



**Board of Riley County
Commissioners
Regular Meeting
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

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Order to Credit Allowed Claim to Delinquent Taxes
4. Letter of Support for a KDOT grant application for Big Lakes Developmental Center
5. 4th Floor Renovation in Riley County Plaza East Office Building

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Oct 19, 2023 8:30 AM

Press Conference Topics

7. Discuss Press Conference

Review Tentative Agenda

8. Tentative Agenda

9:00 AM

Robbin Cole, Pawnee Mental Health Services Director

9. Pawnee Mental Health Services update

9:15 AM

Brian Peete, RCPD Director

10. RCPD update

9:30 AM

Press Conference

11. General Election - Rich Vargo (1-2 minutes)

9:35 AM

Cory Meyer, IT/GIS Director

12. Request to Refill Info Tech Specialist Position

9:40 AM

Amanda Webb, Planning/Special Projects Director

13. Comprehensive plan update

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

14. Administrative Work Session
15. Pending County Projects County Counselor

10:30 AM

Brittany Phillips, Budget and Finance Officer

16. 3rd Quarter CIP Work Session 2023

11:00 AM

Russel Stukey, Emergency Management Director

17. Position Classification Change

11:10 AM

Elizabeth Ward, Human Resources Director

18. 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.



COUNTY TREASURER'S OFFICE
Form

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

COMMISSION AGENDA REPORT

FROM: Shilo Heger
MEETING: October 23, 2023
SUBJECT: Order to Credit Allowed Claim to Delinquent Taxes
PRESENTER: Shilo Heger

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:

- Haffener Certification (PDF)

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

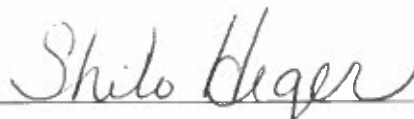
ORDER TO CREDIT ALLOWED CLAIM TO DELINQUENT
PERSONAL PROPERTY TAXES, PENALTIES AND INTEREST

Now, on this 23rd day of October, 2023, I, Shilo Heger, Riley County Treasurer, hereby certify to the Board of County Commissioners of Riley County, Kansas, the following claimant, to-wit:

NAME OF CLAIMANT: Jerry Haffener

TAX YEAR	TAXES DUE	INTEREST/PENALTIES TO DATE	CLAIM ALLOWED
2022	\$1,057.50	\$78.16	\$1,135.66
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
		TOTAL	\$1,135.66
	AMOUNT STILL OWED AS OF DATE OF CLAIM		\$1,135.66
	AMOUNT OF WARRANT HELD		\$1,665.00
	TAXES PAID FROM THIS WARRANT		\$1,135.66
	ADJUSTED AMOUNT OF WARRANT TO BE ISSUED		\$529.34

whose claim(s) has/have been allowed pursuant to K.S.A. 79-2010, presently has/have unpaid and delinquent personal property taxes, penalties and interest, in the amounts and years shown by such certification, it is ordered that said County Treasurer credit the amount of such allowed claims to the unpaid and delinquent personal property taxes, penalties and interest of the claimant, and thereupon issue a receipt to the claimant in the amount of the claim(s), noting thereon the amount of taxes, penalties and interest remaining unpaid, if any, or in the event that the claim(s) allowed is/are in excess of the delinquent taxes, penalties and interest, a warrant shall be issued to the claimant in payment of the difference between the taxes, penalties and interest for which the County Treasurer's receipt or warrant issued shall constitute full payment of the claim, all as provided in K.S.A. 79-2012.



Shilo Heger, Riley County Treasurer

IT IS SO ORDERED.

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

CHAIR

ATTEST:

Riley County Clerk

(SEAL)

CERTIFICATION OF UNPAID PERSONAL PROPERTY TAXES

I Shilo Heger, Riley County Treasurer, hereby certify to the Board of County Commissioners of Riley County, Kansas, the following listed claimant (s), to-wit:

<u>NAME</u>	<u>TAXES DUE</u>
Jerry Haffener	2022-\$1,135.66

whose claim (s) (have) (has) been allowed pursuant to K.S.A. 79-2010, presently (has) (have) unpaid and delinquent real estate taxes, penalties and interest, in the amounts and for the years shown by the exhibit (s) attached hereto and made a part hereof, and I hereby request the said Board of County Commissioners of Riley County, Kansas, to authorize and direct me, as said County Treasurer, to apply the funds from the allowed claim to said unpaid and delinquent personal property taxes, accordingly, pursuant to K.S.A. 79-2012.

Dated this 23rd day of October, 2023.



 Shilo Heger, Riley County Treasurer

Attachment: Haffener Certification (13795 : Vendor Claim with Delinquent Taxes)



OUTSIDE AGENCY
Letter of Support

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

COMMISSION AGENDA REPORT

FROM: Lori Feldkamp, Big Lakes Developmental Center Director

MEETING: October 23, 2023

SUBJECT: Letter of Support for a KDOT grant application for Big Lakes Developmental Center

PRESENTER: Lori Feldkamp, Big Lakes Developmental Center Director

POSSIBLE MOTION(S)

Move to approve a Letter of Support for a KDOT Application for a \$10,000 operating grant for Transportation Assistance and two replacement accessible buses for July 1, 2024 - June 30, 2025 for Big Lakes Developmental Center, Inc.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 10-23-23 letter of support Big Lakes KDOT grant application(PDF)



BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
Manhattan, Kansas 66501
Phone: 785-565-6841
Fax: 785-565-6841
E-mail: boccc@rileycountyks.gov

October 23, 2023

To Whom It May Concern:

The purpose of this letter is to support the request of Big Lakes Developmental Center, Inc. for a KDOT Application for a \$10,000 operating grant for Transportation Assistance and two replacement accessible buses for July 1, 2024 – June 30, 2025.

All studies in our area have found that transportation is high on the list of needs for our citizens that are intellectual/developmentally disabled.

We strongly urge you to approve this grant.

Sincerely,

BOARD OF COMMISSIONERS OF
RILEY COUNTY, KANSAS

Kathryn Focke, Chairwoman

John Ford, Commissioner

Greg McKinley, Commissioner

Attachment: 10-23-23 letter of support Big Lakes KDOT grant application (13807 : Letter of Support - Big Lakes Developmental Center)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel
MEETING: October 23, 2023
SUBJECT: 4th Floor Renovation in Riley County Plaza East Office Building
PRESENTER: Rich Vargo, County Clerk

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:

- Proposal Letter (PDF)
- RATES 2023_MASTER (PDF)

**BRUCE McMILLAN AIA ARCHITECTS, P.A.**

555 Poyntz Avenue | Suite 295 332 West 7th Street | Suite A
Manhattan, KS 66502 Junction City, KS 66441
(P) 785.776.1011 (P) 785.238.5678

October 20, 2023

Mr. John Ellermann, Director
Riley County Public Works
6215 Tuttle Creek Blvd.
Manhattan, KS 66502

Re: 4th Floor Renovation: Riley County Plaza East Office Building

PENDING

Mr. Ellermann:

Thank you for the opportunity to provide this proposal letter for concept design and budget estimate for improvements to the 4th floor of the Riley County Plaza East Office Building. We have met with you and County Clerk, Rich Vargo to ascertain the scope of work envisioned.

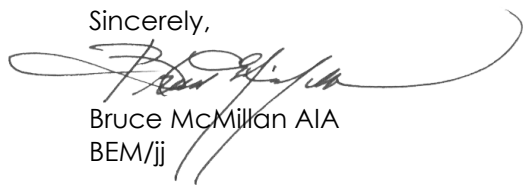
For initial design, coordination with county staff, schematic design drawings and initial estimate of probable construction cost we propose to provide services from our office, Orazem Scalora Engineering (mechanical/electrical), Dudley Williams & Associates (structural engineering), Paradoxx Design (interior design), and Hoover Consulting (cost estimating) for an initial fee based on the attached hourly rates not to exceed \$10,000.00.

Upon concurrence of the concept design our team will provide an addendum to our initial contract to complete construction documents, conduct bidding procedures on behalf of the County and complete construction administration services through project completion estimated in July, 2024.

If this proposal is acceptable we will provide a draft contract for review and approval and then proceed with the project.

We look forward to working with you and if questions arise please call our office.

Sincerely,



Bruce McMillan AIA
BEM/jj

Attachment: Proposal Letter (13813 : 4th Floor Renovation in Riley County Plaza East Office Building)



BRUCE McMILLAN AIA ARCHITECTS, P.A.

555 Poyntz Avenue | Suite 295 332 West 7th Street | Suite A
 Manhattan, KS 66502 Junction City, KS 66441
 (P) 785.776.1011 (P) 785.238.5678

As a matter of public record, our 2023 published hourly rates and reimbursable expenses are provided for information purposes and are updated annually on January 1st based upon information provided by our Consultants and Vendors.

Principal:	\$175.00/hour
Associate Architect:	\$130.00/hour
Intern Architect:	\$100.00/hour
Drafting:	\$ 65.00/hour
Office Administration:	\$ 70.00/hour
Structural Engineer:	\$170.00/hour
Mechanical/Electrical Eng.(avg.)	\$185.00/hour
Civil Engineer:	\$190.00/hour
Interior Designer:	\$130.00/hour
Landscape Architect:	\$135.00/hour
Other Consultants:	Reimbursable Expenses

Reimbursable Expenses:

Mileage	.655/mile
Blackline Copies:	Direct Cost
Plots:	\$2.00 per sheet
Telephone/Fax/Long Distance	
Communication:	Direct Cost x 1.1
Mailing/Transmittal Fees:	Direct Cost x 1.1
Lodging/Meals	Direct Cost
Other:	Direct Cost x 1.1



**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 and Steve Schurle, Commercial Real Estate Analyst

5. Employee Day update

10:25 AM

Vivienne Leyva, PIO

6. PIO update

4:00 PM

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

Attachment: 10-26-23 tentative agenda (12881 : Tentative Agenda)

Adjournment**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.



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
October 30, 2023**

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

Cindy Kabriel
785-565-6200

Community Center, 220 Willow Street, Ogden

6:00 PM

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

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

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

6:00 PM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

6:30 PM

Clancy Holeman, Counselor/Director of Administrative Services

1. Administrative Work Session

6:50 PM

Brian Peete, RCPD Director

2. RCPD update

7:05 PM

Russel Stukey, Emergency Management Director

3. Firefighter and storm spotter recruitment

7:20 PM

Ogden City Mayor Bob Pence and Angela Schnee, Ogden City Planner

4. City of Ogden update

7:30 PM

Anne Smith, aTa Bus Director

5. aTa Bus update

Adjournment

Announcement

The Annual Riley County Extension Council Meeting will be held
Wednesday, November 1, 2023 at 6:00 p.m. at the Sikes Venue, 107

Attachment: 10-30-23 tentative agenda (12881 : Tentative Agenda)

Erpelding Street, Leonardville, Kansas.

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: 10-30-23 tentative agenda (12881 : Tentative Agenda)



IT/GIS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Cory Meyer
MEETING: October 23, 2023
SUBJECT: Request to Refill Info Tech Specialist Position
PRESENTER: Cory Meyer

BACKGROUND

One of our 2 InfoTech Specialist positions is now vacated. The position was filled for a short while, but that fulfillment did not work out.

DISCUSSION

This position is a crucial position within the IT/GIS Department. I'm requesting permission to refill the position as soon as possible, as described in the attached position description to fill the needs of Riley County.

FISCAL IMPACT

No fiscal impact. This position is already included in the 2022 & 2023 Budget.

RECOMMENDATION(S)

The IT\GIS Director recommends the BOCC approve the refill of the Info Tech Specialist Position.

POSSIBLE MOTION(S)

1. Allow IT\GIS to proceed with the refill of the Info Tech Specialist Position
2. Disallow IT\GIS to proceed with the refill of the Info Tech Specialist Position

3. Table the decision for more discussion at a later time

Enclosures:

- Information Technology Specialist Position Description (PDF)
- Info Tech Specialist PAF (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	INFORMATION TECHNOLOGY SPECIALIST		
Department:	Information Technology/GIS	Division:	
Reports To:	Information Technology/GIS Director and Assistant Director		
Pay Grade:	12	Status:	Full Time
FLSA Status:	Non-Exempt		

Position Summary: To support all county end users by providing technical support and troubleshooting all relevant hardware and software. The position will be the primary contact point for all county end users regarding hardware and software problems. Responsibilities include administration and internal support of the County's PCs, peripherals, tablets, printers, servers, and related equipment. The position will also be required to install, configure, and troubleshoot software operating systems and applications. The position will be responsible for countywide hardware and software inventories.

