



**Board of Riley County
Commissioners
Regular Meeting
Agenda
November 10, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Sign Riley County Personnel Action Form(s)
4. Discuss Joint City/County/County Meeting Agenda
5. Intergovernmental Luncheon Agenda

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Nov 7, 2022 8:30 AM

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

9. Administrative Work Session

9:20 AM

Training Committee

10. 2022 Riley County Employee Day Results Overview

9:35 AM

Budget and Planning Committee - Darell Edie, Budget and Finance Officer

11. Monthly Cash Flow Report for September 2022

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

12. Economic development update

10:00 AM Craig Cox, Deputy County Counselor

13. Lakeside Heights Sewer District #3 and University Park Water District #4 Cost Increase Public Hearing

10:15 AM John Ellermann, Public Works Director/County Engineer

14. Bid Recommendation - Lakeside Heights Utility Expansion No. 3

10:30 AM Evan McMillan, Assistant County Engineer

15. Bid Recommendation - Industrial Shredder Bid Recommendation

10:50 AM Elizabeth Ward, Human Resource Manager

16. 2022 Annual Performance Review

Adjournment

Announcement

The Riley County Offices will be closed Friday, November 11, 2022 in observance of the Veterans Day holiday.

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



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: November 10, 2022

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2022-11 Comm Corr B Walker(green) (PDF)
- 2022-11 Fire T DAloria (green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add	Supervisor:	Fill Request Date: 11/3/2022
☒ Change	Dept Head: Shelly Williams	Employee #

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

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

Walker III	Bobby		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

UA Technican	Community Corrections	144-00500
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Position Title Department Fund

11/3/2022	☐	☒		☒ Yes	☐ No
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Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

B	4	\$15.21	☒ Hour	\$	☐ Bi-weekly	☐ 40	☐
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Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department: Shelly Williams

Date: 11/8/22

Personnel: CR Auer

11/8/22

BOCC

Chairman: _____

Member: _____

Member: _____

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add	Supervisor:	Fill Request Date: 11-1-2022
☒ Change	Dept Head: Russel Stuey	Employee #

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

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

D'Aloria	Tharrin		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

Volunteer Fire Fighter	Rural Fire District #1	183-183
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Position Title Department Fund

9-13-2022	☐	☐		☒ Yes	☐ No
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Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

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

Approvals:

Department:

Date:

Personnel:

BOCC

Chairman:

Member:

Member:



INTERGOVERNMENTAL LUNCHEON

November 28, 2022

12:00 p.m. (Noon)

Excel Room, Bluemont Hotel

1212 Bluemont Avenue,

Manhattan, KS

A G E N D A

- I. Gather and Luncheon (11:30-12:00)
- II. Convene and Introductions
- III. Agenda Topics
 - a. Common Legislative Items of Interest
 - b. Entity General Updates
- IV. Miscellaneous Updates and Announcements and Possible Future Items
- V. Next Meeting Date: January 23, 2022 (*2023 Meetings will be hosted by USD 383*)
- VI. Adjournment

For those who have RSVP'd for lunch, food will be served starting at 11:30AM.
Payment will be collected on site, cash or credit card are the preferred methods of payment.



This meeting is being held in the Excel Room at Bluemont Hotel, 1212 Bluemont 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.



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
November 14, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Rich Vargo, County Clerk

1. Year to date budget and expenditure reports

9:15 AM

Katharine Hensler, Museum Director

2. Staff update

9:30 AM

Press Conference

9:35 AM

Julie Gibbs, Health Department Director

3. Staff update
4. Public Health Advisory Council bylaws

10:10 AM

John Ellermann, Public Works Director/County Engineer

5. Project update

10:25 AM

Clancy Holeman, Counselor/Director of Administrative Services

6. Administrative Work Session

12:00 PM

County Officials Luncheon

Attachment: 11-14-22 tentative agenda (11711 : Tentative Agenda)

Adjournment

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

Attachment: 11-14-22 tentative agenda (11711 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
November 17, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

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

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

[District 1 – John Ford, Member](#)

9:00 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

1. Discuss Intergovernmental Luncheon
2. Approve payroll/accounts payables (when completed)

Review Tentative Agenda

Press Conference Topics

9:15 AM

Amy Manges, Register of Deeds

3. Staff update

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

4. Administrative Work Session

9:50 AM

Shilo Heger, Treasurer

5. Staff update

10:00 AM

Gary Fike, County Extension Director

6. Staff update

10:15 AM

Kurt Moldrup, Interim RCPD Director

7. RCPD update

10:30 AM

John Ellermann, Public Works Director/County Engineer

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

Attachment: 11-17-22 tentative agenda (11711 : Tentative Agenda)

- 1:15 PM Executive Sessions to discuss department head evaluations**
- 9. 1:15 Cory Meyer, IT/GIS Director
 - 10. 1:45 Amanda Webb, Planning/Special Projects Director
 - 11. 2:15 David Adams, EMS/Ambulance Director

4:00 PM Joint City/County/County Meeting (at City Offices)

Adjournment

Announcement

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

Beginning at 7:30 a.m. Thursday, November 17, 2022 lasting until approximately 8:30 a.m., the BOCC will be in its usual public meeting location, joining a Zoom meeting hosted by the Chamber of Commerce. This Chamber of Commerce Zoom call will be placed on a speaker phone, so BOCC members can “listen” to the presentations made by the scheduled speakers. But BOCC members will not participate in the Chamber of Commerce meeting. BOCC members will be “muted” during the Chamber of Commerce Zoom call.

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

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

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



COUNTY CLERK & ELECTIONS
Personnel

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

MEMORANDUM

FROM: Elizabeth Ward, Human Resource Manager

MEETING: November 10, 2022

SUBJECT: 2022 Riley County Employee Day Results Overview

PRESENTER: Training Committee

On October 10, 2022, Riley County Training Committee presented the annual Employee Day. Committee members include:

- Shannon Sterling, PW
- Tasha Drake, HD
- Amanda Webb, P&D
- Cory Meyer, IT
- Steve Schurle, Appraiser
- Russel Stuke, EM/Fire
- Vivienne Uccello, PIO
- Clancy Holeman, Counselor
- Elizabeth Ward, HR

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, Rock Hills Church, which proved to be a very accommodating space for our employees and the sessions presented.

The 2022 theme was wellness of the whole employee and included a presentation from K-State Staley School of Leadership, as well as programs on financial wellness, cyber wellness and community wellness.

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 year-to-date costs of the day were just under \$11,000 which was under budget. This is a cost of \$40.74 per Riley County employee.

The feedback was overwhelmingly positive with an overall positive response of 93.97%! Employees decided to incorporate many of the concepts presented into their lives.

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 Office 360 and other workplace-focused topics.

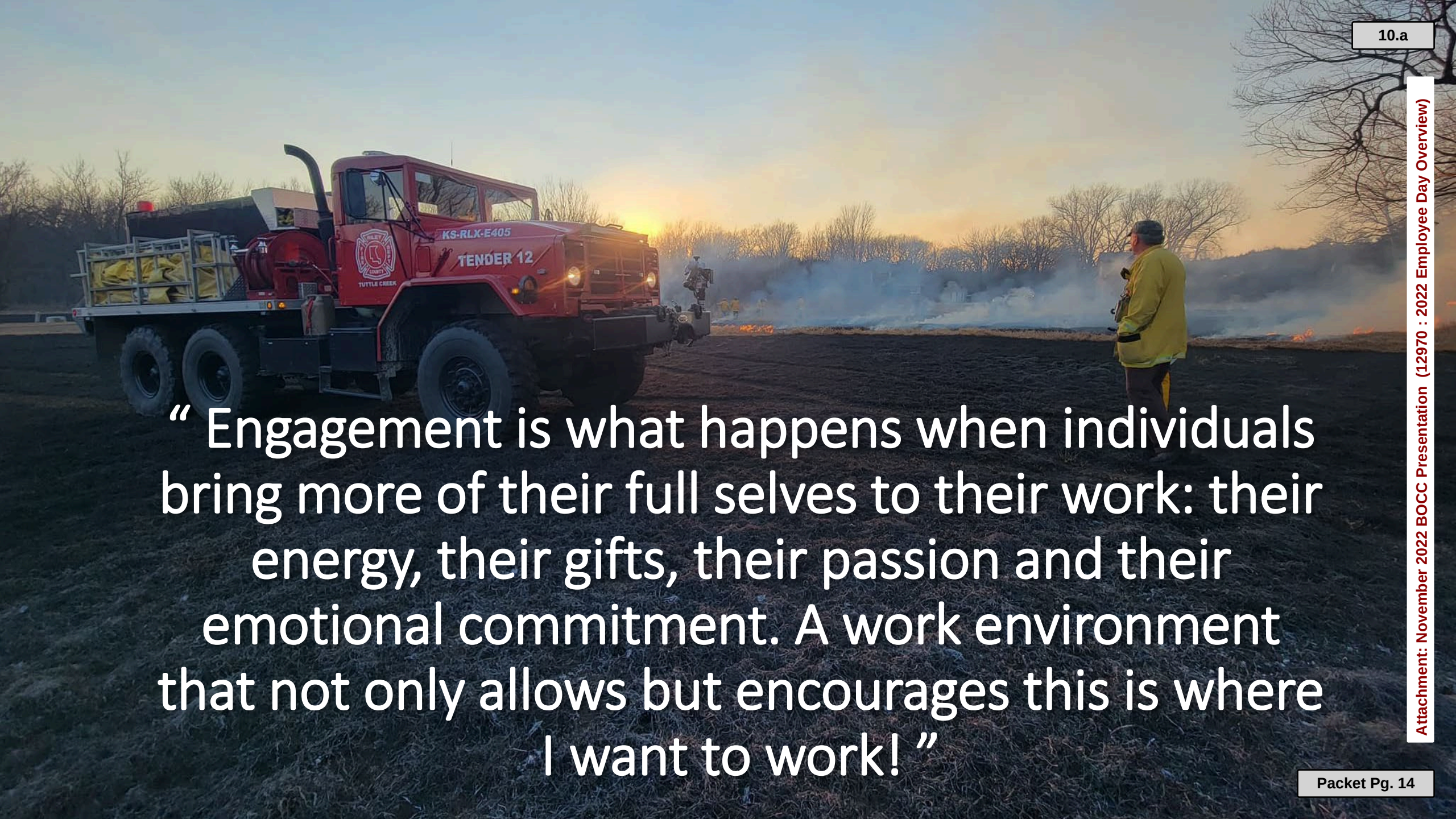
Enclosures:

- November 2022 BOCC Presentation (PDF)



2022 EMPLOYEE DAY

Results Overview



“Engagement is what happens when individuals bring more of their full selves to their work: their energy, their gifts, their passion and their emotional commitment. A work environment that not only allows but encourages this is where I want to work!”

Focus on Wellness

- 270 Employees
- 4 Training presentations
- 70 Service awards
- 8 Teambuilding activities



What people liked most:

Most comments related to spending time with others from Riley County – networking, learning, gathering, engaging, and learning from departments.

“The food was good and the people were better!”

Survey Results

K-State Leadership Presentation	98.90% positive
Lunch from The Farmhouse	96.50% positive
Location	95.30% positive



**“Validation of myself as a valued
employee that Riley County
invested in me.”**

**-quote from feedback
survey**

General Feedback

- In 11 years, this is the best training day I've been a part of!
- Much better than previous years with the full day at the Farm Bureau.
- It was one of the best ones I've attended.
- It was good, keep it up!
- Getting together as a whole group was the best part.

What can be improved next year?

