



**Board of Riley County
Commissioners
Regular Meeting
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

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. RCHD Electronic Health Record Contract Renewal with CDP
4. Agreement with Bruce McMillan, AIA Architects PA for 4th floor CPE renovation
5. CIP Project Activations
6. Action on Certification of Voting Delegate for KAC 48th Annual Conference & Exhibition
7. Sign Riley County Employee Action Form(s)

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Oct 23, 2023 8:30 AM

Review Tentative Agenda

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

9:00 AM

John Ellermann, Public Works Director/County Engineer

11. Riley County Space Needs Assessment

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

12. Administrative Work Session
13. Executive session to discuss a performance matter involving non-elected personnel

- 9:35 AM Vivienne Leyva, PIO**
14. 2023 October Communications Update
- 9:50 AM Shelley Woodard, Deputy County Counselor**
15. Keats Sewer Project Feasibility and Date for Public Hearing
- 10:05 AM Vivienne Leyva, PIO and Steve Schurle, Commercial Real Estate Analyst**
16. 2023 Riley County Employee Day Overview
- 4:00 PM Joint City/County/County Meeting (County will be hosting at Manhattan City Hall, City Commission Room, 1101 Poyntz)**
17. City/County/County Meeting 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.



HEALTH DEPARTMENT
Contract

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs

MEETING: October 26, 2023

SUBJECT: RCHD Electronic Health Record Contract Renewal with CDP

PRESENTER: Julie Gibbs

BACKGROUND

Riley County Health Department purchased a new electronic medical record system through Custom Data Processing (CDP) in 2018. This is an extension of that agreement for one year, through October 17, 2024.

DISCUSSION

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

FISCAL IMPACT

Covered in our budget.

RECOMMENDATION(S)

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:

- CDPcontract (PDF)

This Amendment, made and entered into as of October 18, 2023, by and between RILEY COUNTY HEALTH DEPARTMENT ("Client and/or Lessee") and CUSTOM DATA PROCESSING, INC., an Illinois corporation authorized to do business in the State of Kansas, hereinafter referred to as "Contractor," shall modify as indicated that agreement between the parties dated October 18, 2018, hereinafter referred to as the "Agreement."

WITNESSETH:

WHEREAS, Contractor and Client entered into an agreement pursuant to which Contractor would provide Client with the following software:

- CDP/ezEMRx Software for Electronic Health Records;

WHEREAS, Client now desires to extend the term of the Agreement for one (1) year; and

WHEREAS, Contractor is willing to continue to provide the services during the extended term.

NOW, THEREFORE, in consideration of the parties' continuing obligations under the Agreement and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto do each contract and agree with the other as follows:

1. The parties agree to extend the term of the Agreement for one (1) year beginning October 18, 2023, and ending October 17, 2024.
2. Each signatory below warrants that it has the corporate or other organizational power and authority to execute, deliver and perform this Amendment. Each signatory further warrants that the execution, delivery and performance by it of this Amendment and the Agreement has been duly authorized and approved by all requisite action of the party's management and appropriate governing body.
3. Except as herein amended, the terms and provisions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto, acting under authority of their respective governing bodies, have hereunto set their hands and seals and caused this Amendment to be duly executed, this the day and year first above written.

BOARD OF RILEY COUNTY COMMISSIONERS CUSTOM DATA PROCESSING, INC.

By: _____
Kathryn Focke, Chairwoman

By: Mike Peth
Mike Peth, Director, Sales and Marketing

ATTEST: _____
Rich Vargo, County Clerk

APPROVED as to FORM: Clancy Holeman
Clancy Holeman, Riley County Counselor

Attachment: CDPcontract (13817 : EHR Renewal Contract with CDP)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Rich Vargo, County Clerk

MEETING: October 26, 2023

SUBJECT: Agreement with Bruce McMillan, AIA Architects PA for 4th floor CPE renovation

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve an Agreement with Bruce McMillan, AIA Architects PA for the 4th floor CPE renovation.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- AIA Owner-Architect Agreement (PDF)

23.15 4th Floor Courthouse Plaza
East Improvements

AIA® Document B105™ – 2017

Standard Short Form of Agreement Between Owner and Architect

AGREEMENT made as of the eighteenth day of October
in the year two-thousand twenty-three
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

Riley County Commission
c/o Rich Vargo, County Clerk
115 North 4th Street
Manhattan, Kansas 66502

This document has important legal
consequences. Consultation with
an attorney is encouraged with
respect to its completion or
modification.

and the Architect:
(Name, legal status, address and other information)

Bruce McMillan, AIA Architects, P.A.
555 Poyntz Avenue, Suite 295
Manhattan, Kansas 66502

for the following Project:
(Name, location and detailed description)

The project includes preliminary concept design and initial estimate of probable construction cost for improvements made to the fourth floor of the Courthouse Plaza East building. Improvements tentatively will include offices, storage, security components, and other components needed for secure election counting facilities.

The Owner and Architect agree as follows.

Init.

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Attachment: AIA Owner-Architect Agreement (13816 : 4th floor CPE renovation architect agreement)

ARTICLE 1 ARCHITECT'S RESPONSIBILITIES

The Architect shall provide architectural services for the Project as described in this Agreement. The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project. The Architect shall assist the Owner in determining consulting services required for the Project. The Architect's services include the following consulting services, if any:

Cost estimating to be provided by Hoover Cost Estimating, LLC.

Mechanical, Electrical, Plumbing engineering services provided by Orazem & Scalora Engineering.

Structural engineering to be provided by Dudley Williams & Associates.

Interior space planning, furniture selection, and finish recommendation by Paradoxx Interior Design.

~~During the Design Phase, the Architect shall review the Owner's scope of work, budget and schedule and reach an understanding with the Owner of the Project requirements. Based on the approved Project requirements, the Architect shall develop a design, which shall be set forth in drawings and other documents appropriate for the Project. Upon the Owner's approval of the design, the Architect shall prepare Construction Documents indicating requirements for construction of the Project and shall coordinate its services with any consulting services the Owner provides. The Architect shall assist the Owner in filing documents required for the approval of governmental authorities, in obtaining bids or proposals, and in awarding contracts for construction.~~

~~During the Construction Phase, the Architect shall act as the Owner's representative and provide administration of the Contract between the Owner and Contractor. The extent of the Architect's authority and responsibility during construction is described in AIA Document A105™ 2017, Standard Short Form of Agreement Between Owner and Contractor. If the Owner and Contractor modify AIA Document A105-2017, those modifications shall not affect the Architect's services under this Agreement, unless the Owner and Architect amend this Agreement.~~

ARTICLE 2 OWNER'S RESPONSIBILITIES

The Owner shall provide full information about the objectives, schedule, constraints and existing conditions of the Project, and shall establish a budget that includes reasonable contingencies and meets the Project requirements. The Owner shall provide decisions and furnish required information as expeditiously as necessary for the orderly progress of the Project. The Architect shall be entitled to rely on the accuracy and completeness of the Owner's information. ~~The Owner shall furnish consulting services not provided by the Architect, but required for the Project, such as surveying, which shall include property boundaries, topography, utilities, and wetlands information; geotechnical engineering, and environmental testing services. The Owner shall employ a Contractor, experienced in the type of Project to be constructed, to perform the construction Work and to provide price information.~~

ARTICLE 3 USE OF DOCUMENTS

Drawings, specifications and other documents prepared by the Architect are the Architect's Instruments of Service, and are for the Owner's use solely with respect to constructing the Project. The Architect shall retain all common law, statutory and other reserved rights, including the copyright. Upon completion of the construction of the Project, provided that the Owner substantially performs its obligations under this Agreement, the Architect grants to the Owner a license to use the Architect's Instruments of Service as a reference for maintaining, altering and adding to the Project. The Owner agrees to indemnify the Architect from all costs and expenses related to claims arising from the Owner's use of the Instruments of Service without retaining the Architect. When transmitting copyright-protected information for use on the Project, the transmitting party represents that it is either the copyright owner of the information, or has permission from the copyright owner to transmit the information for its use on the Project.