Essential Functions:

1. Help Desk Administration

- Provide first line support by answering, supporting, and resolving end user technology problems via phone, e-mail, direct contact, and Remote Desktop support.
- Receive, prioritize, and coordinate support calls; communicate status of support calls with end users and IT/GIS staff.
- Maintain Master Computer list, Master IP list, and other pertinent IT/GIS technology lists.
- Maintain work order database of support calls and relevant information.
- Research, evaluate, and recommend new computer software and hardware.
- Create/maintain accurate IT/GIS Standard Operating Procedure (SOP) documentation.
- Conduct small group and one-on-one training as necessary to provide end users with the ability to utilize hardware and software effectively.
- Position will be encouraged to make suggestions or improvements in the support and administration of the Helpdesk, as well as countywide hardware and software.

2. Network User Security & Maintenance

- Process account activations and deactivations.
- Monitor and enforce password policies for user accounts.
- Maintain file and share level security throughout network for users and groups.
- Maintain the County's Active Directory database.

3. PC Anti-virus

- Install and update desktop anti-virus software.
- Respond to alerts and perform pc system scans using established anti-virus procedures.
- Notify IT Administration of specific virus threats or violation of anti-virus procedures.
- Respond and communicate with those individuals who are having difficulty communicating with Riley County because of virus problems.

4. Printer/Copier/MFP Administration

- Install and configure county printers, copiers, and multifunction print devices in accordance with approved IP and device naming scheme and configure copier account codes.
- Troubleshoot printing problems and recommend resolutions.
- Maintain Master Printer list of all county network and local printers.

5. Network Backup & File Restoration

- Perform weekly backup tape rotation, including rotating tapes to offsite storage.
- Perform restoration of data based upon end user requests.

6. Asset Inventory

- Keep a dynamic master list of all IT/GIS assets including all pertinent information.
- Receive all newly purchased items into asset inventory and acquire needed information related to that item for entry into master asset inventory system.
- Receive assets transferred from other departments and update asset inventory system.
- Track and document equipment disposal and transfer of items to other departments.
- Assist with year-end inventory audit, including mobile scanner setup and configuration for other departments as requested.

7. Wireless Network and Device Administration

- Install, maintain, and troubleshoot wireless network equipment to include but not limited to access points, antennas, gateways, etc.
- Configure email accounts on wireless devices, upon IT Administration approval.
- Configure and update tablets and iPads.
- Support and troubleshoot Bluetooth and Wi-Fi connections.

8. Electronic Security Administration

- Install, maintain, and troubleshoot security system hardware and software to include but not limited to cameras, card readers, etc.

9. Warranties and Returns

- Prepare and submit vendor warranty claims.
- Prepare and return unneeded/damaged/incorrect equipment to vendor.

10. AS400

- Activate and deactivate AS400 user accounts.
- Provide end user support for AS400 software related help desk calls.
- Perform weekly backup tape rotation, including rotating tapes to offsite storage.
- Install and configure all related AS400 desktop client software.

11. Telecommunications Support & Cabling

- Provide end user support for telecom issues via phone, fax, e-mail, and direct contact.
- Install, maintain, and troubleshoot all wired and wireless telecommunications equipment.
- Install, configure, and support all telecommunications related desktop client software.
- Fabricate, troubleshoot, test, repair, and install telecommunications cabling to include but not limited to Cat-6, fiber, coax, copper, etc.
- Prepare and install cable pathways and spaces.
- Maintain Master Phone list and County Phone Directory.

12. Microsoft Office Technical Support

- Provide support for end user questions regarding Microsoft Office productivity suite.

13. PC Security Updates

- Ensure all PC's and laptops receive timely security patches and updates.

Secondary Functions:**14. Other**

- Duties as assigned by IT/GIS Director and Assistant Director.
- Train IT/GIS staff and interns.
- Assist with the development, documentation, and testing of county-wide disaster recovery

- procedures and systems.
- Attends IT training, workshops, meetings, and conferences as appropriate.

POSITION REQUIREMENTS:

Knowledge and Experience: One year of relevant experience as a desktop technician or equivalent work experience is required. Detailed knowledge of PC hardware and software is essential, including all Microsoft Windows Operating Systems and Office productivity suites, as well as knowledge of common business software packages and 32/64-bit applications. Strong aptitude in OS repairs, spyware and virus removal, hardware, upgrades, and troubleshooting. Valid driver's license and ability to pass fingerprint background check required.

Education: Employee must have an Associates or technical degree, Bachelor's degree preferred. A+ Certification, Network + Certification, MCP, MCSE, CCNA or equivalent combination of education and hands-on experience is required.

Skills: Good verbal, written, and personal communication skills as well as the ability to read, analyze, and interpret written materials are required. Strong analytical, documentation, attention to detail, and organizational skills are required. The ability to learn new technologies quickly, communicate problems with supervisors as they become known, adapt to challenges encountered, strong troubleshooting and problem-solving skills, time management and prioritization skills, hardware and software support skills, exercise responsibility when expected, meet deadlines, and maintain confidentiality are required.

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

Submitted by Ashley Martinek on 10/19/2023 at 03:31 PM

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template Info Tech Specialist [ITSPEC]	Work Location Office Building
Job ID 2023764	Salary \$25.92-\$28.31	Supervisor Position No
Pay Grade RANGE 12 [RANGE 12]	EEO Class Technicians [3]	Workers Compensation 8810 [8810]
Cost Center 1 County General [1]	Cost Center 2 Information Tech/GIS [29]	Cost Center 3 --
1 Job Slot INFO TE-1		

Supervisor: Cory Meyer

Department Head: Cory Meyer

☒ 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: \$58,884.80

Budget for Benefits: \$23,259.50

Total proposed annual budget: \$82,144.30

Additional Position Comments: _____

BoCC Chairwoman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: Info Tech Specialist PAF (13810 : Request to ReFill Info Tech Specialist Position)



PLANNING & DEVELOPMENT
Work Session

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

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director
MEETING: October 23, 2023
SUBJECT: Comprehensive plan update
PRESENTER: Amanda Webb, Planning Director

Please see attached staff report.

Enclosures:

- Comp plan staff report October (PDF)



PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

Date: October 23, 2023
To: Riley County Board of County Commissioners
From: Amanda Webb, Planning Director
Re: Comprehensive Plan update – monthly report (October 2023)

A comprehensive plan provides a guide for the growth and development of the county, based on the community's vision for the future. It is used to steer the day-to-day decisions of elected officials and local government staff. Comprehensive plans include goals, policies, and objectives that influence local planning efforts and are implemented through codes and regulations.

A lot has changed in our community since the current comprehensive plan, Vision 2025, was adopted in October 2009 and it is important we review and incorporate those changes into a new plan. Plans should generally be updated every five to ten years. A community's population changes over time, which may have an impact on the vision for the future, long-range goals and objectives, and views toward county policies. It is an opportunity to review existing goals, policies, and objectives, and make modifications as needed or wanted. It also gives us a chance to review our land use inventory and the current designated growth areas as well as evaluate current and future population needs.

These plans look out into the future over a set amount of time. The Board of County Commissioners selected a 15-year planning horizon through 2040.

Community meetings:

As of writing this report (October 18, 2023), we've held three of the 11 scheduled community meetings. Every mailing address within each corresponding township is sent a notification postcard two weeks in advance of the meeting. While anyone can attend any of the meetings, to ensure we reach as many folks as possible, we've scheduled the meetings in locations that surrounding/adjacent townships can more easily access.

	Date	Time	Location	Township
1	September 26, 2023	7:00 pm	Ashland Community Center 2901 W 32 nd Ave Manhattan, KS 66502	Ashland
2	October 10, 2023	7:00 pm	Leonardville Community Center 118 Erpelding St Leonardville, KS 66449	Bala
3	October 17, 2023	7:00 pm	Pottorf Hall 1710 Avery Ave Manhattan, KS 66503	Wildcat
4	October 19, 2023	7:00 pm	Sedalia Community Church 6040 N 52 nd St Manhattan, KS 66503	Grant

5	October 23, 2023	7:00 pm	Manhattan Fire Dept HQ 2000 Denison Ave Manhattan, KS 66502	Manhattan
6	October 24, 2023	7:00 pm	Ogden Community Center 220 Willow St Ogden, KS 66517	Ogden
7	October 26, 2023	7:00 pm	Zeandale Community Church Tabor Valley Rd Manhattan, KS 66502	Zeandale
8	November 1, 2023	7:00 pm	Randolph VFW 110 W Randolph St Randolph, KS 66554	Center, Fancy Creek, Jackson, May Day, Swede Creek
9	November 6, 2023	6:30 pm	Keats Center/Lydia Church 3193 Keats Ave Manhattan, KS 66503	Keats Lion's Club meeting
10	November 8, 2023	7:00 pm	Riley City Hall 222 S Broadway St Riley, KS 66531	Madison
11	November 15, 2023	7:00 pm	Randolph VFW 110 W Randolph St Randolph, KS 66554	Sherman

For each meeting, we give a PowerPoint presentation that includes general information on comprehensive planning, Vision 2025 goals and planning process, and the update process. We then have an interactive activity and ask the audience the following five questions:

1. *What do you like best about Riley County?*
 2. *What do you think are Riley County's biggest challenges?*
 3. *What does your ideal Riley County look like in 2040?*
 4. *What do you think the county should prioritize?* This question was formerly: "What should the county focus on? What should we not focus on?" It was misleading in the sense that it seemed to indicate that there are issues we will not focus on. The question should be, given our limited resources and that we cannot address everything immediately, what should we prioritize? I envision an action item plan with short-, medium-, and long-term timeframes assigned to each.
 5. *Why did you choose to attend this meeting?* This question was first introduced for meeting three. I want to make it clear that attendance at these meetings and participation in the process is vital to the success of this plan. We gain much insight from hearing why people choose to attend these meetings.
- Ashland Township (93 postcards mailed) meeting: 28 people in attendance.
 - People generally like their community, they feel safe, and they like their neighbors. They like the landscape and scenic views. They appreciate the rural feel with amenities close by.
 - Respondents shared concerns regarding growth, infrastructure, and high property taxes. They understand Manhattan is growing and that impacts the county but want to be sure we're conscious of the urban/rural divide and agricultural preservation.
 - Some shared that they would like to see more local/small businesses and more family run agricultural operations.
 - Bala Township (369 postcards mailed) meeting: 10 people in attendance.
 - Respondents appreciate the Riley County Police Department. They too like the rural feel while being close to amenities.
 - People feel communication and explanation of the regulations could be improved and they'd like to see revitalization efforts within the small communities.
 - They shared concerns about being overregulated by the city, county, fort, etc.

- Wildcat Township (378 postcards mailed) meeting: 27 people in attendance.
 - People like the small-town feel, safety, scenery, their neighbors, and the school system (including KSU).
 - They expressed concerns over infrastructure, property taxes, and that it seems priority is given to money-generating development proposals with little regard for negative impacts.
 - People attended to learn more about the process and understand how things will impact them. They expressed concern about overregulation.

Public input survey:

As of October 18, 2023, we've received 466 survey responses, though some are only partially complete. The survey is open through November 15, 2023. My goal is to reach 1,000 responses. At each of the community meetings we've held so far, I've asked the audience for a show of hands who has taken the survey. In all three meetings, among the 65 total people who attended, only one person raised their hand. Our response rate has increased since we started these community meetings. On the agenda, I provide the URL of the comprehensive plan update website, which includes the survey link. I strongly encourage everyone to take the survey.

We mailed an additional 250 notification postcards to random addresses outside of Manhattan city limits. We also spoke with our committee network to ask for their help in spreading the word on their social media and other public notification platforms.

The more public input we receive, the better we'll be able to formulate a plan that accurately reflects the community's vision for the future.

Random sampling of comments:

- Please make sure this update process is transparent and over-shared with the county residents.
- Keep growth near Manhattan/Ogden.
- Internet/broadband should be a priority for Riley County.
- Stop increasing taxes.
- Emphasize working together and forward thinking.
- I love the area and my job.
- It's a beautiful area with easy accessibility to entertainment.
- The rural aspect of Riley County is a huge part of the community.
- Affordable housing is a huge issue.
- More resources for communities outside of Manhattan.