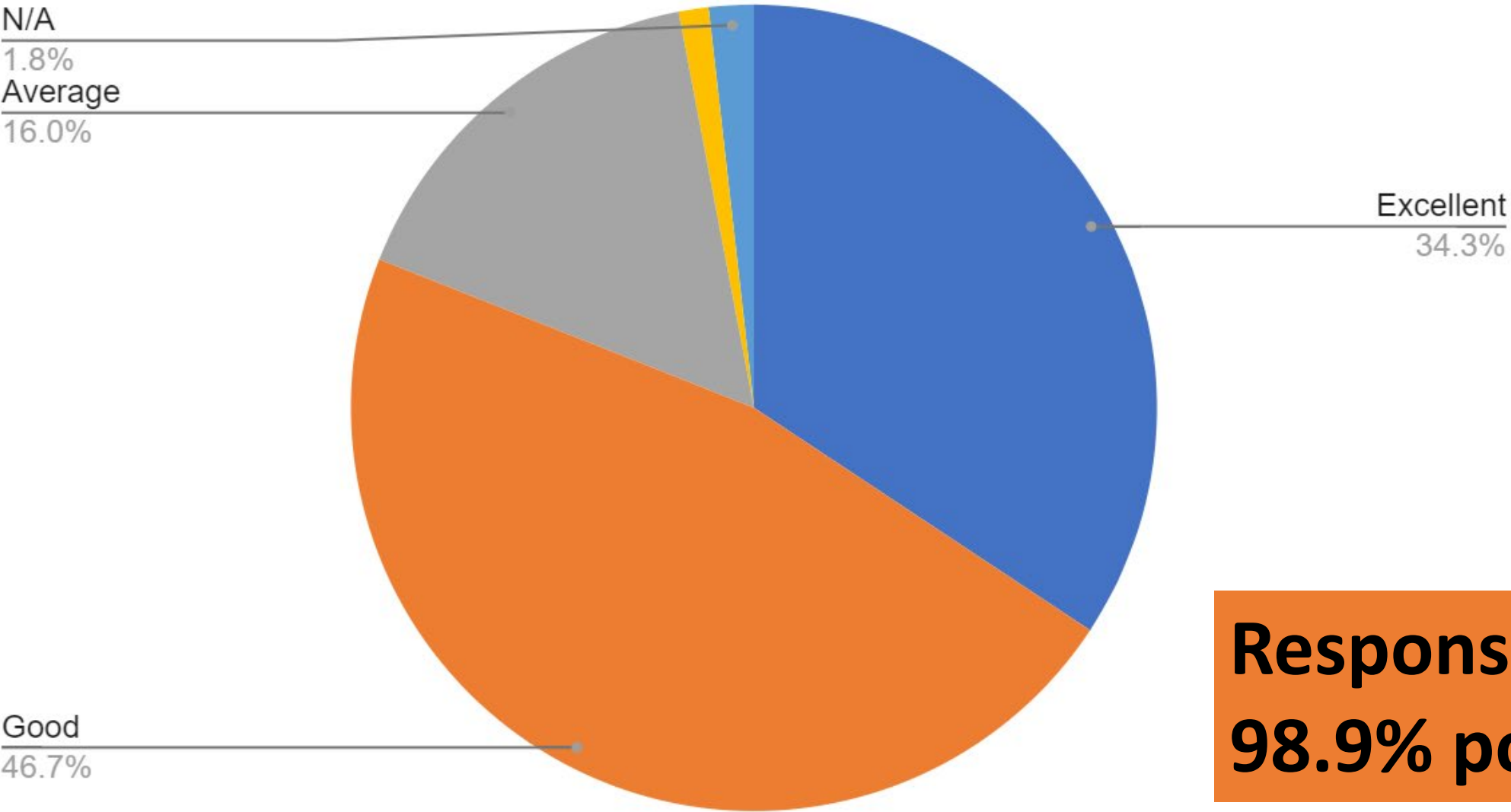
- Cake!
- Small team-building work.
- More Departmental interactions.
- More recognition for years of service.
- More class options, smaller classes, longer time for classes.
- More seating for lunch.



Keynote Presentation from K-State's Staley School of Leadership

"The K-State speakers opened my mind to how I think on a daily basis. I really enjoyed seeing a new perspective."

K-State Presentation



**Responses were
98.9% positive**

What will you implement?

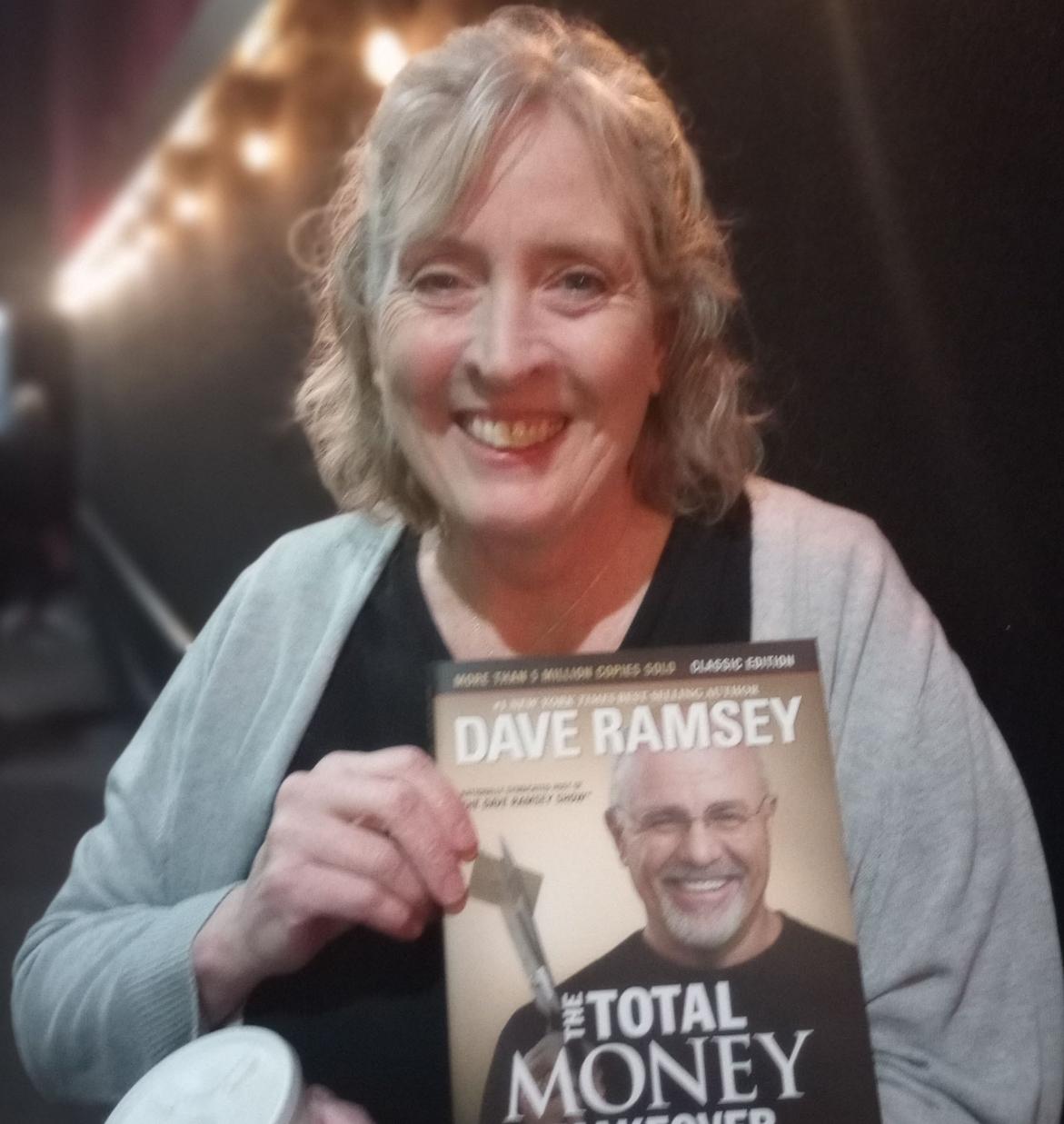
- Doing WITH instead of FOR.
- Have a different attitude on how to approach tasks at work.
- How I view problems and getting things done.
- Try to remember to be thankful and let people know they have made an impact.
- Ways to stay positive and be more productive in my work.

“I loved the KSU speakers! They really made me think differently about my workday.”

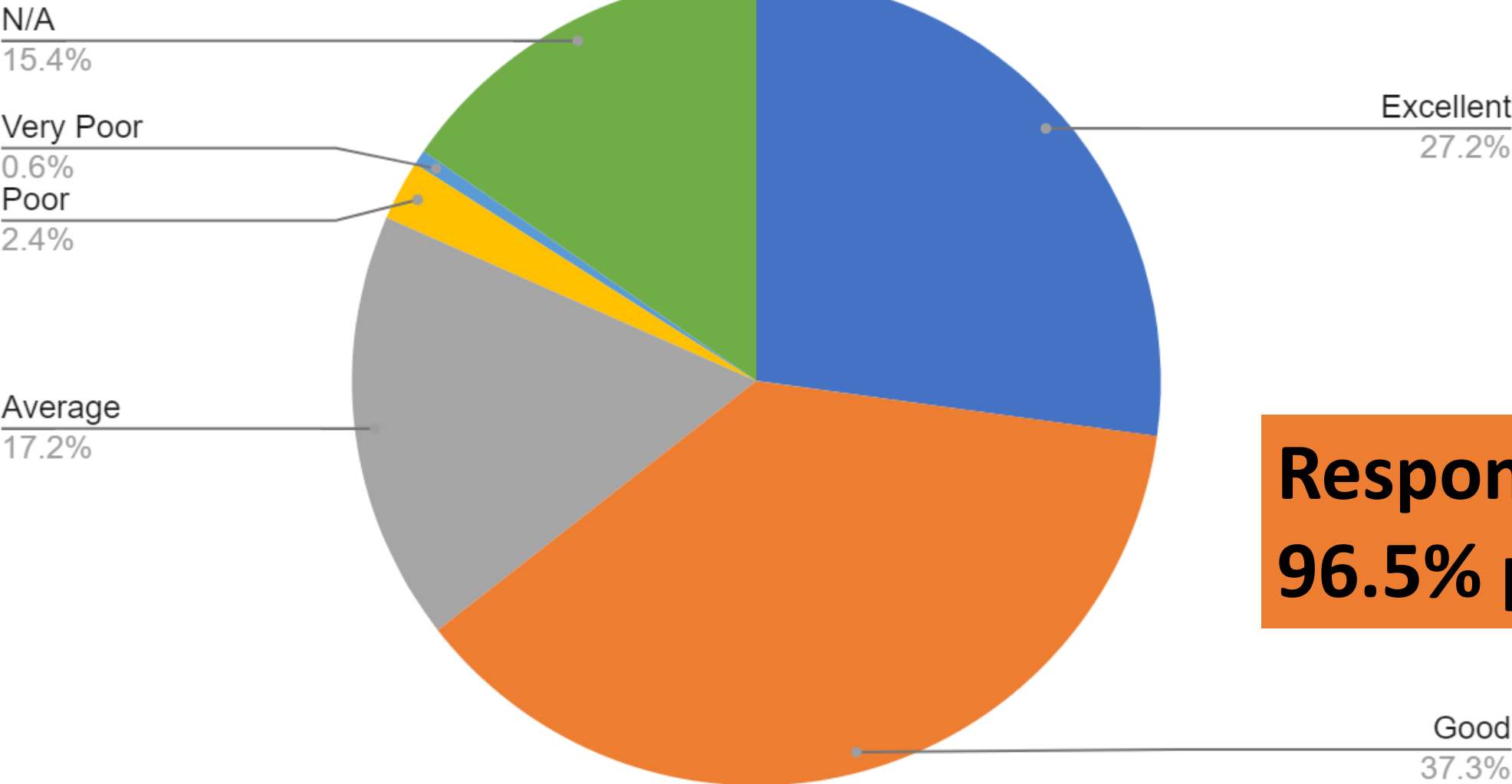
-quote from feedback survey

Financial Wellness Presentation from Kyle Ward

42 employees also signed up to participate in 6-week Financial Wellness Courses with Ward.