ARTICLE 4 TERMINATION, SUSPENSION OR ABANDONMENT

In the event of termination, suspension or abandonment of the Project by the Owner, the Architect shall be compensated for services performed. The Owner's failure to make payments in accordance with this Agreement shall be considered substantial nonperformance and sufficient cause for the Architect to suspend or terminate services. Either the Architect or the Owner may terminate this Agreement after giving no less than seven days' written notice if the Project is suspended for more than 90 days, or if the other party substantially fails to perform in accordance with the terms of this Agreement. Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of ~~Substantial Completion~~. schematic design and cost estimate.

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Attachment: AIA Owner-Architect Agreement (13816 : 4th floor CPE renovation architect agreement)

ARTICLE 5 MISCELLANEOUS PROVISIONS

This Agreement shall be governed by the law of the place where the Project is located. Terms in this Agreement shall have the same meaning as those in AIA Document A105-2017, Standard Short Form of Agreement Between Owner and Contractor. Neither party to this Agreement shall assign the contract as a whole without written consent of the other.

Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or the Architect.

The Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

ARTICLE 6 PAYMENTS AND COMPENSATION TO THE ARCHITECT

The Architect's Compensation shall be:

Hourly at the attached billing rates not to exceed \$10,000.00 plus reimbursable expenses.

The Owner shall pay the Architect an initial payment of _____ (\$ _____) as a minimum payment under this Agreement. The initial payment shall be credited to the final invoice.

The Owner shall reimburse the Architect for expenses incurred in the interest of the Project, plus _____ percent (_____ %).

Payments are due and payable upon receipt of the Architect's monthly invoice. Amounts unpaid sixty (60) days after the invoice date shall bear interest from the date payment is due at the rate of _____ percent (_____ %) , or in the absence thereof, at the legal rate prevailing at the principal place of business of the Architect.

At the request of the Owner, the Architect shall provide additional services not included in Article 1 for additional compensation. Such additional services may include, but not be limited to, providing or coordinating services of consultants not identified in Article 1; revisions due to changes in the Project scope, quality or budget, or due to Owner-requested changes in the approved design; evaluating changes in the Work and Contractors' requests for substitutions of materials or systems; providing services necessitated by the Contractor's failure to perform; and the extension of the Architect's Article 1 services beyond _____ (_____) months of the date of this Agreement through no fault of the Architect.

ARTICLE 7 OTHER PROVISIONS

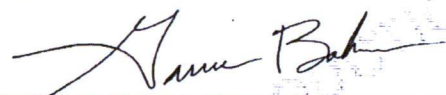
(Insert descriptions of other services and modifications to the terms of this Agreement.)

Attached rate schedule & proposal letter.

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

Kathryn Focke, Chair
(Printed name and title)



ARCHITECT (Signature)

Garric Baker, Secretary, Bruce McMillan Architects
(Printed name, title, and license number, if required)

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

Init.

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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
Staff 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



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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.

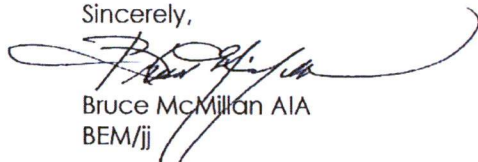
For initial design, coordination with county staff, schematic design drawings and initial estimate of probable construction cost we propose to provide services from our office, Orazem Scalora Engineering (mechanical/electrical), Dudley Williams & Associates (structural engineering), Paradoxx Design (interior 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: AIA Owner-Architect Agreement (13816 : 4th floor CPE renovation architect agreement)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/28/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hiscox Inc. 5 Concourse Parkway Suite 2150 Atlanta GA, 30328	CONTACT NAME: PHONE (A/C, No, Ext): (888) 202-3007 FAX (A/C, No): E-MAIL ADDRESS: contact@hiscox.com	
	INSURER(S) AFFORDING COVERAGE INSURER A: Hiscox Insurance Company Inc NAIC # 10200 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
INSURED Bruce McMillan AIA Architects, PA 555 Poyntz Ave 295 Manhattan, KS 66502		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE ☐ OTH-ER ☐ E.I. EACH ACCIDENT \$ E.I. DISEASE - EA EMPLOYEE \$ E.I. DISEASE - POLICY LIMIT \$
A	Professional Liability			P101.470.669.2	06/28/2023	06/28/2024	Each Claim: \$ 1,000,000 Aggregate: \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Riley County Commissioners
 115 N. 4th Street
 Manhattan, KS 66502

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03)

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Attachment to "Contract" Between Riley County (hereinafter "Owner"), and
Bruce McMillan AIA (hereinafter "Contractor").

CONTRACTUAL PROVISIONS ATTACHMENT

The undersigned parties agree that the following provisions are hereby incorporated contract to which it is attached and made a part thereof, said contract being dated *October 26, 2023*.

1. **TERMS HEREIN CONTROLLING PROVISIONS.** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in the contract and any other documents relating to and a part of the contract in which this attachment is incorporated. All terms hereof survive termination of the contract.
2. **AGREEMENT WITH KANSAS LAW.** It is agreed by and between the undersigned that all disputes and matters whatsoever arising under, in connection with or incident to the contract shall be litigated, if at all, in and before a state Court located in the State of Kansas, County of Riley, or any other states or country. All contractual promises shall be subject to, governed by, and construed according to the laws of the State of Kansas, without reference to its conflict of laws principles. Both parties submit to venue and jurisdiction in these courts. In the event an action or Contractor agrees to initiate, consent to and/or cooperate with any and all efforts to remove the matter to the exclusive jurisdiction named herein and otherwise to take any and all reasonable actions to achieve Owner's objectives of this provision.
3. **COMPLIANCE WITH APPLICABLE LAWS, SERVICE STANDARDS AND REQUIRED PROCEDURES.**
 - 3.1 **Service Standards and Procedures.** Contractor shall perform the services set forth in the Contract in compliance with applicable standards and procedures specified in the contract.
 - 3.2 **Compliance With Laws.** Contractor shall comply with all applicable local, state and federal laws and regulations, in carrying out the Contract, regardless of whether those legal requirements are specifically referenced in the Contract.
4. **CASH BASIS AND BUDGET LAWS.** The right of the Owner to enter into the Contract is subject to the provisions of the Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935), and other laws of the State of Kansas. The Contract shall be construed and interpreted so as to ensure that the Owner shall at all times stay in conformity with such laws, and as a condition of the Contract the Owner reserves the right to unilaterally terminate the Contract at any time, if in the opinion of its legal counsel, the Contract may be deemed to violate the terms of such laws. Any contract for a term of more than one year shall be interpreted by the parties to provide Owner the sole option to renew that Contract before the end of each one year term.
5. **TERMINATION DUE TO LACK OF FUNDING APPROPRIATION.** If, in the judgment of the Owner, after consultation with its Budget and Finance Officer or other county officials, sufficient funds are not appropriated to continue the function performed in the contract and for the payment of the charges hereunder, Owner may terminate the contract at the end of its current fiscal year. Termination shall be effective 30 days after Owner mails written notice to Contractor. In the event of such termination, the Owner agrees to give written notice of termination to

contractor. With regard to equipment, leased or otherwise, provided to Owner under the contract, if lawful, Owner will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the contract by Owner, title to and possession of any equipment purchased by the Owner under contract, but not fully paid for, shall revert to this paragraph shall not cause penalty to be charged to the Owner or the Contractor.

6. **LEASE/PURCHASE AGREEMENTS, LEASES WITH AN OPTION TO BUY, AND INSTALLMENT PURCHASE AGREEMENTS.** If the Contract to which this is attached is a lease-purchase agreement, a lease with an option to buy or an installment purchase agreement, pursuant to K.S.A. 10-1116b, Owner is obligated only to pay periodic payments or monthly installments under the contract as may be lawfully made from (a) funds budgeted and appropriated for that purpose during the Owner's current budget year or (b) funds made available from any lawfully operated revenue producing source.

Pursuant to K.S.A. 10-1116c, if the foregoing Contract is for a term exceeding the current fiscal year of the Owner, the Contract must specify: (1) the amount or capital cost required to purchase the item if paid for by cash, (2) the annual average effective interest cost, and (3) the amount included in the payments for service, maintenance, insurance or other charges exclusive of the capital cost and interest cost.