Sampling of demographics:

- Approximately 94% live within the county and, of those, 29.4% live in unincorporated Riley County. Almost 69% of respondents have lived in the county for more than 11 years. 78% own land.
- The age range with the most respondents is 35-44 with 23.8%, followed by 45-54 at 18% and 55-64 at almost 18%.
- 67.3% work full time and approximately 19% are retired. 77.6% work in the county.

Comprehensive Plan Committee

Stephanie Peterson	City of Manhattan
John Adam	City of Manhattan
Lorn Clement	Ashland Township
Scott Carmichael	Riley County Conservation District
Jim Genandt	Manhattan Technical College
Lori Rogge	Flint Hills Realtor's Association
Jared Tremblay	Flint Hills MPO
Debbie Nuss	Flint Hills Wellness Coalition
Gina Snyder	Downtown Manhattan Inc
Ed Klimek	Westloop Business Association
Edie Doane	Kansas Farm Bureau
Brad Hartenstein	Flint Hills Builders Association
Dennis Cook	Aggieville Business Association
Shaun Linenberger	Manhattan Township
Liz Nelson	MHK Senior Center
Donna Sullivan	Riley Countian
Jill Reynard	Charleson & Wilson
Anne Smith	Ata Bus
Daryn Soldan	MHK Chamber of Commerce
Kelley Paskow	Fort Riley
Mark Bachamp	
Natalie Gordon	
Phil Anderson	
Kate Ryan	
Kirk Crabtree	
Ryan Wilson	
Kent Glasscock	
Jeff Hancock	
Tim Sharp	
Robert Deemie	
Stacy Wurtz	
Rodney Dugan	
With participation by County Staff -	
Russel Stukey	Emergency Management
David Adams	Emergency Medical Services
John Ellermann	Public Works
David Willis	Parks
Michael Boller	Household Hazardous Waste
Katherine Hensler	Museum
Julie Gibbs	Health
Rich Vargo	Clerks
Shilo Heger	Treasurers
Anna Burson	Appraisers
Gary Fike	Extension
Vivienne Leyva	Public Information Officer
Amy Manges & Jo Reed	Register of Deeds

Subcommittee groups:

- Housing
- Economic Development
- Parks & Recreation
- Infrastructure
- Health
- Agriculture/Land Use

Each subcommittee has held at least one meeting, with several having held two. Some committee members are not on a subcommittee and are assisting in a more general manner. Any participation in the update process is important and appreciated.

We've asked each group to review the current Goals, Objectives, and Policies within Vision 2025 to determine if these need to be updated or modified, and if anything needs to be added or removed. If a goal or policy is working, we can keep that in the new plan. There are sections that will need to be added to the plan that were either not addressed or only included basic information in Vision 2025. Should a group find their respective category is not addressed or lacking information, we've asked them to think about goals, objectives, and policies that can be added or explored for the update. I'm putting together a worksheet to help the groups start thinking more specifically about the goals, objectives, and policies/actions they'd like to see included or considered within the update and provide additional direction as we move forward.

Other:

Website address: <https://www.rileycountyks.gov/plan>

Email address: compplan@rileycountyks.gov

Survey: <https://survey.alchemer.com/s3/7422339/Comp-Plan-2040>

Next update – Monday, November 27 at 9:40 AM



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

STAFF REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: October 23, 2023

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- FINAL Commission List 10.23.2023 (DOCX)

PENDING COUNTY PROJECTS ▪ May, 2023 and through October 18, 2023 Submitted by Clancy Holeman, Riley County Counselor

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

COMMISSION LIST

I. Projects By Category:

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

Board of Riley County Commissioners:) Prepare for public hearing on special use authorization on BOCC agenda 5-1-23. (4-30-23) Attend and participate in 5-1-23 BOCC public meeting. (5-1-23) Return 5-2-23 call from citizen requesting a “fence view.” Leave voicemail. (5-3-23) Discuss with citizen their return call requesting a “fence view.” I’ll send packet for citizen to complete and return, cautioning this matter may not be subject to fence view process. Citizen says they understand that is a possibility. (5-3-23) Attend and participate in BOCC public meeting. (5-4-23) New request for fence view. Advise packet will be mailed to them. (5-4-23) Prepare for BOCC public meeting of 5-8-23. (5-6-23;5-7-23) Attend and participate in regular BOCC public meeting. (5-18-23; 5-22-23; 6-1-23) Work on county budget preparation information. (5-18-23; 5-19-23) Review information from a department on township legal issue.(5-21-23) Work on scheduling future executive session. (5-22-23) Preparation for presentation to BOCC during its June 1, 2023 meeting of City of Ogden “Interlocal Service Agreement”—fourth of those agreements presented to our 4 “small cities”. Prepare correspondence to City of Ogden attorney. (5-30-23) Attend and participate in BOCC meetings. (6-1-23; 6-5-23) Mail City of Ogden attorney fully executed originals of “Interlocal Service Agreement—sales tax reimbursement. (6-5-23) Review request for letter of support from BOCC. (6-6-23) Work on county budget preparation information. (6-6-23) Work on fence view scheduling and notice. (6-5-23; 6-6-23-6-7-23) Prepare requested letters of support for telecommunications providers’ applications for state of Kansas LINC grant program. (6-9-23). Email completed letter of support to contact for one provider, as requested by Cox Communications. (6-12-23) Work on 2 fence view applications. Attend and participate in BOCC public meetings. (6-8-23; 6-12-23) Conversation with opposing counsel on pending litigation in Riley County District Court. (6-14-23) Provide TVT BOCC-signed letter of support. (6-14-23) Work on scheduling fence views. Notices out to applicants and adjoining landowners served by the fence. (6-15-23) Teams meeting with Bond Counsel and Craig, Shelley and Rich about route for financing two pending county projects. I review and approve authorizing resolution and send it on to Bond Counsel for review. (6-21-23) Attend and participate in BOCC meetings.(6-22-23; 6-26-23; 6-29-23) Attend delinquent tax sale. (6-23-23) Work on scheduling of fence view. (6-22-23; 6-23-23; 6-26-23; 6-27-23) Work on and provide letter of support from BOCC for City of Ogden grant application federal program. (6-28-23; 6-29-23; 7-1-23) Work on District Court appeal by Prairiewood of BOCC approval of preliminary and final development plans for Liquid Art Winery. (6-29-23; 7-1-23) Work on county budget analysis for BOCC. (7-2-23; 7-3-23; 7-4-23) Prepare for BOCC public meeting of July 6, 2023. (7-5-23) Communicate with counsel for fence view applicant Hopkins. Request property access address detail. (7-5-23) Attend and participate in BOCC meetings. (7-6-23;7-10-23) Register

Attachment: FINAL Commission List 10.23.2023 (13811 : Clancy's Commission List)

for upcoming KAC zoom on LAVTR. (7-11-23) Work on fence view scheduled for 7-13-23. (7-11-23) Work on scheduling of different upcoming fence view for end of July, 2023. (7-7-23; 7-8-23; 7-9-23; 7-11-23) Work on Bala Township “county property” issue. (7-10-23; 7-11-23) Work on fence view scheduled for 7-13-23. (7-10-23; 7-12-23) Legal analysis of appropriation question involving outside agency. (7-12-23) Attend and participate in BOCC meetings. (7-13-23; 7-17-23) Attend and participate in Hopkins/Pralle fence views. (7-13-23) Final additional notices of Nelson fence view to occur July 24, 2023 prepared and mailed to both parties. (7-14-23) Prepare for 7-24-23 BOCC meeting. Attend and participate in BOCC meetings. (7-20-23; 7-24-23) Attend and participate in Nelson and Rhoton fence view. (7-24-23) Attend and participate in BOCC meetings. (7-27-23; 7-31-23) Work on Hopkins/Pralle fence view. (7-28-23) Attend and participate in BOCC meetings. (8-10-23; 8-14-23) Work on commission agenda report for draft fence view order on Hopkins/Pralle view. (8-14-23; 8-15-23) Attend and participate in BOCC meetings. (8-17-2023; 8-21-23; 8-24-23; 8-28-23; 8-31-23) *Prepare letter of support for City of Ogden grant application. (9-13-23) Attend and participate in BOCC meetings. (9-7-23; 9-11-23) Assist in finalization of annual County financial audit. (9-14-23) Attend and participate in BOCC meeting. (10-12-23.) Work on pending litigation “I”. (10-13-23) Attend and participate in BOCC meeting (10-16-23.)*

“Constitutional Protection of County Home Rule”:

County Counselors Association of Kansas:

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

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

“Dark Store”:

District Court:

Federal Rules on Vaccination Mandate:

First Christian Church: Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure. Discuss text of journal entry proposed by counsel for Respondents. (12-9-22; 12-11-22) Request transcript of Court’s ruling. Arrange for generation of check based on invoice from court reporter. (12-20-22) Work on pending appeal by neighboring property owner. (12-27-22; 12-28-22; 12-29-22) Review transcript and notify opposing counsel I will provide revised version of her proposed journal entry—in order to conform the journal entry to the text of the transcript. (1-4-23) Provide opposing counsel proposed revised journal entry. (1-29-23) Following exchange of respective journal entries in February, 2023, counsel review proposed changes and agree on final version for filing with court. (2-28-23; 3-3-23; 3-5-23) Prepare notice of appeal, following legal research. (4-3-23; 4-4-23; 4-5-23) File Notice of Appeal in District Court. (4-5-23) Finalize notice of appeal, given appointment of Lyon County District Judge at outset of appeal. Discuss with staff of

Lyon County District Court Judge and with Riley County District Court Clerk staff member. Provide copy of notice of appeal to Lyon County District Court Judge who was assigned and heard appeal. (4-6-23) Work on appeal. (5-24-23; 5-30-23; 5-31-23; 6-1-23) Legal research on appeal. (6-2-23; 6-5-23) Work on appeal. (6-13-23; 6-14-23; 6-15-23.) Work with opposing counsel on Court of Appeals request for additional document from me. We are in agreement its equivalent is already part of the Record on Appeal. I will file response with Court of Appeals stating that fact. (7-17-23; 7-19-23) Communication with opposing counsel on immediately preceding issue. (7-21-23; 7-22-23; 7-24-23-7-25-23) Work on immediately preceding response and file with Court of Appeals. (7-21-23; 7-22-23; 7-23-23; 7-24-23; 7-25-23) Court of Appeals has retained jurisdiction based upon my Response to Order to Show Cause. Draft and file Motion for extension of time to file brief in support of County's position. (7-31-23) *Work on record on appeal.* (9-11-23;9-12-23;9-13-23)*Work on Appeal.* (9-14-23;9-15-23;9-16-23;9-17-23;9-18-23;9-19-23; 9-20-23; 10-4-23;10-5-23-10-6-23;10-7-23;10-8-23;10-10-23; 10-11-23.) *Work on appeal.*(10-12-23; 10-17-23; 10-18-23.)