Financial Wellness



**Responses were
96.5% positive**

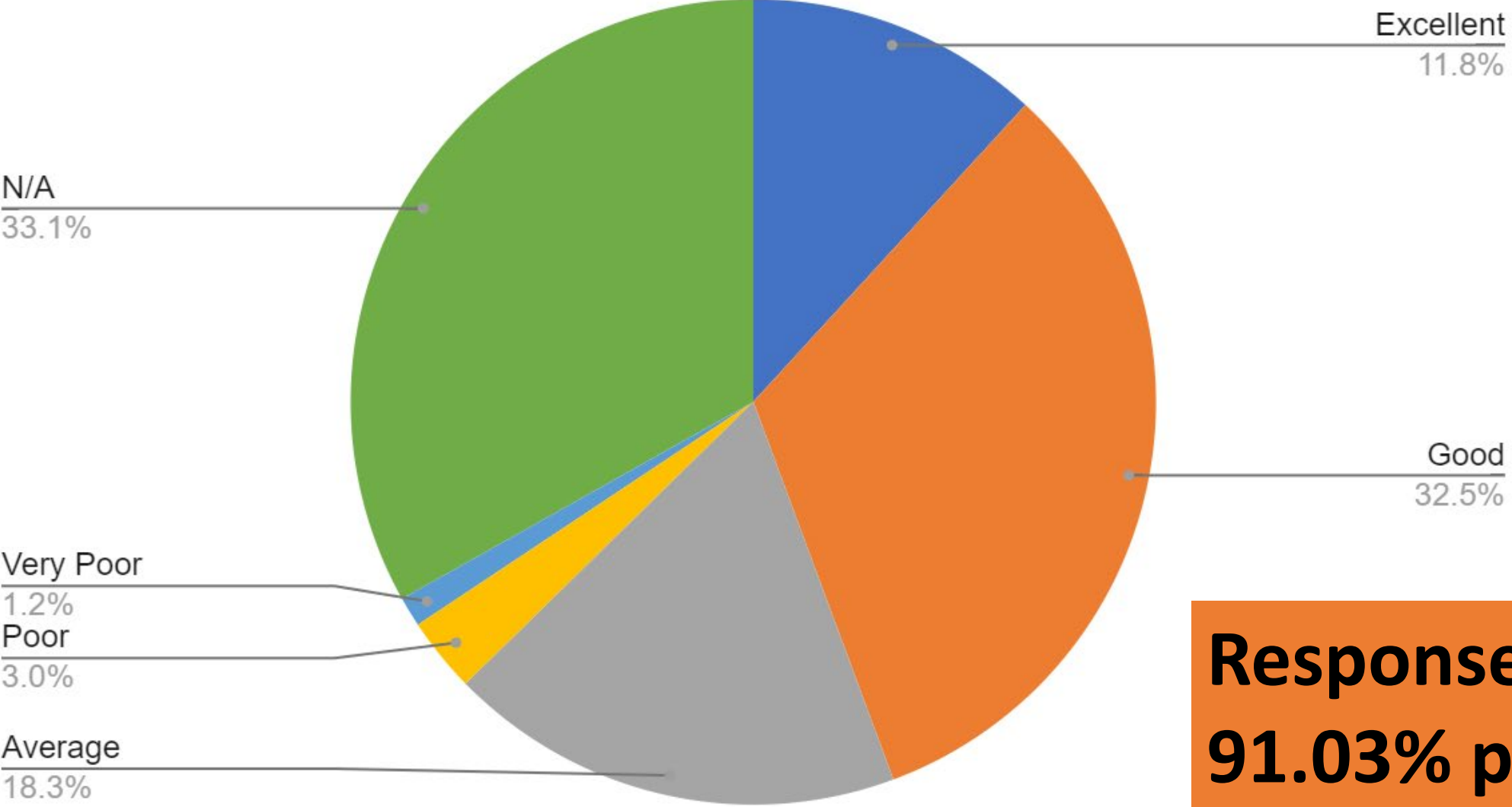
What will you implement?

- I will take a closer look at my finances due to some tips in the breakout.
- I will start working on better habits and start building a good financial situation.
- Better money management for my family.



Cybersecurity Presentation from Dave Young

Cybersecurity



**Responses were
91.03% positive**

Feedback

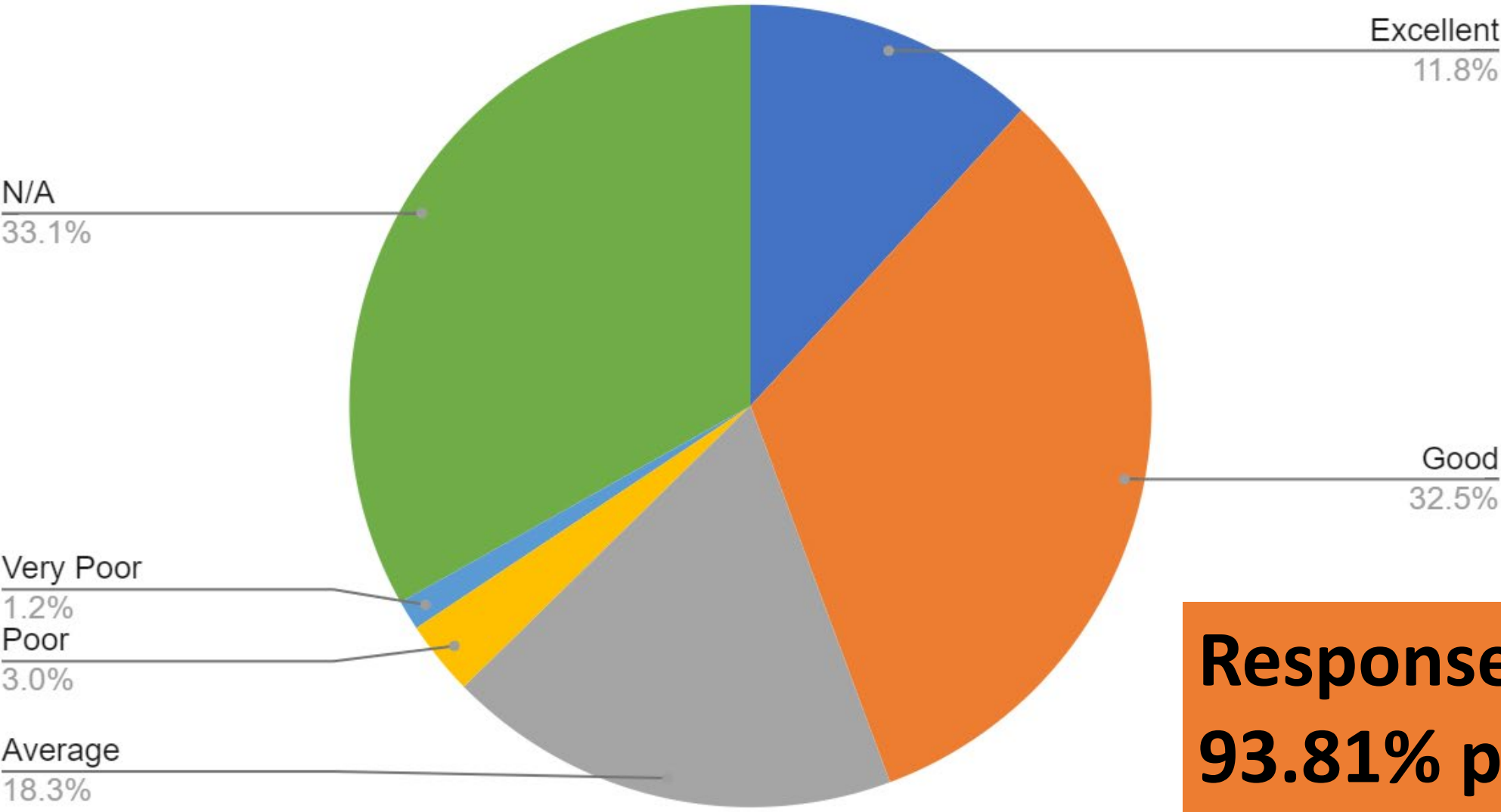
- The cybersecurity talk was a good reminder for us to continually evaluate/test our vulnerable states and remediate if/when able.
- Hope to further discuss cybersecurity resilience issues in department's staff meeting.
- I will implement more cyber precautions and will start a 457 plan.



Riley County Strong and Healthy

- ARC Physical Therapy
- Kansas Department of Wildlife and Parks
- Manhattan Parks and Recreation
- Marathon Health
- Riley County Research and Extension
- UFM Community Learning Center

Riley County Strong and Healthy



**Responses were
93.81% positive**

“Great topics, good opportunity to connect with other staff. It was a nice change of pace from the regular workday. Thank you!”

-quote from feedback survey



Teambuilding Activities

What we learned

- Employees are interested in additional training opportunities.
- People want to know more about what other departments do, and they're interested in more opportunities to work and learn together.
- Employees have a lot of pride in their work and in the organization.

Plans for 2023

- The committee will meet monthly to identify and develop training opportunities to implement throughout the year.
- Start Employee Day planning process in March.
- Change structure of employee recognition and service awards.
- Provide dessert.
- Stagger lunchtime if needed to fit everyone in the available space.

**“I enjoyed the recognition of our
many dedicated civil servants.”**

**-quote from feedback
survey**



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Darell Edie

MEETING: November 10, 2022

SUBJECT: Monthly Cash Flow Report for September 2022

PRESENTER: Darell Edie

Cash Flow Reports for the Capital Improvement Fund, County Building Fund, Economic Development Fund and Road & Bridge 1/2 Cent Sales Tax Fund.

Enclosures:

- 2022 Riley County CIP Cash Flow Analysis October (PDF)
- 2022 Riley County Building Cash Flow October (PDF)
- 2022 Riley County Economic Development CF October (PDF)
- 2022 Riley County Half Cent Sales Tax CF October (PDF)

2022 Riley County CIP Cash Flow Analysis

% of Year: 83.3%

Month	Revenue	Transfers In	Reimbursements	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	FUND 145 Total Expenditures
Jan	1,220.24	2,369,805.00		2,371,025.24	264,157.00			264,157.00
Feb				-	11,801.39			11,801.39
Mar			169,836.57	169,836.57	64,822.00			64,822.00
Apr	7,594.72			7,594.72	500.00			500.00
May	25,529.07			25,529.07	9,035.00			9,035.00
Jun	4,815.00			4,815.00	695,177.70			695,177.70
Jul	30,207.45			30,207.45	81,622.34			81,622.34
Aug	730.00			730.00	25,049.79			25,049.79
Sep	9,922.50			9,922.50	77,084.97			77,084.97
Oct	62,400.09		18,683.00	81,083.09	148,098.17			148,098.17
Nov				-	-			-
Dec				-	-			-
Totals	142,419.07	2,369,805.00	188,519.57	2,700,743.64	1,377,348.36	\$0	\$0	1,377,348.36

Cash Reconciliation	
2022 Beginning Unencumbered Cash	7,501,076.98
2022 Revenue	2,700,743.64
Less 2022 Expenditures/Encumbrances	1,377,348.36
2022 Ending Unencumbered Cash	8,824,472.26
Less Remaining Approved Projects	2,779,614.80
2022 Projected Unencumbered Cash	6,044,857.46
Less Reserved Funds	2,124,506.13
Projected 2022 Cash w/out Reserves	3,920,351.33

Reserved Funds:	
CIP Reserve	500,000.00
Fair Reserve	91,992.55
Radio Int Reserve	106,919.19
FFE Reserve	686,704.39
Hardware Refresh	738,890.00
TOTAL RESERVE	2,124,506.13

