



**Board of Riley County
Commissioners
Regular Meeting
Agenda
October 19, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Change Order #1 for the 2023 Asphalt Overlay Program
4. Bid Recommendation for Fancy Creek Bridge Replacement Project
5. Approve payroll/accounts payables (when completed)

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Oct 16, 2023 8:30 AM

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM

Katharine Hensler, Museum Director

9. Monthly Staff Report - Riley County Historical Museum

9:15 AM

Amy Manges, Register of Deeds

10. Year-To-Date-Revenue

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

11. Administrative Work Session

9:50 AM

Gary Fike, County Extension Director

12. General Staff Update

Adjournment

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



PUBLIC WORKS
Change Order

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

COMMISSION AGENDA REPORT

FROM: Evan McMillan, Assistant County Engineer

MEETING: October 19, 2023

SUBJECT: Change Order #1 for the 2023 Asphalt Overlay Program

PRESENTER: Evan McMillan, Assistant County Engineer

A change order is required to close out the 2023 Asphalt Overlay Program. The total cost of the project came in lower than expected due to less material being required to complete the job.

The Change Order and updated Cost Estimate for this work is provided with this document.

Staff recommends approval.

POSSIBLE MOTION(S)

Move to approve the Change Order to reduce the total project cost to \$1,154,480.40

Move to decline the Change Order to reduce the total project cost to \$1,154,480.40

Move to table for further discussion.

Enclosures:

- 2023 Asphalt Program - Change Order Signed. (PDF)



Riley County Public Works
6216 Tuttle Creek Blvd.
Manhattan, KS 66503
785-637-6330
Fax 785-666-6286

(un)Program Payable Overhead 2023 - 1# Order Payment : 866611) . Pending Order Payment Order Payment - un)Program Payable Overhead 2023 Attachment: Attachment

RILEY COUNTY, KANSAS

CONTRACTOR'S PAYMENT ESTIMATE

NO. 2 Final

PAY TO: Shilling Construction

ADDRESS:

9620 East Highway 24
Manhattan, KS 66502

PROJECT : 2023 Asphalt Program

DESCRIPTION:

Alternate No. 1 - Hi-View Drive, Lakeside
Dr., Mound Ridge Rd, North Marlett
Ave, Gardiner Rd (North), County Line Rd,
LK & W Rd, W. 68th Ave, Blue Ridge Rd,
and Sharm Rd

PROJECT NUMBER: 2257-2266

PAYMENT PERIOD: 9/25/23 thru

TOTAL CONTRACT AMOUNT: \$ 1,280,252.00

PERCENT OF WORK COMPLETED:

100%

ITEM NO.	ITEM DESCRIPTION	UNITS	CONTRACT QUANTITY	ADJUSTED CONTRACT QUANTITY	TOTAL QUANTITY TO DATE	UNIT PRICE	AMOUNT EARNED TO DATE
Hi-View Drive 2257							
1	1.5" Class A HMA - Commercial Overlay	ton	2,440.0		2,291.00	\$ 114.60	\$262,548.60
2	Class A HMA-Commercial Pavement Patching	ton	1.0			\$ 170.00	
Lakeside Dr 2258							
1	1.5" Class A HMA - Commercial Overlay	ton	1,020.0		928.00	\$ 114.60	\$106,348.80
2	Class A HMA-Commercial Pavement Patching	ton	1.0			\$ 170.00	
Mound Ridge Rd 2259							
1	1.5" Class A HMA - Commercial Overlay	ton	890.0		723.00	\$ 114.60	\$82,855.80
2	Class A HMA-Commercial Pavement Patching	ton	1.0			\$ 170.00	
North Marlett Ave 2260							
1	1.5" Class A HMA - Commercial Overlay	ton	545.0		517.0	\$ 114.60	\$59,248.20
2	Class A HMA-Commercial Pavement Patching	ton	1.0			\$ 170.00	
Gardiner Rd (North) 2261							
1	1.5" Class A HMA - Commercial Overlay	ton	855.0		766.00	\$ 114.60	\$87,783.60
2	Class A HMA-Commercial Pavement Patching	ton	1.0			\$ 170.00	
SUBTOTAL							\$598,785.00



Riley County Public Works
6216 Tuttle Creek Blvd.
Manhattan, KS 66503
786-637-6330
Fax 786-666-6286

(Attachment: 2023 Asphalt Program - Change Order Signed : 866121) - 1# Order Change : 866121