7. **ANTI-DISCRIMINATION CLAUSE.** In carrying out the Contract, Contractor shall comply with K.S.A. 44-1001 *et seq.*

- 7.1 Contractor shall observe the provisions of the Kansas act against discrimination and the Kansas age discrimination in employment act and shall not discriminate against any person in the performance of work under the Contract because of race, religion, color, sex, disability, national origin, ancestry, or age.
- 7.2 In all solicitations or advertisements for employees, Contractor shall include the phrase "equal opportunity employer" or a similar phrase to be approved by the Kansas Human Rights Commission.
- 7.3 If contractor fails to comply with the provisions of K.S.A. 44-1031, requiring reports to be submitted to the Kansas Human Rights Commission when requested by the Commission, Contractor shall be deemed to have breached the Contract and it may be canceled, terminated, or suspended, in whole or in part, by Owner.
- 7.4 If Contractor is found guilty of a violation of the Kansas act against discrimination under a decision or order of the Kansas Human Rights Commission which has become final, Contractor shall be deemed to have breached the Contract and it may be canceled, terminated, or suspended, in whole or in part by Owner.
- 7.5 Contractor shall include the provisions of paragraphs 7.1 through 7.4 inclusively of this section in every subcontract or purchase order so that such provisions will be binding upon such subcontractor of Contractor.

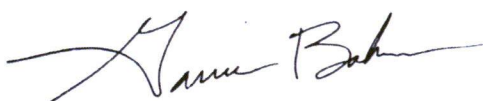
7.6 Parties to the contract understand that this paragraph number 7 is not applicable if Contractor employs fewer than four employees or if Contractor's contracts with the Owner cumulatively total \$5,000 or less during the Owner's fiscal year.

8. **LIMITATION OF LIABILITY.** It is agreed that notwithstanding any language in the Contract to the contrary, County and Riley County waive no defense, immunity or limitation of liability otherwise available to County and Riley County under the terms of the Kansas Tort Claims Act or other applicable law.

Contractor

Owner

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

By: 
Name: Bruce McMillan AIA

By: _____
Kathryn Focke, Chairwoman

10/26/2023

Date

Date

ATTEST: (seal)

Rich Vargo, County Clerk

Approved as to Form

By: _____
Clancy Holeman
Riley County Counselor

Date: _____

Attachment: AIA Owner-Architect Agreement (13816 : 4th floor CPE renovation architect agreement)



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 26, 2023

SUBJECT: CIP Project Activations

PRESENTER: Brittany Phillips, Budget & Finance Officer

BACKGROUND

On October 23rd, a CIP Work Session was held where the projects below were approved.

DISCUSSION

The BOCC has approved the items listed below:

<u>DEPARTMENT:</u>	<u>TOTAL:</u>	<u># OF PROJECTS:</u>
EMS	\$ 305,537	3
Parks(PK)	\$ 147,000	2
Public Works(PW)	\$ 305,000	4
Clerk/Elec	\$ 350,000	1
Carnegie	\$ 125,000	2
HD	\$ 75,000	1
EM	\$ 85,000	1
<u>LEC(RCPD)</u>	<u>\$ 400,000</u>	1
TOTAL	\$1,792,537	

The estimated 2023 cash balance after these approved projects is \$5,451,467.

The estimated remaining **budget authority** after these approved projects is \$2,405,014.

RECOMMENDATION(S)

Recommend approval of the CIP project activations.

POSSIBLE MOTION(S)

Move to approve CIP project activations listed above totaling \$1,792,537.

Enclosures:

- 2023 3rd quarter signed CIP authorization (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: 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 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): *Russel Stukey*

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.

BUDGET:

Budget Available: \$85,000

☒

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.

APPROVAL:

Approved Amount: _____

☐

This project is funded.

☐

This project is not funded.

Shilo Heger 10/24/
Shilo Heger, Riley County Treasurer Date

Rich Vargo 10/24/
Rich Vargo, Riley County Clerk Date

Chair Board of County Commissioners Date

Attachment: 2023 3rd quarter signed CIP authorization (13815 : CIP Project Activations)

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 10/24/23
 Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: \$75,000

- ☒ 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 10-24
 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

☐ 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

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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 10/24/23
 Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: \$75,000

- ☒ 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 10-24
 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: 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 10/24/23
Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: \$75,000

☒ 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 10-24
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 10/24/23
 Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: \$400,000

- ☒ 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 10-24
 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: 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 chasis 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): *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 10/24/23
 Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: \$70,000

- ☒ 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 10-24-
 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 10/24/23
Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: \$70,000

☒ 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 10-24-
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: 550 Diesel Truck w/snow plow and spreader Total Cost \$ \$ 120,000.00

Brief Description:

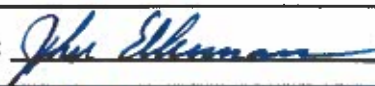
Replace a 2010 F550 with over 110,000 miles

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): 

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? _____

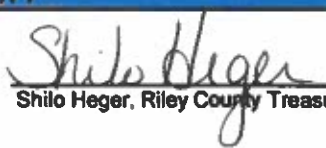
CERTIFICATION OF PROJECT AUTHORITY

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

 10/24/23
Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: \$120,000

☒ 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

 10/24/23
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: 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.

BUDGET:

Budget Available: \$45,000

☒

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.

APPROVAL:

Approved Amount: _____

☐

This project is funded.

☐

This project is not funded.

Shilo Heger 10/24/23
Shilo Heger, Riley County Treasurer Date

Rich Vargo 10-24
Rich Vargo, Riley County Clerk Date

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 - 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 Ellemann

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:

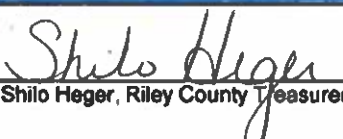
Cash Available: _____

☒

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

☐

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

 10/24/23
Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: \$72,000

☒

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.

 10-24-23
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 - 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 playground equipment.

Department Head Name (PRINT): John Eilermann

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:

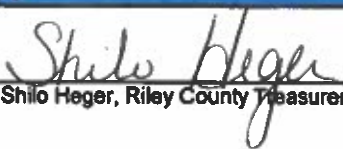
Cash Available: _____



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

10/24/23
Date

BUDGET:

Budget Available: _____

\$75,000



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

10-23
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**

5.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 \$: 350,000
~~\$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 any other 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 is 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)

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?

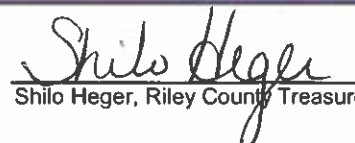
CERTIFICATION OF PROJECT AUTHORITY

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.

 10/24/23
Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: \$350,000

☒ 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.

 10-24
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 _____ Packet Pg. 29
Budget and Finance Officer

Attachment: 2023 3rd quarter signed CIP authorization (13815 : CIP Project Activations)

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

5.a

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # 3 Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: EMS/Ambulance Date: 09/28/2023

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): DAVID A ADAMS

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
Shilo Heger, Riley County Treasurer

10/24/23
Date

BUDGET:

Budget Available: \$48,726

☒

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
Rich Vargo, Riley County Clerk

10-24-
Date

APPROVAL:

Approved Amount: _____

☐

This project is funded.

☐

This project is not funded.

Chairman
Board of County Commissioners

Date

Attachment: 2023 3rd quarter signed CIP authorization (13815 : CIP Project Activations)

ALL FIELDS MUST BE COMPLETED

10/24/2023 8:27 AM

Prepared by
Budget and

Packet Pg. 30

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

5.a

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # 2 Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: EMS/Ambulance Date: 09/14/2023

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): David A. Adams

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.

BUDGET:

Budget Available: \$69,265

☒ 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.

APPROVAL:

Approved Amount: _____

☐ This project is funded.

☐ This project is not funded.

Shilo Heger 10/24/23
Shilo Heger, Riley County Treasurer Date

Rich Vargo 10-25
Rich Vargo, Riley County Clerk Date

Chairman Board of County Commissioners Date

Attachment: 2023 3rd quarter signed CIP authorization (13815 : CIP Project Activations)

ALL FIELDS MUST BE COMPLETED

Prepared by

Packet Pg. 31

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

5.a

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # 1 Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: EMS/Ambulance Date: 09/28/2023

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): DAVID A. ADAMS

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
Shilo Heger, Riley County Treasurer

Date

BUDGET:

Budget Available: \$187,545.61

☒

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
Rich Vargo, Riley County Clerk

Date

APPROVAL:

Approved Amount: _____

☐

This project is funded.