Riley County 2022 CIP Budget Authority Summary		
2022 CIP Budgeted Expenditures	7,554,156.00	% Budget Expended
Expenditures to Date	1,377,348.36	18.23%
2022 Remaining Budget Authority	\$6,176,808	

Riley County 2021 CIP Budgeted Revenue		
2022 CIP Budgeted Revenue	2,384,805.00	% Budgeted Revenue
Revenue to Date	2,700,743.64	113.25%

Radio Interest				
2018	2019	2020	2021	Total
30,991.75	52,550.04	20,873.09	2,504.31	106,919.19

transferred from Sunflower bank on 10/19/21
closed out account, use on next debt pmt

2022 CIP Detailed Expenditures per Project and per Dept

Project #	Project Code	Projects	Approved Project Estimate	Prior Years Expenditures	2022 Actual Expenditures/ Encumbrances/ Reserve	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
PUBLIC WORKS:							
13-13PW005	465	Tabor Valley Bridge	35,000	16,100		18,900	
14-14PW004	465	Tabor Valley Culvert	35,000	35,000		0	
16-16PK003	71	Parking lot for CICO Playground	18,000	7,078		10,922	
18-18PK003		Playground Equipment at CICO Park + (PK trx-\$75,000)	225,000	0		225,000	
18-18PW012	27	Fairgrounds ADA Walkway	170,000	104,648		65,352	
19-19PW014		Winkler Bridge Deck-FFE	250,000	0		250,000	
19-19LEC005		Andover Control Replacement	297,000.00	295,631.00	597.00	772	
20-20LEC002		Replace Air Regulators on 1/2 Jail Doors	30,000	13,239		16,761	
20-20LEC003		Rewire Elevator Safety Systems	40,000	0		40,000	
20-20PK004		CICO Parking Lot Engineering	10,000	0		10,000	
21-21LEC002		Elevator Repair-LEC Lobby	45,000	0		45,000	
21-21LEC003		Upgrade Fuel Card System	13,000	0		13,000	
21-21LEC004		Canopy to Cover Fuel Island	45,000	0		45,000	
21-21PK006		Goal Post-Fairmont Park	10,000	0	7,132	2,869	
21-21PK008		Playground Equipment - CICO Park	75,000	0		75,000	
21-21PW001		Tandem Axle Truck w/Plow & Spreader	205,000	196,395		8,605	
21-21PW002		Semi Truck	85,000	0		85,000	
21-21PW007		Imaging Software & Conversion	75,000	0		75,000	
21-21PW009		Tandem Axle Truck w/ Plow & Spreader	234,021	0		234,021	
21-21PW010		Tandem Axle Truck w/ Plow & Spreader	234,021	0		234,021	
21-21PW012		3/4 Ton 4X4 Ext, Cab Pickup	50,000	32,712	13,884	3,404	
22-22PW001	465	Tabor Valley Bridge	255,000		166,861	88,139	
PUBLIC WORKS TOTAL			5,398,042	3,405,264	45,383	1,546,766	233,768
EMERGENCY MEDICAL SERVICE							
13-13AM001	302	Design of the EMS Facility Enhancement	100,000	25,770		74,230	
20-20AM003	302	EMS Facility Engineering Design Cost	50,000	0		50,000	
21-21AM003	302	2 SUV Replacement Vehicles	106,000	0	65,452	40,548	
EMS TOTAL			726,226	202,516	335,422	180,843	23,510
CLERK							
21-21CK001		Open.Gov software	\$191,870.00	53,870.00	45,900.00	92,100	
21-21CK002		Shadow Tax System-SB13 requirement	30,000	0	18,683		11,317
CLERK TOTAL			221,870	53,870	64,583	92,100	11,317
Information Technology							
22-22IT001		AS400	37,817		38,420.47	-603	
IT TOTAL			37,817	0	38,420	-603	0
ATTORNEY							
19-19AT001	760	Odyssey Software System	280,000	187,412		92,588	
ATTORNEY TOTAL			280,000	187,412	0	92,588	0
APPRAISER							
21-21AP001		Replacement Vehicle	26,000	0		26,000	
APPRAISER TOTAL			26,000	0	0	26,000	0
BOCC							
21-21BOCC002		Church Asbestos Removal	50,000	0		50,000	
BOCC TOTAL			50,000	0	0	50,000	0
PLANNING & DEVELOPMENT							
21-21PD002		Electronic Permit System - GovBuilt	110,000	0	99,725	0	10,275.00
PLANNING & DEVELOPMENT TOTAL			110,000	0	99,725	0	10,275

Attachment: 2022 Riley County CIP Cash Flow Analysis October (12968 : Monthly Cash Flow Report for October 2022)

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	2021 Actual Expenditures/ Encumbrances/ Reserve	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
NOXIOUS WEED							
21-21NW001		10' Pull Behind Mower	28,000	0	24,578	3,422	
		NOXIOUS WEED TOTAL	68,000	0	64,065	3,422	513
EMERGENCY MANAGEMENT							
16-16EM002		Standby/Backup Generator Pottorf Hall	40,000	0		40,000	
20-20EM005		Bi-directional amplifiers (radio project)	35,000	18,961		16,039	
21-21EM001		Mobile Command Post Upgrade/Equip Refresh	125,000	0		125,000	
21-21EM002		EM Storage Building	125,000	0		125,000	
		EMERGENCY MANAGEMENT TOTAL	345,000	33,220	0	306,039	5,741
OTHER							
13-13PW009		Motor Grader (Lease Purchase through 2023)	1,000,605	495,544	55,060.47	450,000	
18-18EM003	21	Hardware Refresh Reserve (through 2025)	1,182,221	738,890		443,331	
		Extension Electrical Repair	3,485		3,485.20	0	
Lease pmt to 2033	21	Radio Infrastructure Project Lease (15 yr term through 2033)	6,401,938	1,280,388	426,795.89	4,694,754	
B&I Trx to 2025		2010-B G.O. Bond payment (15 yr term through 2025)	2,849,815	2,108,346	190,170.00	551,299	
		OTHER TOTAL	11,438,064	4,623,168	675,512	6,139,385	0
TOTAL			18,663,202	8,505,449	1,284,689	8,437,143	285,124

Remaining Approved Projects less lease/debt payments/hardware refresh
(not included as these payments are subject to approval with annual budget) 2,779,615

Completed Projects

2022 Detailed Expenditures per Project by Month

																		Completed Projects (Over) Under Approved Estimate		
Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Expenditures to Date	Remaining Project Estimate		
PUBLIC WORKS:																				
13-13PW005	465	Tabor Valley Bridge (& 14-14PW004)	\$35,000.00	\$16,100.00													\$16,100.00	\$18,900.00		
14-14PW004	465	Tabor Valley Culvert	\$35,000.00	\$35,000.00													\$35,000.00	\$0.00		
16-16PK003	71	Parking lot for CICO Playground	\$18,000.00	\$7,078.29													\$7,078.29	\$10,921.71		
18-18PK003		Playground Equipment at CICO Park + (PK trx-\$75,000)	\$225,000.00	\$0.00													\$0.00	\$225,000.00		
18-18PW012	27	Fairgrounds ADA Walkway	\$170,000.00	\$104,648.05													\$104,648.05	\$65,351.95		
19-19PW014		Winkler Bridge Deck-FFE	\$250,000.00	\$0.00													\$0.00	\$250,000.00		
19-19LEC005		Andover Control Replacement	\$297,000.00	\$295,631.00											\$597.00		\$296,228.00	\$772.00		
20-20LEC002		Replace Air Regulators on 1/2 Jail Doors	\$30,000.00	\$13,238.55													\$13,238.55	\$16,761.45		
20-20LEC003		Rewire Elevator Safety Systems	\$40,000.00	\$0.00													\$0.00	\$40,000.00		
20-20PK004		CICO Parking Lot Engineering	\$10,000.00	\$0.00													\$0.00	\$10,000.00		
21-21LEC002		Elevator Repair-LEC Lobby	\$45,000.00	\$0.00													\$0.00	\$45,000.00		
21-21LEC003		Upgrade Fuel Card System	\$13,000.00	\$0.00													\$0.00	\$13,000.00		
21-21LEC004		Canopy to Cover Fuel Island	\$45,000.00	\$0.00													\$0.00	\$45,000.00		
21-21PK001		3/4T 4x4 Ext. Cab Pickup	\$40,000.00	\$30,434.00							\$9,566.00						\$40,000.00	\$0.00	\$0.00	
21-21PK006		Goal Post-Fairmont Park	\$10,000.00	\$0.00		\$7,131.50											\$7,131.50	\$2,868.50		
21-21PK008		Playground Equipment - CICO Park	\$75,000.00	\$0.00													\$0.00	\$75,000.00		
21-21PW001		Tandem Axle Truck w/Plow & Spreader	\$205,000.00	\$196,395.00													\$196,395.00	\$8,605.00		
21-21PW002		Semi Truck	\$85,000.00	\$0.00													\$0.00	\$85,000.00		
21-21PW007		Imaging Software & Conversion	\$75,000.00	\$0.00													\$0.00	\$75,000.00		
21-21PW009		Tandem Axle Truck w/ Plow & Spreader	\$234,021.00	\$0.00													\$0.00	\$234,021.00		
21-21PW010		Tandem Axle Truck w/ Plow & Spreader	\$234,021.00	\$0.00													\$0.00	\$234,021.00		
21-21PW012		3/4 Ton 4X4 Ext, Cab Pickup	\$50,000.00	\$32,712.00						\$826.81	\$5,595.87		\$7,461.00				\$46,595.68	\$3,404.32		
22-22PW001	465	Tabor Valley Bridge	\$255,000.00	\$0.00										\$7,461.00		\$123,300.67	\$43,560.16	\$166,860.83	\$88,139.17	
EMERGENCY MEDICAL SERVICE																				
13-13AM001	302	Design of the EMS Facility Enhancement	\$100,000.00	\$25,770.00													\$25,770.00	\$74,230.00		
20-20AM003	302	EMS Facility Engineering Design Cost	\$50,000.00	\$0.00													\$0.00	\$50,000.00		
21-21AM003	302	2 SUV Replacement Vehicles	\$106,000.00	\$0.00								\$21,564.59				\$43,887.00	\$65,451.59	\$40,548.41		
CLERK																				
21-21CK001		Open.Gov software	\$191,870.00	\$53,870.00	\$34,500.00						\$11,400.00						\$99,770.00	\$92,100.00		
21-21CK002		Shadow Tax System-SB13 requirement	\$30,000.00	\$0.00											\$18,683.00		\$18,683.00	\$0.00	\$11,317.00	
Information Technology																				
22-22IT001		AS400	\$37,817.41	\$0.00											\$38,420.47		\$38,420.47	-\$603.06		
ATTORNEY																				
19-19AT001	760	Odyssey Software System	\$280,000.00	\$187,412.00													\$187,412.00	\$92,588.00		
APPRAISER																				
21-21AP001		Replacement Vehicle	\$26,000.00	\$0.00													\$0.00	\$26,000.00		
BOCC																				
21-21-BOCC002		Church Asbestos Removal	\$50,000.00	\$0.00													\$0.00	\$50,000.00		
PLANNING & DEVELOPMENT																				
21-21PD002		Electronic Permit System-GovBuilt	\$110,000.00	\$0.00			\$62,407.00							\$31,203.50	\$6,114.50		\$99,725.00	\$0.00	\$10,275.00	
NOXIOUS WEED																				
21-21NW001		10' Pull Behind Mower	\$28,000.00	\$0.00												\$24,578.13	\$24,578.13	\$3,421.87		
EMERGENCY MANAGEMENT																				
16-16EM002		Standby/Backup Generator Pottorf Hall	\$40,000.00	\$0.00													\$0.00	\$40,000.00		
20-20EM005		Bi-directional amplifiers (radio project)	\$35,000.00	\$18,960.71													\$18,960.71	\$16,039.29		
21-21EM001		Mobile Command Post Upgrade/Equip Refresh	\$125,000.00	\$0.00													\$0.00	\$125,000.00		
21-21EM002		EM Storage Building	\$125,000.00	\$0.00													\$0.00	\$125,000.00		
OTHER																				
13-13PW009		Motor Grader (Lease Purchase through 2023)	\$1,000,604.70	\$495,544.23							\$55,060.47						\$550,604.70	\$450,000.00		
18-18EM003	21	Hardware Refresh Reserve (through 2025)	\$1,182,221.00	\$738,890.00													\$738,890.00	\$443,331.00		
		Extension Electrical Repair										\$3,485.20					\$3,485.20	\$0.00		
Lease to 2033	21	Radio Project Lease (15 yr term through 2033)	\$6,401,938.00	\$1,280,387.67						\$426,795.89				\$3,485.20			\$1,707,183.56	\$4,694,754.44		
B&I Trx to 2025		2010-B G.O. Bond pmt (15 yr term through 2025)	\$2,849,815.47	\$2,108,346.03	\$190,170.00												\$2,298,516.03	\$551,299.44		
TOTALS			\$18,697,534.58	\$8,505,449.29	\$264,157.00	\$11,801.39	\$64,822.00	\$500.00	\$9,035.00	\$695,177.70	\$81,622.34	\$25,049.79	\$77,084.97	\$148,098.17	\$112,622.29	\$0.00	\$9,995,419.94	\$8,420,475.49	\$285,124.35	
Completed Projects																		Remaining Approved Projects less lease/debt payments/hardware refresh (not included as these payments are subject to approval with annual budget)		2,762,946.97