Leslie Rd 2263								
1	1.5" Class A HMA - Commercial Overlay	ton	1,460.0		1,253.00	\$	114.60	\$143,593.80
2	Class A HMA-Commercial Pavement Patching	ton	1.0			\$	170.00	
County Line Rd / LK & W Rd 2262								
1	1.5" Class A HMA - Commercial Overlay	ton	1,355.0		1,319.00	\$	114.60	\$151,157.40
2	Class A HMA-Commercial Pavement Patching	ton	1.0			\$	170.00	
W. 68th Ave 2264								
1	1.5" Class A HMA - Commercial Overlay	ton	1,250.0		1,055.0	\$	114.60	\$120,903.00
2	Class A HMA-Commercial Pavement Patching	ton	1.0			\$	170.00	
Blue Ridge Rd 2265								
1	1.5" Class A HMA - Commercial Overlay	ton	990.0		874.0	\$	114.60	\$100,160.40
2	Class A HMA-Commercial Pavement Patching	ton	1.0			\$	170.00	
Sharn Rd 2266								
1	1.5" Class A HMA - Commercial Overlay	ton	365.0		348.0	\$	114.60	\$39,880.80
2	Class A HMA-Commercial Pavement Patching	ton	1.0			\$	170.00	
					TOTAL AMOUNT EARNED			\$1,154,480.40
					LESS RETAINED			\$
					NET AMOUNT			\$1,154,480.40
					LESS PREVIOUS PAYMENTS			\$ 780,474.80
					AMOUNT DUE THIS ESTIMATE			\$374,005.60

BY: [Signature] PROJECT ENGINEER DATE: 10/11/23

APPROVED: RILEY COUNTY, KANSAS

I HEREBY CONCUR IN THE FOREGOING RECOMMENDATION.

BY: [Signature] Vice President DATE: 10/11/2023

CONTRACTOR

BY: [Signature] DIRECTOR OF PUBLIC WORKS DATE: 10-12-2023



CHANGE ORDER

Riley County, Kansas

CHANGE ORDER NUMBER: Final

CONTRACTOR: Shilling Construction

ADDRESS: 9620 East Highway 24
Manhattan, KS 66502

PROJECT NO. : 2023 Asphalt Overlay Program
PROJECT :

DESCRIPTION: Hi-View, Lakeside, Mound Ridge, N Mariatt,
Gardiner, Lasita, County Line/LK&W,
W 68th, Blue Ridge, Sharm

BID ITEMS

ITEM NO.	ITEM DESCRIPTION	UNITS	CONTRACT QUANTITY	ADJUSTED QUANTITY	INCREASE/DECREASE	UNIT BID PRICE	INCREASE/DECREASE CONTRACT AMOUNT
1	Class A HMA - Commercial Overlay (Hi-View Dr.)	TON	2440.0	2291.00	-149.00	\$114.60	\$ (17,075.40)
1	Class A HMA - Commercial Overlay (Lakeside Dr.)	TON	1020.0	928.00	-92.00	\$114.60	\$ (10,543.20)
1	Class A HMA - Commercial Overlay (Mound Ridge Rd)	TON	890.0	723.0	-167.00	\$114.60	\$ (19,138.20)
1	Class A HMA - Commercial Overlay (N. Mariatt Ave.)	TON	545.0	517.00	-28.00	\$114.60	\$ (3,208.80)
1	Class A HMA - Commercial Overlay (Gardiner Rd)	TON	855.0	766.00	-89.00	\$114.60	\$ (10,199.40)
1	Class A HMA - Commercial Overlay (Lasita Rd)	TON	1460.0	1253.00	-207.00	\$114.60	\$ (23,722.20)
1	Class A HMA - Commercial (County Line/LK&W)	TON	1355.0	1319.00	-36.00	\$114.60	\$ (4,125.60)
1	Class A HMA - Commercial (W 68th Ave.)	TON	1250.0	1055.00	-195.00	\$114.60	\$ (22,347.00)
1	Class A HMA - Commercial (Blue Ridge Rd)	TON	990.0	874.00	-116.00	\$114.60	\$ (13,293.60)
1	Class A HMA - Commercial (Sharm Rd)	TON	365.0	348.00	-17.00	\$114.60	\$ (1,948.20)
13	Class A HMA - Commercial Pavement Patching	TON	1.0	0.00	-1.0	\$170.00	\$ (170.00)
Subtotal							\$ (125,771.60)
TOTAL							\$ (125,771.60)