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

Legislation: Invitations out to state delegation for December 12, 2022 legislative conference, along with copy of agenda. (12-1-22) Reminders out to legislative delegation of 12-12-22 legislative conference. (12-8-22) Preparation for legislative conference. (12-11-22) Attend and participate in legislative conference. (12-12-22) Discuss legislative issue with County Appraiser. Review information and advise. (12-27-22) Discuss with 2 other county's county counselors possibility of linking up both our respective legislative delegations and lobbyists for cooperative action on potential "nuisance abatement" statute during 2023 legislative session. (12-29-22) Discuss with County Clerk and legislative delegation member the RNR statute. (1-3-23) Drive to Topeka and pick up lobbyist badge for 2023 state legislative session. (1-3-23) Week of January 23, 2023: Work on "vacant lot" house bill (HB 2083) and discuss with our legislative delegation; Work on RNR statute modification bill (HB 2002) and provide BOCC written testimony in support. Review legislative issues identified by contract lobbyist. (1-27-23.) Work on Nuisance Abatement legislation proposal on Riley County platform. (1-25-23;1-26-23; 1-27-23) Work on SB 90 and HB 2148—Treasurers' Association auto tag fee bill. (1-26-23; 1-27-23) Review proposed schedule for temporary financing of High Plains Road project. (1-28-23) Review testimony from County Clerk's association on HB & HB involving election matters. (2-6-23) Work on SB 162 (nuisance abatement) (2-9-23;2-10-23) Complete testimony in support and deliver required 75 paper copies to lobbyist for routing to Senate Local Government committee secretary.(2-10-23) Provide Riley County state legislative delegation, contract lobbyist, and KAC Riley County's testimony in support of SB 162. (2-10-23) Route to Rep. Mike Dodson County Appraiser's input on: HB2232 (Appraiser Qualifications); HB 2319 (tax exemption on business property in competition with property owned or operated by government); HB 2201(requiring 5 years valuations listed on CVNs); HB 2200 (exemption on homestead, retired, military); HB 2220 (5yr property tax exemption on startups); HB 2231 (tax exemptions for daycare); HB2056, HB 2057, HB 2237(no position from appraisers' association or Appraiser). Provide BOCC testimony

and our SB 162 to another county at that other county's request—they are struggling with a number of “nuisance” real properties. (2-10-23) Work on SB 1623 and prepare for upcoming legislative hearing. (2-13-23) Attend and participate in legislative hearing on SB 162 before Senate Local Government Committee. (2-14-23) Zoom with Treasurer and County Clerk on SB 248. (3-1-23) Work on SB 248 & 252 analysis for relay to KAC and legislative delegation. (3-2-23;3-3-23; 3-7-23; 3-8-23) Work on analyzing SB 228 (amendment of multiple statutory provisions on jail administration) in response to legislative delegation member's question; after requesting and receiving impact opinion from RCPD on any change county might support for reimbursement of jail inmate medical costs. Communicate with legislator. (3-8-23; 3-13-23;3-14-23) Communicate with contract lobbyist to work on scheduling “virtual” follow up legislative conference with delegation. Work with Cindy K. (3-15-23). Analyze and prepare for discussion of potential litigation in upcoming executive session. (3-15-23) Discuss legislative matter with member of delegation. (3-15-23) Communicate with legislative delegation to schedule virtual follow up legislative conference either April 10, 2023, or April 17, 2023. (3-16-23) Communicate with contract lobbyists. (3-17-23) Communicate with responding delegation members about their preferred dates. (3-18-23;3-19-23) Review communication from delegation member on pending bills. (3-19-23) Communicate with County Appraiser on proposed SCR freezing real property tax values at no more than 3% increase annually.(3-19-23) Work with PIO and County Appraiser on public statement regarding legislative item. (3-20-23; 3-21-23 Respond to staff communication on apparent status of SB 248 (exemption for “food” in existing and future local sales taxes) and HB 2002 (RNR notice costs paid by the state). (3-22-23) Work at county staff level on SB 248; SB 252. (3-1-23; 3-2-23; 3-3-23) Prepare for discussion with BOCC I'll suggest at tonight's public meeting in City of Riley. (3-30-2023) SB 323—requiring election of all county appraisers statewide. (3-30-23) Work on H Sub SB 42. Discuss with contract lobbyist. (4-2-23; 4-3-23) Work with PIO and County Appraiser on possible press release regarding SCR 1610. (3-21-23; 3-22-23) Prepare for March 27, 2023 Intergovernmental Luncheon and legislative update to present. (3-26-23) Attend and participate in Intergovernmental Luncheon—statutory update. (3-27-23) Work with PIO and County Appraiser on possible press release regarding SCR 1610. (3-27-23) Email delegation invitation to virtual follow up legislative conference scheduled for April 10, 2023, 10:30-11:30 a.m. (4-3-23) Review amended HB 2002—eliminating that portion of existing locally voter approved sales taxes generated by food sales; SCR 1611—4% ceiling on annual property valuations. (4-6-23) Draft agenda for 4-10-23 virtual legislative conference. Invitations out to contract lobbyist and KAC lobbyist. (4-7-23) Discussion with county's contract lobbyist on status of various legislative items following legislature's 4:30 a.m. adjournment Friday morning. (4-7-23) Draft agenda for virtual legislative conference. (4-7-23) Assist BOCC with conducting virtual legislative conference. (4-10-23) Review portions of 127-page Conference Committee Report on SB 8 “competition” and a host of other legislative issues. (4-27-23) Conversation with contract lobbyists to schedule teams meeting. (8-2-23) Communicate with contract lobbyists to schedule upcoming Teams meeting. (8-3-23; 8-4-23;8-6-23) Prepare for Thursday upcoming presentation to BOCC of 2024 session legislative requests for KAC legislative platform. (8-6-23) Teams meeting with contract lobbyists. (8-9-23) Meeting with member of state legislative delegation and BOCC member. (8-21-23) Attend and participate in first KAC legislative policy committee meeting. (8-30-23) *Discuss with BOCC potential annual legislative conference dates in December, 2023.(10-16-23)*

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

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

settlements, as previously authorized by BOCC. Confirmation from settlement administrator that “opt in” accomplished. (4-14-23)

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

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

Riley County Annual Legislative Conference: Discussion with County Register of Deeds to schedule meeting week of December 5th to review documentation of long-term revenue loss to Riley County caused by legislature’s past elimination of the mortgage registration fee. (12-1-22) Work preparing for 12-12-22 legislative conference. (12-8-22; 12-11-22) Discuss legislative conference information with County Appraiser. (12-8-22) Discuss legislative conference information in meeting with County Register of Deeds. (12-9-22)

Riley County District Court: Discussion regarding BOCC consideration of funding potential “resolution docket” to assist with case backlog. (4-27-23)

Rural Economic Development Advisory Board:

Staff Budget and Planning Committee:

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

II. Projects by Department:

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

Riley County Appraiser’s Office: Discuss separate exemption through bond issue. (5-3-23) Analyze IRB issue and advise Department Head. (5-5-23) Advise on legal question. (5-19-23) Assist Dept. Head with legal issue. (5-30-23) Advise on separate legal issue different from immediately preceding first two issues. (5-30-23) Discussion with Department Head. (6-13-23) Return call from Department Head. Discussion with Department Head of legal issue. (6-14-23) Meeting with County Appraisal and legal staff on nuisance property issue. (6-14-23) Communicate with Department Head on legal issue. (6-20-23) Assist and advise Dept. Head on BOTA issue. (7-18-23;7-19-23) Advise Department Head on BOTA issue. (7-20-23) Communicate with Department Head and Deputy County Counselors about BOTA issue. (8-9-23) Communicate with Department Head and this office’s Deputies regarding property tax exemption issue. (8-13-23) Communicate with Department Head and this offices Deputies regarding property tax valuation issue. (8-13-23) Discuss with Department Head and advise on legal issue. (8-14-23; 8-15-23)

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

Riley County Clerk: Assist with KORA issue. (5-3-23) Assist with same KORA issue through communication with outside requester; communication with I.T. based on prior provision of similar

information requested in 2021. (5-4-23) Work on request for electronic data. (5-22-23; 5-23-23; 5-26-23) Discuss contract issue. (6-2-23) Discuss contract issue. (6-13-23; 6-14-23) Work on same contract issue. (6-14-23) Teams meeting with Clerk and Election Supervisor on contract issue. (6-15-23) Confirm with County Clerk and Election Supervisor vendor has agreed to contractual provisions attachment; advise to place on BOCC agenda of public meeting on 6-22-23. (6-19-23) Work on separate proposed contract. Schedule Teams Meeting with Department Head and Election Supervisor for 6-21-23. (6-20-23) Teams meeting with Department Head and Election Supervisor on contract issue. Discuss. (6-21-23) Work with staff and advise on open records act issue. (7-24-23;7-25-23;7-26-23) Work on new open records act issue. (7-27-23; 7-28-23; 7-31-23; 8-1-23) Work on open records act issues. (8-2-23; 8-3-23; 8-4-23; 8-7-23; 8-8-23; 8-9-23) *Advise and assist on open record act issue. (9-12-23;9-13-23) Schedule meeting with staff of two departments to plan means of addressing particular type of KORA request in most fair and efficient manner to reduce, potentially, two departmental workloads. (9-13-23;9-14-23) Reschedule forgoing meeting to 10-27-23. (10-19-23)*

Riley County Community Corrections:

Riley County Emergency Management:

Riley County Emergency Medical Services: City Commission has asked counsel for both entities to develop a document allowing County use and potential improvements to alley providing access to lot purchased by County for North County ambulance station. I send email to counsel for City of Leonardville advising of this and inviting him to call me to discuss. (12-7-22) City Attorney responds and confirms parties understand what's necessary. Consultation with Craig. (12-8-22) Discuss with Department Head arrangement for site visit on 12-21-22. (12-20-22) Site visit with Department Head and Deputy County Counselor to be rescheduled. (12-21-22) Work on North County ambulance station design project. Discuss with Department Head. (1-29-23) Respond to communication from outside counsel on pending matter.(3-19-23) Prepare for teams meeting tomorrow morning on opening of alley easement for estimated September, 2023 completion of Leonardville North County Ambulance station. (5-8-23)

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

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

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

Riley County Health Department: Advise Department Head on issue involving small city. (6-19-23) *Work on contract law issue. (10-12-23;10-13-23.)*

Riley County Historical Museum:

Riley County Human Resources. (5-3-23) Work with HR and Department Head on personnel issue. (5-4-23) Discuss with staff "COVID" working group (Ambulance; RCHD; HR; Clerk) end of the public health

emergency and benefits question raised. ((5-4-23) Communicate with HR and Department Head on personnel issue. (5-4-23) Discussion with Deputy County Counselor Woodard regarding legal issues surrounding immediately preceding legal issue. (5-4-23) Work on immediately preceding issue. Communicate with HR and Department Head. Schedule meeting with HR and Department for 5-5-23 (5-4-23) Meet with HR and assist with unrelated personnel issue. (5-4-23) Meet with Department Head and Deputy Counselor Woodard on issue scheduled on 5-4-23. (5-5-23) Teams meeting with HR and department leadership on personnel issue. Follow up with HR on same personnel issue. (5-8-23) Conversation with HR on different personnel issue. (5-8-23) Discuss personnel issue with HR Director. (5-19-23) Work on personnel issue. (5-22-23) Communicate with HR on pending litigation matter. (5-22-23) Assist HR with personnel issue. (5-31-23) Assist HR with personnel issues. (6-6-23) Assist HR with contractual issue. (6-7-23) Assist HR and county department with personnel issue. (6-12-23) Exchange communications with HR and department about personnel issue discussion rescheduling. (6-16-23) Communication from Dept. on personnel issue. Analyze. (6-15-23) Work on legal issue for Department. (6-25-23) Assist Department with legal issue. (6-26-23) Assist Director and a Department Head with HR matter. (7-11-23; 7-12-23) Discuss 3 different personnel law issues with Director. (7-18-23) Advise Department on 2 unrelated personnel law issues. (7-21-23) Discuss personnel law issue. (8-2-23) Communicate with HR regarding legal issue. (8-9-23) Communicate with HR regarding search to fill vacant Legal Assistant Position. (8-13-23) *Finalize Greed Dot Contract.* (9-12-23) *Conversation with HR.* (10-12-23.) *Review example of proposed Performance Review new form to be completed by 10-16-23.* (10-12-23) *Work with a department on HR issue "IV."* (10-13-23.) *Work with Department on unrelated HR issue("V").* (10-16-23.) *Work with Department on unrelated HR issue "VI".* (10-16-23.)