Federal Fund Exchange monies

Date	Amount	Project	Project Number
Aug-16	516,992.20	Fancy Creek Bridge E.2/5.6	16-16PW006
Apr-17	158,472.17	Anderson Avenue Bridge	17-17PW014
Sep-17	157,237.08	Anderson Avenue Bridge	17-17PW014
Jul-19	(171,536.67)	Trx to West 32nd Bridge from Anderson Ave Bridge	
	144,172.58		
Apr-18	263,375.40	West 32nd Ave Bridge	19-19PW007
Jul-19	289,879.33	West 32nd Ave Bridge	19-19PW007
Jul-19	171,536.67	Trx from Anderson Ave Bridge to West 32nd Bridge	
	724,791.40	no longer assigned	
10/21/2019	250,000.00	use FFE for Winkler Bridge Deck Project 19-19PW014	19-19PW014
6/25/2022	(250,000.00)	releasing FFE for Winkler Bridge Deck Project as funding will be through Sales Tax - and funds needs to be released and made available to Public Works	
12/17/2019	27,260.00	use FFE for amendment on Wieter Rd Project 18-18PW013	18-18PW013
	697,531.40	unassigned FFE as of 12/31/19	
9/23/2020	243,640.58	rec'd, but unassigned	
	941,171.98	Total unassigned FFE as of 9/23/2020	
11/12/2020	233,509.12	Welsh Road Asphalt Overlay	20-20PW010
	707,662.86	Total unassigned FFE as of 11/5/2020	
9/2/2021	234,041.53	rec'd, but unassigned	
	941,704.39	Total unassigned FFE as of 07/01/2022	
6/30/2022	255,000.00	Tabor Bridge as of 06/30/2022	22-22PW001
	686,704.39		

2022 Riley County Building Cash Flow Analysis FUND 152

% of Year: 83.3%

Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	207,574.13	10.00	33.50	207,617.63	13,917.47			13,917.47
Feb			33.50	34	13,541.19			13,541.19
Mar	10,565.41		33.50	10,599	15,822.51			15,822.51
Apr			33.50	34	26,061.29			26,061
May	144,297.45	1,113.89	33.50	145,445	15,897.50			15,898
Jun			67.00	67	16,193.22			16,193
Jul			30.00	30	74,039.95			74,040
Aug		3,386.00	67.00	3,453	16,877.14			16,877
Sep	25,133.82	10.00	-	25,144	14,085.16			14,085
Oct	3,438.59		33.50	3,472	24,909.24			24,909
Nov				-	-			-
Dec				-				-
	391,009.40	4,519.89	365.00	395,894.29	231,344.67	-	-	231,344.67

Cash Reconciliation	
2022 Beginning Unencumbered Cash	110,269.11
2022 Revenue	395,894.29
Less 2022 Expenditures/Encumbrances	231,344.67
2022 Ending Unencumbered Cash	274,818.73

Riley County 2022 Budget Authority Summary		
2022 Budgeted Expenditures	\$393,000	% Budget Expended
Expenditures to Date	\$231,345	
2022 Remaining Budget Authority	\$161,655	

Riley County 2022 Budgeted Revenue		
2022 Budgeted Revenue	\$387,749	% Budgeted Revenue
Revenue to Date	\$395,894	

Attachment: 2022 Riley County Building Cash Flow October (12968 : Monthly Cash Flow Report for

2022 Riley County Economic Development Cash Flow Analysis

% of Year: 83.3%

Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	185,500			185,500	82,393.69			82,394
Feb				-	-			-
Mar				-	-			-
Apr				-	-			-
May				-	-			-
Jun				-	1,000.00			1,000
Jul				-	30,508.00			30,508
Aug				-				-
Sep				-				-
Oct				-				-
Nov				-				-
Dec				-				-
	\$185,500	\$0	\$0	\$185,500	113,901.69	\$0	\$0	\$113,902

Cash Reconciliation	
2022 Beginning Unencumbered Cash	110,042.10
2022 Revenue	185,500.00
Less 2022 Expenditures/Encumbrances	113,901.69
2022 Ending Unencumbered Cash	181,640.41
Less Est. Project Balance for CY	132,850.00
2022 Projected Unencumbered Cash	48,790.41

Riley County 2022 Budget Authority Summary		
2022 Budgeted Expenditures	\$309,048	% Budget Expended
Expenditures to Date	\$113,902	
2022 Remaining Budget Authority	\$195,146	
36.86%		
Riley County 2022 Budgeted Revenue		
2022 Budgeted Revenue	\$185,500	% Budgeted Revenue
Revenue to Date	\$185,500	
100.00%		

2022 Detailed Expenditures per Project and per Department

Projects	Project Estimate	Prior Year Expenditures	2022 Actual Expenditures/ Encumbrances	Remaining Project Estimate Totals	Completed Projects (Over) Under Estimate
APPROPRIATIONS					
Chamber of Commerce	55,000	0	55,000.00	0	0
Flint Hills Veterans Coalition	1,015	0	1,015.00	0	0
Downtown Manhattan	5,000	0	5,000.00	0	0
Riley Co. General Eco Devo	132,850	0		132,850	
APPROPRIATION TOTALS	\$193,865	\$0	61,015.00	\$132,850	\$0
MEMBERSHIPS					
FHMPO Contribution	5,201	0	1,904.71	0	0
FHRLP Underwriters & Sponsors			1,000.00	0	0
FHRC Contribution	10,000	0	-	0	not approved
MEMBERSHIP TOTALS	\$15,201	\$0	2,904.71	\$0	\$0
CONTRACTS					
Auto Lane Development (2024)	121,140	102,968.66	6,056.98	12,114	pay 2023 tax
CONTRACT TOTALS	\$121,140	\$102,969	6,056.98	\$12,114	\$0
DEBT OBLIGATION TRANSFER					
Konza Water Debt Payment Transfer	658,502	307,351.67	43,925.00	307,225	
DEBT OBLIGATION TRANSFER TOTALS	\$658,502	\$307,352	43,925.00	\$307,225	\$0
PROJECTS					
Project Study/Design/Engineer	50,000	0		50,000	
PROJECT TOTALS	\$50,000	\$0	-	\$50,000	\$0
TOTALS	\$1,038,707	\$410,320	113,901.69	\$502,189	\$0

Remaining Approved Projects less lease/debt payments/reserve \$132,850
(not included as these payments are subject to approval with annual budget)

Completed Projects

2022 Riley County 1/2 Cent Sales Tax Cash Flow Analysis

FUND 157

% of Year: 83.3%

Month	Sales Tax Revenue	Reimbursements	KDOT	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	176,613.72			176,613.72	-			-
Feb	203,380.11	11,370.65		214,750.76	4,512.81			4,512.81
Mar	164,982.20		3,615.90	168,598.10	6,139.19			6,139.19
Apr	153,999.52		3,156.91	157,156.43	7,560.93			7,560.93
May	191,055.23			191,055.23	10,458.35			10,458.35
Jun	194,557.13			194,557.13	8,972.65			8,972.65
Jul	166,841.98		1,586.70	168,428.68	5,923.13			5,923.13
Aug	188,561.83			188,561.83	6,594.62			6,594.62
Sep	227,154.26	150,000.00		377,154.26	6,980.43			6,980.43
Oct	146,657.84			146,657.84	1,554.00			1,554.00
Nov				-	-			-
Dec				-	-			-
	1,813,803.82	161,370.65	8,359.51	1,983,533.98	58,696.11	-	-	58,696.11

Cash Reconciliation	
2022 Beginning Unencumbered Cash	4,197,993.50
2022 Revenue	1,983,533.98
Less 2022 Expenditures/Encumbrances	58,696.11
2022 Ending Unencumbered Cash	6,122,831.37
Remaining 2022 Projected Revenue	-
Less Est. Project Balance for CY	350,000.00
2022 Projected Unencumbered Cash	5,772,831.37

Riley County 2022 Budget Authority Summary		
2022 Budgeted Expenditures	\$7,028,195	% Budget Expended
Expenditures to Date	\$58,696	
2022 Remaining Budget Authority	\$6,969,499	
Riley County 2022 Budgeted Revenue		
2022 Budgeted Revenue	\$1,700,000	% Budgeted Revenue
Revenue to Date	\$1,983,534	

