses.



Stigma and Barriers to Harm Reduction

What is Stigma?

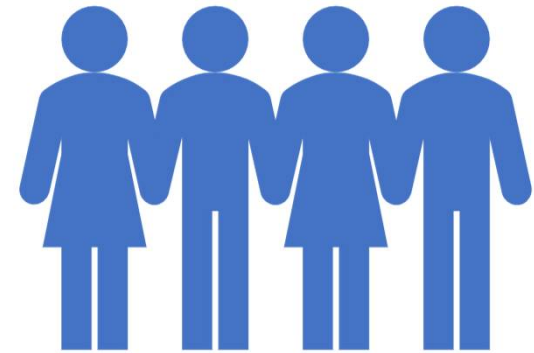
- Negative attitudes and beliefs about people who use drugs.

Impact of Stigma

- Prevents people from accessing life-saving harm reduction services.

How to Combat Stigma

- Promote empathy and education.
- Support harm reduction policies and services.



Harm Reduction Practices in Public Health

Harm reduction practices in public health aim to minimize the negative health, social, and legal impacts associated with drug use. Here is a list of common harm reduction strategies:

1. Naloxone Distribution

2. Needle and Syringe Exchange Programs (NEPs)

3. Safe Injection Facilities (Supervised Consumption Sites)

4. Fentanyl Testing Strips

5. Medication-Assisted Treatment (MAT)

6. Education on Safer Use Practices

7. Drug Checking Services

8. Overdose Prevention Centers

9. Housing First Programs

10. Peer Support Programs

11. Syringe Disposal and Clean-up Programs

12. Good Samaritan Laws

Dose of Reality

An overdose is a medical emergency. **Be prepared.** Save a life.

Carrying naloxone (Narcan) can save lives. This is the drug that blocks the harmful effects of opioids on the brain. It is specific to opioids. If opioids are not involved with the overdose, it will not cause any harm

Call to Action

What Can We Do?

- Advocate for harm reduction policies in our community.
- Support organizations that provide harm reduction services.
- Spread awareness and reduce stigma around opioid use.

Resources

01

**Pawnee Mental Health-
Recovery Services at (785)
587-4300**

02

**Kansas Substance Use
Disorder Hotline-** If you or
someone you know is
struggling with substance use,
know that recovery is possible.
The Kansas Substance Use
Disorder Hotline is available
24/7 by calling 866-645-8216.

03

988 Suicide & Crisis Lifeline

04

SAMHSA's National Helpline is
a great resource to share with
someone who may have a
substance use disorder. Call **1-
800-662-HELP (4537)**.





OUTSIDE AGENCY
Grant

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

COMMISSION AGENDA REPORT

FROM: Finance Manager Jennifer Reifschneider, RCPD

MEETING: September 26, 2024

SUBJECT: Public Hearing for the 2024 Edward Byrne Memorial Justice Assistance Grant

PRESENTER: Finance Manager Jennifer Reifschneider, RCPD

BACKGROUND

The Justice Assistance Grant (JAG) Program, administered by the Bureau of Justice Administration (BJA), is the leading source of federal justice funding to state and local jurisdictions. The JAG Program provides states, tribes, and local governments with critical funding necessary to support a range of program areas including law enforcement, prosecution, indigent defense, courts, crime prevention and education, corrections and community corrections, drug treatment and enforcement, planning, evaluation, technology improvement, crime victim and witness initiatives, mental health programs and related law enforcement and corrections programs, including behavioral programs and crisis intervention teams, and implementation of state crisis intervention court proceedings and related programs or initiatives including, but not limited to, mental health courts, drug courts, veterans courts, and extreme risk protection order programs.

For each state and territory, the Bureau of Justice Statistics calculates a minimum base allocation which, based on the congressionally mandated JAG formula, can be enhanced by (1) the state's share of the national population and (2) the state's share of the country's Part 1 violent crime statistics as reported by the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) Program. Once the state funding is calculated, 60 percent of the allocation is awarded to the state and 40 percent to eligible units of local government.

Our local units of government have been allocated Edward Byrne Memorial Justice Assistance Grants in varying amounts since 2005. The RCPD has made application to receive the funds

allocated to Riley County, following requests to and approval by the Riley County Board of County Commissioners. In the past years this grant has been for \$24,411 (2023), \$24,533 (2022), and \$24,567 (2021).