☐

This project is not funded.

Chairman
Board of County Commissioners

Date

ALL FIELDS MUST BE COMPLETED

https://rileycounty-my.sharepoint.com/personal/dadams_rileycountyks_gov/Documents/Desktop/Copy of CIP Form and Budget and

Prepared by

Packet Pg. 32

Attachment: 2023 3rd quarter signed CIP authorization (13815 : CIP Project Activations)



COUNTY CLERK & ELECTIONS
Meeting information

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Senior Administrative Assistant

MEETING: October 26, 2023

SUBJECT: Action on Certification of Voting Delegate for KAC 48th Annual Conference & Exhibition

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to appoint _____, as the voting delegate for the KAC 48th Annual Conference & Exhibition; _____, as 1st Alternate; and _____, as 2nd Alternate.

Enclosures:

- 2023 KAC Voting Delegate Form (PDF)

Cindy Kabriel

From: Betty Oliva <oliva@kansascounties.org>
Sent: Monday, October 9, 2023 4:46 PM
To: Betty Oliva
Subject: Certification of Voting Delegate and Alternates / 48th Annual KAC Conference & Exhibition
Attachments: Voting Delegate Form . 48th Annual Conference.pdf
Importance: High



KANSAS
 ASSOCIATION OF
COUNTIES

To: Boards of County Commissioners/Supervisors
 All KAC Kansas County Members
CC: Clerks and Administrators/Managers
From: Bruce Chladny, Executive Director *Bruce A. Chladny*
Subject: Certification of Voting Delegate and Alternates
 48th Annual KAC Conference & Exhibition
Date: October 9, 2023

The 48th Annual Kansas Association of Counties Conference & Exhibition is fast approaching! This year's conference will be held Tuesday-Thursday, December 5-7, 2023, at the Hyatt Regency & Century II Convention Center, Wichita, Kansas.

Enclosed please find the Certification of Voting Delegate form for the upcoming conference. **To comply with KAC Bylaws that require the Voting Delegate Form to be eligible to cast your vote, KAC needs your completed form (and/or any changes or alterations) returned to our office no later than Friday, November 17, 2023.** We strongly urge you to designate both a voting delegate, along with a first and second alternate. Only those listed on the certified form will be able to vote for their county, NO exceptions. If your designations change, you must file a **revised** form by no later than **Friday, November 17, 2023**. Your vote is important! Your county voting delegate will vote on the Kansas Association of Counties Legislative Policy for 2024 as well as a KAC bylaw change.

Voting credentials can be picked up during registration starting on Tuesday, December 5th at 9 a.m. Voting delegates/alternates must register for the annual conference to be entitled to vote. If you have any questions, please contact me at 785.272.2585 or by email: chladny@kansascounties.org.

If you would like, you may submit your Certification of Voting Delegate Form by email
to: oliva@kansascounties.org

Please visit the KAC website, www.kansascounties.org to find all the latest information on our 48th Annual KAC Conference & Exhibition.

Enclosure (1)

CERTIFICATION OF VOTING DELEGATE

Kansas Association of Counties 48th Annual Conference & Exhibition

Purpose:

The Bylaws of the Kansas Association of Counties provide that the county voting delegate be selected and certified in the following manner:

"Each member county shall be allowed one vote, which shall be cast by a chosen delegate designated for the county. Any county elected or appointed official may be selected as the county's voting delegate. The member county shall also appoint two alternates, specifying the order of such alternates, should the voting delegate be unavailable to attend the meeting. Delegates and alternates shall be certified to the KAC at least seven days before the meeting."

Please complete this form and return it at your earliest convenience to:

Kansas Association of Counties
715 SW 10th Ave.
Topeka, KS 66612

OR by email to: oliva@kansascounties.org

If you have any questions please contact:

Betty Oliva
oliva@kansascounties.org
785.272.2585

For voting delegates to be certified, your response (and/or any changes or alterations to this form) must be received no later than Friday, November 17, 2023.

Date: _____, 2023

I, _____, County Clerk of

_____ County do hereby certify that the following officers have been designated as the voting delegate and alternates for the KAC from November 24, 2023 until the 2024 KAC Annual Conference.

Delegate _____

Position _____

1st Alternate _____

Position _____

2nd Alternate _____

Position _____

Signed: _____
County Clerk

Attachment: 2023 KAC Voting Delegate Form (13812 : Certification of Voting Delegate and Alternates)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: October 26, 2023

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2023-10 IT JChristie EAF (DOCX)
- 2023-10 Temp Elections MMcGhee EAF (DOCX)
- 2023-10 CC NJohnson EAF (DOCX)
- 2023-10 CC SWhite-Becker EAF (DOCX)
- 2023-10 CC CRandles EAF(DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: John Christie**Status Change Date:** 10/18/2023**Status Change:** Separation**Date of Hire:** 5/18/2023**Seniority:** 5 months(s)**Position:** Info Tech Specialist**Position Type:** Full-Time**Pay Range:** 12**Pay Type:** Hourly**Base Rate:** \$25.92**Annualized Pay:** \$53,996.80**Funds Codes:** 1-County General**Supervisor:** Cory Meyer**Department Head:** Cory Meyer

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-10 IT JChristie EAF (13814 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Margaret McGhee**Status Change Date:** 10/23/2023**Status Change:** New Hire**Date of Hire:** 10/23/2023**Seniority:** 0 Year(s), 0 Month(s)**Position:** Election Board Worker**Position Type:** As-Needed**Pay Range:** TEMP**Pay Type:** STIPEND**Base Rate:** By Position**Annualized Pay:** \$0.00**Funds Codes:** 19-Election**Supervisor:** Susan Boller**Department Head:** Rich Vargo

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-10 Temp Elections MMcGhee EAF (13814 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Natascha Johnson**Status Change Date:** 10/30/2023**Status Change:** New Hire**Date of Hire:** 10/30/2023**Seniority:** 0 Year(s), 0 Month(s)**Position:** On-Call Juvenile Intake & Assessment Officer**Position Type:** As-Needed**Pay Range:** 1**Pay Type:** STIPEND**Base Rate:** \$17.52**Annualized Pay:** \$0.00**Funds Codes:** Community Corrections[144], CommCorr-Juvenile Services[501]**Supervisor:** Shelly Williams**Department Head:** Shelly Williams

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-10 CC NJohnson EAF (13814 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Sarah White-Becker**Status Change Date:** 10/30/2023**Status Change:** New Hire**Date of Hire:** 10/30/2023**Seniority:** 0 Year(s), 0 Month(s)**Position:** On-Call Juvenile Intake & Assessment Officer**Position Type:** As-Needed**Pay Range:** 1**Pay Type:** STIPEND**Base Rate:** \$17.52**Annualized Pay:** \$0.00**Funds Codes:** Community Corrections[144], CommCorr-Juvenile Services[501]**Supervisor:** Shelly Williams**Department Head:** Shelly Williams

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-10 CC SWhite-Becker EAF (13814 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Chestine Randles**Status Change Date:** 10/30/2023**Status Change:** New Hire**Date of Hire:** 10/30/2023**Seniority:** 0 Year(s), 0 Month(s)**Position:** On-Call Juvenile Intake & Assessment Officer**Position Type:** As-Needed**Pay Range:** 1**Pay Type:** STIPEND**Base Rate:** \$17.52**Annualized Pay:** \$0.00**Funds Codes:** Community Corrections[144], CommCorr-Juvenile Services[501]**Supervisor:** Shelly Williams**Department Head:** Shelly Williams

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-10 CC CRandles EAF (13814 : Employee Action Form (Green Sheet))



**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

David Adams, EMS Director

3. Staff update

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

7:40 PM

Jared Tremblay, MPO Planning Manager

6. Letter of Support for regional river trails

Adjournment

Attachment: 10-30-23 tentative agenda (12882 : Tentative Agenda)

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 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.