Amount of Original Bid:	\$1,280,252.00
Total of Previous Change Orders:	-
Amount of Change Order No. 1:	\$ (125,771.60)
Total Adjusted Contract Price:	\$1,154,480.40

BY: [Signature] 10/11/23
PROJECT ENGINEER DATE

BY: [Signature] 10-12-2023
DIRECTOR OF PUBLIC WORKS DATE

BY: [Signature] 10/11/2023
CONTRACTOR DATE

BY: _____
CHAIRMAN, BOARD OF COUNTY COMMISSIONERS DATE

Attachment: 2023 Asphalt Program - Change Order Signed. (13798 : Change Order #1 - 2023 Asphalt Overlay Program)



PUBLIC WORKS
Recommendations

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

COMMISSION AGENDA REPORT

FROM: Evan McMillan, Assistant County Engineer

MEETING: October 19, 2023

SUBJECT: Bid Recommendation for Fancy Creek Bridge Replacement Project

PRESENTER: Evan McMillan, Assistant County Engineer

Staff has reviewed the bids for the above referenced project and found them to be in order. It is our recommendation to award the contract to the low bidder, Reece Construction Co., Inc., Salina, KS in the amount of \$361,981.98.

The contractor has indicated he will begin construction on or about November 27, 2023 and anticipates completion within 90 working days.

POSSIBLE MOTION(S)

Move to approve the bid from Reece Construction Co., Inc. in the amount of \$361,981.98

Move to deny the bid from Reece Construction Co., Inc. in the amount of \$361,981.98.

Move to table for further review.

Enclosures:

- Bid Tab_Fancy Creek Bridge Rep_072823(2) (XLSX)

Riley County Public Works
BID TABULATION SHEET

Fancy Creek Bridge Replacement
Project No. K.O-6.2

ENGINEER'S ESTIMATE	Reece Construction Co., Inc. 1240 W. North Salina, KS 67401	King Construction Co.,Inc. 301 N. Lancaster Ave Hesston, KS 67062	Bridges Inc 911 SW 14th Street Newton, KS 67114	Ebert Construction Co., Inc 103 W. Valley St., P O Box 198 Wamego, KS 66547	L&M Contractors, Inc. 1405 Hwy 96 Great Bend, KS 67530
Schwab Eaton					

24'-32'-24' ft. RCSH Bridge w/ 24' Rdwy

#	ITEM DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL										
1	Class I Excavation	90	CY	\$ 55.00	\$ 4,950.00	\$ 13.57	\$ 1,221.30	\$ 85.00	\$ 7,650.00	\$ 72.00	\$ 6,480.00	\$ 84.09	\$ 7,568.10	\$ 40.00	\$ 3,600.00
2	Class II Excavation	109	CY	\$ 90.00	\$ 9,810.00	\$ 25.67	\$ 2,798.03	\$ 85.00	\$ 9,265.00	\$ 95.00	\$ 10,355.00	\$ 277.72	\$ 30,271.48	\$ 175.00	\$ 19,075.00
3	Concrete (Grade 4) (AE) (SW)	146.4	CY	\$ 1,200.00	\$ 175,680.00	\$ 911.97	\$ 133,512.41	\$ 800.00	\$ 117,120.00	\$ 935.00	\$ 136,884.00	\$ 897.81	\$ 131,439.39	\$ 1,020.00	\$ 149,328.00
4	Concrete (Grade 4) (AE)	55.8	CY	\$ 900.00	\$ 50,220.00	\$ 904.15	\$ 50,451.57	\$ 800.00	\$ 44,640.00	\$ 1,150.00	\$ 64,170.00	\$ 887.36	\$ 49,514.69	\$ 1,020.00	\$ 56,916.00
5	Reinforcing Steel (Grade 60)	38370	LBs	\$ 2.25	\$ 86,332.50	\$ 0.99	\$ 37,986.30	\$ 1.60	\$ 61,392.00	\$ 1.50	\$ 57,555.00	\$ 1.35	\$ 51,799.50	\$ 1.70	\$ 65,229.00
6	Steel Pipe (HP10x42)	483	LF	\$ 65.00	\$ 31,395.00	\$ 65.36	\$ 31,568.88	\$ 38.00	\$ 18,354.00	\$ 74.00	\$ 35,742.00	\$ 79.09	\$ 38,200.47	\$ 53.00	\$ 25,599.00
7	Cast Steel Pile Points	18	Each	\$ 180.00	\$ 3,240.00	\$ 151.52	\$ 2,727.36	\$ 150.00	\$ 2,700.00	\$ 225.00	\$ 4,050.00	\$ 154.25	\$ 2,776.50	\$ 235.00	\$ 4,230.00
8	Contractor Furnished PDA	2	Each	\$ 8,000.00	\$ 16,000.00	\$ 1,500.00	\$ 3,000.00	\$ 3,000.00	\$ 6,000.00	\$ 1,600.00	\$ 3,200.00	\$ 3,000.00	\$ 6,000.00	\$ 1,500.00	\$ 3,000.00
					\$ 377,627.50		\$ 263,265.85		\$ 267,121.00		\$ 318,436.00		\$ 317,570.13		\$ 326,977.00