DISCUSSION

Discuss 2024 Edward Byrne Grant Application.

FISCAL IMPACT

The 2024 allocation for Riley County is \$18,003. The grant does not require matching funds. Should the application be approved, the RCPD intends to apply the entire grant allocation towards 2024 expenses related to equipping officers with updated handguns and holsters. Specifically, the funds will be used to purchase 34 duty handguns and 24 holsters.

RECOMMENDATION(S)

The Riley County Police Department recommends that the BOCC give authorization to the agency to proceed with the grant application process and to accept and utilize the funds should the application be approved and the funds awarded.

POSSIBLE MOTION(S)

Move to approve the Application of the 2024 Edward Byrne Memorial Justice Assistance Grant.

Move to deny the Application of the 2024 Edward Byrne Memorial Justice Assistance Grant.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Grants.gov Workspace Form (PDF)
- 2024 Edward Byrne Memorial Justice Assistance Certifications and Assurances (PDF)

This Workspace form is one of the forms you need to complete prior to submitting your Application Package. This form can be completed in its entirety offline using Adobe Reader. You can save your form by clicking the "Save" button and see any errors by clicking the "Check For Errors" button. In-progress and completed forms can be uploaded at any time to Grants.gov using the Workspace feature.

When you open a form, required fields are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message. Additional instructions and FAQs about the Application Package can be found in the Grants.gov Applicants tab.

OPPORTUNITY & PACKAGE DETAILS:

Opportunity Number:	O-BJA-2024-172239
Opportunity Title:	BJA FY 24 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation
Opportunity Package ID:	PKG00287845
CFDA Number:	16.738
CFDA Description:	Edward Byrne Memorial Justice Assistance Grant Program
Competition ID:	
Competition Title:	
Opening Date:	09/04/2024
Closing Date:	10/16/2024
Agency:	Bureau of Justice Assistance
Contact Information:	Erich Dietrich

APPLICANT & WORKSPACE DETAILS:

Workspace ID:	WS01412449
Application Filing Name:	RCPD - Glocks/Hosters
UEI:	F8JKV3XJWCE3
Organization:	County of Riley, Kansas
Form Name:	Application for Federal Assistance (SF-424)
Form Version:	4.0
Requirement:	Mandatory
Download Date/Time:	Sep 09, 2024 10:35:57 AM EDT
Form State:	No Errors

FORM ACTIONS:

Application for Federal Assistance SF-424

* 1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

* 2. Type of Application:

- ☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

Completed by Grants.gov upon submission.

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

Riley County

* b. Employer/Taxpayer Identification Number (EIN/TIN):

48-0802343

* c. UEI:

F8JKV3XJWCE3

d. Address:

* Street1:

110 Courthouse Plaza

Street2:

* City:

Manhatatn

County/Parish:

Riley

* State:

KS: Kansas

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

66502-0109

e. Organizational Unit:

Department Name:

Riley County Police Department

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

* First Name:

Jennifer

Middle Name:

* Last Name:

Reifschneider

Suffix:

Title:

Finance Manager

Organizational Affiliation:

* Telephone Number:

785-473-2307

Fax Number:

785-565-6559

* Email:

jreifschneider@rileycountypolice.org

Application for Federal Assistance SF-424*** 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Bureau of Justice Assistance

11. Catalog of Federal Domestic Assistance Number:

16.738

CFDA Title:

Edward Byrne Memorial Justice Assistance Grant Program

*** 12. Funding Opportunity Number:**

O-BJA-2024-172239

* Title:

BJA FY 24 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

County-Wide law enforcement services/equipment for Riley County, Kansas.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	18,003.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	18,003.00

* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

Attachment: Grants.gov Workspace Form (15063 : 2024 Edward Byrne Memorial Justice Assistance Grant)

**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS**

Edward Byrne Memorial Justice Assistance Grant Program FY 2024 Local Solicitation

Certifications and Assurances by the Chief Executive of the Applicant Government

On behalf of the applicant unit of local government named below, in support of that locality's application for an award under the FY 2024 Edward Byrne Memorial Justice Assistance Grant ("JAG") Program, and further to 34 U.S.C. § 10153(a), I certify to the Office of Justice Programs ("OJP"), U.S. Department of Justice ("USDOJ"), that all of the following are true and correct:

1. I am the chief executive of the applicant unit of local government named below, and I have the authority to make the following representations on my own behalf as chief executive and on behalf of the applicant unit of local government. I understand that these representations will be relied upon as material in any OJP decision to make an award, under the application described above, to the applicant unit of local government.
2. I certify that no federal funds made available by the award (if any) that OJP makes based on the application described above will be used to supplant local funds but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for law enforcement activities.
3. I assure that the application described above (and any amendment to that application) was submitted for review to the governing body of the unit of local government (e.g., city council or county commission), or to an organization designated by that governing body, not less than 30 days before the date of this certification.
4. I assure that, before the date of this certification— (a) the application described above (and any amendment to that application) was made public; and (b) an opportunity to comment on that application (or amendment) was provided to citizens and to neighborhood or community-based organizations, to the extent applicable law or established procedure made such an opportunity available.
5. I assure that, for each fiscal year of the award (if any) that OJP makes based on the application described above, the applicant unit of local government will maintain and report such data, records, and information (programmatic and financial), as OJP may reasonably require.
6. I have carefully reviewed 34 U.S.C. § 10153(a)(5), and, with respect to the programs to be funded by the award (if any), I hereby make the certification required by section 10153(a)(5), as to each of the items specified therein.
7. If the applicant named below is not the unit of local government itself, I certify that it is an instrumentality of the unit of local government and is approved to serve as the applicant and recipient of FY 2024 JAG funding on behalf of the unit of local government.

Signature of Chief Executive of the Applicant Unit of
Local Government

John Ford

Printed Name of Chief Executive

Riley County - Riley County Law Enforcement Agency

Name of Applicant Unit of Local Government

Date of Certification

Chair of Riley County Commission

Title of Chief Executive



EMS/AMBULANCE
Staff Update

David Adams
EMS/Ambulance
Director
2011 Claflin Rd
Manhattan, KS 66502
Phone: 785-539-3535

STAFF REPORT

FROM: David Adams, EMS/Ambulance Director
MEETING: September 26, 2024
SUBJECT: Staff Update
PRESENTER: David Adams, EMS/Ambulance Director

Operations

Calls for service:

August- 451

911-Call volume by station:

Medic 11 located at 2011 Claflin Rd: 154

Medic 21 located at 11th & Poyntz: 124

Medic 31 located at 3060 TCB (Riley County Public Works): 74

Medic 41 located at Manhattan Regional Airport: 54

Medic 51- Leonardville: 40

The rest of the calls (if applicable) are for event standbys and supervisors writing reports.

Hiring Process

CMS Audit of Department Based on Billing Codes

Working on new building construction related topics.

Updated: 9/24/2024 9:03 AM by David Adams

Page 1

Packet Pg. 61

Staff Report (ID # 15064)

Meeting of September 26, 2024

Participate in Mental Health Working Group (Josh) and Task Force (David)

Participate in Substance Abuse Working Group (Josh) and Task Force (David)

Hands only CPR/Stop the bleed training for county staff.

Training for RCFD.

Migrating operational checklists to the new state report writing software platform.

Continuing to evaluate operational equipment needs, inventory reduction where applicable.

DEA Changes- reviewing

Medical Director case review with staff.

Observing field performance.

Event Standbys: 18

Education

100% review of all calls.

Review of data metrics to identify trends.

Protocol book development is ongoing.

Equipment updates and training.

Community Outreach:

Car seat check lanes.

Purple Power Play

Speedy PD Race

Enclosures:

- August 2024 Stats (XLSX)
- Riley County EMS Weekly Progress Report WE 9-6-24 (PDF)
- Riley County EMS Weekly Progress Report WE 9-13-24 (PDF)
- Riley County EMS Weekly Progress Report WE 9-20-24 (PDF)

EMS RESPONSES BY DAY OF THE WEEK		
Weekday	Count	Percent
01 - Sunday	59	13%
02 - Monday	65	14%
03 - Tuesday	51	11%
04 - Wednesday	64	14%
05 - Thursday	71	16%
06 - Friday	75	17%
07 - Saturday	66	15%
TOTAL	451	