Riley County Information Technology/GIS Follow up on "shapefile" request from company. (6-5-23)

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

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

Riley County Planning & Development: Relay information obtained to Planning & Development. (5-3-23) Assist Dept. Head with road renumbering issue. (5-30-23) Draw up agreed order withdrawing my motion finding requests for admission provided appellant are admitted. File approved order electronically. (6-5-23; 6-6-23) Schedule meeting with Department Head and staff on nuisance property. (6-9-23) Work on benefit district project and its authorization. (6-12-23; 6-13-23) Communicate with staff on nuisance property. (6-14-23) Work on Prairiewood appeal to District Court. (7-25-23; 7-26-23) Communicate with staff on different property in violation of county codes. (7-27-23) Work on Prairiewood appeal to District Court. (8-1-23; 8-2-23) Work on Prairiewood appeal to District Court. (8-3-23; 8-4-23; 8-6-23; 8-7-23; 8-8-23; 8-9-23) Work on Prairiewood appeal to District Court. (8-10-23; 8-11-23; 8-12-23; 8-13-23; 8-14-23; 8-15-23; 8-16-23) Work on Prairiewood appeal to District Court. (8-17-23; 8-18-23; 8-19-23; 8-20-23; 8-21-23; 8-22-23; 8-23-23; 8-24-23; 8-25-23; 8-26-23; 8-27-23; 8-28-23) Represent County in District Court hearing on Prairiewood appeal. (8-29-23) *Conversation with landowner.* (10-12-23.) *Review and approve Comprehensive Plan resolution "as to form" for 10-16-23 BOCC meeting.* 10-12-13.) *Work on pending litigation.* (10-13-23) *Work on pending litigation "III".* (10-13-23.) *Work on pending project "I".* (10-13-23.) *Conversation with opposing counsel in pending appeal "II."* (10-13-23)

Riley County Public Information Officer: (5-8-23) Further communication with PIO and working group about same informational program. (5-8-23) Communication from PIO requesting legal advice. (7-24-23)

Riley County Public Works:) Discuss with Department Head and Assistant County Engineer transfer station operation. (5-2-23) Work toward potential agreement on parking lot. (5-3-23) Work toward potential agreement on parking lot. (5-4-23) Discuss potential contract and bid documents on culvert replacement. Advise Assistant County Engineer. (5-5-23) Communicate with Staff on completion of review of contract issue. (5-19-23) Analyze contract issue on separate project at request of Department Head. Discuss with Department Head. (5-19-23) Teams meeting with Department Head on lease issue; and on township issue. (5-23-23) Communicate with landowner. (5-24-23) Continue work on lease issue. (5-24-23; 6-6-23) Work on same lease issue. (6-11-23; 6-12-23) Discuss transfer station operation with Department Head and Assistant County Engineer (6-12-23; 6-13-23; 6-14-23) Work on benefit district project and its authorization (6-12-23; 6-13-23) Discuss transfer station issue with Department Head and Assistant County Engineer. (6-14-23) Communicate with Department Head and Assistant County Engineer about opportunity to Teams Meet with Operator and his counsel 6-23-23. (6-19-23) Send invitations for Teams Meeting to Operator, his counsel, Department Head and Assistant County Engineer. (6-20-23) Work on parking lot lease project. (6-19-23; 6-20-23; 6-21-23; 6-22-23; 6-26-23) Work on contract for transfer station. Communicate with Department Head and Assistant County Engineer. (7-1-23) Communication from KDOT on City of Ogden bridge inspection. (7-1-23) Work on contract for transfer station. (7-1-23; 7-2-23; 7-5-23) Review and approve “as to form” term sheets and associated bond counsel documents for financing of two distinct scheduled construction projects. (7-20-23) Work with bond counsel on financing for two distinct scheduled projects. (7-24-23; 7-25-23) Review and approve as to form contract documents for public safety headquarters construction project—Construction Manager at Risk. (7-27-23) Work on contract for transfer station. (8-3-23; 8-4-23) Review for BOCC signature at this Thursday’s scheduled public meeting, proposed final contract returned today by transfer station operator. (8-14-23) *Discuss land use issue with Department Head. (10-12-23.) Communicate with potential vendor on project. (10-13-23.) Communicate with county insurer on project. (10-13-23.)*

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

Riley County Treasurer: Discuss with Department Head process for Opioid Settlement Fund payments routed from Attorney General’s Office. Discuss with Assistant Attorney General supervising such distributions. (12-21-22)

RILEY COUNTY POLICE DEPARTMENT—Administered by Law Enforcement Agency (“Law Board”):

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

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

Administrative Matters: Discuss with HR CAR I’ll prepare for transition of Counselor position based upon my scheduled 2025 retirement. (5-19-23) Work on transition of Deputy position given incumbent’s scheduled retirement. (5-22-23; 5-23-23) Discuss and decide with staff on renewal of “Hawver” subscription. (5-30-23) Register for June 20 webinar on Title VI requirements under ARPA; to be conducted by Officer of Recovery. (6-5-23) Information to Office Manager on invoice for Westlaw. (7-5-23) Partners’ Meeting. (7-21-23) Review and approve proposed CAR drafted by H.R. for upcoming position vacancy due to a retirement. (7-27-23) Work with HR and staff working group preparing for candidate interviews for 2 positions. (7-27-23; 7-28-23) Staff meeting to discuss departmental input, as requested by PIO, on survey regarding retention and

recruitment and retention. Provide info to PIO. (8-2-23) Review, approve Department timecards.(8-6-23) Work on transition of department for upcoming vacancy in Office Manager position. Review all internal applications. Communicate with both Riley County Deputy County Counselors and H.R. Director. (8-6-23) Work on transition of department to fill vacancy in Legal Assistant position. (8-10-23;8-11-23; 8-13-23)Review City/County/County agenda for 8-17-23 meeting. (8-13-23) Work on upcoming retirement receptions for department. (8-11-23; 8-14-23; 8-15-23;8-16-23;8-17-23) Continued work on transition of department to fill vacancy in Legal Assistant position. (8-15-23) Participate in panel interview of candidate for Legal Assistant I position.9 (8-18-23) Attend retirement reception in BOCC chambers for Jill Seaton. (8-31-23)

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

County Counselor Association of Kansas:

Department Head Committee: Attend and participate in committee meeting. (7-5-23) Attend and participate in meeting. (7-19-23) Attend and participate in committee meeting. (8-2-23) *Attend and participate in Committee Meeting. (10-18-23)*

Intergovernmental Luncheon:)

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

Kansas Association of Counties:

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

Staff Riley County Employee Recognition Day Planning Committee: Attend and participate in committee work planning Employee Recognition Day. (6-20-23) Analyze proposed venue contract. Conversation with County's insurer. Voicemail left with PIO. (7-5-23) Attend and participate in Committee meeting (7-18-23) Communicate with sales representative for AMC Theatre. (8-2-23; 8-3-23) Communicate with AMC representative and our insurer regarding event. (8-13-23) Attend and participate in committee meeting. (8-15-23) Communicate with our insurer and attorney for venue regarding Recognition Day. (8-15-23) Communicate with attorney for venue regarding Recognition Day. (8-16-23; 8-17-23) *Attend and participate in Employee Day. (10-9-23.) Work on future Employee Recognition Day issue. (10-18-23)*

Staff Road Renaming Committee



COUNTY CLERK & ELECTIONS
Work Session

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

COMMISSION AGENDA REPORT

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: October 23, 2023

SUBJECT: 3rd Quarter CIP Work Session 2023

PRESENTER: Brittany Phillips, Budget & Finance Officer

BACKGROUND

This is the first CIP work session for 2023 which will include the CIP cash position updated with estimated project costs as of September 30, the 2023 Non-Funded CIP Project List (attached) and Funding Authorization Forms (attached) for consideration in activating additional CIP projects.

The estimated 2023 CIP cash position is as follows:

2023 Beginning Cash Balance	\$ 8,026,215
PLUS	
Interest	\$ 346,339
Budget General Fund Transfers	\$ 6,676,801
Total Resources Available	\$ 15,049,355
LESS	
Project Expenditures-actual & estimated	\$ 2,187,505
Debt and Lease Payments	\$ 1,072,396
Reserves *See Below	\$ 4,545,450
Estimated 2023 Cash Available	\$ 7,244,004

Reserved Funds:	
CIP Reserve	500,000.00
Fair Reserve	96,807.55
FFE Reserve	1,171,841.76
Hardware Refresh	886,668.00
CARES Funds	1,890,133
Total Reserve	4,545,450.27

The transfer into CIP from the General fund has been made. The transfer from CIP to Bond and Interest for Facilities & Bridge Project bonds of \$185,600 has been made. The payment for the radio infrastructure project of \$426,795.89 has been made. The payment for the EMS Headquarters (\$1,890,133) has been reserved.

DISCUSSION

The Department Heads reviewed and updated their 2023 CIP requests. I have attached copies of their 2023 Funding Authorization Form requests. The breakdown by department is as follows:

<u>DEPARTMENT:</u>	<u>TOTAL:</u>	<u># OF PROJECTS:</u>
EMS	\$ 305,537	3
Parks(PK)	\$ 147,000	2
Public Works(PW)	\$ 555,000	5
Clerk/Elec	\$ 650,000	1
Carnegie	\$ 125,000	2
HD	\$ 75,000	1
EM	\$ 85,000	1
<u>LEC(RCPD)</u>	<u>\$ 400,000</u>	1
TOTAL	\$2,342,537	

In addition, several large project considerations are outlined on the second page of the attached 2023 requests.

FISCAL IMPACT

The Remaining **Budget Authority** for 2023 as of September 31, 2023, after subtracting remaining project balances, is \$4,197,551.

RECOMMENDATION(S)

Recommend consideration of the above projects based on priority by department.

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:

- 3rd Quarter 2023 CIP Work Session (PDF)
- NON-Funded CIP Project List 2023 (PDF)

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works-Facilities Date: 10/06/2023

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Carnegie Elevator Modernization Total Cost \$: \$ 75,000.00

Brief Description:

Project to upgrade elevator with modern parts and electronics.

Project Justification:

Current elevator as old, out dated, and hard to get parts. Bringing the elevator up to date will help prevent or shorten down time and keep us ADA compliant.

Operating Cost Implications:

This project is meant to help ensure the elevators stay operational and prevent long down time in the event of break down and not able to get parts. Could possible see a costs savings of up to \$20,000 of this project was combined with the elevator modernization project for the health department.

Department Head Name (PRINT): John Ellermann Department Head (SIGNATURE): John Ellermann

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

☐

Will this project be used exclusively by your department?

☐

Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐

Will the project require the implementation of new technologies/costs?

If so, what & costs? _____

☐

Is the project duplicated in other CIP requests?

☐

Is the project compatible with the technology development plans of Riley County?

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

☐

This project is funded for start-up as cash is available

☐

This project is not funded for start-up as cash is not available.

Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: _____

☐

This project is funded for start-up as budget authority is available.

☐

This project is not funded for start-up as budget authority is not available.

Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

☐

This project is funded

☐

This project is not funded

Chairman
Board of County Commissioners Date

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works-Facilities Date: 10/06/2023

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Health Department Elevator Modernization Total Cost \$: \$ 75,000.00

Brief Description:

Project to upgrade elevator with modern parts and electronics.

Project Justification:

Current elevator as old, out dated, and hard to get parts. Bringing the elevator up to date will help prevent or shorten down time and keep us ADA compliant.

Operating Cost Implications:

This project is meant to help ensure the elevators stay operational and prevent long down time in the event of break down and not able to get parts. Could possible see a costs savings of up to \$20,000 of this project was combined with the elevator modernization project for the health department.

Department Head Name (PRINT): John Ellermann Department Head (SIGNATURE): *John Ellermann*

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

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Will this project be used exclusively by your department?

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Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐

Will the project require the implementation of new technologies/costs?

If so, what & costs? _____

☐

Is the project duplicated in other CIP requests?

☐

Is the project compatible with the technology development plans of Riley County?

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

☐

This project is funded for start-up as cash is available.

☐

This project is not funded for start-up as cash is not available.

Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: _____

☐

This project is funded for start-up as budget authority is available.

☐

This project is not funded for start-up as budget authority is not available.

Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

☐

This project is funded.

☐

This project is not funded.

Chairman Date

Board of County Commissioners

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works-Facilities Date: 10/06/2023

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Carnegie Boiler Total Cost \$: \$ 75,000.00

Brief Description:

Project to replace old unreliable boiler in the Carnegie Building

Project Justification:

Replace current boiler with new before it is no longer able to heat the building.

Operating Cost Implications:

This boiler replacement project will bring reliable and more efficient heating to the Carnegie Building.

Department Head Name (PRINT): John Ellermann

Department Head (SIGNATURE): John Ellermann

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

☐ Will this project be used exclusively by your department?

☐ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐ Will the project require the implementation of new technologies/costs?

If so, what & costs? _____

☐ Is the project duplicated in other CIP requests?

☐ Is the project compatible with the technology development plans of Riley County?

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

- ☐ This project is funded for start-up as cash is available.
☐ This project is not funded for start-up as cash is not available.

Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: _____

- ☐ This project is funded for start-up as budget authority is available.
☐ This project is not funded for start-up as budget authority is not available.

Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

- ☐ This project is funded.
☐ This project is not funded.

Chairman Date
 Board of County Commissioners

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: LEC Date: 10/12/2023

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Replace Roof Total Cost \$: \$ 400,000.00

Brief Description:
Replace Roof on original building

Project Justification:
Roof on structure is original to the building and is showing signs of wear. Roof has had leaks patched over the years.

Operating Cost Implications:
New roof reseal the building and reduce/eliminate reduce the number of times patching and repairs are needed.