2022 Detailed Expenditures per Project and per Department

Project Code	Projects	Project Estimate	Prior Year Expenditures	2021 Actual Expenditures/ Encumbrances	Remaining Project Estimate Totals	Completed Projects (Over) Under Estimate	
CULVERTS							
437	Casement Drainage Outlet Structure	298,852	298,851.53	-	-	-	
442	West 54th Avenue	124,000	168,131.06	-	-	(44,131.06)	
310	Frog Holler	160,218	160,218.29	-	-	0.00	
440	Green Randolph Road	260,819	260,818.70	-	-	0.00	
441	N 52nd Street	139,894	139,893.87	-	-	-	
451	Sherman Road	83,000	7,598.01	-	-	75,401.99	
457	Flat Rock Road	113,500	52,707.29	-	60,792.71		
402	Vinton School Road	182,000	183,595.83	-	-	(1,595.83)	
458	Parallel Road	117,000	51,440.37	-	65,559.63	65,559.63	
403	Kitten Creek Road	148,000	54,790.60	-	93,209.40	93,209.40	
404	Peach Grove Road	104,000	232,012.77	-	-	(128,012.77)	
452	Fancy Creek Road I.2/6.3	93,000	-	-	-		PW funds
459	Union Road	125,000	56,605.00	-	68,395.00	68,395.00	
CULVERT TOTALS		\$1,949,282	1,666,663.32	-	287,956.74	128,826.36	
BRIDGES							
435	West 40th Bridge	349,501	349,501.09	-	-	-	
439	Daniels Drive	252,631	252,630.65	-	-	-	
425	Green Randolph	1,089,402	1,092,612.59	-	-	(3,210.64)	
401	Fancy Creek F.5/5.9	1,231,800	1,166,683.41	-	-	65,116.59	
461	Fancy Creek K.0/6.2	653,800	53,849.92	-	599,950.08		
443	S. 32nd Street	160,743	160,742.79	-	-	-	
444	Parallel	208,990	208,990.38	-	-	-	
455	Rose Hill	654,200	142,312.19	15,793.14	-	496,094.67	
447	Fancy Creek E.2/5.6	929,211	1,222,128.07	-	-	(292,917.07)	
412	Anderson Avenue	1,050,000	870,493.23	-	-	179,506.77	
449	Stockdale Park	927,400	924,119.01	-	-	3,280.99	
456	Senn Rd	454,500	459,436.79	55.60	-	(4,992.39)	
454	West 32nd Avenue	1,004,750	1,394,167.99	33,270.66	-	(422,688.65)	
460	Winkler Mills Bridge	1,200,000	102,835.61	-	1,097,164.39	1,097,164.39	
462	South Otter Bridge	75,000	367,236.58	8,804.78	-	(301,041.36)	
BRIDGE TOTALS		10,241,927.86	8,767,740.30	57,924.18	1,697,114.47	816,313.30	
RECONSTRUCTION							
448	Denison (Marlatt to City Limits)	3,951,470	3,857,456.84	-	-	94,013.16	
431	McDowell Creek Road (north end)	3,000,000	515,848.38	-	-	2,484,151.62	
RECONSTRUCTION TOTALS		\$6,951,470	4,373,305.22	-	-	2,578,164.78	
OVERLAY							
412	Anderson Avenue	470,000	470,000.00	-	-	-	
509	Welsh Road	175,000	175,465.75	-	-	(465.75)	
414	Mill Cove/W. 59th	200,000	200,000.00	-	-	-	
	Tabor Valley Road	410,928	-	-	-		PW funds
	Kansas Ave/Crooked Creek	425,617	-	-	-		PW funds
	Barton Road	509,418	-	-	-		PW funds
438	Fancy Creek Road	450,000	450,000.00	-	-	-	
450	University Park Road	259,910	175,000.00	-	-	-	
463	Tuttle Cove Road	512,622	125,000.00	-	-	387,622.00	
464	Barnes/Casement Road	386,690	125,000.00	-	-	261,690.00	
	Scenic Drive	151,324	151,324.32	-	-	-	
	4 Unidentified Overlays	800,000	175,000.00	-	625,000.00		
OVERLAY TOTALS		\$4,751,509	2,046,790.07	-	625,000.00	648,846.25	
TOTALS		\$23,894,190	16,854,498.91	57,924.18	2,610,071.21	4,172,150.69	

Completed Projects

Attachment: 2022 Riley County Half Cent Sales Tax CF October (12968 : Monthly Cash Flow Report for October 2022)

Project Estimates for 2021

	Total	Updated
Culverts-Fancy Creek/Sherman	\$ -	\$ -
Rosehill Road Bridge	\$ -	\$ -
Senn Road Bridge	\$ -	\$ -
Overlay TBD and approved by BOCC	\$ 350,000	\$ 350,000
TOTAL	\$ 350,000	\$ 350,000

2022 Detailed Expenditures per Project by Month

11.d

Project Code	Projects	Project Estimate	Prior Year Expenditures	Jul	Aug	Sep	Oct	Nov	Dec	Encumbrances	Expenditures to Date	Remaining Project Estimate
CULVERTS												
457	Flat Rock Road	113,500	52,707								52,707.29	60,793
458	Parallel Road	117,000	51,440								51,440.37	65,560
403	Kitten Creek Road	148,000	54,791								54,790.60	93,209
404	Peach Grove Road	104,000	238,350								238,350.27	0
459	Union Road	125,000	56,605								56,605.00	68,395
BRIDGES												
461	Fancy Creek K.O/6.2	653,800	53,850								53,849.92	599,950
455	Rose Hill	654,200	142,312				777.00				158,105.33	496,095
456	Senn Rd	454,500	459,437								459,492.39	0
454	West 32nd Avenue	1,004,750	1,394,168	5,923.13	6,594.62	6,980.43		6,122.17			1,434,332.75	0
460	Winkler Mills Bridge	1,200,000	102,836								102,835.61	1,097,164
462	South Otter Bridge	75,000	367,127				777.00				375,931.36	0
RECONSTRUCTION												
431	McDowell Creek Road (north end)	3,000,000	515,848								515,848.38	0
OVERLAY												
463	Tuttle Cove Road	512,622	125,000								125,000.00	387,622
464	Barnes/Casement Road	386,690	125,000								125,000.00	261,690
	4 overlays unidentified	800,000	175,000								175,000.00	625,000
TOTALS		\$9,349,062	\$3,914,471	\$5,923.13	\$6,594.62	\$6,980.43	\$1,554.00	\$6,122.17	\$0.00	\$0.00	3,979,289.27	\$3,755,478
										\$64,818.28		
Completed Projects												

Attachment: 2022 Riley County Half Cent Sales Tax CF October (12968 : Monthly Cash Flow Report for



**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: Jana Chingway, Senior Legal Assistant

MEETING: November 10, 2022

SUBJECT: Lakeside Heights Sewer District #3 and University Park Water District #4 Cost Increase Public Hearing

PRESENTER: Craig Cox, Deputy Riley County Counselor

BACKGROUND

The Board created the Lakeside Heights Sewer District #3 to construct a gravity sewer collection system and created University Park Water District #4 to construct water production and distribution facilities at a total estimated cost of \$301,400.00.

Due to current costs for materials, digging through rock and a shortage of contract labor, the total cost for Lakeside Heights Sewer #3 and University Park Water #4 is \$431,982.00, which is a 43% increase of total cost in the amount of \$130,582.00.

If the cost of a sewer benefit district improvement project increases more than 10% of the initial estimate costs, K.S.A. 19-27a06 requires the Board to conduct a public hearing.

Notice of the public hearing was published in the Manhattan Mercury on November 1, 2022. Letters of notice were mailed to all Lakeside Heights Sewer District #3 and University Park Water District #4 property owners on October 27, 2022.

DISCUSSION

The Board must determine whether to stop work on the project or approve continuation of the project with the increased costs.

Lakeside Heights Sewer District #3 and University Park Water District #4 were created to connect property owners to University Park sewer and water. Due to the size of the lots and rocky nature of the soil it is difficult to replace or create in-ground septic systems. The County was approached by various property owners for a solution to the problem.

The 43% cost increase of \$130,582.00 spread among eight (8) property owners is estimated to increase the owner's special assessment by \$408.00 per year.

If the Board stops the project and dissolves Lakeside Heights Sewer District #3 and University Park Water District #4, pursuant to K.S.A. 19-27a04 all costs and expenses of the work, including preliminary planning, engineering, legal and other preliminary work of skilled persons shall be assessed against the property located within the sewer and water districts.

FISCAL IMPACT

Staff time for Public Works office, County Counselor's office and Budget & Planning office.

RECOMMENDATION(S)

Counsel recommends that the Board either adopt the attached resolution approving continuation of the Lakeside Heights Sewer District #3 and University Park Water District #4 project with the increased costs or stop work on the project and dissolve the sewer and water districts with the assessing of special assessments at a subsequent public hearing.

POSSIBLE MOTION(S)

- A. "I move the Board approve the resolution approving continuation of the Lakeside Heights Sewer District #3 and University Park Water District #4 project with the increased costs as proposed."
- B. "I move that the Board stop work on the project, dissolve Lakeside Heights Sewer District #3 and University Park Water District #4, and assess all preliminary costs and expenses against the property located within the sewer and water districts at a subsequent public hearing."

Enclosures:

- Resolution for Cost Increase Nov 10 hearing (DOCX)
- Resolution for Dissolution due to Cost Increase Nov 10 hearing (DOCX)

RESOLUTION NO. 111022-____**A RESOLUTION APPROVING CONTINUATION OF THE
LAKESIDE HEIGHTS SEWER DISTRICT #3 AND UNIVERSITY
PARK WATER DISTRICT #4 IMPROVEMENT PROJECT**

WHEREAS, the Board of County Commissioners of Riley County, Kansas created the Lakeside Heights Sewer District #3 by Resolution No. 101716-44 to construct a gravity sewer collection system and University Park Water District #4 by Resolution No. 101716-45 to construct water production and distribution facilities.

WHEREAS, Lakeside Heights Sewer District #3 sewer collection system and University Park Water District #4 water distribution system will allow landowners to remain in their homes because the size of the lots and the rocky nature of the soil makes it difficult to replace or install an in-ground septic system;

WHEREAS, the October 17, 2016 preliminary survey and plan for construction of the sewer collection system and water distribution system were a total estimated cost of \$301,400.00; and

WHEREAS, due to current costs for materials, digging through rock and a shortage of contract labor, the total cost for Lakeside Heights Sewer District #3 and University Park Water District #4 improvement project is \$431,982.00.

WHEREAS, the increased total project costs from \$301,400.00 to \$431,982.00 is a 43% increase of \$130,582.00.

WHEREAS, when the Board of County Commissioners determine that the cost of the sewer collection system and water distribution system will increase more than 10% of the initial estimated cost, K.S.A. 19-27a06 requires the Board to conduct a public hearing to decide whether to stop work on the Lakeside Heights District #3 sanitary sewer facility and University Park Water District #4 water production and distribution facilities and dissolve the Lakeside Heights Sewer District #3 and University Park Water District #4 or approve continuation of the sewer collection system and water distribution system.

WHEREAS, pursuant to K.S.A. 19-27a06 and K.S.A. 19-27a05, the County has published a notice of public hearing at least 10 days before such public hearing and mailed notice by both certified and prepaid first-class mail, at least 14 days prior to the date of the hearing, to all landowners within the proposed district, and a public hearing was held by the Board of County Commissioners on November 10, 2022.

**THEREFORE, IT IS RESOLVED BY THE BOARD OF COUNTY
COMMISSIONERS OF RILEY COUNTY, KANSAS AS FOLLOWS:**

- Section 1.** Lakeside Heights Sewer District #3 and University Park Water District #4 was created by the Board of County Commissioners of Riley County, Kansas in 2016 to construct a gravity sewer collection system and construct water production and distribution facilities.
- Section 2.** A preliminary plan to construct a sewer collection system and water distribution system estimated a total cost of \$301,400.00.
- Section 3.** Due to the size of the lots and the rocky nature of the soil, it is difficult to replace or install an in-ground septic system.
- Section 4.** Current costs for materials, digging through rock and shortage of contract labor increases the total project costs from \$301,400.00 to \$431,982.00, a 43% increase of

\$130,852.00.

Section 5. That stopping construction of the sewer collection and water production and distribution project, and dissolving Lakeside Heights Sewer District #3 and University Park Water District #4 is not an option to resolve sewer and water issues in Lakeside Heights.

Section 6. To approve the continued construction of the Lakeside Heights Sewer District #3 sewer collection system and University Park Water District #4 water production and distribution system with the 43% cost increase of \$130,582.00, resulting in a total project cost of \$431,982.00.

ADOPTED AND APPROVED by the Board of County Commissioners of Riley County, Kansas on the 10th day of November, 2022.

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

Greg McKinley, Chair

Kathryn Focke, Vice-Chair

John Ford, Member

ATTEST:

Rich Vargo, County Clerk

(SEAL)

Attachment: Resolution for Cost Increase Nov 10 hearing (12971 : Lakeside Heights Sewer #3 & Unveristiy Park Water #4)

RESOLUTION NO. 111022-__**A RESOLUTION DETERMINING THAT THE GRAVITY SEWER
COLLECTION SYSTEM PROJECT FOR LAKESIDE HEIGHTS SEWER
DISTRICT #3 AND WATER PRODUCTION AND DISTRIBUTION FACILITIES
FOR UNIVERSITY PARK WATER DISTRICT #4 ARE NOT FEASIBLE.**

WHEREAS, The Board of County Commissioners created Lakeside Heights Sewer District #3 by adopting Resolution No. 101716-44, Book 868, Page 3470, which authorized the construction of a gravity sewer collection system, created University Park Water District #4 by adopting Resolution No. 101716-45, Book 868, Page 3473, which authorized construction of water production and distribution facilities.