Grading

#	ITEM DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL					
9	Contractor Construction Staking	LS	LS	\$ 8,500.00	\$ 8,500.00	\$ 5,900.00	\$ 5,900.00	\$ 5,900.00	\$ 5,900.00	\$ 5,900.00	\$ 5,900.00	\$ 5,900.00	\$ 5,900.00	\$ 6,500.00	\$ 6,500.00					
10	Field Office & Laboratory (Type C.)	1	Each	\$ 3,500.00	\$ 3,500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 2,000.00	\$ 2,000.00	\$ 632.81	\$ 632.81	\$ 500.00	\$ 500.00					
11	Mobilization	LS	LS	\$ 35,000.00	\$ 35,000.00	\$ 18,858.30	\$ 18,858.30	\$ 43,000.00	\$ 43,000.00	\$ 44,000.00	\$ 44,000.00	\$ 60,365.83	\$ 60,365.83	\$ 78,500.00	\$ 78,500.00					
12	Removal of Existing Structures	LS	LS	\$ 20,000.00	\$ 20,000.00	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	\$ 15,254.74	\$ 15,254.74	\$ 21,500.00	\$ 21,500.00					
13	Clearing & Grubbing	LS	LS	\$ 10,000.00	\$ 10,000.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 2,765.71	\$ 2,765.71	\$ 800.00	\$ 800.00					
14	Common Excavation	558	CY	\$ 15.00	\$ 8,370.00	\$ 8.50	\$ 4,743.00	\$ 8.50	\$ 4,743.00	\$ 8.50	\$ 4,743.00	\$ 13.26	\$ 7,399.08	\$ 8.50	\$ 4,743.00					
15	Compaction of Earthwork (Type B)(MR-90)	112	CY	\$ 10.00	\$ 1,120.00	\$ 2.00	\$ 224.00	\$ 2.00	\$ 224.00	\$ 2.00	\$ 224.00	\$ 3.70	\$ 414.40	\$ 2.00	\$ 224.00					
16	Water (Grading)(Set Price)	1	Mgal	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00					
17	Slope Protection (Riprap Stone)(200 lb.)	182	CY	\$ 90.00	\$ 16,380.00	\$ 80.00	\$ 14,560.00	\$ 80.00	\$ 14,560.00	\$ 80.00	\$ 14,560.00	\$ 96.22	\$ 17,512.04	\$ 85.00	\$ 15,470.00					
18	Guard Fence, Steel Plate	125	LF	\$ 150.00	\$ 18,750.00	\$ 99.67	\$ 12,458.75	\$ 99.67	\$ 12,458.75	\$ 99.67	\$ 12,458.75	\$ 99.67	\$ 12,458.75	\$ 105.00	\$ 13,125.00					
19	Guard Fence, End Terminal (Type II)	4	Each	\$ 2,500.00	\$ 10,000.00	\$ 1,996.52	\$ 7,986.08	\$ 1,996.52	\$ 7,986.08	\$ 1,996.52	\$ 7,986.08	\$ 1,996.52	\$ 7,986.08	\$ 2,000.00	\$ 8,000.00					
20	Object Marker (Type III)	4	Each	\$ 250.00	\$ 1,000.00	\$ 135.00	\$ 540.00	\$ 135.00	\$ 540.00	\$ 135.00	\$ 540.00	\$ 135.00	\$ 540.00	\$ 175.00	\$ 700.00					
21	Temporary Surfacing Material (Aggregate)(Set Price)	1	CY	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00					
22	Concrete for Seal Course (Set Price)	1	CY	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00					
23	Traffic Control	LS	LS	\$ 7,500.00	\$ 7,500.00	\$ 7,871.00	\$ 7,871.00	\$ 7,871.00	\$ 7,871.00	\$ 7,871.00	\$ 7,871.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00					
24	Seeding	LS	LS	\$ 5,000.00	\$ 5,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,925.00	\$ 4,925.00	\$ 4,185.13	\$ 4,185.13	\$ 6,500.00	\$ 6,500.00					
25	Temporary Erosion and Pollution Control	LS	LS	\$ 7,500.00	\$ 7,500.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 5,600.00	\$ 5,600.00	\$ 1,312.15	\$ 1,312.15	\$ 500.00	\$ 500.00					
					\$ 152,895.00			\$ 98,716.13			\$ 122,857.83			\$ 129,882.83			\$ 145,501.72			\$ 165,837.00