EMS RESPONSES BY HOUR OF DAY		
Hour Range	Count	Percent
00:00:00 - 00:59:59	13	3%
01:00:00 - 01:59:59	16	4%
02:00:00 - 02:59:59	14	3%
03:00:00 - 03:59:59	12	3%
04:00:00 - 04:59:59	8	2%
05:00:00 - 05:59:59	4	1%
06:00:00 - 06:59:59	8	2%
07:00:00 - 07:59:59	18	4%
08:00:00 - 08:59:59	12	3%
09:00:00 - 09:59:59	35	8%
10:00:00 - 10:59:59	31	7%
11:00:00 - 11:59:59	16	4%
12:00:00 - 12:59:59	25	6%
13:00:00 - 13:59:59	21	5%
14:00:00 - 14:59:59	25	6%
15:00:00 - 15:59:59	27	6%
16:00:00 - 16:59:59	38	8%
17:00:00 - 17:59:59	22	5%
18:00:00 - 18:59:59	25	6%
19:00:00 - 19:59:59	18	4%
20:00:00 - 20:59:59	16	4%
21:00:00 - 21:59:59	17	4%
22:00:00 - 22:59:59	11	2%
23:00:00 - 23:59:59	19	4%

EMS RESPONSES BY UNIT CALL SIGN		
CALL SIGN	COUNT	PERCENT
Medic 11	154	34%
Medic 21	124	27%
Medic 31	74	16%

Medic 41	54	12%
Medic 51	40	9%

TOP 5 EMS RESPONSES BY DISPATCH REASON		
Complaint	Count	Percent
Sick Person	77	17%
Falls	59	13%
Transfer	50	11%
Traffic Accident	37	8%
Unconscious	26	6%



Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd | JOB NUMBER: 24 - 104

WEEK ENDING: 09.06.24

Actual start date 4/22/2024

Original date of substantial completion 5/17/2025

Current date of substantial completion 6/22/2025

Weather Days in August
Exceeding Allotted Amount 0

Outstanding Items:
Signage Design

0.00"	0.00"	0.00"	0.00"	0.00"	0.00"	0.00"
83°	84°	84°	77°	82°	87°	80°
Lo 59°	Lo 59°	Lo 55°	Lo 54°	Lo 55°	Lo 58°	Lo 61°
Sat 8/31	Sun 9/01	Mon 9/02	Tue 9/03	Wed 9/04	Thu 9/05	Fri 9/06



PROJECT STATUS REPORT

Steel	No Further Progress
Concrete	No Further Progress
Masonry	Continued Masonry in South Portion of Area B and soaping in joist/beam pockets in Area C
Electrical	In-wall rough-in in masonry walls
Plumbing	In-wall rough-in in masonry walls
Mechanical	Duct block-outs in the FEMA Shelter/Area B
Water Proofing	



PROJECT PROJECTIONS

Steel	Erection of the FEMA Shelter/Area C Misc. Steel
Concrete	Baseplate grout/diamond pour-backs in Area C
Masonry	Finish South Area B Masonry/Area A CMU
Electrical	In-wall rough-in in CMU walls
Plumbing	In-wall rough-in in CMU walls
Mechanical	No projected work until Area C Rough-in
Water Proofing	GKW will start waterproofing around exterior of building next week



Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd | JOB NUMBER: 24 - 104

WEEK ENDING: 09.06.24

FEMA Shelter Masonry



West Site Clean



South Area B Masonry



Area C Beam/Joist Pockets



FLOOR PLAN GENERAL NOTES

- 1. CONSTRUCTION TO BE IN STRICT ACCORDANCE WITH ALL APPLICABLE BUILDING CODES, LOCAL RULES AND REGULATIONS, AND ALL OTHER CODES, REGULATIONS AND GOVERNING AGENCIES HAVING JURISDICTION WITH ALL APPLICABLE AMENDMENTS UNLESS ALTERED OR CHANGED THROUGH VARIANCES OF OTHER LEGAL PROCEDURES.
- 2. UNLESS OTHERWISE INDICATED, ALL MATERIALS AND EQUIPMENT ON THE DRAWINGS ARE TO BE FURNISHED AND INSTALLED BY THE CONTRACTOR.
- 3. ALL INTERIOR DIMENSIONS ARE TO FINISHED FACE OF GYP. BD. UNLESS NOTED OTHERWISE.
- 4. ALL EXTERIOR MASONRY WALLS ARE DIMENSIONED FROM EXTERIOR FACE OF MASONRY TO FINISHED FACE OF INTERIOR GYPSUM BOARD UNLESS NOTED OTHERWISE.
- 5. ALL EXTERIOR CADDIED WALLS (VINYL, CEMENT BOARD, WOOD Siding AND METAL WALL PANELS) ARE DIMENSIONED FROM EXTERIOR FACE OF Siding TO FINISHED FACE OF INTERIOR GYPSUM BOARD UNLESS NOTED OTHERWISE.
- 6. GENERAL CONTRACTOR TO PROVIDE AND INSTALL 20 GA. FLAT METAL BACKING STRIPS FOR ALL WALL MOUNTED ITEMS INCLUDING, BUT NOT LIMITED TO CABINETS, TV BRACKETS, SHELVING, PLUMBING FIXTURES, TOILET ACCESSORIES AND ALL OWNER SUPPLIED WALL MOUNTED ITEMS. (NOTE: 2X WOOD BLOCKING MAY BE USED IN B.U. OF 20 GA. METAL).
- 7. ALL ACCESSORIES TO MEET ANSI STANDARDS AND REQUIREMENTS.
- 8. SEE SHEETS 1001 & 1002 FOR PARTITION TYPES.
- 9. CONICAL ALL CONDUIT FOR SWITCHES, OUTLETS, OH DOOR OPERATORS, ETC. INSIDE CMU. SURFACE APPLIED CONDUIT WILL NOT BE ACCEPTED.
- 10. COORDINATE LOCATION OF ALL F.F.E. ITEMS WITH MECH., ELECTRICAL AND PLUMBING PRIOR TO INSTALLATION.



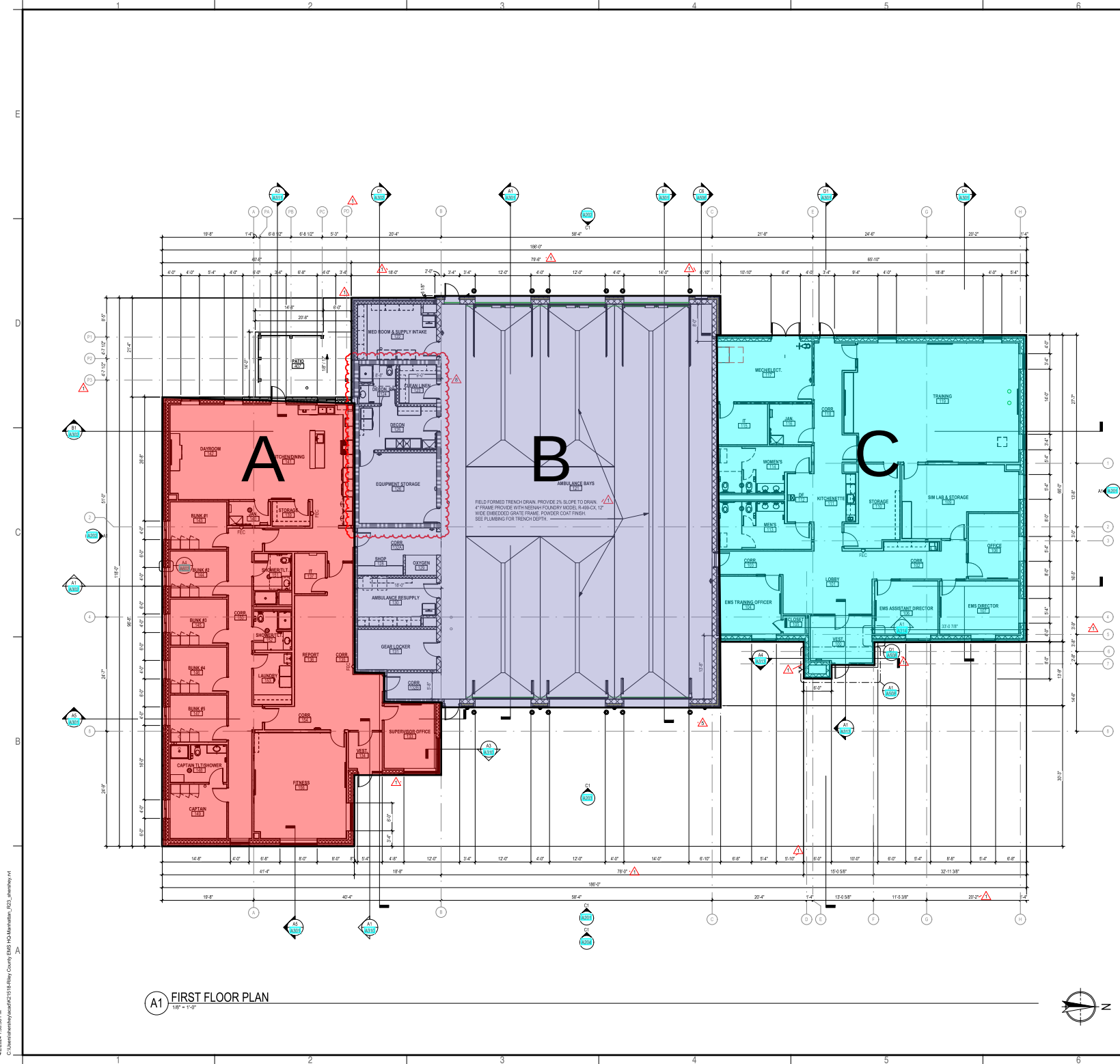
Archimages
architecture | interiors
Archimages, Inc. # 413 3389
14205 W. 95th Street
Lenexa, Kansas 66215
P: (813) 970-6553
www.archimages.com