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
November 02, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Elizabeth Ward, Human Resources Director

2. Human Resources update

9:15 AM

Michael Boller, Noxious Weed Director

3. Staff update

9:30 AM

Amanda Webb, Planning/Special Projects Director

4. Long Range Planning

10:00 AM

Amanda Webb, Planning/Special Projects Director

5. Staff update

10:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

6. Administrative Work Session

10:30 AM

Ron Fehr, Manhattan City Manager

7. General update City of Manhattan

11:00 AM

Elizabeth Ward, Human Resources Director

Attachment: 11-02-23 tentative agenda (12882 : Tentative Agenda)

8. Professional Scale Salary Resolution

Adjournment

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



PUBLIC WORKS
Project

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, PE, Public Works Director

MEETING: October 26, 2023

SUBJECT: Riley County Space Needs Assessment

PRESENTER: John Ellermann

BACKGROUND

It has been known for some time that many of the County Departments are crowded. Most using every bit of space available for work stations. These conditions make it difficult for workers to be efficient or have confidential conversations with each other and the public.

Understanding the issue, the Commission has requested a Space Needs Assessment be performed to evaluate the current and future needs of each department. The attached document is a draft of a Space Needs Assessment Request for Qualifications (RFQ).

DISCUSSION

Discuss the need and goals for the Space Needs Assessment and give direction on the scope of work desired. The Board will also want to discuss who they want to be on the consultant selection committee.

FISCAL IMPACT

The fiscal impact of such an assessment could be considerable. Funding for such a project will come from the CIP.

RECOMMENDATION(S)

Staff recommends that the Board proceeds with the Request for Qualifications.

POSSIBLE MOTION(S)

Move to approve staff to proceed with the consultant selection process.

Move to deny staff to proceed with the consultant selection process.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Qualifications_Space Needs Study (PDF)

REQUEST FOR QUALIFICATIONS
RILEY COUNTY space needs assessment
RILEY COUNTY, KANSAS
October, 2023

I. INTRODUCTION:

The Riley County Board of Commission is seeking professional services of a qualified and experienced consulting firm for a space needs assessment of multiple county departments. This study will involve working with County staff and decision makers to identify needs and develop options for the identified needs.

The successful firm will complete the evaluation/programming, determine space needs, and compare with available buildings and need for new space.

Any individual(s) or firm(s) proposing to perform architect/engineering services, environmental services, preconstruction and construction services must be appropriately licensed/registered in the State of Kansas at the time of submittal of the qualifications.

II. GENERAL PROJECT INFORMATION:

The project will consist of a space needs assessment (for existing and future needs) for various County departments. The Primary study will evaluate needs for the following departments: County Clerk, Treasurer, Register of Deeds, Planning, Appraiser, IT, Extension, GIS, Counselor, Community Corrections, Board of County Commissioners, County Attorney, Courts, Building Maintenance and Custodial Services.

Secondary to the above the study will include the Health Department, including FCRC, Riley County Museum, and Fairgrounds (Pottorf Hall).

This project will also consist of evaluating existing buildings and recommending the most efficient use of space. The project may involve evaluating other buildings/space not owned by the county.

III. PRE-SUBMITTAL INQUIRIES:

Proposers may submit questions or inquiries for clarification by October , 2023 and submitted in writing to **John Ellermann, P.E., Public Works Director/County Engineer**, at jellermann@rileycountyks.gov. If required, the response to these submissions will be in the form of an addendum.

IV. PROBABLE TIMETABLE:

- | | |
|-------------------|---------------------------------------|
| • October , 2023 | Request for Qualifications advertised |
| • 2023 | Site Tours available |
| • 2023 | Statement of Qualifications due |
| • 2023 | Interviews (if necessary) |
| • November , 2023 | Recommendation to Board |

V. SUBMITTAL CONTENT:

To be considered for this project the firm must meet minimum requirements as set forth below to be included in the statement of qualifications. The successful firm must demonstrate a high level of competence in the subject matter areas along with a demonstrated ability to provide quality services on time and within budget. The selected firm should have a proven ability to work effectively with public agencies and other stakeholders.

Qualification statements should include, at a minimum, the following:

Firm Information

Include information about the firm's size, history, office locations, and service offerings.

- Include the number of years the firm has been in business.
- List the point of contact and contact information.

Project Approach

Include a comment/response to each of the following:

- Provide a brief statement of your understanding of the project.
- Provide a probable timeline for the assessment. Include milestones and dates of completion of each.
- Demonstrate assessment/programming capabilities.
- Provide an overview of challenges and understanding of the project.

Relative Experience

The following list should be included in the Statement of qualifications:

- Similar projects
 - Name, location, and brief description of the project.
 - Photographs and/or drawings of the design.
 - Name, address and telephone number of the Owner (indicate contact person)

Key Personnel

- Demonstrate qualifications of your key staff.
- Include proposed project organization chart and resumes of key individuals included on your team.

References

Provide at least three (3) references who can vouch for the quality of services provided by your firm on similar projects.

VI. SELECTION PROCESS:

The Board of County Commissioners or selection committee shall evaluate qualifications in accordance with the instructions prescribed in the Notice of RFQ.

The County reserves the right to modify the selection process based on information provided in the RFQ submittals.

At the sole option of the County Commission the project may progress to design of existing or new space, including schematics, design development and construction drawings. The County reserves the right to utilize the firm selected for the needs assessment phase in other phases, or the County may choose to move to another firm at its sole option.

VII. CRITERIA FOR RECOMMENDATION:

Qualification based proposals are requested. The Board of County Commissioners will evaluate the firms based on the information submitted.

Criteria utilized will include:

- Demonstrated competency/experience related to the scope of services requested.
- Proposed approach and methodology for conducting the requested assessment.
- Demonstrated ability to carry out similar projects on time and within budget.
- The firm's availability and commitment to meet the project timeline and proposed schedule.
- Prior work experience and performance with Riley County.
- References

VIII. METHOD OF SOLICITATION:

The RFQ will be placed in the Manhattan Mercury and on the Riley County website.

IX. SUBMITTING YOUR QUALIFICATIONS:

Six (6) bound copies and one digital copy of the qualification package shall be submitted. The covers should include the title “Riley County Space Needs Assessment”, date of submission, name of the firm, and the firm’s contact person with phone number and address. The contact person shall be an authorized representative of the firm.

A transmittal letter, signed by the contact person, should accompany the proposal.

Statement of Qualifications and the transmittal letter shall be sealed in an envelope or carton and marked on the outside with the words “Riley Space Needs Assessment”. The envelope or carton should be mailed or delivered to:

Rich Vargo, Riley County Clerk’s Office, 110 Courthouse Plaza, Manhattan, Kansas 66502.

Proposals are due by 3:00 p.m. on Friday, November , 2023. Any proposal received after that time will be marked “Received Late” and returned unopened to the firm.

Riley County reserves the right to reject any or all qualifications or to request additional information from any or al applicants to be in the best interest of Riley County.

X. SCOPE OF WORK:

The project will consist of a space needs assessment for existing and future needs of various County departments. The Primary study will evaluate needs for the following departments: County Clerk, Treasurer, Register of Deeds, Planning, Appraiser, IT, Extension, GIS, Counselor, Community Corrections, Board of County Commissioners, County Attorney, Courts, Building Maintenance and Custodial Services.

Secondary to the above the study will include the Health Department, including FCRC, Riley County Museum, and Fairgrounds (Pottorf Hall).

This project will also consist of evaluating existing buildings and recommending the most efficient use of space. The project may involve evaluating other buildings/space not owned by the county.

Riley County anticipates the space needs assessment will, at a minimum, consist of:

- Meet with staff to gain understanding of specific department needs.
- Review staffing levels, now and in the future, and assess workspaces based on existing standards.
- Evaluate equipment, material, and operational storage (short and long term).

- Evaluate collaborative space needs. ???

Information from the Space Needs Assessment will generate recommendations of facility needs. At a minimum, recommendations should address the following elements:

- Determine the ability of the existing buildings to meet the programmatic and operational space requirements.
- Develop preliminary schematic layouts that provide solutions to address short and long term deficiencies.
- Develop cost estimates for each proposed solution.
- Develop a plan how to handle unused buildings and properties.
- Evaluate upgrading current facilities vs. a new facility vs. a mixture of both. ???



COUNTY CLERK & ELECTIONS
Staff Update

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

STAFF REPORT

FROM: Vivienne Leyva, Public Information Officer

MEETING: October 26, 2023

SUBJECT: 2023 October Communications Update

PRESENTER: Vivienne Leyva, Public Information Officer

Voter Information

Elections staff have helped share information with the public to help introduce people to new voting procedures and equipment, and highlight the steps taken to ensure voting security and integrity. Feedback from the public has been positive, with people expressing gratitude for election staff and volunteers who put in a lot of extra hours to keep operations running smoothly. Rich Vargo and Susan Boller did an excellent job creating video explanations, and those are posted on YouTube, Facebook, and the Elections page of the Riley County website.