WHEREAS, Due to current costs for materials, digging through rock and a shortage of contract labor, the total cost for Lakeside Heights Sewer District #3 and University Park Water District #4 is \$431,982.00, which is a 43% increase of total cost in the amount of \$130,582.00.

WHEREAS, Pursuant to K.S.A. 19-27a06(b), the Board of County Commissioners has the authority to determine the gravity sewer collection system and water production and distribution facilities projects are not feasible.

**THEREFORE, IT IS RESOLVED BY THE BOARD OF COUNTY
COMMISSIONERS OF RILEY COUNTY, KANSAS AS FOLLOWS:**

SECTION 1. That the construction of the Lakeside Heights Sewer District #3 gravity sewer collection system and University Park Water District #4 production and

distribution facilities are not feasible due to increase in total project costs from \$301,400.00 to \$431,982.00, a 43% increase of \$130,852.00.

SECTION 2. The gravity sewer collection system and water production and distribution facilities projects are stopped, and Lakeside Heights Sewer District #3 and University Park Water District #4 are dissolved.

SECTION 3. Assessment of all preliminary costs and expenses against the property located in the sewer and water districts shall be determined at a subsequent public hearing pursuant to K.S.A. 19-27a04(a).

ADOPTED AND APPROVED by the Board of County Commissioners of Riley County, Kansas on the 10th day of November, 2022.

Greg McKinley, Chair

Kathryn Focke, Vice Chair

John Ford, Member

ATTEST:

Rich Vargo, Riley County Clerk

(SEAL)



PUBLIC WORKS
Bid

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: November 10, 2022

SUBJECT: Bid Recommendation - Lakeside Heights Utility Expansion No. 3

PRESENTER: John Ellermann

BACKGROUND

SMH was hired in 2017 for the design of the Lakeside Heights Sewer Expansion, which would give residents of Lakeside Heights access to reliable sewer and water infrastructure. Lakeside Heights Expansion project bids were opened last Thursday, September 8th, with only one bid submitted. This bid came in at \$329,641.00, slightly higher than the engineer's estimate of \$325,545.00.

The proposed bid causes the benefit district improvement project to be more than 10% above the initial estimate requires a public hearing to held to approve the continuation of the project.

DISCUSSION

Assuming a favorable outcome of the public hearing the Board will need to award the bid from Larson Construction for \$329,641.00. After speaking with the Contractor a savings of approximately \$8,500 could be possible via change order if we allow them to trench the lines in instead of boring.

USDA funding is currently set at \$320,000. Staff is working on an application for additional \$105,000 funds from USDA for the project increase.

FISCAL IMPACT

There are currently a total of \$320,000 (\$181,000 loan and \$139,000 grant) of USDA funding for the project. Including construction, engineering, bonds etc. A subsequent application for an additional \$105,000 is being applied for to cover the increased costs to the benefit district.

RECOMMENDATIONS

Public Works Staff recommends that the Board award the bid of \$329,641.00 from Larson Construction Inc., contingent on USDA subsequent funding.

POSSIBLE MOTION(S)

Move to award the bid to Larson Construction Inc., in the amount of \$329,641.00 contingent on USDA subsequent funding.

Move to reject the bid.

Move to table for further discussion.

Enclosures:



PUBLIC WORKS
Bid

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

COMMISSION AGENDA REPORT

FROM: Evan McMillan, Assistant Public Works Director

MEETING: November 10, 2022

SUBJECT: Bid Recommendation - Industrial Shredder Bid Recommendation

PRESENTER: Evan McMillan, Assistant Public Works Director

BACKGROUND

A few weeks ago, the bids were opened for the replacement of the industrial paper shredder. Since the shredder went out, we have been exploring different options including replacing the current shredder and contracting with a shredding company to handle the shredding of documents.

RECOMMENDATION(S)

Due to the high cost of replacement and lower costs associated with contract shredding, staff recommends that we move forward with contracting out the shredding as some other departments are currently doing.

POSSIBLE MOTION(S)

Move to decline the proposed bid for the industrial shredder.

Move to table for further discussion.

Enclosures:

- Bid Tabulation_Industrial Document Shredder_102722 (PDF)
- Besa_Bid Proposal (PDF)

BID TABULATION SHEET

Riley County Public Works

2022 Industrial Document Shredder

Date: October 27, 2022

	Besa Equipment 1082 Spur Rd Souderton, PA 18964-1042
Bid Amount	\$89,780.00
Delivery Date	120 days



October 21, 2022

Riley County Board of County Commissioners at the office of the County Clerk
110 Courthouse Plaza
Manhattan, Kansas

Attn: Purchasing Manager

We are pleased to present the following bid submittal for One (1) Industrial Shredder.

Our bid fully meets or exceeds specifications. Our shredder does not require an input conveyor.

Please let us know if you have any questions.

Thank you,

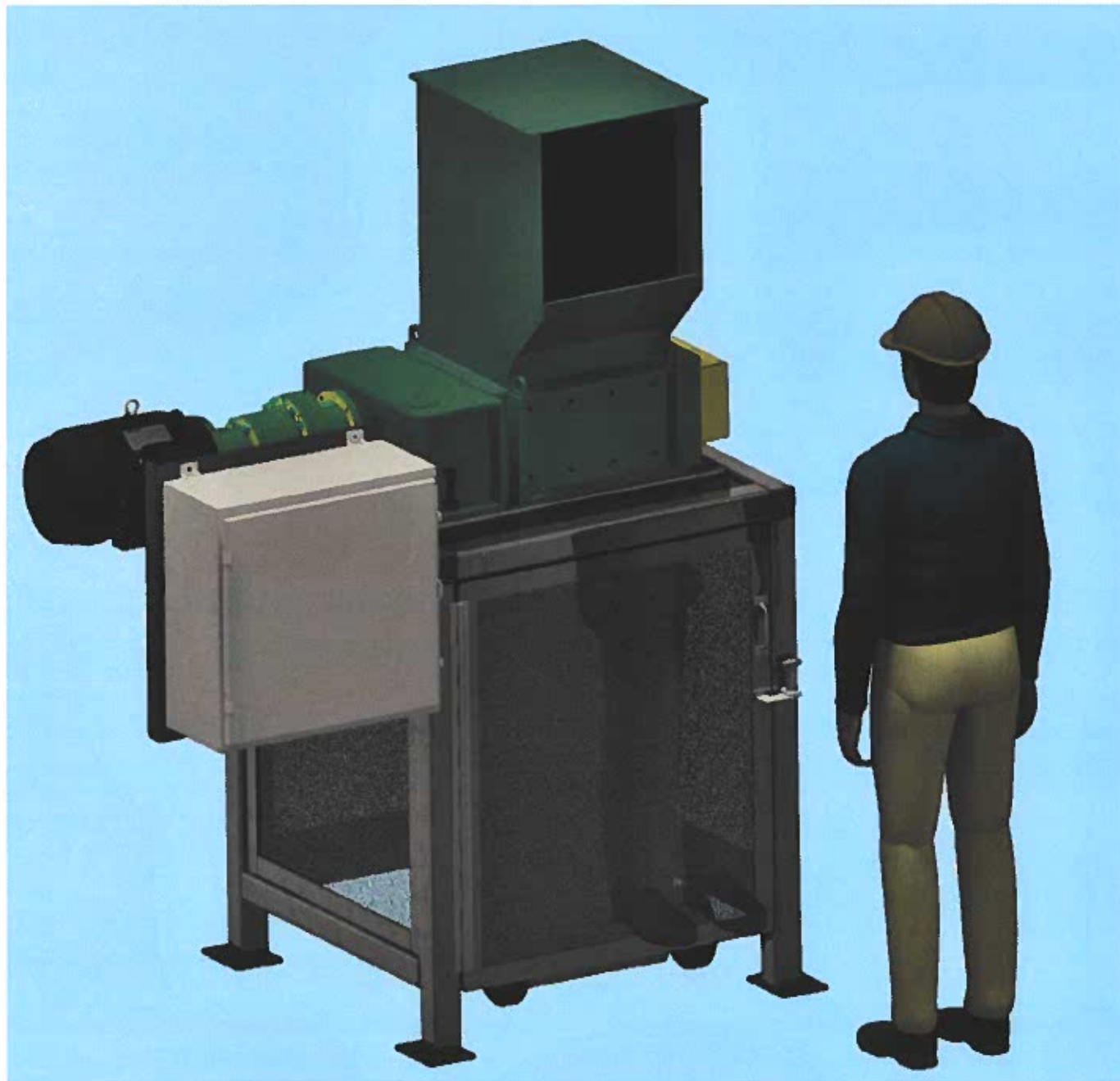
BESA Equipment LLC



Tom Etzler

BESA TWO-SHAFT SHREDDER

2016-10X Rugged-Duty, Low-Speed, Precision High-Torque Shredder



Attachment: Besa_Bid Proposal (12974 : Bid Recommendation - Industrial Shredder Bid Recommendation)

BESA TWO-SHAFT SHREDDER

2016-10X Rugged-Duty, Low-Speed, Precision High-Torque Shredder

SHREDDER SPECIFICATIONS

Cutting Chamber	20"L x 16"W
Motor	10 HP - 208-Volts, 230-Volts or 460-Volts, 3-Phase, 60-Hz standard Other voltages available upon request
Drive	Heavy duty gear reducers Electric power Severe shock protection
Cutters	One piece from tool-grade steel 1/2"-thick (other widths available determined by application) Heat treated and through-hardened for maximum hardness and toughness Tight tolerance hexagon hole allows sliding of cutters on and off shafts for easy replacement CNC machined
Cleaning Fingers	Individually removable and hardened CNC precision machined
Shafts	High-strength hardened steel alloy Hexagonal shaped CNC precision machined
Bearings	Heavy-duty Fully protected from cutting chamber by being mounted outside of cutting area and by bearing seals
Frame	CNC precision machined Precisely modular constructed
Controls/Logic	Hour meter Amperage overload and automatic reversing under extreme torque Auto shutdown on frequent reversal of shredder
Panel	Programmable controller 24VDC control voltage UL-508/cUL approved and labelled E-stop on panel Illuminated buttons Keyed power switch NEMA-4 rated enclosure sealed for water Fused lockable disconnect

Specifications subject to change due to continual product improvements.

BESA TWO-SHAFT SHREDDER

2016-10X Rugged-Duty, Low-Speed, Precision High-Torque Shredder

SHREDDER SPECIFICATIONS - CONTINUED

Hopper	Designed to keep material from leaving hopper area Heavy-duty
Special Features	Bearing lubrication from one easily accessible location
Support Stand	Heavy-duty structural

FEATURES

-  Fully Precision Manufactured in USA
-  High-Torque
-  Low RPM
-  Low Noise
-  Rugged-Duty
-  CNC Precision Machined
-  Shock Load Protection
-  Energy Efficient
-  Wear Resistant, Super Tough Cutters
-  Self-Cleaning Design
-  Protected Bearings
-  Auto-Reversing
-  Color - To Suit
-  1-Year Warranty Standard

APPLICATIONS

-  Paper
-  Light Metals
-  Small Electronics
-  Plant waste
-  Plastic
-  Cardboard
-  Light Wood

Specifications subject to change due to continual product improvements.