Department Head Name (PRINT): John Ellermann Department Head (SIGNATURE): John Ellermann

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

- Y N
☐ Will this project be used exclusively by your department?
☐ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

- To be completed by IT:
- Y N
☐ Will the project require the implementation of new technologies/costs? If so, what & costs? _____
☐ Is the project duplicated in other CIP requests? _____
☐ Is the project compatible with the technology development plans of Riley County?

CERTIFICATION OF PROJECT AUTHORITY

CASH:
 Cash Available: _____
☐ This project is funded for start-up as cash is available
☐ This project is not funded for start-up as cash is not available.

Shilo Heger, Riley County Treasurer Date

BUDGET:
 Budget Available: _____
☐ This project is funded for start-up as budget authority is available.
☐ This project is not funded for start-up as budget authority is not available.

Rich Vargo, Riley County Clerk Date

APPROVAL:
 Approved Amount: _____
☐ This project is funded.
☐ This project is not funded.

Chairman
 Board of County Commissioners Date

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works-Operations Date: 10/06/2023

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Dump Truck Bed (Unit 26) Total Cost \$: \$ 70,000.00

Brief Description:

Replace the old belt bed with a new end dump bed.

Project Justification:

Truck is experiencing increased down time replacing belts, rollers and hydraulics to operate the bed. Not able to haul full loads due to weak hydraulics to turn the belt to unload the material. This bed has a lot of rust damage.

Operating Cost Implications:

Truck and chassis are 2019 with less than 45,000 miles. Truck is still in good condition, therefore, replacing the box saves us money and reduces delays of buying new truck.

Department Head Name (PRINT): John Ellermann Department Head (SIGNATURE): 

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

☐ Will this project be used exclusively by your department?

☐ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐ Will the project require the implementation of new technologies/costs?

If so, what & costs? _____

☐ Is the project duplicated in other CIP requests?

☐ Is the project compatible with the technology development plans of Riley County?

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

- ☐ This project is funded for start-up as cash is available.
☐ This project is not funded for start-up as cash is not available

Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: _____

- ☐ This project is funded for start-up as budget authority is available.
☐ This project is not funded for start-up as budget authority is not available.

Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

- ☐ This project is funded.
☐ This project is not funded.

Chairman
Board of County Commissioners Date

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name CIP

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works-Operations Date: 10/06/2023

Category(circle): ☐ FACILITIES ☐ INFRASTRUCTURE ☐ EQUIPMENT ☐ TECHNOLOGY

Project Name: Dump Truck Bed (Unit 27) Total Cost \$: \$ 70,000.00

Brief Description:

Replace the old belt bed with a new end dump bed.

Project Justification:

Truck is experiencing increased down time replacing belts, rollers and hydraulics to operate the bed. Not able to haul full loads due to weak hydraulics to turn the belt to unload the material. This bed has a lot of rust damage.

Operating Cost Implications:

Truck and chasis are 2019 with less than 35,000 miles. Truck is still in good condiditon, therefore, replacing the box saves us money and reduces delays of buying new truck.

Department Head Name (PRINT): John Ellermann Department Head (SIGNATURE): *John Ellermann*

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

☐

Will this project be used exclusively by your department?

☐

Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐

Will the project require the implementation of new technologies/costs?

If so, what & costs? _____

☐

Is the project duplicated in other CIP requests?

☐

Is the project compatible with the technology development plans of Riley County?

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

☐

This project is funded for start-up as cash is available.

☐

This project is not funded for start-up as cash is not available

Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: _____

☐

This project is funded for start-up as budget authority is available.

☐

This project is not funded for start-up as budget authority is not available.

Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

☐

This project is funded.

☐

This project is not funded.

Chairman Date

Board of County Commissioners

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works-Operations Date: 10/06/2023

Category(circle): ☐ FACILITIES ☐ INFRASTRUCTURE ☒ EQUIPMENT ☐ TECHNOLOGY

Project Name: 550 Diesel Truck w/snow plow and spreader Total Cost \$ 120,000.00

Brief Description:
Replace a 2010 F550 with over 110,000 miles

Project Justification:
Truck is infested with rust affecting the box, frame, suspension, cab mounts and electrical system. The gas engine is under powered and transmission is weak. This truck is used for pulling the road groom, various trailers with equipment and for snow removal. Supply issue may delay delivery.

Operating Cost Implications:
A diesel engine will allow for more efficient towing. More dependability and reliability.

Department Head Name (PRINT): John Ellermann Department Head (SIGNATURE) *John Ellermann*

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

- Y N
☐ Will this project be used exclusively by your department?
☐ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

- Y N
☐ Will the project require the implementation of new technologies/costs? If so, what & costs? _____
☐ Is the project duplicated in other CIP requests? _____
☐ Is the project compatible with the technology development plans of Riley County? _____

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

- ☐ This project is funded for start-up as cash is available.
☐ This project is not funded for start-up as cash is not available.

Shilo Heger, Riley County Treasurer Date _____

BUDGET:

Budget Available: _____

- ☐ This project is funded for start-up as budget authority is available.
☐ This project is not funded for start-up as budget authority is not available.

Rich Vargo, Riley County Clerk Date _____

APPROVAL:

Approved Amount: _____

- ☐ This project is funded
☐ This project is not funded

Chairman Date _____
 Board of County Commissioners

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works-Operations Date: 10/08/2023

Category(circle): ☐ FACILITIES ☐ INFRASTRUCTURE ☒ EQUIPMENT ☐ TECHNOLOGY

Project Name: 32' Hydraulic Gooseneck Trailer Total Cost \$ 45,000.00

Brief Description:

New 32' gooseneck hydraulic trailer will replace a 2000 Trail King Trailer.

Project Justification:

Suspension on this trailer is wore out causing tires to wear out quicker. Trailer has visible cracking in frame. The old style Dayton Wheels are difficult and dangerous to break down for tire changes. This trailers frame has visible cracking.

Operating Cost Implications:

New trailer will have less tire replacements and make hauling loads more efficient and safe.

Department Head Name (PRINT): John Ellermann

Department Head (SIGNATURE): *John Ellermann*

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

☐ Will this project be used exclusively by your department?

☐ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐ Will the project require the implementation of new technologies/costs?

If so, what & costs? _____

☐ Is the project duplicated in other CIP requests?

☐ Is the project compatible with the technology development plans of Riley County?

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

☐

This project is funded for start-up as cash is available

☐

This project is not funded for start-up as cash is not available

Shilo Heger, Riley County Treasurer

Date

BUDGET:

Budget Available: _____

☐

This project is funded for start-up as budget authority is available.

☐

This project is not funded for start-up as budget authority is not available.

Rich Vargo, Riley County Clerk

Date

APPROVAL:

Approved Amount: _____

☐

This project is funded.

☐

This project is not funded.

Chairman

Board of County Commissioners

Date

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name CIP

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works - Operations Date: 10/06/2023

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Tandem Axle Truck w/ Plow and Spreader Total Cost \$: \$ 250,000.00

Brief Description:

Purchase a new tandem axle truck complete with snow plow and salt spreader to replace an older truck in the fleet.

Project Justification:

This new truck will replace a 2012 International 12 yard dump truck with over 165,000 miles. This is the oldest truck we have in the fleet and has been used for snow removal and hauling gravel. Salt is eating at the frame and wiring. The hydraulics and transmission are beginning to weaken and become sluggish.

Operating Cost Implications:

The newer model will have better fuel economy, less maintenance and fewer repairs.

Department Head Name (PRINT): John Ellermann Department Head (SIGNATURE): John Ellermann

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

☐

Will this project be used exclusively by your department?

☐

Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐

Will the project require the implementation of new technologies/costs?

If so, what & costs? _____

☐

Is the project duplicated in other CIP requests?

☐

Is the project compatible with the technology development plans of Riley County?

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

☐

This project is funded for start-up as cash is available

☐

This project is not funded for start-up as cash is not available

Shilo Heger, Riley County Treasurer Date _____

BUDGET:

Budget Available: _____

☐

This project is funded for start-up as budget authority is available

☐

This project is not funded for start-up as budget authority is not available

Rich Vargo, Riley County Clerk Date _____

APPROVAL:

Approved Amount: _____

☐

This project is funded

☐

This project is not funded

Chairman Date _____

Board of County Commissioners

ALL FIELDS MUST BE COMPLETED

Prepared by _____

Packet Pg. 48

Attachment: 3rd Quarter 2023 CIP Work Session (13782 : 3rd Quarter CIP Work Session)

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project #

Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department:

Public Works - Parks

Date:

10/12/2023

Category(circle):

FACILITIES

INFRASTRUCTURE

EQUIPMENT

TECHNOLOGY

Project Name:

Large Area Mower w/ Cab

Total Cost \$: \$

72,000.00

Brief Description:

Purchase a new large area mower with cab and winter attachments. Including broom and spreader.

Project Justification:

This mower will replace an old 2012 Toro mower with over 2600 hours. This mower is worn out and burns oil.

Operating Cost Implications:

Will give us a dependable mower, able to safely handle the steep slopes on the sledding hill. This machine will also be used for snow removal.

Department Head Name (PRINT): John Ellermann

Department Head (SIGNATURE): 

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

☐

Will this project be used exclusively by your department?

☐

Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐

Will the project require the implementation of new technologies/costs?

If so, what & costs? _____

☐

Is the project duplicated in other CIP requests? _____

☐

Is the project compatible with the technology development plans of Riley County? _____

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

☐

This project is funded for start-up as cash is available

☐

This project is not funded for start-up as cash is not available.

Shilo Heger, Riley County Treasurer

Date

BUDGET:

Budget Available: _____

☐

This project is funded for start-up as budget authority is available.

☐

This project is not funded for start-up as budget authority is not available.

Rich Vargo, Riley County Clerk

Date

APPROVAL:

Approved Amount: _____

☐

This project is funded.

☐

This project is not funded.

Chairman

Board of County Commissioners

Date

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

PR # _____

Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works - Parks

Date: 10/12/2023

Category(circle): **FACILITIES** INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Playground Equipment at CICO Park

Total Cost \$ \$

75,000.00

Brief Description:

To install playground equipment in phases in accordance with the Master Plan.

Project Justification:

A lot of the playground equipment has been removed from the playground as it was old and determined to be unsafe. Some small pieces have been added but the playground lacks a lot of equipment. The requested funds will be utilized to purchase several smaller pieces along with the appropriate surface material or one larger piece of equipment with the appropriate surface material. Several years ago a master plan was developed but to date limited funding has been provided.

Operating Cost Implications:

This is a reoccurring request to build up funds for the upgrading of rplayground equipment.

Department Head Name (PRINT): John Ellermann

Department Head (SIGNATURE): 

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

☐ Will this project be used exclusively by your department?☐ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐ Will the project require the implementation of new technologies/costs?

If so, what & costs? _____

☐ Is the project duplicated in other CIP requests? _____☐ Is the project compatible with the technology development plans of Riley County? _____

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____



This project is funded for start-up as cash is available.



This project is not funded for start-up as cash is not available.

Shilo Heger, Riley County Treasurer

Date

BUDGET:

Budget Available: _____



This project is funded for start-up as budget authority is available.



This project is not funded for start-up as budget authority is not available

Rich Vargo, Riley County Clerk

Date

APPROVAL:

Approved Amount: _____



This project is funded.



This project is not funded.

Chairman

Board of County Commissioners

Date

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

16.a

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project: _____ Fund(s) Name: CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: Clerk/Elections Date: 23-Oct-23

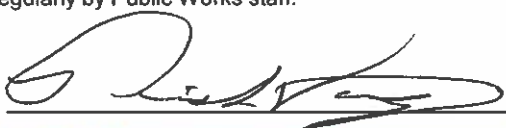
Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: CPE 4th Floor Renovations-Elections Total Cost \$: \$650,000

Brief Description:
Renovation of CPE 4th Floor including hallway and bathroom for elections.

Project Justification:
The volume of elections work and security requirements have made our current space inadequate. The Legislative Post Audit made it clear security and integrity in the entire election process from start to finish is under intense scrutiny. Every aspect of elections needs to be in a separate space without access to anyone other than elections staff and even then with 2 election staff, never just one. As the Board knows Elections shares the same office space with all other divisions of the office at this time. Just with the number of staff our current area is too small. In moving elections it will also allow better separation and space for the other areas of the office to have dedicated space. This would also allow, upon board approval a separate access for Human Resources. It will be extremely beneficial in work efficiency for all aspects of the office. It will allow elections staff to be in the same building as the election equipment increasing efficiencies as well. We will still need to conduct advance voting in the second floor of the County Office Building due to parking and customer access.