Media Relations

Riley County is considered by local media as a "go to" agency for timely and accurate information. Reporters from tv, print, and radio outlets expressed gratitude for our willingness to answer questions and grant interviews with a quick turnaround. Staff continue to be very helpful and often go out of their way to share information, waking up early and responding late whenever I've made requests.

Website Updates

Recently, two additional staff members approached me for website training. I gave them the introductory overview of tools, and we'll continue working to make sure content is checked and refreshed on a regular basis. Google is expected to modify its search engine and adopt AI technology in 2024. Rather than listing websites and sources in search results, it will comb through available information and simply answer the question. Accuracy on the Riley County website will continue to be of utmost importance, especially with that change. I plan to pull back on social media posting and devote more time to website updates.

Staff Report (ID # 13821)

Meeting of October 26, 2023

Enclosures:



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Project

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

COMMISSION AGENDA REPORT

FROM: Shelley Woodard, Deputy County Counselor

MEETING: October 26, 2023

SUBJECT: Keats Sewer Project Feasibility and Date for Public Hearing

PRESENTER: Shelley Woodard, Deputy County Counselor

BACKGROUND

The Keats Sewer Project has been ongoing for a number of years. The estimate of costs has risen during this time from a range of \$3,669,405.00 to \$3,994,900.00 in 2021 to a range of \$4,146,330.00 to \$4,737,555.00 in 2023. This is an increase of 13% at the low end and 18.59% at the high end.

DISCUSSION

K.S.A. 19-27a06 requires a public hearing to determine whether the project is still feasible if estimated costs have increased more than 10%. The Keats Sewer Project meets that threshold and so a public hearing is required. Notice of the hearing requires we mail out notices to all landowners in the district 14 days prior to the hearing and that notice of the hearing be published in the newspaper 10 days prior to the hearing.

FISCAL IMPACT

Staff time for County Counselor's Office. Staff time Planning and Development. Public Works Office staff time and postage and publication costs.

RECOMMENDATION(S)

Counsel recommends the Board sets the public hearing for the feasibility of the Keats Sewer Project for November 16, 2023, at 11:05 a.m.

POSSIBLE MOTION(S)

- A. I move the Board to set a public hearing for the feasibility of the Keats Sewer Project for November 16, 2023, at 11:05 a.m.
- B. I move the Board to set a public hearing for the feasibility of the Keats Sewer Project for [DATE and TIME].
- C. I move the Board table the public hearing until [whatever the Board needs to move forward with the hearing].

The Board agreed by consensus to

Enclosures:

- 2021 Keats User Rate (PDF)
- 2023 Keats User Rate update (PDF)

Sewer Rate Analysis
Keats, Riley County, Kansas
Project No. 20-1139M
12/21/2021

	Option 1	Option 2	Option 3
System Operation and Maintenance			
Annual O&M and Short Lived Asset	\$ 71,200.00	\$ 44,000.00	\$ 50,085.00
Number of System Users	67.00	67.00	67.00
Processing Fee	1.20	1.20	1.20
Monthly User Rate Fee	\$ 89.76	\$ 55.93	\$ 63.49

Sanitary Sewer Improvements			
Total Project Cost	\$ 3,669,405.00	\$ 3,728,105.00	\$ 3,994,900.00
USDA Grant	\$ 1,651,232.25	\$ 1,677,647.25	\$ 1,797,705.00
USDA Grant % of Project	45%	45%	45%
KDOC CDBG			
KDHE Loan Forgiveness	30%	30%	30%
Riley County ARPA Grant Contribution	\$ 800,000.00	\$ 800,000.00	\$ 800,000.00
USDA Loan	\$ 1,218,172.75	\$ 1,250,457.75	\$ 1,397,195.00
Term	40.00	40.00	40.00
Interest Rate	1.75%	1.75%	1.75%
Annual Loan Payment	\$ 42,700.00	\$ 43,800.00	\$ 48,900.00
Annual Property Assessment	640.00	660.00	730.00
Monthly Sewer Rate Equivalent	143.09	110.93	124.33

Attachment: 2021 Keats User Rate (13818 : Keats Sewer Project Feasibility and Date for Public Hearing)

Sewer Rate Analysis
Keats, Riley County, Kansas
Project No. 20-1139M
9/19/2023

	Option 1 Manhattan Connection		Option 2 Lagoon (Non Q)	
System Operation and Maintenance				
Annual O&M and Short Lived Asset	\$ 75,200.00	\$ 75,200.00	\$ 49,350.00	\$ 49,350.00
Number of System Users	67.00	67.00	67.00	67.00
Processing Fee	1.20	1.20	1.20	1.20
Monthly User Rate Fee	\$ 94.74	\$ 94.74	\$ 62.58	\$ 62.58
Sanitary Sewer Improvements				
Total Project Cost	\$ 4,737,555.00	\$ 4,737,555.00	\$ 4,146,330.00	\$ 4,146,330.00
USDA Grant % of Project	45%	0%	45%	0%
USDA Grant	\$ 2,131,899.75	\$ -	\$ 1,865,848.50	\$ -
KDHE Loan Forgiveness				
Riley County Grant (ARPA)	\$ 800,000.00	\$ 800,000.00	\$ 800,000.00	\$ 800,000.00
Riley County Grant (Additional)				
USDA Loan	\$ 1,805,655.25	\$ 3,937,555.00	\$ 1,480,481.50	\$ 3,346,330.00
Term	40.00	40.00	40.00	40.00
Interest Rate	2.50%	2.50%	2.50%	2.50%
Annual Loan Payment	\$ 72,000.00	\$ 156,900.00	\$ 59,000.00	\$ 133,400.00
Annual Property Assessment	1080.00	2350.00	890.00	2000.00
Monthly Sewer Rate Equivalent	184.74	290.57	136.75	229.25

Attachment: 2023 Keats User Rate update (13818 : Keats Sewer Project Feasibility and Date for Public Hearing)



COUNTY CLERK & ELECTIONS
Staff Update

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

STAFF REPORT

FROM: Vivienne Leyva, Public Information Officer

MEETING: October 26, 2023

SUBJECT: 2023 Riley County Employee Day Overview

PRESENTER: Steve Schurle and Vivienne Leyva, Employee Day Committee Co-Chairs

On October 9, 2023, Riley County Training Committee presented the annual Employee Day. Committee members include:

- Amanda Webb, P&D
- Clancy Holeman, Counselor
- Cory Meyer, IT
- Elizabeth Ward, HR
- Joshua Gering, EMS
- Russel Stuke, EM/RCFD#1
- Shannon Sterling, Counselor
- Steve Schurle, Appraiser
- Tande Lentz, Treasurer
- Tasha Drake, RCHD
- Vivienne Leyva, Clerk

Each year, since 2006, Riley County has dedicated the Columbus Day observance for the enrichment and training of Riley County employees.

This year, the annual event was held at a new location, AMC Theaters, which proved to be a very accommodating space for our employees and the sessions presented.

The 2023 theme was Everyone Leads. The keynote presentation from Ed O'Mally, coauthor of the book When Everyone Leads, encouraged employees to take ownership of their portion of the organization and emphasized that leadership doesn't just come from people in positions of authority.

We also collectively recognized the dedication and years of service for long-term employees, enjoyed an amazing meal, and spent time in our departmental groups getting to know one another outside of the normal work tasks.

The final cost of the training has not yet been tabulated, as several committee members made purchases and the statements have not been processed. However, we know from receipts that the event will be under the approved budget of \$15,995 - or \$63.98 per employee.

The feedback was positive. The Prioritizing Mental Health session from Phelica Glass was the most popular, and many people shared their appreciation for the hands-on training sessions from EMS and Riley County Fire District #1.

The committee received several suggestions for improvements for next year and plans to continue monthly meetings to explore additional training opportunities for staff, such as quarterly CPR classes, and additional supervisor training.