RILEY COUNTY, KANSAS

INVITATION TO BID

Riley County is accepting bids for the purchase of the following item:

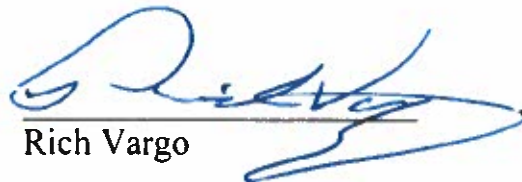
One (1) Industrial Shredder

Sealed bids will be received by the Board of County Commissioners at the office of the County Clerk, 110 Courthouse Plaza, Manhattan, Kansas until 5:00 p.m., Wednesday, October 26, 2022. Bids will then be read aloud in the Commissioners' office at 10:20 a.m., Thursday, October 27, 2022.

Bid forms and specifications may be acquired at the Riley County Public Works Office, 6215 Tuttle Creek Blvd., Manhattan, Kansas 66503. Phone 785-537-6330.

The Board of County Commissioners reserve the right to reject any or all bids or waive technicalities and to purchase the equipment which in the Board's opinion is in the best interest of Riley County.

By County Clerk



Rich Vargo

Industrial Shredder SPECIFICATIONS

SCOPE: The following specifications are for an Industrial Shredder that will be used for shredding large amounts of documents and data storage devices. The Industrial Shredder must be new. The successful bidder shall deliver the Industrial Shredder to the Riley County Office Building, located at 110 Courthouse Plaza, Manhattan, KS 66502. The successful bidder will be responsible for the assembly of the shredder, and removal of the old shredder. The following specifications are to be considered as **minimum** requirements. Exceptions to the specifications may be allowed as determined by Riley County.

- 500 Sheets Per Pass
- Shred Speed of 50 ft/min
- ½" strip shredding
- Security Level 1/P-1
- 20" wide input conveyor
- CD/DVD, Credit Card, Floppy Disc, Staple/Paper Clip shredding capable

Please include in your bid the make, model, year and any exceptions to the specifications.

INSTRUCTIONS TO BIDDERS EQUIPMENT

It is the intent of Riley County to purchase equipment as indicated in the Notice to Bidders. Pending acceptance by the Board of County Commissioners, billing statements shall be addressed the Riley County Public Works Department, 6215 Tuttle Creek Blvd., Manhattan, Kansas 66503.

Any questions concerning the Instructions to Bidders or the Specifications can be directed to Evan McMillan, Assistant County Director, 6215 Tuttle Creek Blvd., Manhattan, Kansas 66503. Phone 785-537-6330.

All proposals must be legibly typed, written, or printed in ink, on the proposal form provided. Each proposal shall be enclosed in a sealed envelope plainly marked **INDUSTRIAL SHREDDER BID PROPOSAL** and delivered to the office of the County Clerk, 110 Courthouse Plaza, Manhattan, Kansas 66502. Bids received after the time specified in the Notice to Bidders will be returned unopened.

EXCEPTIONS to the specifications set forth in these documents must be indicated on the proposal form. Bidders shall show unit price, net amount and total bid price, less federal excise tax and city and state sales tax, F. O. B., Manhattan, Kansas. Riley County is tax exempt. Bidders shall specify the estimated date of delivery. By signing the proposal, the bidder agrees to allow disclosure to the public, the amount bid for furnishing each item.

WITHDRAWAL OF PROPOSAL: No bidder may withdraw his proposal for a period of 30 days after the bids are opened. Any bidder may withdraw his proposal by personal, telegraphic or written request at any time prior to the time scheduled for receiving bids.

COMPLETE DESCRIPTIVE LITERATURE DESCRIBING SERIES OR MODEL OFFERED SHALL BE SUBMITTED WITH BID PROPOSAL.

GENERAL REQUIREMENTS: All basic components are to be shipped fully assembled ready for use or operation. Any assembly that is required shall be included in the bid price and will be the responsibility of the provider. Equipment offered must be new, of current model under standard production by the manufacturer.

General Warranty Information:

All machine warranties shall include full replacement for parts and labor.

The successful bidder will be responsible for all normal repairs throughout the warranty period. All warranty parts and repairs including travel time and mileage shall be provided F. O. B. Manhattan, Kansas. Riley County will perform all machine operator maintenance items and will repair any damage caused by Riley County. The bidder shall furnish properly executed service and warranty policies.



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager
MEETING: November 10, 2022
SUBJECT: 2022 Annual Performance Review
PRESENTER: Elizabeth Ward

BACKGROUND

The Riley County personnel policy requires performance evaluations for new employees at 6 months after placement in a new position as well as a formal annual evaluation as a means to identify improvements in the ways we provide service to the citizens of Riley County.

A satisfactory annual review is also tied to eligibility for some Riley County benefits including shared leave and merit-based pay increases.

DISCUSSION

This year, with the implementation of Paylocity being so close to our annual review period, Riley County will be using a simple evaluation form for most employees and will not be completing these reviews online. Moving into 2023 non-department head employees will use a review designed for their department on Paylocity.

For Department Head evaluations, the Commissioners have requested a new, more specific evaluation form that relates to the overarching responsibilities of the head of a department. I have completed the attached for your review and approval.

FISCAL IMPACT

None

RECOMMENDATION(S)

Recommendation is for the Commissioners to approve the 2022 process for performance review including the new form for reviewing Department Head performance.

POSSIBLE MOTION(S)

Move to approve the agenda and budget for the 2022 process for performance review including the new form for reviewing Department Head performance.

Move to deny

Move to modify

Move to table

Attachment: 2022 Department Head Performance Review

Enclosures:

- 2022 Riley County Department Head Performance Evaluation (002) (DOCX)
- Riley County Annual Performance Evaluation Form (DOCX)



HUMAN RESOURCES DIVISION

DEPARTMENT HEAD PERFORMANCE EVALUATION

Employee Name: _____

Department: _____

Observation Frequency Scale:

Exceeds Expectations	This competency/skill is observed regularly; most interactions with this person observe above average experiences in this area
Meets Expectations	This competency/skill is observed, please continue to focus on it so that it is observed constantly without exception
Needs Improvement	The competency/skill is observed on an infrequent basis, there is a clear development opportunity here
Unsatisfactory	Needs immediate improvement
Not Observed	This area of evaluation was not observed during this rating period

1. **PLANNING:** ability to plan and administer the department as expected by the Commissioners

RATING: Choose an item.

COMMENTS:

2. **INTERNAL RELATIONSHIPS:** ability to create strong relationships with county staff, departments, and Commissioners

RATING: Choose an item.

COMMENTS:

3. **PUBLIC RELATIONSHIPS:** ability to work with and communicate with the residents of Riley County to understand and meet their needs as related to the county

RATING: Choose an item.

COMMENTS:

4. **DECISION MAKING:** ability to work with and communicate with the citizens of Riley County to understand and meet their needs as related to the County

RATING: Choose an item.

COMMENTS:

5. **ADAPTABILITY AND FOLLOW THROUGH:** ability to respond to changes and adapt to meet the changing needs of the County and bring projects to fruition

RATING: Choose an item.

COMMENTS:

6. **OVERALL PERFORMANCE RATING:** This rating is based upon preceding evaluation criteria. This final rating is not necessarily an average of the factors, however, since some are more important than others. Please carefully read the criteria for each of the performance levels and check the term which best describes the employee's overall performance for the evaluation period.

RATING: Choose an item.

RECOMMENDED ACTION:

7. **GOALS/DEVELOPMENTAL ACTIVITIES:** Actions which the supervisor and employee have agreed upon to further develop the employee's capabilities and to prepare for greater responsibility:

County Commissioner Name (printed) : _____

County Commissioner Signature: _____ Date _____

Employee Signature: _____ Date _____
(signature indicates only that the appraisal has been reviewed with employee)



HUMAN RESOURCE DIVISION

ANNUAL PERFORMANCE EVALUATION

Employee:

Department:

Supervisor:

Position:

Observation Frequency Scale:

Outstanding	This competency/skill is observed on a constant basis; everyone in contact with this person would observe excellence in this area
Exceeds Expectations	This competency/skill is observed regularly; most interactions with this person observe above average experiences in this area.
Meets Expectations	This competency/skill is observed, please continue to focus on it so that it is observed constantly without exception
Needs Improvement	The competency/skill is observed on an infrequent basis, there is a clear development opportunity here
Unsatisfactory	Needs Immediate Improvement

1. **JOB KNOWLEDGE/SKILLS:** Measures employee's demonstrated job relevant knowledge and essential skills, such as work practices, policies, procedures, resources, laws, customer service, and technical information, as well as the relations of work to the organizations mission.

RATING: Choose an item.**COMMENTS:**

2. **QUALITY OF WORK:** Measures employee's results in meeting established objectives/expectations/standards of quality, quantity, customer service, and timeliness both individually and in a team. Work product is complete, accurate and in an acceptable format and manner per job description.

RATING: Choose an item.

COMMENTS:

3. **QUANTITY OF WORK:** Completes assigned work efficiently and in an organized manner within an established time frame, works to complete objectives and sees a task through to the end while taking into consideration of current responsibilities and workload.

RATING: Choose an item.

COMMENTS:

4. **COMMUNICATIONS:** Expresses ideas and information in writing and verbally, in a manner that is complete, clear, concise, organized and appropriate to the audience.

RATING: Choose an item.

COMMENTS:

5. **DECISION MAKING/PROBLEM SOLVING:** Realistically weights and evaluates information, separates important from unimportant, assesses probable consequences and takes appropriate action.

RATING: Choose an item.

COMMENTS:

6. **INTERPERSONAL RELATIONS/TEAM BUILDING:** Measures employee's development and maintenance of positive and constructive internal/external relationships. Consideration should be given to the employee's demonstrated willingness to function as a team player, give and receive constructive criticism, accept supervision, resolve conflicts, recognize needs and sensitivities of others, and treat others in a fair and equitable manner. Actively seeks and achieve group participation to improve work, sets priorities, is innovative and solves problems.

RATING: Choose an item.

COMMENTS:

7. **WORK HABITS/SAFETY:** Measures employee's performance relative to efficient methods of:
- a. Efficient methods of operation
 - b. Customer Service
 - c. Proper conduct
 - d. Organization and departmental work policies and procedures
 - e. Attendance and punctuality
 - f. Employee ensures safety, security, proper care and maintenance of assigned equipment, and economical use of office supplies.

RATING: Choose an item.

COMMENTS:

8. **SUPERVISION/MANAGEMENT: (Required for all supervisors/managers)**
- a. Measures leadership, judgment, initiative, and achievement of expectations.
 - b. Effectively manages; programs/projects, employees, budget, technology, and organizational change to produce positive results.
 - c. Engages in strategic planning and measurement, performance management, teamwork, staff development, and recognition of accomplishments.
 - d. Promotes customer service, diversity, inclusiveness, collaboration, effective communication, and positive labor/management relations.
 - e. Uses innovation and fulfills administrative requirements.
 - f. Adheres and enforces all Riley County Policies and Procedures and Departmental Policies.

RATING: Choose an item.

COMMENTS:

9. **OVERALL PERFORMANCE RATING:** Provide an overall rating based on the rating of the individual factors, adherence to significant performance standards, and accomplishment of essential functions. This rating provides an overall impression of job performance that is supported by the job factor ratings, not necessarily an average of those ratings. Thus, each factor need not be of equal weight, but comments should justify significant differences on the overall rating

RATING: Choose an item.

COMMENTS:

10. **EMPLOYEE STRENGTHS:** Identify strong attributes, abilities, or proficiency in an area, to maximize the employee's contribution to the organization in utilizing these abilities and skills and to identify potential mentor relationships.

COMMENTS:

11. **OPPORTUNITIES FOR DEVELOPMENT:** Identify knowledge, skills, and abilities that may need improvement. Address developmental activities to assist the employee in addressing either areas of concern or opportunities for professional growth.

COMMENTS:

Final Approval – Department Head

RATING: Choose an item.

COMMENTS:

Employee Signature: _____

Date _____

Supervisor signature: _____

Date _____

Department Head Signature: _____

Date _____