[Consultants]

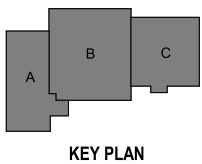
PROJECT: RILEY COUNTY EMS
STATION NO. 1

Manhattan, KS 66502-0109
1115 CHARLES LITTLE RD

No.	Date	Description
1	02/29/2024	ISSUED FOR NO. 1
2	02/29/2024	ISSUED FOR NO. 2
3	02/29/2024	ISSUED FOR NO. 3
4	02/29/2024	ISSUED FOR NO. 4
5	02/29/2024	ISSUED FOR NO. 5
6	02/29/2024	ISSUED FOR NO. 6
7	02/29/2024	ISSUED FOR NO. 7
8	02/29/2024	ISSUED FOR NO. 8
9	02/29/2024	ISSUED FOR NO. 9
10	02/29/2024	ISSUED FOR NO. 10
11	02/29/2024	ISSUED FOR NO. 11
12	02/29/2024	ISSUED FOR NO. 12
13	02/29/2024	ISSUED FOR NO. 13
14	02/29/2024	ISSUED FOR NO. 14
15	02/29/2024	ISSUED FOR NO. 15
16	02/29/2024	ISSUED FOR NO. 16
17	02/29/2024	ISSUED FOR NO. 17
18	02/29/2024	ISSUED FOR NO. 18
19	02/29/2024	ISSUED FOR NO. 19
20	02/29/2024	ISSUED FOR NO. 20
21	02/29/2024	ISSUED FOR NO. 21
22	02/29/2024	ISSUED FOR NO. 22
23	02/29/2024	ISSUED FOR NO. 23
24	02/29/2024	ISSUED FOR NO. 24
25	02/29/2024	ISSUED FOR NO. 25
26	02/29/2024	ISSUED FOR NO. 26
27	02/29/2024	ISSUED FOR NO. 27
28	02/29/2024	ISSUED FOR NO. 28
29	02/29/2024	ISSUED FOR NO. 29
30	02/29/2024	ISSUED FOR NO. 30
31	02/29/2024	ISSUED FOR NO. 31
32	02/29/2024	ISSUED FOR NO. 32
33	02/29/2024	ISSUED FOR NO. 33
34	02/29/2024	ISSUED FOR NO. 34
35	02/29/2024	ISSUED FOR NO. 35
36	02/29/2024	ISSUED FOR NO. 36
37	02/29/2024	ISSUED FOR NO. 37
38	02/29/2024	ISSUED FOR NO. 38
39	02/29/2024	ISSUED FOR NO. 39
40	02/29/2024	ISSUED FOR NO. 40
41	02/29/2024	ISSUED FOR NO. 41
42	02/29/2024	ISSUED FOR NO. 42
43	02/29/2024	ISSUED FOR NO. 43
44	02/29/2024	ISSUED FOR NO. 44
45	02/29/2024	ISSUED FOR NO. 45
46	02/29/2024	ISSUED FOR NO. 46
47	02/29/2024	ISSUED FOR NO. 47
48	02/29/2024	ISSUED FOR NO. 48
49	02/29/2024	ISSUED FOR NO. 49
50	02/29/2024	ISSUED FOR NO. 50
51	02/29/2024	ISSUED FOR NO. 51
52	02/29/2024	ISSUED FOR NO. 52
53	02/29/2024	ISSUED FOR NO. 53
54	02/29/2024	ISSUED FOR NO. 54
55	02/29/2024	ISSUED FOR NO. 55
56	02/29/2024	ISSUED FOR NO. 56
57	02/29/2024	ISSUED FOR NO. 57
58	02/29/2024	ISSUED FOR NO. 58
59	02/29/2024	ISSUED FOR NO. 59
60	02/29/2024	ISSUED FOR NO. 60
61	02/29/2024	ISSUED FOR NO. 61
62	02/29/2024	ISSUED FOR NO. 62
63	02/29/2024	ISSUED FOR NO. 63
64	02/29/2024	ISSUED FOR NO. 64
65	02/29/2024	ISSUED FOR NO. 65
66	02/29/2024	ISSUED FOR NO. 66
67	02/29/2024	ISSUED FOR NO. 67
68	02/29/2024	ISSUED FOR NO. 68
69	02/29/2024	ISSUED FOR NO. 69
70	02/29/2024	ISSUED FOR NO. 70
71	02/29/2024	ISSUED FOR NO. 71
72	02/29/2024	ISSUED FOR NO. 72
73	02/29/2024	ISSUED FOR NO. 73
74	02/29/2024	ISSUED FOR NO. 74
75	02/29/2024	ISSUED FOR NO. 75
76	02/29/2024	ISSUED FOR NO. 76
77	02/29/2024	ISSUED FOR NO. 77
78	02/29/2024	ISSUED FOR NO. 78
79	02/29/2024	ISSUED FOR NO. 79
80	02/29/2024	ISSUED FOR NO. 80
81	02/29/2024	ISSUED FOR NO. 81
82	02/29/2024	ISSUED FOR NO. 82
83	02/29/2024	ISSUED FOR NO. 83
84	02/29/2024	ISSUED FOR NO. 84
85	02/29/2024	ISSUED FOR NO. 85
86	02/29/2024	ISSUED FOR NO. 86
87	02/29/2024	ISSUED FOR NO. 87
88	02/29/2024	ISSUED FOR NO. 88
89	02/29/2024	ISSUED FOR NO. 89
90	02/29/2024	ISSUED FOR NO. 90
91	02/29/2024	ISSUED FOR NO. 91
92	02/29/2024	ISSUED FOR NO. 92
93	02/29/2024	ISSUED FOR NO. 93
94	02/29/2024	ISSUED FOR NO. 94
95	02/29/2024	ISSUED FOR NO. 95
96	02/29/2024	ISSUED FOR NO. 96
97	02/29/2024	ISSUED FOR NO. 97
98	02/29/2024	ISSUED FOR NO. 98
99	02/29/2024	ISSUED FOR NO. 99
100	02/29/2024	ISSUED FOR NO. 100



A1 FIRST FLOOR PLAN
1/8" = 1'-0"



KEY PLAN

4/23/2024 1:56:36 PM
C:\Users\jgarnett\OneDrive\Documents\Riley County EMS Station No. 1\Architectural\2024_architectural.rvt



Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd | JOB NUMBER: 24 - 104

WEEK ENDING: 09.13.24

Actual start date 4/22/2024

Original date of substantial completion 5/17/2025

Current date of substantial completion 6/22/2025

Weather Days in September exceeding Allotted Amount 0

Outstanding Items:

Signage Design
Lighting Submittal
Grout Submittal

0.00"	0.00"	0.00"	0.00"	0.00"	0.00"	0.00"
78°	75°	80°	86°	87°	89°	85°
Lo 58°	Lo 51°	Lo 51°	Lo 57°	Lo 55°	Lo 55°	Lo 57°
Sat 9/7	Sun 9/8	Mon 9/9	Tue 9/10	Wed 9/11	Thu 9/12	Fri 9/13