Enclosures:

- 2023 Employee Day Presentation (PDF)



2023 EMPLOYEE DAY

Results Overview

OCTOBER 9 AMC THEATERS

- 250 Employees
- 5 Training Presentations
- 35 Service awards
- 8 Teambuilding activities



What people liked most:

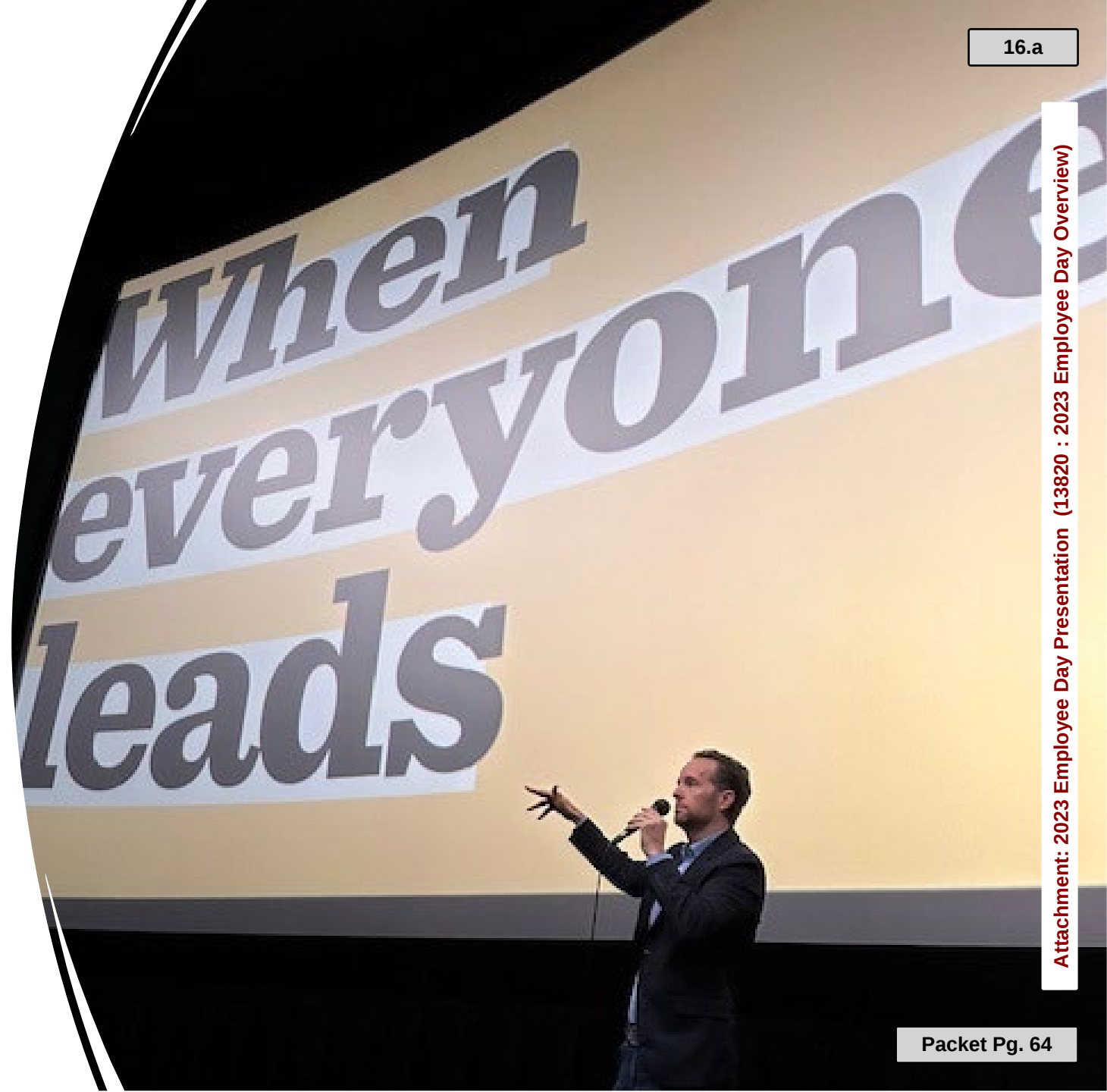
Most comments related to spending time with others from Riley County – networking, gathering together, and learning important skills.

“Great location and speakers!”

“I love the AMC location, the space was well used and we need it!”

2023 Theme: Everyone Leads

“Leadership is engaging others to solve daunting challenges.”

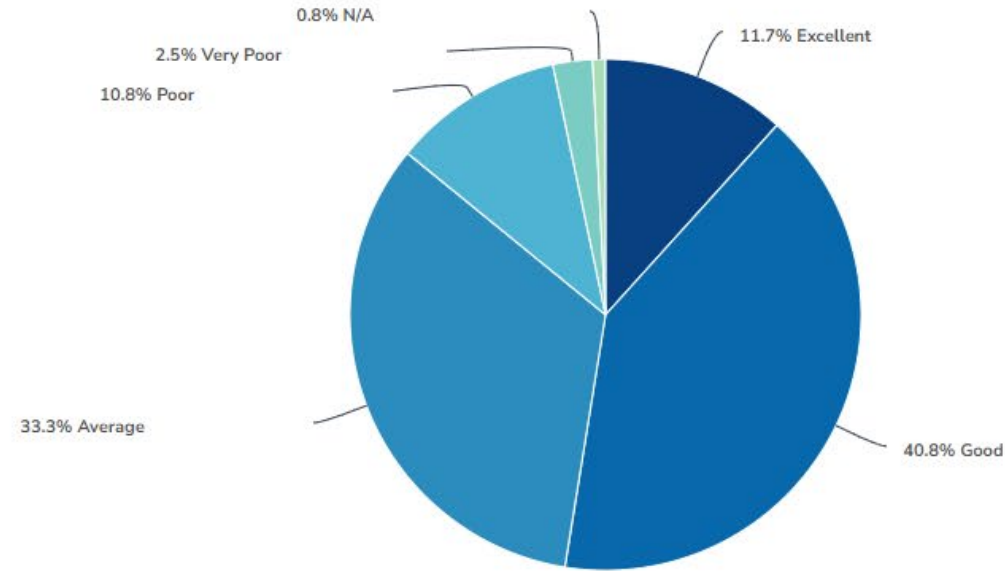


SURVEY RESULTS

2. Kansas Leadership Center Presentation (Ed O'Malley)

2023 Employee Day Training

16.a



Value	Percent	Response	Count
Excellent	11.7%		4
Good	40.8%		9
Average	33.3%		0
Poor	10.8%		3
Very Poor	2.5%		3
N/A	0.8%		1
Total			10

Attachment: 2023 Employee Day Presentation (13820 : 2023 Employee Day Overview)



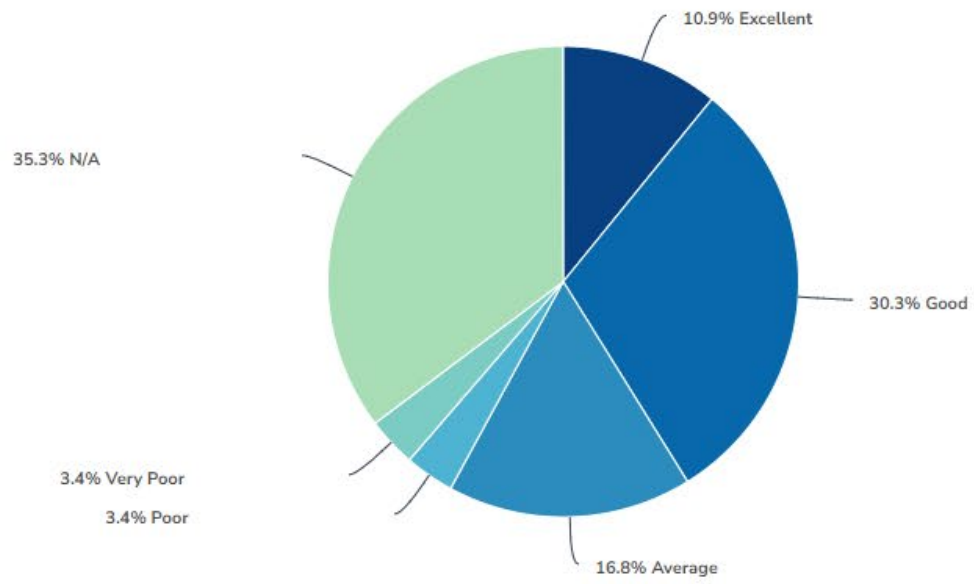
Employment Outlook

Phil Hayes
The Arnold Group

SURVEY RESULTS

7. Supervisor training (Phillip Hayes)

2023 Employee Day Training



Value	Percent		Responses
Excellent	10.9%		3
Good	30.3%		6
Average	16.8%		0
Poor	3.4%		4
Very Poor	3.4%		4
N/A	35.3%		2
Total			9

Attachment: 2023 Employee Day Presentation (13820 : 2023 Employee Day Overview)



What changes will you implement?