Total	\$ 530,522.50	\$ 361,981.98	\$ 389,978.83	\$ 448,318.83	\$ 463,071.85	\$ 492,814.00
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Proposed Starting Date:	11/27/2023	02/01/2024	11/20/2023	03/15/2024	01/08/2024
Proposed Number of Working Days:	90	120	100	110	110

Attachment: Bid Tab_Fancy Creek Bridge Rep_072823(2) (13806 : Bid Recommendation for Fancy Creek



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
October 23, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Order to Credit Allowed Claim to Delinquent Taxes

Review Minutes

Press Conference Topics

Review Tentative Agenda

9:00 AM

Robbin Cole, Pawnee Mental Health Services Director

2. Pawnee Mental Health Services update

9:15 AM

Brian Peete, RCPD Director

3. RCPD update

9:30 AM

Press Conference

9:40 AM

Amanda Webb, Planning/Special Projects Director

4. Comprehensive Plan update

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

5. Administrative Work Session

10:30 AM

Brittany Phillips, Budget and Finance Officer

6. CIP Work Session

11:00 AM

Russel Stukey, Emergency Management Director

7. Position upgrade

Attachment: 10-23-23 tentative agenda (12880 : Tentative Agenda)

11:10 AM**Elizabeth Ward, Human Resources Director**

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

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: 10-23-23 tentative agenda (12880 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
October 26, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Barry Wilkerson, County Attorney

1. Staff update

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:35 AM

Cory Meyer, IT/GIS Director

3. Staff update

9:50 AM

Shelly Williams, Community Corrections Director

4. Staff update

10:05 AM

Vivienne Leyva, PIO

5. PIO update

4:00 PM

Joint City/County/County Meeting (County will be hosting at Manhattan City Hall, City Commission Room, 1101 Poyntz)

Adjournment

Attachment: 10-26-23 tentative agenda (12880 : Tentative Agenda)

Announcement

A Manhattan Emergency Shelter Lunch and Tour will be held today
11:00 a.m. - 1:00 p.m. at 416 S. 4th Street, Manhattan.

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.



MUSEUM
Staff Update

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

STAFF REPORT

FROM: Katharine Hensler, Museum Director

MEETING: October 19, 2023

SUBJECT: Monthly Staff Report - Riley County Historical Museum

PRESENTER: Katharine Hensler, Museum Director

Riley County Historical Museum - Director's Report

October 19, 2023

1. Visitation and Tours - In the month of September, there were 139 visitors to the Museum and 27 to the Goodnow House, 16 at the Wolf House Museum, and the Pioneer Log Cabin saw 41 guests.

Site Name	JUN	JUL	AUG	SEP
Museum	175	150	282	139
Goodnow House	72	67	84	27
Wolf House	27	20	31	16
Pioneer Log Cabin	25	20	35	41
TOTAL	299	257	432	223

Volunteer hours for the month totaled 26.25 hours and were generated by 6 regular Museum also had two community service workers in September who assisted with outdoor cleanup of the Museum, the Goodnow House, and the Wolf House Museum with 19.0 hours.

Volunteer Hours	JUN	JUL	AUG	SEP
General	86.5	59.75	63.25	26.25
RCHS Board of Directors	38	18.5	22	38.5
Community Service	2	16.5	8.5	19
TOTAL	126.5	94.75	93.75	83.75

2. Education and Outreach

September 12 - Fireside Chat, Historic Downtown Walking Tour, Curator Highsmith and Director Hensler guided 38 participants through the 300/400 blocks of Poyntz Avenue. Fireside Chats are always free and open to the public. The October program occurred on October 10, 5:30pm and was on the history of Zoos in America. Guest speaker is Melissa Kirkwood of the Sunset Zoo.