Operating Cost Implications:
Typical office operating cost. Areas are currently climate controlled. Will enhance area to be cleaned regularly by Public Works staff.

Department Head Name (PRINT): Rich Vargo Department Head (SIGNATURE): 

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

If computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

- Y N
☐ Will this project be used exclusively by your department?
☐ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:
Y N
☐ Will the project require the implementation of new technologies/costs? If so, what & costs? _____
☐ Is the project duplicated in other CIP requests? _____
☐ Is the project compatible with the technology development plans of Riley County? _____

CERTIFICATION OF PROJECT AUTHORITY

CASH:
Cash Available: _____
☐ This project is funded for start-up as cash is available.
☐ This project is not funded for start-up as cash is not available.
Shilo Heger, Riley County Treasurer Date

BUDGET:
Budget Available: _____
☐ This project is funded for start-up as budget authority is available.
☐ This project is not funded for start-up as budget authority is not available.
Rich Vargo, Riley County Clerk Date

APPROVAL:
Approved Amount: _____
☐ This project is funded.
☐ This project is not funded.
Chair Board of County Commissioners Date

ALL FIELDS MUST BE COMPLETED

10/10/2023 11:37 AM

Prepared by _____
Budget and Finance Officer _____
Packet Pg. 51

Attachment: 3rd Quarter 2023 CIP Work Session (13782 : 3rd Quarter CIP Work Session)

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

16.a

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project: 1 Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: EMS/Ambulance Date: 9/28/2023

Category(circle): ☐ FACILITIES ☐ INFRASTRUCTURE ☐ EQUIPMENT ☐ TECHNOLOGY

Project Name: Overhead Alerting System Total Cost \$: \$187,545.61

Brief Description:

Historically Riley County EMS has relied on staff carrying pagers to be notified of calls by our dispatch center. There are gaps in the system, particularly in metal buildings and in the rural areas of the county. These gaps cause the staff to take extra precautions to ensure there is no delay in call response due to missed pages.

Project Justification:

Recently, the City of Manhattan funded the backbone of a system which will allow for paging via installed overhead speakers through a control module and antenna in each station. Manhattan Fire Department has also begun installing the system into each of their stations including the those that house two of the EMS/Ambulance crews.

Operating Cost Implications:

Total cost for purchase and installation of the system is \$181,545.61. New EMS Headquarters \$86,954.54; Station 3 (Public Works): \$48,235.05; St. 5 (Leonardville): \$48,235.05.

Department Head Name (PRINT): David A. Adams Department Head (SIGNATURE): _____

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

☐

Will this project be used exclusively by your department?

☐

Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐

Will the project require the implementation of new technologies/costs?

If so, what & costs? _____

☐

Is the project duplicated in other CIP requests?

☐

Is the project compatible with the technology development plans of Riley County?

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

☐

This project is funded for start-up as cash is available.

☐

This project is not funded for start-up as cash is not available.

Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: _____

☐

This project is funded for start-up as budget authority is available.

☐

This project is not funded for start-up as budget authority is not available.

Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

☐

This project is funded.

☐

This project is not funded.

Chairman Date
Board of County Commissioners

ALL FIELDS MUST BE COMPLETED

Prepared

Packet Pg. 52

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

16.a

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project: 2 Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: EMS/Ambulance Date: 9/14/2023

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Patient Mover Replacement Total Cost \$: \$69,265

Brief Description:

The patient movers are utilized when transporting patients 12-15 times a year in non conventional settings such as KSU Football stadium and parking lots, high school cross country events, Fake Patty's Day as well as responding to calls at Konza Prairie and other locations.

Project Justification:

The patient mover we are needing to replace is 18 years old and despite continual maintenance has broken down and had to be taken out of service during multiple KSU Football game last season as well as each game so far this year. The vehicle is gas powered, non carbureated, lacks power steering and components in the engine, gas tank, transmission and electrical system are rotting and falling apart leading to continual maintenance and inability to respond when requested. The fuse box has had to be modified as it no longer holds fuses in place due to age. This quote also includes a new trailer as the current will not be heavy enough and is over 20 years old.

Operating Cost Implications:

None as care is already budgeted

Department Head Name (PRINT): David A. Adams Department Head (SIGNATURE): _____

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

☐

Will this project be used exclusively by your department?

☐

Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐

Will the project require the implementation of new technologies/costs?

If so, what & costs? _____

☐

Is the project duplicated in other CIP requests?

☐

Is the project compatible with the technology development plans of Riley County?

CERTIFICATION OF PROJECT AUTHORITY

CASH

Cash Available: _____

☐

This project is funded for start-up as cash is available.

☐

This project is not funded for start-up as cash is not available.

Shilo Heger, Riley County Treasurer Date

BUDGET

Budget Available: _____

☐

This project is funded for start-up as budget authority is available.

☐

This project is not funded for start-up as budget authority is not available.

Rich Vargo, Riley County Clerk Date

APPROVAL

Approved Amount: _____

☐

This project is funded.

☐

This project is not funded.

Chairman Date

Board of County Commissioners

ALL FIELDS MUST BE COMPLETED

Prepared

Packet Pg. 53

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

16.a

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project: 3 Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: EMS/Ambulance Date: 9/28/2023

Category(circle): ☐ FACILITIES ☐ INFRASTRUCTURE ☐ EQUIPMENT ☐ TECHNOLOGY

Project Name: Zoll "X" Series Cardiac Monitor Total Cost \$: \$48,726

Brief Description:

This request is to replace one cardiac monitor used in all of our ambulances. This equipment is used to care for almost all of the patients seen by Riley County EMS and provides us the capability for 12/15 lead EKG's as well as capnography which is the standard of care for EMS.

Project Justification:

This request is for the same cardiac monitor we use on all of our ambulances and is going to replace a machine that is 10 years old and has exceeded it's life span of 7 years. The monitor will replace an older unit which will be kept in a back up role and will be utilized for a replacement if a front line machine is down for maintenance and as well as at multiple sporting events. Currently, for these types of scenarios we utilize older cardiac monitors some of which are no longer being supported by the manufacturer. We also have replaced the cardiac monitors historically kept in administrators vehicles with less pricey, more cost effective AED's.

Operating Cost Implications:

None, as we already utilize the same batteries and chargers.

Department Head Name (PRINT): David A Adams Department Head (SIGNATURE): _____

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

☐

Will this project be used exclusively by your department?

☐

Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐

Will the project require the implementation of new technologies/costs?

If so, what & costs? _____

☐

Is the project duplicated in other CIP requests?

☐

Is the project compatible with the technology development plans of Riley County?

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

☐

This project is funded for start-up as cash is available.

☐

This project is not funded for start-up as cash is not available.

Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: _____

☐

This project is funded for start-up as budget authority is available.

☐

This project is not funded for start-up as budget authority is not available.

Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

☐

This project is funded.

☐

This project is not funded.

Chairman Date

Board of County Commissioners

Attachment: 3rd Quarter 2023 CIP Work Session (13782 : 3rd Quarter CIP Work Session)

ALL FIELDS MUST BE COMPLETED

10/16/2023 9:21 AM

Prepared by
Budget and Finance

Packet Pg. 54

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

16.a

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: Emergency Management Date: Oct-23

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Outdoor Warning Siren Upgrade Total Cost \$: \$85,000

Brief Description:

This would provide two way communication between the control station and the sirens. 5 of our sirens have the capability and 4 do not. This would upgrade those 4 and provide the equipment needed in dispatch.

Project Justification:

This would allow us to monitor the sirens readiness status 24/7. Currently the only way we know if a siren isn't working is by having an observer go to each siren on test day and then report in that the siren functioned properly. Our siren observers have been less and less available/reliable in recent history. We have had sirens not be reported on for several tests in a row. This system would alert us whenever it detected the siren operate properly or when a siren fails, power is out, someone tampers with the control box etc.

Operating Cost Implications:

No annual operating costs required. An optional feature that would allow us to monitor and operate a siren from our cell phone would cost \$5,000 per year but it is not required. It would be a nice feature and allow us multiple avenues to ensure the sirens get activated in a timely manner.

Department Head Name (PRINT): Russel Stukey Department Head (SIGNATURE): _____

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

☐

Will this project be used exclusively by your department?

☐

Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐

Will the project require the implementation of new technologies/costs?

If so, what & costs? _____

☐

Is the project duplicated in other CIP requests?

☐

Is the project compatible with the technology development plans of Riley County?

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

☐

This project is **funded** for start-up as cash is available.

☐

This project is **not funded** for start-up as cash is not available.

Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: _____

☐

This project is **funded** for start-up as budget authority is available.

☐

This project is **not funded** for start-up as budget authority is not available.

Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

☐

This project is **funded**.

☐

This project is **not funded**.

Chair Date

Board of County Commissioners

Riley County Capital Improvement Program

Annualized Non-funded Projects

2022 Non-fund CIP Projects					
Dept.	Project Category	Project	2022 EST.	Department Ranking	Department Sub-totals
NW	EQUIP	PTO Driven Mower	\$ 18,000	2	\$ 18,000
IT	TECH	AS400 box	\$ 30,000	1	\$ 30,000
EMS	EQUIP	Replacement UTV/Patient Hauler w/Trailer	\$ 65,000	3	\$ 65,000
AP	EQUIP	Replacement Vehicle	\$ 20,000	1	\$ 20,000
PK	EQUIP	Large Area Mower	\$ 65,000	1	
PK	FACILITY	Score Board - Fairmont Park	\$ 15,000	2	
PK	FACILITY	Goal Post - Fairmont Park	\$ 15,000	3	
PK	INFRA	Well House Improvements at Fairmont	\$ 15,000	4	
PK	INFRA	Asphalt Messenger & Dog Park Parking Lot	\$ 60,000	5	
PK	FACILITY	Playground Equipment to CICO Park	\$ 75,000	6	\$ 245,000
LEC	FACILITY	Convert Cubicle into Admin Office	\$ 30,000	2	\$ 30,000
PW	EQUIP	3/4T 4X4 Ext, Cab Pickup	\$ 50,000	2	
PW	EQUIP	3/4T 4X4 Ext, Cab Pickup	\$ 50,000	3	
PW	EQUIP	Hydraulic Trailer	\$ 60,000	5	\$ 160,000
2022 Totals			\$ 568,000		\$ 568,000

2023 Non-fund CIP Projects					
Dept.	Project Category	Project	2023 EST.	Department Ranking	Department Sub-totals
EM	EQUIP	Outdoor Warning Siren Upgrade	\$ 85,000	1	\$ 85,000
PK	EQUIP	Large Area Mower	\$ 72,000	1	
PK	INFRA	Playground Equipment to CICO Park	\$ 75,000	2	\$ 147,000
PW	EQUIP	Dump Truck Bed - Unit # 26	\$ 70,000.00	1	
PW	EQUIP	Dump Truck Bed - Unit # 27	\$ 70,000.00	2	
PW	EQUIP	550 Truck with Plow and Spreader	\$ 120,000	3	
PW	EQUIP	Hydraulic Trailer - 32' Gooseneck	\$ 45,000.00	4	
PW	EQUIP	Tandem Axle Truck w/ Plow & Spreader	\$ 250,000.00	5	\$ 555,000
CK/ELEC	FACILITY	CPE 4th Floor Renovations	\$ 650,000	1	\$ 650,000
LEC	FACILITY	Replace Roof of Original Building	\$ 400,000	1	\$ 400,000
Carnegie	FACILITY	Modernize Elevators	\$ 75,000	1	
HD	FACILITY	Modernize Elevators	\$ 75,000	2	
Carnegie	FACILITY	Boiler	\$ 50,000	3	\$ 200,000
EMS	EQUIP	Station Alerting	\$ 187,546	1	
EMS	EQUIP	Patient Mover Replacement	\$ 69,265	2	
EMS	EQUIP	Cardic Monitor	\$ 48,726	3	\$ 305,537
2023 Totals			\$ 2,342,537		\$ 2,342,537