“I am going to encourage my staff to exercise leadership in their area of the office. I want to see them rise to the occasion and take ownership of their responsibility.”

“[I will] lead by example and take a team approach to change.”

“Keeping in mind the Productive Zone of change and not being "too hot" or "too cold" implementing change.”



Hands-On Training

Fire Extinguisher
Training and
Demonstration

Hands Only CPR
and Stop the Bleed



Survey Data

HANDS ON CPR

■ Excellent ■ Good



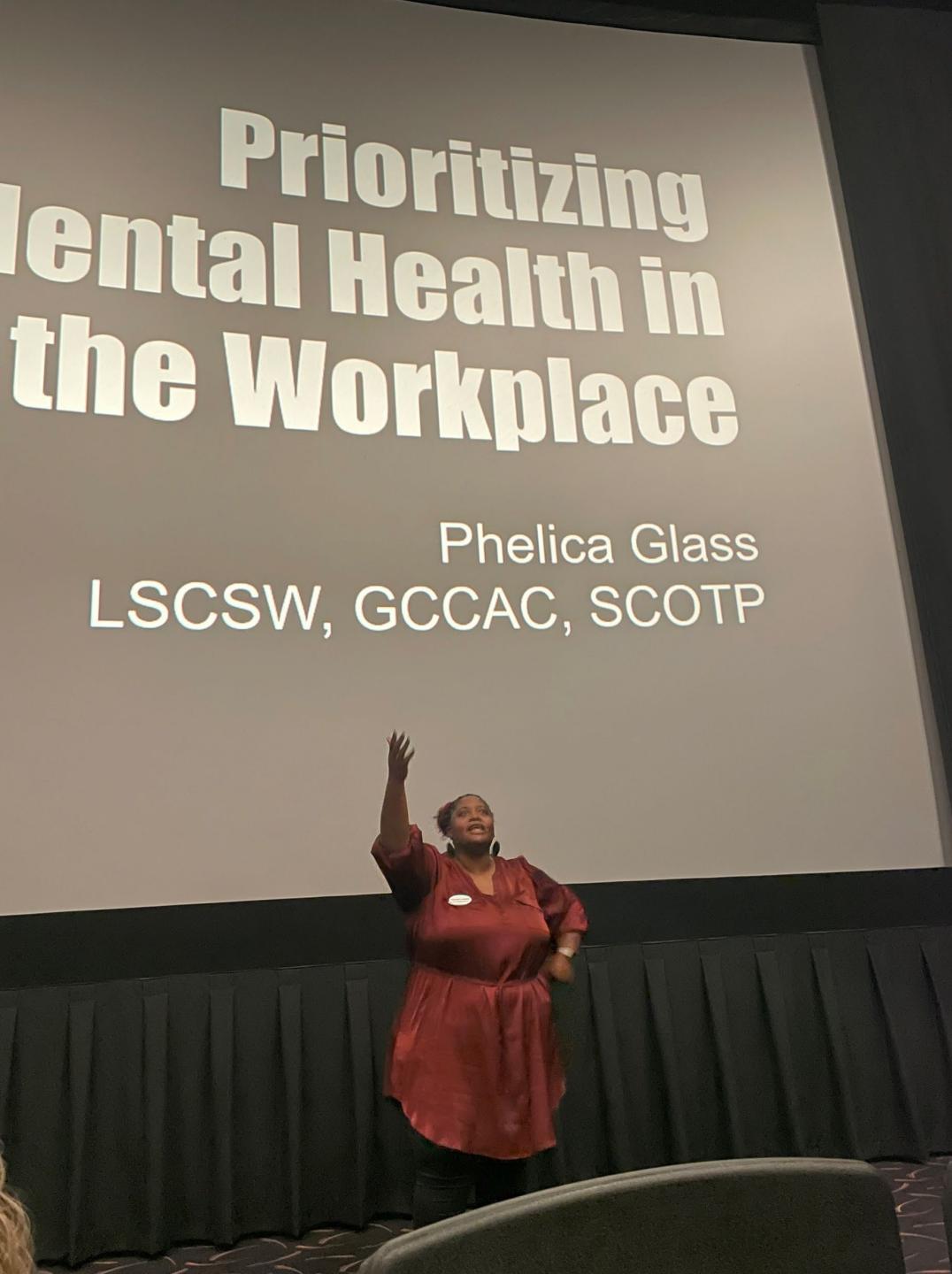
FIRE EXTINGUISHER

■ Excellent ■ Good ■ Average

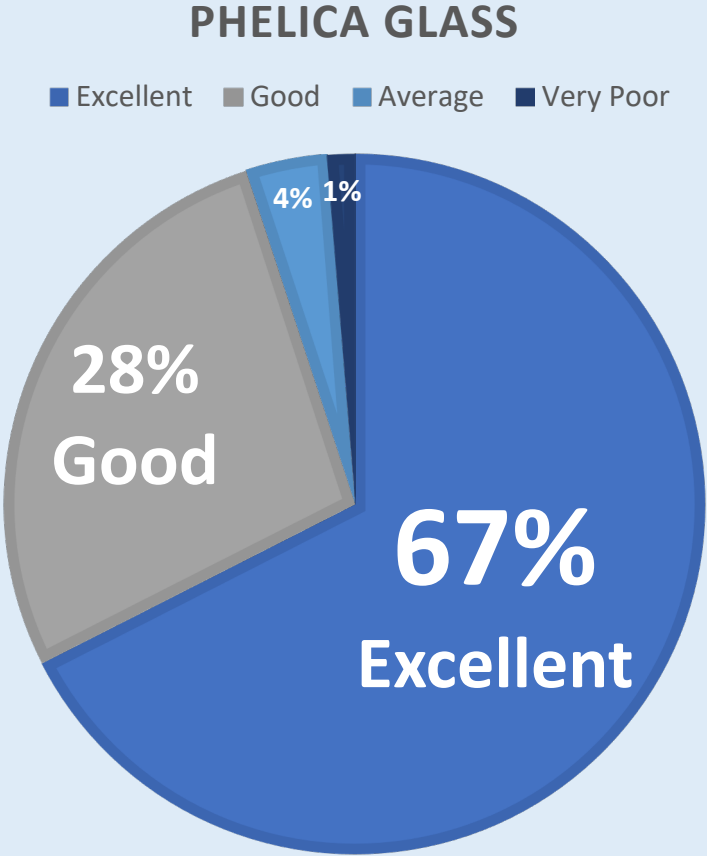


**“I feel I learned things that will
be useful both at work and at
home.”**

**-quote from feedback
survey**



Prioritizing Mental Health in the Workplace



**“I will make an honest effort to
take better care of myself.”**

**-quote from feedback
survey**

Things to Improve

Technical difficulties:

- Coffee
- Lunch
 - Wait time, tables
- Temperature in theater
- Sound
 - Too quiet in the back of auditorium

Other

- Healthier snack options

Teambuilding Activities



Suggestions for 2024

- Make the venue decision early
- Offer CPR training quarterly
- Communication and teamwork – popular requests
- Add healthy snacks

“Overall, I enjoyed the day and look forward to more opportunities to meet and learn with other divisions of our governmental agency.”

-quote from feedback survey



AGENDA

JOINT CITY/COUNTY/COUNTY MEETING

City Commission Room

City Hall

1101 Poyntz Avenue

Manhattan, KS 66502

Thursday, October 26, 2023

4:00 P.M.

1. CiCo Park Discussion (Riley County)



This meeting is being held in the City Commission Room at City Hall, 1101 Poyntz Avenue. In accordance with provisions of the ADA, every attempt will be made to accommodate the needs of persons with disabilities. Please contact the Human Resources Department (587-2443) for assistance.