September 14 - the Museum, Goodnow House, and Wolf House hosted two tours of KSU students. 7 guests were in one tour and the other group had 4 students.

September 18 - KMAN In-Focus segment was presented by Curator Highsmith, and the topic was Funerary and Mourning Practices in Victorian Era Manhattan. This topic is a precursor to an upcoming exhibit being installed in the Wolf House Museum, scheduled to open in early January of 2024. The Museum is featured every third Monday on KMAN. October will cover a seasonal topic and November, special guests from the Riley County Historical Society and the Manhattan/Riley County Preservation Alliance will join Director Hensler to discuss the new interpretive panel installed at the Marlatt Homestead through a partnership with K-State.

Also on September 18, Director Hensler traveled to Topeka to meet with the Freedom's Frontier National Heritage Area for their partners meeting. The Museum is a partner organization and part of the network endorsed by the National Park Service as essential in telling the story of the stories and building awareness in our region's role in the Kansas-Missouri border war, the Civil War, the settlement of the western frontier and rural America, and the enduring struggle for freedom. Over 24 partners attended and discussed upcoming programs, strategies, and funding opportunities.

September 23 - Curator Highsmith and Director Hensler traveled to Abilene, Kansas to attend a historic gravestone restoration workshop. There currently are no organized efforts taking place in Riley County of this kind, so our team is partnering with Healthy Headstones, Inc. out of Dickinson County to begin a program here. Our goal is to be able to offer training workshops to our Riley County communities and encourage citizens to be mindful of cemetery preservation. Since attending, Museum staff have secured two local partner sites who have granted permission for such workshops to occur on their properties. Staff will attempt to secure grant funding for the workshop expenses. Target dates for the workshops will be in spring of 2024.

3. Collections - In the month of September, 9 donations of objects came into the Museum. Amongst those donations, 46 individual items were recorded for acquisition. Curator Munger was able to process 4 backlogged collections which totaled 39 individual objects acquisitioned into the collection. Lastly, 4 objects categorized as a museum acquisitions were processed.

Collections Numbers	JUN	JUL	AUG	SEP
Number of Collections Donated	6	10	10	9
Individual Items Donated	10	67	531	46
Backlogged Collections Processed	9	4	6	4
Backlogged Items Processed	123	39	53	39
Museum Acquisitions Processed	0	0	1	4

4. Archives and Library - Curator Glasglow managed 6 new incoming patron requests for the public and 4 requests for research support internally in the month of September. There were 3 appointments made to use the research library and 2 walk-in patrons. She continues to follow up with outstanding requests submitted previously.

Library and Archives Requests	JUN	JUL	AUG	SEP
Research (external)	8	4	4	6
Research (internal)	1	2	2	4
In-Person Appointments	3	6	3	3
Walk-In Appointments	6	6	7	2
TOTAL	18	18	16	15

5. Building and Grounds - The rolling dumpster left the museum site on September 29. Staff worked very hard to clear out the outbuildings on the Goodnow site which has been filled with non-collection RCHS property. Additional areas cleaned out were non-collection items in the Museum's temporary storage and the workroom. Additional work such as this is required to clean out much of the Museum's and RCHS' space. Staff will likely bring in another dumpster from December to January to continue this work, based upon funds available.

No major issues to note concerning the Museum's maintenance, buildings, or grounds.

6. Special Projects - Museum staff and volunteers are working on updating some of the walking tours. Staff will be presenting a Historic Sunset Cemetery Walking Tour on Saturday, November 4 from 10am-noon, \$5 donation per person suggested, and all proceeds will benefit the RCHS.

Volunteer, John Hunter is helping to update the City Park walking tour. Ideally, we plan to begin offering this tour to the public in the spring of 2024.

On October 28, the Goodnow House will be hosting a small wedding party of seven. Because the Goodnow House is a state historic site, the renters will adhere to all state policies and requirements. This rental is being supervised by Director Hensler.

7. Riley County Historical Society (RCHS)

The Wolf House Museum at 630 Fremont St., Manhattan, a RCHS property, will be getting a complete roof replacement this fall. The condition of the current roof, installed in 1993 is in very poor condition. This project has been approved in consultation with the State Historic Preservation Officer and the RCHS will fund the project in full. At the same time, the board has also decided to move forward with the replacement of the Wolf Photography Studio roof which no decision has been made since the roof's condition was brought to the attention of the board in the winter of 2023.