2024 Non-fund CIP Projects					
Dept.	Project Category	Project	2024 EST.	Department Ranking	Department Sub-totals
NW	EQUIP	Roadside Mower Tractor	\$ 135,000	1	
NW	EQUIP	3/4T crew cab 4x4 truck	\$ 30,000	2	
NW	EQUIP	PTO Driven Mower	\$ 25,000	3	\$ 190,000
EM	EQUIP	3/4T SUV	\$ 60,000	1	\$ 60,000
EMS	EQUIP	Ambulance	\$250,000		\$ 250,000
PK	EQUIP	Tractor	\$ 45,000	1	
PK	EQUIP	Storage Bldg for Fairmont Park	\$ 100,000	2	
PK	EQUIP	Implements for Large Area Mower	\$ 15,000	3	
PK	FACILITY	Playground Equipment to CICO Park	\$ 75,000	4	\$ 235,000
CH	FACILITY	Modernize Elevators	\$ 100,000	1	\$ 100,000
FCRC	FACILITY	Replace Roof	\$ 150,000	1	\$ 150,000
PW	EQUIP	Tandem Axle Truck w/ Plow & Spreader	\$ 260,000	1	
PW	EQUIP	550 Truck with Plow and Spreader	\$ 125,000	2	
PW	EQUIP	1/2 Ton 4x4 Ext. Cab Pickup	\$ 52,000	3	
PW	EQUIP	3/4T 4X4 Ext, Cab Pickup	\$ 60,000	4	\$ 497,000

Riley County Capital Improvement Program

Annualized Non-funded Projects

16.b

LEC	FACILITY	RCPD Range Cleanup	\$	220,000	1	\$	220,000
CK/TR	TECH	Tax/Accounting Software	\$	600,000	1	\$	600,000
2024 Totals			\$	1,702,000		\$	2,302,000

2025 Non-fund CIP Projects							
Dept.	Project	Project	2025 EST.	Department	Department Sub-		
NW	EQUIP	Roadside Mower Tractor	\$	100,000	1	\$	100,000
FCRC	FACILITY	Replace Roof	\$	120,000	1	\$	120,000
PK	EQUIP	Skid Steer Loader	\$	90,000	1		
PK	EQUIP	Topdresser	\$	20,000	2		
PK	FACILITY	Score Board - Fairmont Park	\$	14,000	3		
PK	FACILITY	Goal Post - Fairmont Park	\$	12,000	4		
PK	FACILITY	Playground Equipment to CICO Park	\$	75,000	5	\$	211,000
PW	EQUIP	Skid Steer Loader (3)	\$	280,000	1		
PW	EQUIP	Sign Truck - Chasis Only	\$	80,000	2		
PW	EQUIP	Tandem Axle Truck w/ Plow & Spreader	\$	280,000	3		
PW	EQUIP	Hydraulic Trailer 32' Gooseneck	\$	45,000	4		
PW	EQUIP	3/4T 4X4 Ext, Cab Pickup	\$	65,000	5	\$	750,000
EMS	EQUIP	SUV	\$	45,000			
2025 Totals			\$	791,000		\$	431,000

2026 Non-fund CIP Projects					
Dept.	Category	Project	2026 EST.	Ranking	totals
PW	EQUIP	Tandem Axle Truck w/ Plow & Spreader	\$ 300,000	1	\$ 300,000
PK	INFRA	Asphalt Keats Parking	\$ 100,000	1	\$ 100,000

Attachment: NON-Funded CIP Project List 2023 (13782 : 3rd Quarter CIP Work Session)



**EMERGENCY
MANAGEMENT/FIRE**
Personnel

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

COMMISSION AGENDA REPORT

FROM: Russel Stukey EM/FIRE

MEETING: October 23, 2023

SUBJECT: Position Classification Change

PRESENTER: Russel Stukey Director of EM/FIRE Chief

BACKGROUND

As the commission is aware we reclassified the Fire Administrative Assistant position a year ago when it became vacant to a lower level Administrative Assistant 1 from what it was previously classified. As I have reflected on that decision over the past year I believe I misjudged what my department needs that position to accomplish. I have had extensive discussions with our HR Director Ward about this position and the additional tasks/responsibilities I need this position to handle so that other administration staff can focus on their primary duties and not the extra tasks that have been placed on them due to previous circumstances in our office.

DISCUSSION

After discussing with HR I believe this position needs to be reclassified to an Administrative Assistant 2 level. This would put the position back to approximately where it was last year regarding compensation and responsibilities.

Some of the additional responsibilities that my department needs this position to take on are:

1. Grant writing- I think there are grants available that could assist both Fire & EM. If we had a staff member that was able to give more focus to that task I believe we could increase our success rate and volume regarding grant opportunities.
2. Hiring manager- Although we have a good HR department, when it comes to "hiring" volunteers having a staff member focused on that process will improve the hiring experience for volunteers and I believe increase the quantity and quality of candidates. The position would be directed to work closely with HR staff to ensure compliance with county HR policies and procedures.

These are two of the big ticket items that I believe justifies re-classification of the position. As you read the updated position description you can see the full list of duties/responsibilities that this position will be tasked with.

Fortunately the individual that we hired for the admin position last year is more than qualified for the reclassified Admin Asst. 2 position. On several occasions county staff from HR/Clerks office has told me how professional our current Admin. Asst. is to work with. So there would just be a promotion no new personnel would be hired.

FISCAL IMPACT

Our Budget & Finance Officer has calculated the fiscal impact to be approximately \$5,564.39 for 2024. The position was budgeted for in 2023. We will be able to absorb that into our budget. We also have the option to Emergency Management Performance Grant (EMPG) funding. There will be no additional funding requested to accomplish this reclassification.

RECOMMENDATION(S)

Staff recommends reclassifying the current Administrative Assistant 1 position to a Administrative Assistant 2 position. Ultimately I believe it will result in a revenue neutral and potentially a revenue positive change, due to additional grant funds that should be awarded/obtained for years to come.

POSSIBLE MOTION(S)

Move to approve the Position description for RCFD#1 Administrative Assistant 2 and reclassifying the current RCFD #1 Administrative Assistant 1 Position to an Administrative Assistant 2 and promote Michelle Horstmeier the current Admin. Asst. 1 to the Admin. Asst. 2 position.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Fire Administrative Assistant II position description (DOC)
- 2023-10 MHorstmeier EAF (DOCX)

RILEY COUNTY, KANSAS POSITION DESCRIPTION

Job Title:	ADMINISTRATIVE ASSISTANT II	
Department:	Emergency Management/RCFD#1	Division: Fire
Reports to:	Emergency Management Assistant Director	
Pay Grade:	7	Status: Full Time
FLSA Status:	Non-Exempt	

Position Summary: The Administrative Assistant II provides clerical, secretarial and administrative duties to the Riley County Fire District #1 and assists the Fire Chief in the administration of the department policies. This is a complex and responsible position that requires confidentiality and responsiveness working closely with the Department Director. Work requires good judgment, multi-tasking, and professionalism.

ESSENTIAL FUNCTIONS:

- Provides clerical and administrative assistance to the Director, and aids in managing schedules.
- Assists in coordinating various activities within the Department.
- Assists clients, both internal and external, and directs inquiries to appropriate individuals.
- Processes and tracks annual budget including accounts payable, accounts receivable, payroll, benefits, inventory, supplies, etc.
- Maintains Riley County burn permit system.
- Prepares financial statements, records of expenditure and debt, and budget summaries.
- Maintains records of RCFD personnel regarding training, communication, and equipment
- Assists with invoices, organization, and filing of fiscal reports, and gathering data to assist in developing budgets and reporting.
- Coordinates and schedules travel, meetings, interviews, training, and other appointments.
- Maintain fire personnel gear and equipment to include ordering, fitting, and issuing such.
- Review and submit payroll information and coordinate new hire process for RCFD#1 Volunteers
- Assists with volunteer personnel management including attendance.
- Prepares documents for grants, contracts, policy and procedures, manuals, various initiatives/issues and meetings. monitors the progress of each document and/or issue.
- Manages files and databases; maintains office supply inventory and capital asset inventory.
- Research through traditional and non-traditional methods.
- Work on special nonrecurring and ongoing projects, which may include planning and coordinating multiple projects, researching, and disseminating information, and preparing mailings.
- Act as a liaison with outside agencies, and other departments, handle confidential and non-routine information, and explain policies to volunteer staff, when necessary.
- Review fire call reports for accuracy and completeness.
- Other duties as assigned.

POSITION REQUIREMENTS:

Education: High school diploma or equivalent required with two years post-high school training in office management, clerical, business/accounting, and computer-related activities preferred.

License(s)/Certification(s): Valid driver's license required.

Experience: 4 years in an administrative position. Knowledge of standardized rules, procedures or operations requiring considerable training and experience to perform a wide range of secretarial and

Created Sept 2023

Attachment: Fire Administrative Assistant II position description (13802 : Position Classification change)

administrative assignments. Requires ability to maintain confidentiality and ability to work independently. 2 years of public safety related experience in the emergency related fields preferred.

An appropriate combination of experience and education will be considered in lieu of the requirements.

Skills: Knowledge of basic principles, concepts and methodology of a professional field.,. Excellent verbal, typing, and grammatical skills; ability to compose quality correspondence as well as ability to communicate clearly both orally and in writing. Knowledge of general accounting methods, business management principles, database management and personnel management required. Ability to defuse high pressure, conflicting situations and maintain order required. Ability to work well under pressure, to multi-task, and to accept responsibility for independent decisions and actions taken. Ability to plan, prioritize, organize and accomplish work assignments. Ability to integrate and apply computer software for database, spreadsheet, word processing, and graphics applications to complex records. Ability to work independently with little supervision.

SUPERVISORY RESPONSIBILITIES: None

Supervisory Control: Duties are performed regularly exercising discretion and independent judgement. Director provides administrative direction. Priorities and deadlines are determined by policies, statutes or in consultation with the Director and Asst. Director. Completed work is reviewed in terms of compatibility with other work, or effectiveness in meeting requirements or expected results.

Guidelines: Guidelines consist of general regulations/practices of state statutes and guidelines, and departmental and Riley County policies. Rules, guides and practices are interpreted and applied by the employee. In some instances, guidelines require interpretation to determine intent. The employee analyzes results and recommends changes.

Complexity: The variety of tasks and duties performed involve many different and unrelated processes and methods relative to the performance of administrative and professional tasks. Multiple tasks are pursued simultaneously, and decisions must be made based on the assessment of unusual circumstances, variations in approach or conflicting data.

Scope & Effect of Work: The work involves analyzing a variety of unusual conditions, problems or questions. The work product affects the objectives of the Department and other departments/entities. The work affects the accuracy, reliability, or acceptability of further processes or services. Consults with supervisor to, determine available resource limits, set schedules and deadlines for projects, and define the scope of projects

Personal Contacts: The personal contacts include department heads, county commissioners, agency representatives, elected and appointed officials, attorneys, state officials, professional peers, accountants, employees, vendors, and taxpayers.

Purpose of Contacts: Obtaining, clarifying, or providing facts or information. Gaining compliance with established policies or regulations through persuasion or negotiation to influence or motivate individuals. Resolves problems, receives, and relays messages which are often detailed, complex, and sometimes of an emergency nature. Obtains, clarifies, or gives facts.

Physical Demands: The physical demands described represent those required to successfully perform the essential functions of this job. Reasonable accommodation may be made to perform the essential functions.

While performing the duties of this job, the employee is required to stand, walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee must occasional lift/move 20-50lbs, frequently lift/move 10-25lbs and constantly lift/move up to 10lbs. Specific vision abilities required by this job include close vision and color vision. The position has a dimension which may lead to mental and physical fatigue.

Work Environment/Conditions: The work environment described represents those encountered while performing the essential functions of this job. Reasonable accommodation may be made to perform the essential functions.

The work environment involves everyday risks or discomforts that require normal safety precautions typical of an office setting. Work is generally in an office setting with visual attention and dexterity in computer operation. There is an occasional risk the employee is potentially subject to verbal or physical abuse. Occasionally the employee will be tasked with delivering food and supplies to emergency scenes which could result in exposure to adverse weather conditions. 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 EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Michelle Horstmeier**Status Change Date:** 10/02/2023**Status Change:** Job Change**Date of Hire:** 10/24/2022**Seniority:** 0 Year(s), 11 Month(s)**Position:** Fire Administrative Assistant II**Position Type:** Full-Time**Pay Range:** 7**Pay Type:** Hourly**Base Rate:** \$22.28**Annualized Pay:** \$46,342.40**Funds Codes:** Riley Co Fire Dist #1[183], 183 – Fire District #1**Supervisor:** Laurie Harrison**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-10 MHorstmeier EAF (13802 : Position Classification change)