PROJECT STATUS REPORT

Steel	Front entrance steel & screen wall in Area C
Concrete	Base plate grout & diamond pour-backs in Area C
Masonry	Continued Masonry in South Portion of Area B and Area A
Electrical	In-wall rough-in in masonry walls
Plumbing	Hangers for above ceiling rough-in and in-wall masonry rough-in
Mechanical	Duct block-outs in the FEMA Shelter/Area B
Water Proofing	Working around Area C CMU



PROJECT PROJECTIONS

Steel	Erection of the FEMA Shelter/South Area B
Concrete	Slab on Deck & the remainder of South Area B
Masonry	Finish South Area A 8" CMU
Electrical	In-wall rough-in in Area C Framing
Plumbing	In-wall rough-in in Area C Framing
Water Proofing	Will continue to work around the building with liquid water membrane
Framing	Starting Area C interior framing



Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd | JOB NUMBER: 24 - 104

WEEK ENDING: 09.13.24

Area A Masonry



Area C Mechanical Screen Wall



Area C Steel Erection Front Entrance



Area C Liquid Water Membrane





Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd | JOB NUMBER: 24 - 104

WEEK ENDING: 09.20.24

Actual start date 4/22/2024

Original date of substantial completion 5/17/2025

Current date of substantial completion 6/22/2025

Weather Days in September exceeding Allotted Amount 0

Outstanding Items:

Lighting Submittal
Louver Opening RFI
Louver Location RFI
Overhead Door Submittal
Exterior Framed Wall System RFI

0.00"	0.00"	0.00"	0.00"	0.02"	0.02"	0.00"
87°	80°	89°	85°	87°	87°	96°
Lo 56°	Lo 63°	Lo 64°	Lo 67°	Lo 68°	Lo 68°	Lo 62°
Sat 9/14	Sun 9/15	Mon 9/16	Tue 9/17	Wed 9/18	Thu 9/19	Fri 9/20



PROJECT STATUS REPORT

Steel	Finished screen wall in C & set FEMA Shelter steel
Concrete	Started prepping the slab on deck above FEMA Shelter
Masonry	Finished the masonry walls in area A except the entrance
Plumbing	Started interior rough-in in area C
Water Proofing	Finished around Area C and started on Area B
Framing	Started framing interior walls in area C
BHS	Set door frames in Area C & started laying out interior blocking



PROJECT PROJECTIONS

Concrete	Slab on deck and slab on grade placements in Area B and finish stem walls around the building
Masonry	Finish Area A 8" CMU, soap in I-Beam pockets and continue to lay 12" ambulance bay walls
Electrical	In-wall rough-in in Area C Framing
Plumbing	Finish in-wall rough-in in Area C Framing
Water Proofing	Work around area B
Framing	Finish interior framing in Area C
BHS	Interior blocking in Area C and window blocking in Area A



Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd | JOB NUMBER: 24 - 104

WEEK ENDING: 09.20.24

Area A Masonry



Area A Steel/FEMA Shelter Steel



Area C Interior Framing



Area C Block Filler/Prime in Mechanical/IT Room





EMS/AMBULANCE
Project

David Adams
EMS/Ambulance
Director
2011 Claflin Rd
Manhattan, KS 66502
Phone: 785-539-3535

COMMISSION AGENDA REPORT

FROM: David Adams, EMS/Ambulance Director

MEETING: September 26, 2024

SUBJECT: EMS/Ambulance HQ Signage

PRESENTER: David Adams, EMS/Ambulance Director

BACKGROUND

Discuss whether the Riley County logo needs to be on the sign attached to the new Headquarters.

DISCUSSION

The new EMS/Ambulance Headquarters will have the name "Riley County EMS Station #1" and "Riley County EMS Administration" prominently displayed on the front of the building. The property will not have a sign affixed to the ground in front of the building.

The signage on or around county buildings is not consistent.

Does the signage on the front of the building need to include the Riley County logo? There is no other county building with the logo displayed on the building and not every county building has signage. The plan is to have the County Logo on the walk in doors on the administration side of the building.

FISCAL IMPACT

None unless the county logo is ever changed.

RECOMMENDATION(S)

Keep the EMS logo consistent on the front of the building with the wording as described.

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:

- K21518-Riley County EMS HQ-Manhattan_ Extrior Signage (PDF)