The historical society hosted their quarterly speaker series on September 19 at Lazy T Ranch. Their speaker was Ron Wilson who spoke on the landmark civil rights case of Chief Standing Bear in 1879, and the Ponca Chief's tie to Riley County. The program was well attended by 69 attendees.

8. Upcoming Events

October 17, 4pm - RCHM Board of Trustees meeting at the Museum's Dallas Gallery. The trustees will be seeking to fill two open positions at the end of the year.

October 25, 6:30pm - Director Hensler will be teaching a UFM class titled, "Finding Comfort in the Wake of War," attendees must register through UFM's Lifetime Learning program, fee is \$15 per person.

October 29, 2-5pm - Pioneer Log Cabin closes for the season; Special Halloween exhibit with trick or treating for the kids.

October 31, 8:30am-5pm - Trick or treating at the Riley County Historical Museum

October 31, 4-6pm - Bewitching at Westloop; the Museum will have a booth and will be handing out candy and distributing marketing material.

November 9, 6pm - Riley County Historical Society Annual Meeting at the Blue Hills Room. Dinner, regular board meeting, members vote for upcoming RCHS board members, presentation by David Seay, owner of the Regulator Time Company who conducted the restoration of the historic courthouse clock completed in 1980 and who still continues to care for this icon of Riley County today. Dinner is \$16. Dinner tickets are available now.

November 4, 10am-noon - Historic Sunset Cemetery Tour, suggested donation of \$5/person. Proceeds will benefit the RCHS.

November 14, 5:30pm - Fireside Chat with the Museum. The presenter will be Shawn Hornung of Wamego and topic will be the Honor Flights Program; Free and open to the public (at Flight Crew Coffee).

December 17, 2-5pm (tentative) - Holiday Open House at the Wolf House is tentatively scheduled for Sunday, December 17 from 2-5pm; free and open to the public.

January 13, 2-5pm - New exhibit to open at the Wolf House Museum (RCHS property)

Enclosures:



REGISTER OF DEEDS
Staff Update

Amy Manges
Register of Deeds
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6340

STAFF REPORT

FROM: Amy Manges, Register of Deeds
MEETING: October 19, 2023
SUBJECT: Year-To-Date-Revenue
PRESENTER: Amy Manges

Enclosures:

- BOCC Report - October 2023 (DOC)

TO: Board of County Commissioners
FROM: Amy Manges, Register of Deeds
DATE: October 19, 2023
SUBJECT: 2023 Year-To-Date Revenue

The following is a brief summary of revenue figures through 3:00 p.m., October 16, 2023 with comparable year-to-date information for 2022:

	<u>2022</u>	<u>2023</u>
Total Mortgage Amount (Indebtedness)	\$699,873,915	\$297,832,975
Recording Fees	\$393,633	\$296,611
Heritage Trust Fund	\$28,949	\$21,910
Register of Deeds Tech Fund	\$57,898	\$43,820
Treasurer Tech Fund	\$14,475	\$10,955
Clerk Tech Fund	\$14,475	\$10,955
Copy Fees	\$35,317	\$31,469
 Total Year-To-Date Revenue	 \$544,747	 \$415,720

Note: There is a \$30,000 per year limit on what is transferred to the state for the Heritage Trust Fund. Any amount over \$30,000 will be transferred to County General at the end of the year.

<u>Plats</u>	<u>2022</u>	<u>2023</u>
Total Plats Filed	7	18
Total Platted Lots	10	35

Estimated 2023 Revenue

Recording Fees = \$300,000

Heritage Trust Fund = \$25,000

Copy Fees = \$25,000

Total = \$350,000

Register of Deeds Tech Fund = \$50,000

Attachment: BOCC Report - October 2023 (13804 : Year To Date Revenue)

Staff Update:

- Recorded 4,881 documents compared to 6,414 in 2022
- Rescanning books 239 – 332 from years 1953 thru 1969
- Continue to cross train employees
- Tracking daily revenue loss due to changes in filing and mortgage registration fees.
Year to date revenue lost in 2023 due to fee changes totals \$513,637



EXTENSION
Staff Update

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

STAFF REPORT

FROM: Gary Fike
MEETING: October 19, 2023
SUBJECT: General Staff Update
PRESENTER: Gary Fike

Gary will present a general staff update

Enclosures: