



**Board of Riley County
Commissioners
Regular Meeting
Agenda
November 25, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. CIP Project Activation
4. Small Business Saturday Proclamation
5. Action on Mobile Device Reimbursement Request Form
6. Sign Riley County Employee Action Form(s)
7. Approve payroll/accounts payables (when completed)

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Nov 21, 2024 9:00 AM

Press Conference Topics

9. Discuss Press Conference

Review Tentative Agenda

10. Tentative Agenda

9:00 AM

Megan Lewis, Community Corrections Director

11. Staff Update Highlighting the Drug Court Program

9:15 AM

Lori Feldkamp, Big Lakes Developmental Center Director

12. Big Lakes Developmental Center update

9:30 AM

Press Conference

13. Presentation of the Small Business Saturday Proclamation - John Ford and Stephanie Johnson (3-5 minutes)

- 9:35 AM Amanda Webb, Planning/Special Projects Director**
14. Riley County Application for SFY2026 LEPP Grant
- 9:45 AM John Ellermann, Public Works Director/County Engineer**
15. Kaw Valley Engineering Revised Contract
- 9:55 AM Clancy Holeman, Counselor/Director of Administrative Services**
16. Administrative Work Session
17. Pending County Projects County Counselor
- 10:15 AM Russel Stukey, Emergency Management Director**
18. Update on Fire truck replacement search process.
- 10:25 AM Executive Sessions to discuss department head evaluations**
19. 10:25 Amanda Webb, Planning/Special Projects Director
20. 10:50 David Adams, EMS/Ambulance Director
- 12:00 PM Intergovernmental Luncheon**
21. Intergovernmental Luncheon Agenda
- 1:30 PM Executive Sessions to discuss department head evaluations**
22. 1:30 Megan Lewis, Community Corrections Director
23. 1:55 Anna Burson, Appraiser
24. 2:30 Russel Stukey, Emergency Management Director

Adjournment**Announcements**

Riley County Offices will be closed Thursday, November 28th and Friday, November 29th in observance of the Thanksgiving Day holiday.

The Board of County Commissioners will not be in session Thursday, November 28th.

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
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: November 25, 2024

SUBJECT: CIP Project Activation

PRESENTER: Brittany Phillips, Budget & Finance Officer

BACKGROUND

On November 21, IT/GIS Director requested approval of a project to upgrade phone systems.

DISCUSSION

The BOCC has approved the items listed below:

<u>DEPARTMENT:</u>	<u>TOTAL</u>	<u># OF PROJECTS:</u>
IT/GIS	65,000	1
TOTAL	65,000	

The estimated 2024 cash balance after these approved projects is \$16,556,039.
The estimated remaining **budget authority** after these approved projects is \$340,531.

RECOMMENDATION(S)

Recommend approval of the CIP project activation.

POSSIBLE MOTION(S)

Move to approve CIP project activation listed above totaling \$65,000.

Enclosures:

- 2024 IT CIP Request (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: Information Technology Date: 11-15-2024

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Countywide Phone System Upgrade Total Cost \$: 65,000

Brief Description: Upgrade our Phone System from On-Premise to Cloud-Based

Project Justification: Our On-Premise system is due for 2 upgrades which will cost \$40,000. The server hardware will need to be replaced in 2026. We plan to switch to cloud-based in 2026. This prevents the unnecessary costs

Operating Cost Implications: This switch will result in a cost savings over the next 3 years of roughly \$50,000.

Department Head Name (PRINT): Cony Meyer Department Head (SIGNATURE): Cony Meyer

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: Cony Meyer

To be completed by IT:

- Y/N
☒ Will the project require the implementation of new technologies/costs?
☒ Is the project duplicated in other CIP requests?
☒ Is the project compatible with the technology development plans of Riley County?

If so, what & costs? No additional
from the \$65,000

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: _____

- ☒ 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 11/21/24
 Shilo Heger, Riley County Treasurer Date

Rich Vargo 11-21-24
 Rich Vargo, Riley County Clerk Date

 Chair Board of County Commissioners Date



OUTSIDE AGENCY
Proclamation

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

COMMISSION AGENDA REPORT

FROM: Chamber of Commerce
MEETING: November 25, 2024
SUBJECT: Small Business Saturday Proclamation
PRESENTER: Chamber of Commerce

POSSIBLE MOTION(S)

Move to approve a Proclamation for Small Business Saturday November 30, 2024.

Enclosures:

- Small Business Saturday Proclamation County -2024 (DOCX)

Small Business Saturday Proclamation

WHEREAS, the small locally owned businesses of Riley County are vital to our county's economic health; and

WHEREAS, locally owned businesses contribute to our unique and vibrant community character; and

WHEREAS, the U.S. Small Business Administration states that small businesses create 66% of net new local jobs; and

WHEREAS, small business employs 47.5 per cent of the employees in the private sector in the United States;

WHEREAS, with every \$100 spent at a small local retailer, \$68 will return to the community through taxes, payroll and donations to local schools and charities; and

WHEREAS, public awareness of the contributions made by Riley County's local businesses is the key to sustaining a healthy business climate; and

WHEREAS, the people of Riley County are grateful to the small locally owned businesses of Riley County for their generous contribution to the quality of life we all enjoy; and

WHEREAS, we join American Express, the U.S. Chamber and other local Chambers of Commerce in supporting America's locally owned Small Businesses;

WHEREAS, the U.S. Senate and local elected officials in all 50 States now champion Small Business Saturday;

NOW, THEREFORE, We, the Board of Riley County Commissioners, do hereby proclaim Saturday, November 30, 2024, as

Small Business Saturday

In the County of Riley, Kansas, and urge all residents of Riley County to join the rest of America and do a portion of their holiday shopping at small locally owned businesses.

IN WITNESS WHEREOF, We have hereunto set our hands and caused the seal of the County of Riley, Kansas to be affixed this 25th day of November 2024.

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY KANSAS

Chair

Member

Member

ATTEST: _____
Rich Vargo, Riley County Clerk



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 25, 2024

SUBJECT: Action on Mobile Device Reimbursement Request Form

PRESENTER: Elizabeth Ward, Human Resource Manager

POSSIBLE MOTION(S)

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

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

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

Enclosures:

- L Muir Mobile Device Reimbursement (PDF)

Mobile Device Reimbursement Request Form

Employee Name: Lori Muir

Job Title: Administrative Services Manager-PW Department: Public Works/Admin Serv

Cell Phone Number: 785-565-2377

Reimbursement Amount: ☐ \$25 ☐ \$40 ☒ \$65 Data Enabled (BOCC approval needed)

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

Employee Signature:  Date: 11/18/24

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

Supervisor Signature:  Date: 11-19-2024

BOCC Designation: ☐ Approved ☐ Denied

BOCC Chair Signature: _____ Date: _____

Payroll Use Only

Start Date: _____

Terminate Current Monthly Allowance effective: _____

Updated March 2023

Attachment: L Muir Mobile Device Reimbursement (15188 : Mobile Device Reimbursement Request Form)



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: November 25, 2024

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2024-11 Trasurer CBarbosaHernandez EAF (DOCX)
- 2024-11 Election JKramer EAF (DOCX)
- 2024-11 Election SNevares EAF (DOCX)
- 2024-11 Counselor BParker EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Clara Barbosa Hernandez**Status Change Date:** 11/20/2024**Status Change:** New Hire**Date of Hire:** 12/02/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Office Building Receptionist**Position Type:** Regular Full Time**Pay Range:** Range 1**Pay Type:** Hourly**Base Rate:** \$17.69**Annualized Pay:** \$36,795.20**Funds Codes:** 1- General/7- Treasurer**Supervisor:** Donna Borgerding**Department Head:** Shilo Heger

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-11 Trasurer CBarbosaHernandez EAF (15187 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Jordan Kramer**Status Change Date:** 11/25/2024**Status Change:** Separation**Date of Hire:** 09/08/2023**Seniority:** 1 Year(s), 2 Month(s)**Position:** Elections Clerical Assistant Part Time**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Hourly**Base Rate:** \$15.00**Annualized Pay:** \$15,000.00**Funds Codes:** 1- General/19- Election**Supervisor:** Anita Cook**Department Head:** Rich Vargo

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-11 Election JKramer EAF (15187 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Sabrina Nevares**Status Change Date:** 11/21/2024**Status Change:** Separation**Date of Hire:** 09/21/2023**Seniority:** 1 Year(s), 1 Month(s)**Position:** Elections Clerical Assistant Part Time**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Hourly**Base Rate:** \$15.00**Annualized Pay:** \$15,000.00**Funds Codes:** 1- General/19- Election**Supervisor:** Anita Cook**Department Head:** Rich Vargo

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-11 Election SNevaras EAF (15187 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Bryant Parker**Status Change Date:** 12/21/2024**Status Change:** Promotion**Date of Hire:** 05/13/2024**Seniority:** 0 Year(s), 6 Month(s)**Position:** County Counselor**Position Type:** Regular Full Time**Pay Range:** LL**Pay Type:** Salary**Base Rate:** \$6,918.07**Annualized Pay:** \$179,870.00**Funds Codes:** 1- General/4- Counselor**Supervisor:** BOCC**Department Head:** BOCC

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-11 Counselor BParker EAF (15187 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
December 02, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

1. Administrative Work Session

9:20 AM

Elizabeth Ward, Human Resources Director

2. Core/SIPP Grant

9:30 AM

Press Conference

3. RCPD Update - Scott Hajek and Mark French (3-5 minutes)

9:35 AM

Cory Meyer, IT/GIS Director

4. BOCC Packet/Agenda/Minutes Software

10:00 AM

Elizabeth Ward, Human Resources Director

5. Payscale and Salary Resolutions

10:10 AM

Russel Stukey, Emergency Management Director

6. Out of State Travel Request

Adjournment

Attachment: 12-02-24 tentative agenda (14253 : Tentative Agenda)

Announcements

The KAC Conference will be held Tuesday, December 3rd - Thursday, December 5th at the Hyatt Regency & Century II Convention Center, Wichita, Kansas.

The Board of County Commissioners will not be in session on Thursday, December 5th.

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
December 09, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss Good Morning Manhattan

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Rich Vargo, County Clerk

2. Year to date budget and expenditure reports

9:15 AM

Russel Stukey, Emergency Management Director

3. Staff update

9:30 AM

Press Conference

9:55 AM

Brittany Phillips, Budget and Finance Officer

4. Amend the budget

10:10 AM

John Ellermann, Public Works Director/County Engineer

5. Project update

10:40 AM

Clancy Holeman, Counselor/Director of Administrative Services

6. Administrative Work Session

11:00 AM

Katharine Hensler, Museum Director

7. Staff update

Attachment: 12-09-24 tentative agenda (14253 : Tentative Agenda)

11:15 AM Board of County Commissioners

8. Law Board appointment interviews

1:00 PM Executive Sessions to discuss department head evaluations

9. 1:00 Michael Boller, Noxious Weed/HHW Director
10. 1:30 Diane Creek, Health Department Director
11. 1:55 Cory Meyer, IT/GIS Director
12. 2:30 John Ellermann, Public Works Director/County Engineer
13. 2:55 Katharine Hensler, Museum Director

Adjournment**Announcements**

Riley County Planning Board/Board of Zoning Appeals meeting will be held tonight at 7:30 p.m. in the Commission Chambers, Courthouse Plaza East Building, 115 N. 4th Street.

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.



COMMUNITY CORRECTIONS
Staff Update

Megan Lewis
Community Corrections
Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6380

STAFF REPORT

FROM: Megan Lewis Director Community Corrections

MEETING: November 25, 2024

SUBJECT: Staff Update Highlighting the Drug Court Program

PRESENTER: Megan Lewis Director Community Corrections and Brett Clark ISO I

See attached Power Point

Enclosures:

- Monthly Staff Report November 2024 (PPTX)



Riley County Community Corrections

Monthly Update

Juvenile Intake & Assessment Services (JIAS)

- 26 Intakes in October
 - 10 returned to parent/guardian
 - 5 placed with a relative/family friend
 - 3 released to DCF/Foster Care Provider
 - 2 placed in a Protective Home
 - 4 placed in an Emergency Shelter
 - 2 placed in Detention
- 16 Protective Homes
- 16 local licensed foster homes
- All staff have completed training and received shadowing opportunities
- Monthly On-Call Officer Meeting December 10th

FY25 Juvenile Intake & Assessment (Riley County)	Aug	Sep	Oct
Juvenile Offender	4	8	13
Status Offender (MIP, MIC, Runaway, Curfew, Truancy)	0	5	1
Child-In-Need-of-Care	10	6	8
Total	14	19	22
FY25 Juvenile Intake & Assessment (Clay County)	Aug	Sep	Oct
Juvenile Offender	1	1	0
Status Offender (MIP, MIC, Runaway, Curfew, Truancy)	5	0	1
Child-In-Need-of-Care	2	6	3
Total	8	7	4



Youth Court Immediate Intervention Program (YCIIP or IIP)

FY25 Youth Court IIP (Riley County)	Aug	Sep	Oct
Participants	49	44	44
Required Jurors	18	11	10
Volunteer Jurors	4	3	3
MDT Referrals	1	1	1
Total	74	59	58
FY25 Youth Court IIP (Clay County)	Aug	Sep	Oct
Participants	1	2	2
Required Jurors	2	1	0
Volunteer Jurors	0	0	0
MDT Referrals	0	0	0
Total	1	3	2

- 2 Youth Court Sessions held in October
 - 10 new juvenile offenders



Juvenile Intensive Supervision

FY25 Juvenile Services (Riley County)	Aug	Sep	Oct
Juvenile Intensive Supervision	5	4	3
Juvenile Correctional Facility	1	1	1
Conditional Release	1	0	0
Courtesy Supervision Out	0	1	1
ICJ	0	0	0
Total	7	6	5

FY25 Juvenile Services (Clay County)	Aug	Sep	Oct
Juvenile Intensive Supervision	0	0	0
Juvenile Correctional Facility	0	0	0
Conditional Release	1	1	1
Courtesy Supervision Out	0	0	0
ICJ	0	0	0
Total	1	1	1



Adult Intensive Supervision

FY25 Adult Services	Aug	Sep	Oct
ISP	98	104	106
In Treatment	2	2	1
In Jail	21	13	12
Total	120	119	119
Absconder ADP	52	51	52



(Adult) Drug Court

Drug Court started – 2/23/22

- 23 current participants
 - 17 Riley Clients
 - 6 Clay Clients
- 51 total participants
- 14 graduated from Riley
- 7 graduated from Clay
- 4 clients revoked from Drug Court
- Drug Court team members
- Next Graduation is scheduled for January 22, 2025

Three guest speakers

Henry Crowder – graduated 9/20/23

Ashley Johnson – graduated
10/18/23

Brock Baker-Odell – graduated
5/1/24





PLANNING & DEVELOPMENT
Grant

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

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director

MEETING: November 25, 2024

SUBJECT: Riley County Application for SFY2026 LEPP Grant

PRESENTER: Amanda Webb, Planning Director

BACKGROUND

The Local Environmental Protection Program (LEPP), established in 1990, assisted local authorities to develop water protection plans that complemented state and federal water quality efforts. At the core of each plan was the adoption and enforcement of county environmental codes with an emphasis on onsite wastewater systems and private water wells. The objective of the grant is to improve community public health and water quality throughout low-income communities in Kansas.

In 2024, Riley County was awarded a \$50,000 grant by KDHE to assist low to moderate income property owners with repair/replacement of onsite wastewater systems. The grant covers up to 85% of eligible costs for households with incomes between 134% and 200% of the 2023 federal poverty level. It covers up to 100% of eligible costs for households within incomes of 133% or less of the 2023 federal poverty level. The grant period runs July 1, 2024 through June 30, 2025.

So far, we've been able to assist two property owners with total repair of their wastewater systems. We provided 85% funding for one and 100% funding for the other. We have approximately \$13,000 left to open a second application window to expend the remaining funds.

DISCUSSION

KDHE has opened an LEPP grant application for state fiscal year 2026. The grant period would run July 1, 2025 through June 30, 2026, and have the same criteria as the current grant. The application I need to complete and submit by November 30, 2024 is attached.

Just like with do currently, we would offer this grant funding to income qualified residents for repair/replacement of private wastewater systems which can include full replacement of the tank and/or lateral field. Other eligible expenses include repair/replacement of tank and/or field components, as well as materials and labor for connection to a public sewer system. Connection fees to any public sewer system are not eligible expenses.

We will open a 60-day application window and then evaluate and rank each application received during that time based on need, income, and severity of failure. The number of applications received, ranking based on the three factors above, and percentage of funding allocated as per the federal poverty guidelines, will determine the dollar amount awarded to each person. If there is funding left after the first round, we will open subsequent rounds.

Applicants will need to submit the application, proof of income, and a minimum of two (2) bids from contractors for the needed work. If approved for grant funding, the contractor will submit their invoice to the county once the work is complete. The County will pay the contractor directly; no funds will be distributed to the homeowner. Based on the grant amount awarded, the homeowner may still owe the contractor money.

FISCAL IMPACT

Staff time for grant application and grant tracking.

RECOMMENDATION

Staff's recommendation is for the BOCC to direct staff to submit an SFY2026 LEPP grant application to KDHE.

POSSIBLE MOTION(S)

Move to direct staff to submit an SFY2026 LEPP grant application to KDHE.

Enclosures:

- Request for Proposals-LEPP Grant (PDF)

Division of Environment
Curtis State Office Building
1000 SW Jackson St., Suite 400
Topeka, KS 66612-1367



Phone: 785-296-
Fax: 785-559-
www.kdhek

Janet Stanek, Secretary

Laura Kelly, Governor

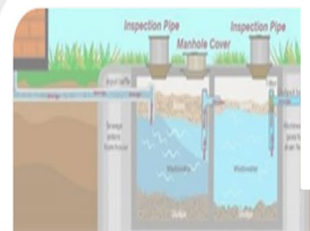
Bureau of Environmental Field Services

Watershed Management Section

Request for Proposal (RFP)

Repairing or replacing failing on-site wastewater systems and conducting private water well testing.

Attachment: Request for Proposals-LEPP Grant (15189 : SFY26 LEPP Grant Application)



The Kansas Department of Health and Environment (KDHE) invites proposals from counties seeking grant funding to assist homeowners with repairing or replacing failing on-site wastewater systems and conducting private water well testing. Each selected county will oversee the full administration of the grant.

Background:

The Clean Water Act (CWA) of 1972 aims to restore and maintain the integrity of the United States' surface waters. In Kansas, non-point source pollution—primarily from agricultural activities—poses significant challenges to this goal, as there are no regulatory mechanisms in place to manage it. The LEPP Grant focuses on addressing issues related to failing on-site wastewater systems and private water well testing.

This grant will support long-term objectives outlined in Bulletin 4-2: Minimum Standards for Design and Construction of Onsite Wastewater Systems, including:

1. Protection of surface and groundwater quality for drinking, recreation, aquatic life, irrigation, and industrial uses.
2. Prevention of breeding grounds for pests that may affect food, people, pets, or drinking water.
3. Elimination of wastewater exposure on the ground, safeguarding children and pets from health hazards.
4. Compliance with state and federal laws and local regulations regarding water pollution and wastewater disposal.
5. Avoidance of nuisance conditions, unpleasant odors, and unsightliness.

Additionally, the grant aligns with the US EPA Safe Drinking Water Standard and K.S.A. 65-171m, which set legal limits on contaminants in drinking water and require adequate monitoring to ensure the safety of private water wells for communities relying on them.

Objective:

The primary aim is to enhance public health and water quality in low-income communities across Kansas. Many residents in these areas cannot afford necessary septic system repairs or replacements. By improving failing systems, we can reduce wastewater contamination in local water supplies, properties, and streams, thereby enhancing overall public health and safety. Each participating county will strive to resolve septic tank issues, ensuring they meet local codes.

By improving sanitation and water quality, we can elevate living standards in low-income communities, which often face multiple environmental and socioeconomic challenges. Ensuring safe wastewater treatment will alleviate some of these stressors. This grant also aims to prevent contamination of wells from coliform bacteria and nitrates, with specific conductivity measurements serving as indicators for further testing. If contaminants are detected, well owners will be informed about disinfection and treatment protocols.

Timeline:

- **RFP Submission Period:** November 1 - November 30, 2024
- **Bid Review:** December 1 - December 15, 2024
- **Award Notifications:** December 16 - December 31, 2024
- **Project Implementation Plans Distribution:** January 1 - January 31, 2025
- **Project Implementation Deadline:** February 28, 2025
- **Project Duration:** July 1, 2025 - June 30, 2026

Proposal for LEPP Septic Grant

Submitted to: Kansas Department of Health and Environment (KDHE)

Submitted by:

Date:

I. Introduction

This proposal seeks funding from the LEPP Grant to address the urgent need for repairing or replacing failing on-site wastewater systems in . Our county's commitment to improving public health and environmental quality aligns with the objectives of the Clean Water Act and the goals of the LEPP Grant.

II. Background and Need

In  a significant portion of the population relies on private septic systems for wastewater management. Many of these systems are failing, leading to contamination of local water supplies, public health risks, and environmental degradation. Key statistics include:

Addressing these issues is critical for protecting community health and ensuring compliance with state and federal regulations.

III. Objectives

1. **Repair/Replacement of Failing Septic Systems:**
 - Identify and prioritize homes with failing systems for repair or replacement.
2. **Water Quality Improvement:**
 - Conduct testing for private water wells to ensure the safety of drinking water.
3. **Community Awareness and Education:**
 - Provide education on the importance of proper wastewater management and maintenance of septic systems.

IV. Proposed Activities

1. **Assessment and Identification:**
 - Conduct a comprehensive assessment to identify failing septic systems within the county.
 - Prioritize homes based on severity and potential health risks.
2. **Repair/Replacement Program:**
 - Develop a structured program to assist homeowners with the repair or replacement of failing systems.
 - Collaborate with licensed contractors to ensure compliance with state and local regulations.
3. **Testing and Monitoring:**
 - Implement a program for regular testing of private water wells in the affected areas for contaminants, including coliform bacteria and nitrates.
4. **Community Outreach:**
 - Host workshops and informational sessions to educate residents about septic system maintenance and the importance of clean water.

V. Budget

- **Total Grant Request:**

Item	Cost
Repair/Replacement Costs	
Water Testing	
Total	

VI. Timeline

- **Project Kickoff:** July 1, 2025
 - **Assessment Phase:** July - August 2025
 - **Repair/Replacement Phase:** September 2025 - March 2026
 - **Testing and Monitoring Phase:** Ongoing through June 2026
 - **Final Report Submission:** July 15, 2026
-

VII. Conclusion

We believe that the LEPP Grant will significantly enhance public health and water quality in [REDACTED]. By addressing failing wastewater systems, we can improve living conditions for our residents and safeguard our natural resources. We appreciate your consideration of our proposal and look forward to the opportunity to collaborate on this essential initiative.

Contact Information:





PUBLIC WORKS
Contract

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 25, 2024

SUBJECT: Kaw Valley Engineering Revised Contract

PRESENTER: John Ellermann

BACKGROUND

Kaw Valley Engineering (KVE) is the contractor selected to do the materials testing and inspection for the construction of the EMS Headquarters. Inspection services included sampling and testing the dirt fill, foundations, concrete floor and pavement, structural steel including welds, masonry and etc.

DISCUSSION

The masonry inspection took much more time than KVE anticipated causing them to over run the original contract estimate. Attached is a copy of the revised contract to cover the inspection performed and what is needed to finish out the project. The inspection is an important component to the project to keep the contractor and their sub contractors honest and ensure we are getting a quality product. It is unfortunate they underestimated the time and testing needed. Most of the extra work was in the inspection of the masonry portion of the project.

FISCAL IMPACT

The fiscal impact is \$28,394.00. An increase of \$15,665.00 over the original estimate of \$12,729.00.

RECOMMENDATION(S)

It is recommended to approve the revised contract as most of the work has been done.

POSSIBLE MOTION(S)

Move to approve the revised contract with Kaw Valley Engineering.

Move to deny the revised contract with Kaw Valley Engineering.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- KVE REVISED Proposal Riley County PW 110724 (PDF)



KAW VALLEY ENGINEERING, INC.

Office: 785.762.5040
 Web: www.kveng.com
 Address: 2319 N. Jackson
 PO Box 1304
 Junction City, KS 66441

November 7, 2024
 A23P1749

Mr. John Ellermann, P.E.
 Riley County Public Works
 6215 Tuttle Creek Blvd.
 Manhattan, Kansas 66503

**RE: Revised Construction Materials Testing and Inspection Services
 RILEY COUNTY EMS – MANHATTAN, KANSAS**

Dear Mr. Ellermann:

Kaw Valley Engineering, Inc. (KVE) is pleased to provide this proposal for construction materials testing and inspection services for the above referenced project. The scope of services outlined below (the “Services”) will be performed in accordance with the terms set forth herein (the “Agreement”).

PROJECT DESCRIPTION

The proposed project is to consist of new construction of a 15,900 square foot building for Riley County EMS with site improvements in Manhattan, Kansas.

SCOPE OF SERVICES

The purpose of the proposed Scope of Services is to perform testing of construction items to enhance compliance with the project plans and specifications.

The Scope of Services will consist of the following:

- Obtaining samples of fill material to perform Moisture-Density Relationship (Proctor) tests and Atterberg Limits.
- Providing a representative to perform in-place moisture and density tests for fill and backfill placed.
- Providing a representative to observe foundation excavation; and reinforcing steel, anchor bolt, and concrete placement.
- Providing a representative to test structural, site, and slab-on-grade concrete. Field testing shall include slump, air content, and casting strength test specimens. Laboratory testing shall include strength testing of field cast specimens.

- Providing a representative to observe erection of structural steel items, including welded and bolted connections.
- Providing a representative to observe and test structural masonry construction, including casting of mortar and grout compressive strength test specimens, and slump of grout. Laboratory testing shall include compression of strength test cylinders.
- Providing a representative to test Portland cement concrete and asphaltic concrete pavements. Field testing shall include slump, air content and casting strength test specimens (Portland cement concrete), and in-place density testing (asphaltic concrete). Laboratory testing shall include strength testing of field cast specimens (Portland cement concrete), and Marshall or gyratory properties and extraction/gradation (asphaltic concrete). If required, flexural strength beams will be cast and tested for Portland cement concrete.
- Providing Daily Observation Reports documenting the field activities and laboratory test results.
- Providing a Project Manager or Staff Engineer for consulting and report review/writing or other correspondence.
- Attending meetings on an as-needed basis during progress of construction.

The outlined scope assumes the Client and/or Contractor will provide safe access to the work requiring testing or observation. KVE shall not be held responsible for testing or observation that cannot be performed due to inadequate or unsafe access to the work. Additional charges shall apply for show up if site is not ready due to inadequate or unsafe access to the work.

ADDITIONAL SERVICES

If requested by Client, KVE is available to provide additional services at the standard hourly rates or as otherwise mutually agreed.

FEES AND SCHEDULE

The Services will be performed in accordance with the attached fee schedule. Fees will be invoiced for actual work completed.

We request that a 24-hour notice be provided in scheduling of testing and observation activities. Fees will be invoiced for actual work completed. Time spent on the project in excess of eight (8) hours in a day or forty (40) hours in a week will be billed at the standard hourly rate. Invoices shall be submitted by KVE on a monthly basis, are due upon presentation, and shall be considered past due if not paid within thirty (30) calendar days of the invoice date. If payment in full is not received by KVE within thirty (30) calendar days of the invoice date, invoices shall be subject to a late charge of one-and-one-half (1.5) percent of the past due amount per month, which shall be calculated from the invoice date.

Additional work beyond the presented scope of work, including standby, may require additional pricing for the fee schedule. Extension of the proposed construction schedule, including standby time, will be performed in accordance with the rates presented on the attached fee schedule.

We appreciate the opportunity to be of service to you. If you have any questions or comments, please do not hesitate to contact me at 785-762-5040.

Respectfully submitted,
Kaw Valley Engineering, Inc.



Daniel J. Scriptor
 Materials Testing Supervisor

DJS:lah

Attachment: Budget Estimate Revised 110724

\\VMJC-FILE\Projects\A23_1749_Proposal\TST-INS REVISED Proposal Riley County PW 110724.Docx

AUTHORIZATION AND NOTICE TO PROCEED

By signing this Authorization and Notice to Proceed or ordering the commencement of Services, you are affirming that you are authorized to bind Client to the terms and conditions of this authorization (hereinafter referred to as the "Agreement") and have read and accepted the terms and conditions. Any additional document requirements, including but not limited to Client form contracts and lien waivers that you have not presented to KVE for approval prior to the execution of this Agreement or the commencement of Services, are hereby waived, and KVE's standard forms and format shall apply.

Client: **Riley County Public Works**

Name/Title: _____
 (please print)

Signature: _____

Date: _____

Project Reference No.: _____

E-mail for Accounting: _____
 E-mail address where invoices can be sent electronically

REPORT DISTRIBUTION DATA SHEET

This form must be completed by Client.

Submit observation reports to Client attention:

Contact/Title: _____

E-mail (Required Field): _____

Submit observation reports to the additional parties listed below:

Type: _____ (e.g. Owner, Architect, Engineer, City Official, Contractor, Subcontractor) Primary distribution is E-mail	Company Name: _____ Contact/Title: _____ Address: _____ _____ Phone: _____ Job Ph: _____ Fax: _____ Job Fax: _____ Cell: _____ E-mail (Required): _____
Type: _____ (e.g. Owner, Architect, Engineer, City Official, Contractor, Subcontractor) Primary distribution is E-mail	Company Name: _____ Contact/Title: _____ Address: _____ _____ Phone: _____ Job Ph: _____ Fax: _____ Job Fax: _____ Cell: _____ E-mail (Required): _____
Type: _____ (e.g. Owner, Architect, Engineer, City Official, Contractor, Subcontractor) Primary distribution is E-mail	Company Name: _____ Contact/Title: _____ Address: _____ _____ Phone: _____ Job Ph: _____ Fax: _____ Job Fax: _____ Cell: _____ E-mail (Required): _____
Type: _____ (e.g. Owner, Architect, Engineer, City Official, Contractor, Subcontractor) Primary distribution is E-mail	Company Name: _____ Contact/Title: _____ Address: _____ _____ Phone: _____ Job Ph: _____ Fax: _____ Job Fax: _____ Cell: _____ E-mail (Required): _____

TERMS AND CONDITIONS RILEY COUNTY EMS MANHATTAN, KANSAS

1. **Testing and Observations.** Client understands that testing, inspection, and observation are discrete sampling procedures, and that such procedures indicate conditions only at the depths, locations, and times the procedures were performed. KVE will provide test results and opinions based on tests and field observations only for the work tested. Client understands that testing and observation are not continuous or exhaustive, and are conducted to reduce – not eliminate – project risk. Client agrees to the level or amount of testing performed and the associated risk. Client is responsible (even if delegated to contractor) for notifying and scheduling KVE so KVE can perform these services. KVE shall not be responsible for the quality and completeness of contractor's work or their adherence to the project documents, and KVE's performance of testing, inspection, and observation Services shall not relieve contractor in any way from its responsibility for defects discovered in its work, or create a warranty or guarantee. KVE will not supervise or direct the work performed by contractor or its subcontractors and is not responsible for their means and methods.
2. **Warranty.** KVE will perform the Services in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions in the same locale. KVE MAKES NO WARRANTIES OR GUARANTEES, EXPRESS OR IMPLIED, RELATING TO KVE'S SERVICES AND KVE DISCLAIMS ANY IMPLIED WARRANTIES OR WARRANTIES IMPOSED BY LAW, INCLUDING WARRANTIES OR MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
3. **LIMITATION OF LIABILITY.** CLIENT AND KVE HAVE EVALUATED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, INCLUDING KVE'S FEE RELATIVE TO THE RISKS ASSUMED, AND AGREE TO ALLOCATE CERTAIN OF THE RISKS SO, TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF KVE (AND ITS RELATED CORPORATIONS AND EMPLOYEES) TO CLIENT AND THIRD PARTIES GRANTED RELIANCE IS LIMITED TO THE GREATER OF \$10,000.00 OR ITS FEE FOR ANY AND ALL INJURIES, DAMAGES, CLAIMS, LOSSES, OR EXPENSES (INCLUDING ATTORNEY AND EXPERT FEES) ARISING OUT OF KVE'S SERVICES ON THIS PROJECT REGARDLESS OF CAUSE(S) OR THE THEORY OF LIABILITY, INCLUDING NEGLIGENCE, INDEMNITY, OR OTHER RECOVERY. THIS LIMITATION SHALL NOT APPLY TO THE EXTENT THE DAMAGE IS PAID UNDER KVE'S GENERAL LIABILITY POLICY.
4. **CONSEQUENTIAL DAMAGES.** NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR LOSS OF PROFITS OR REVENUE; LOSS OF USE OR OPPORTUNITY; LOSS OF GOOD WILL; COST OF SUBSTITUTE FACILITIES, GOODS, OR SERVICES; COST OF CAPITAL; OR FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, PUNITIVE, OR EXEMPLARY DAMAGES.
5. **Change Orders.** Client may request changes to the scope of services by altering or adding to the Services to be performed. If Client so requests, KVE will return to Client a statement (or supplemental Agreement or Agreement for Services) of the change setting forth an adjustment to the Services and fees for the requested changes. Following Client's review, Client shall provide written acceptance. If Client does not follow these procedures, but instead directs, authorizes, or permits KVE to perform changed or additional work, the Services are changed accordingly and KVE will be paid for this work according to the fees stated or its current fee schedule. If project conditions change materially from those observed at the site or described to KVE at the time of Agreement, KVE is entitled to a change order equitably adjusting its Services and fees.
6. **Compensation and Terms of Payment.** Client shall pay compensation for the Services performed at the fees stated in the Compensation/Fee section of the Agreement. Fee schedules are valid for the calendar year in which they are issued. KVE may invoice Client at least monthly and payment is due upon receipt of invoice. Client shall notify KVE in writing, at the address below, within 15 days of the date of the invoice if Client objects to any portion of the charges on the invoice, and shall promptly pay the undisputed portion. Client shall pay a late charge of 1.5% per month, but not exceeding the maximum rate allowed by law, for all unpaid amounts 30 days or older. Client agrees to pay all collection-related costs that KVE incurs, including attorney fees. KVE may suspend Services for lack of timely payment, and if account remains unpaid for up to 90 days, KVE may cause a mechanic's lien to be filed on the subject property on or around the 90th day of the unpaid account.
7. **Third Party Reliance.** This Agreement and the Services provided are for KVE and Client's sole benefit and exclusive use with no third-party beneficiaries intended. Reliance upon the Services and any work product is limited to Client, and is not intended for third parties. For a limited time period not to exceed three months from the date of the report, KVE will issue additional reports to others agreed upon with Client; however, Client understands that such additional reports will not be issued until those parties sign and return KVE's reliance Agreement and KVE receives the agreed upon reliance fees.

8. **Indemnity.** Each party agrees, to the fullest extent allowed by law, to indemnify and hold harmless the other party and its officers, directors, partners and employees from and against any and all loss, cost, damage or expense, including reasonable attorneys' fees and other costs of defense, to the extent such loss, cost, damage or expense is caused (on a comparative basis of fault) by the negligent act, error or omission of the indemnifying party or its agents or consultants in the performance of services provided pursuant to this Agreement. Neither Client or KVE shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

9. **Dispute Resolution.**

A. All claims, disputes, and other matters in controversy between Client and KVE arising out of or in any way related to this Agreement will be submitted to non-binding mediation as a condition precedent to litigation. Notwithstanding any other provision of the Agreement, KVE shall have, in addition to any other right or option set forth herein, the right to proceed in creating a lien upon the building or other improvements and upon the real estate on which the building or improvements are situated for the work and labor done and the labor and materials furnished on and to said real estate and to enforce its mechanic's lien pursuant to all rights and remedies available to it under law.

B. The prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorney's fees, and other related expenses.

10. **Governing Law.** KVE and Client agree that this Agreement and any legal actions concerning its validity, interpretation and performance shall be governed by the laws of the State of Kansas. It is further agreed that any legal action between Client and KVE arising out of this Agreement or the performance of services shall be brought in a court of competent jurisdiction in the State of Kansas.

11. **Subsurface Explorations.** KVE will take reasonable precautions to reduce damage to the site when performing Services; however, Client accepts that invasive services such as drilling or sampling may damage or alter the site. Site restoration is not provided unless specifically included in the Services.

12. **Sample Disposition, Affected Materials and Indemnity.** Samples are consumed in testing or disposed of upon completion of tests (unless stated otherwise in the Services).

13. **Utilities.** KVE shall utilize a utility locating service for public utilities. Client shall provide the location and/or arrange for the marking of private utilities and subterranean structures. KVE shall take reasonable precautions to avoid damage or injury to subterranean structures or utilities. KVE shall not be responsible for damage to subterranean structures or utilities that are not called to KVE's attention, are not correctly marked, including by a utility locate service, or are incorrectly shown on the plans furnished to KVE.

14. **Site Access and Safety.** Client shall secure all necessary site related approvals, permits, licenses, and consents necessary to commence and complete the Services and will execute any necessary site access agreement. KVE will be responsible for supervision and site safety measures for its own employees, but shall not be responsible for the supervision or health and safety precautions for any other parties, including Client, Client's contractors, subcontractors, or other parties present at the site.

15. **Unanticipated Hazardous Materials.** Hazardous materials or certain types of hazardous materials may exist at a site where there is no reason to believe they could or should be present. Client and KVE agree that the discovery of unanticipated hazardous materials constitutes a changed condition mandating a renegotiation of the scope of work or termination of services. Client and KVE also agree that the discovery of unanticipated hazardous materials will make it necessary for KVE to take immediate measures to protect human health and safety and/or the environment. KVE agrees to notify Client as soon as practically possible should unanticipated hazardous materials or suspected hazardous materials be encountered.

16. **Ownership of Documents.** All reports, boring logs, field data, field notes, laboratory test data, calculations, estimates and other documents prepared by KVE as instruments of service shall remain the property of KVE.

17. **Successors, Assigns and Beneficiaries.** Client and KVE each binds himself and his partners, successors, executor, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement; except as above, neither Client nor KVE will assign, sublet or transfer his interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than Client and KVE.

18. **Termination.** Either party may terminate this Agreement or the Services upon written notice to the other. In such case, KVE shall be paid costs incurred and fees earned to the date of termination, plus reasonable costs of closing the project.

TIME & MATERIALS BUDGET ESTIMATE
Riley County EMS - Manhattan, Kansas

Services	Unit	Qty	Unit Price	Extension
1. Fill Placement				
Moisture / Density Relationship (ASTM D 698)	Hour	6	\$75.00	\$450.00
Moisture / Density Relationship (ASTM D 1557)	Hour	0	\$75.00	\$0.00
Obtain Sample	Hour	2	\$75.00	\$150.00
Atterberg Limits	Hour	3	\$75.00	\$225.00
In-Place Moisture / Density Testing	Hour	15	\$75.00	\$1,125.00
			Subtotal:	\$1,950.00
2. Post Installed Anchors				
Observation of Installation and Testing	Hour	0	\$75.00	\$0.00
			Subtotal:	\$0.00
3. Foundations / Structural Concrete				
Pier Drilling Observation	Hour	0	\$75.00	\$0.00
Bearing/Reinforcing Steel Observation	Hour	6	\$75.00	\$450.00
Concrete Placement / Testing	Hour	14	\$75.00	\$1,050.00
Compressive Strength Cylinder Testing	Each	45	\$17.00	\$765.00
			Subtotal:	\$2,265.00
4. Slab-on-Grade Slab-on-Deck Concrete				
Concrete Placement / Testing	Hour	20	\$75.00	\$1,500.00
Compressive Strength Cylinder Testing	Each	45	\$17.00	\$765.00
Floor Flatness Testing (ASTM E 1155)	Each	0	\$500.00	\$0.00
			Subtotal:	\$2,265.00
5. Structural Steel				
Welding, Bolting & Frame Inspection	Hour	15	\$95.00	\$1,425.00
Non-Destructive Weld Testing	Hour	0	\$95.00	\$0.00
Equipment & Consumables	Each	0	\$100.00	\$0.00
			Subtotal:	\$1,425.00
6. Spray - Applied Fire Proofing				
Testing of Installation	Hour	0	\$75.00	\$0.00
Material Density	Each	0	\$10.00	\$0.00
			Subtotal:	\$0.00
7. Precast Concrete				
Placement Inspections	Hour	0	\$75.00	\$0.00
			Subtotal:	\$0.00
8. Structural Masonry				
Placement Observation / Testing	Hour	140	\$75.00	\$10,500.00
Mortar / Grout Specimen Testing	Each	48	\$17.00	\$816.00
			Subtotal:	\$11,316.00

TIME & MATERIALS BUDGET ESTIMATE
Riley County EMS - Manhattan, Kansas

Services	Unit	Qty	Unit Price	Extension
9. Site Asphalt and Concrete				
Concrete Placement / Testing	Hour	35	\$75.00	\$2,625.00
Compressive Strength Cylinder Testing	Each	45	\$17.00	\$765.00
Gradation	Each	0	\$140.00	\$0.00
Marshall Properties	Each	0	\$175.00	\$0.00
In-Place Density Testing	Hour	0	\$75.00	\$0.00
Asphalt Extraction	Each	0	\$120.00	\$0.00
Rice Tests	Each	0	\$140.00	\$0.00
Gyratory (2 Plugs)	Each	0	\$185.00	\$0.00
			Subtotal:	\$3,390.00
10. Travel				
Vehicle	Per Mile	4930	\$0.600	\$2,958.00
			Subtotal:	\$2,958.00
11. Professional Staff				
Materials Engineer	Hour	0	\$160.00	\$0.00
Administrative Assistant	Hour	25	\$65.00	\$1,625.00
Manager of Field Services	Hour	10	\$120.00	\$1,200.00
			Subtotal:	\$2,825.00
			TOTAL TIME & MATERIALS ESTIMATE	\$28,394.00

Attachment: KVE REVISED Proposal Riley County PW 110724 (15184 : Kaw Valley Engineering Revised Contract)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

STAFF REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: November 25, 2024

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- FINAL_Commission List 11.25.2024 (DOCX)

PENDING COUNTY PROJECTS ▪ June 2024 through November 20,2024, Submitted by Clancy Holeman, Riley County Counselor

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

COMMISSION LIST

I. Projects By Category:

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

Board of Riley County Commissioners: Prepare letter of support for City of Ogden grant application. (9-13-23) Attend and participate in BOCC meetings. (9-7-23; 9-11-23) Assist in finalization of annual County financial audit. (9-14-23) Attend and participate in BOCC meeting. (10-12-23.) Work on pending litigation “I”. (10-13-23) Attend and participate in BOCC meeting (10-16-23.) Attend and participate in BOCC meetings. (10-19-23;10-23-23) Work on communication project. (10-24-23; 10-25-23.) Review contractual provisions for subsequent use. (10-25-23.) Attend and participate in BOCC meeting. (10-26-23.) Attend and participate in County/City/USD 383 meeting. (10-26-23.) Attend and participate in BOCC public meeting in City of Ogden. (10-30-23.) Attend and participate in BOCC meeting. (11-2-23.) Prepare for late arrival to BOCC meeting on November 6, 2023. (11-5-23.) Work on Fire District project. (11-7-23) Attend and participate in BOCC meetings. (11-9-23; 11-13-23) Attend and participate in BOCC meeting. (12-28-23) (Work on fence view issue. (1-2-24) Review agenda and prepare for 1-4-24 BOCC meeting. (1-3-24) Attend and participate in BOCC meeting. (1-4-24) Prepare for 1-8-24 BOCC meeting. (1-5-24) Work on fence view issue. (1-5-24) Attend and participate in BOCC public meetings. (1-8-24; 1-11-24) Review project contract. (1-11-24) Work on fence view. (1-14-24; 1-15-24; 1-16-24; 1-17-24) Work on Fence view. (1-18-24; 1-19-24; 1-20-24;1-21-24;1-22-24) Work on letter of support for WTC. (1-19-24; 1-20-24) Attend and participate in BOCC meeting. (1-18-24; 1-22-24) Obtain BOCC approval of letter of support for WTC. Attend and participate in BOCC meetings. (1-25-24; 1-29-24) Draft and place on BOCC agenda support letter for City of Ogden’s grant application. (1-25-24) Work on fence view. (1-25-24; 1-26-24;1-28-24; 1-29-24; 1-30-24; 1-31-24) Attend and participate in BOCC meetings. (2-1-24;2-5-24) Obtain BOCC signature on fence view order; file with ROD; email copies of signed order to both parties (or their counsel). (2-1-24) Regular mail and email to both parties of file-stamped originals of fence view order. (2-2-24) Attend and participate in BOCC meetings. (2-12-24; 2-15-24;2-19-24) Meet with counsel for party in pending matter. (2-16-24) Attend and participate in public BOCC meetings. (2-22-24; 2-26-24) Attend and participate in BOCC meeting. (2-29-24) Attend and participate in BOCC meeting (3-7-24) Attend and participate in BOCC meetings. (3-11-24;3-14-24; 3-18-24) Attend and participate in BOCC public meetings. (3-21-24;3-25-24) Work to schedule executive session. (3-21-24) Attend and participate in BOCC Meetings. (4-4-24; 4-8-24) Attend and participate in BOCC meetings. (4-11-24; 4-15-24) Enter appearance as counsel of record in multiple pending mortgage foreclosure and probate cases to process claims for unpaid real and/or personal property taxes. (4-9-24; 4-10-24; 4-11-24; 4-12-24) Review mtg. foreclosure file and answer filed. 4-16-24) Attend and participate in BOCC public meetings. (4-22-24; 4-25-24,4-29-24) Attend and participate in BOCC public meetings. (5-2-24; 5-6-24) Attend budget presentations to BOCC of various outside agencies. (5-6-24) Work

on file documentation presented today by Jason Hilgers of City's draft plan on City's proposed CICO Park Improvements. (5-2-24) Review information for BOCC agenda item scheduled for 5-6-24. (5-3-24) Work on appropriation request analysis. (5-3-24) Attend and participate in BOCC public meetings. (5-9-24; 5-13-24. Work on analysis of appropriation issues. (5-9-24;5-12-24) Work on appropriation issue question. (5-14-24) Attend and participate in BOCC public meetings: (5-30-24; 6-3-24) Attend and participate in BOCC public meetings. (6-6-24; 6-10-24) Watch BOCC public meeting online during remote work. (6-13-24) Attend and participate in BOCC public meeting. (6-17-24) Attend and participate in BOCC public meetings. (6-20-24;6-24-24) Attend City/County/County meeting. (6-20-24) Communication on pending contractual issue. (6-21-24) Schedule executive session for Monday, July 1, 2024. (6-26-24) Attend and participate in BOCC meetings (6-27-24; 7-1-24) Attend and participate in BOCC meetings. (July 8, 2024; July 11, 2024) Attend and participate in staff working group on planned retreat. (7-9-24) Prepare for upcoming executive session. (7-8-24;7-9-24;7-10-24) Work on potential authorization for beer sales at Kaw Valley Rodeo during Riley County Fair. (7-8-24) Attend and participate in BOCC public meetings. (7-15-24;7-18-24) Confirm vendor has complied with terms of beer sales at Kaw valley Rodeo. during Riley County Fair. (7-12-24) Place indemnification agreement on BOCC agenda for review and approval by BOCC at 7-18-24 public meeting. (7-16-24) Attend and participate in BOCC public meetings. (7-22-24; 7-25-24) Discuss new potential fence view with citizen. (7-24-24) Attend and participate in BOCC public meetings. (8-1-24; 8-5-24) Attend and participate in BOCC public meetings. (8-8-24;8-12-24; 8-15-24; 8-19-24; 8-26-24;8-29-24;) Register for ARPA webinar on preparation for 12-31-24 deadlines. (8-13-24) Work on citizen application to BOCC. (8-26-24) Attend and participate in BOCC public meetings. (9-5-24; 9-9-24) Attend and participate in BOCC public meetings. (9-12-24; 9-16-24) Review probate case matter. Communicate with staff. (9-17-24) Attend and participate in BOCC meetings. (9-19-24; 9-23-24) Work on fence view. (9-23-24; 9-24-24; 9-25-24) Consult with Deputy County Counselor on draft. (9-24-24) Attend and participate in County retreat. 9-25-24) Work on fence view. Discuss with Deputy Counselor. (9-27-24) Review legal issue. (9-29-24) Work on fence view. (9-30-24;10-1-24; 10-2-24) Attend and participate in tour. (9-30-24) Attend and participate in BOCC public meetings. (9-26-24; 9-30-24) Attend and participate in BOCC public meetings. (10-3-24; 10-7-24; 10-10-24; 10-17-24) Attend and participate in fence view. (10-4-24) Work on fence view. (10-7-24; 10-8-24; 10-9-24) Attend and participate in BOCC public meeting. (10-21-24) Advise on issue. (10-21-24) Prepare for BOCC 10-28-24 public meeting. (10-25-24) Attend and participate in BOCC 10-28-24 public meeting. Work on project with Deputy County Counselors. (11-5-24) Work on immediately previous project. (11-7-24)

“Constitutional Protection of County Home Rule”:

County Jail Inmate Medical Care: Schedule staff discussion of contract development. (5-21-23) Meeting with Mark French on contract. Communication with staff working group to schedule teams meeting May 7, 2024. (5-1-24) Review material in preparation for Teams meeting. Participate in Teams meeting. Carry out assigned task. (5-7-24) Communication from team members regarding assigned task. (5-8-24) Communicate with working group and vendor. Possible resolution by Thursday, September 5th, (9-2-24; 9-3-24) Finalize contract documents working with vendor and working group. Provide final contract documents to Clerk's office for 9-5-24 BOCC public agenda. (9-3-24)

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

Administrator. (9-29-21) Obtain BOCC approval of Amendment 1 to Master Service Agreement. (9-30-21)

Delinquent Real Property Tax Sale: Legal research. Prepare documents for the next stage in the process. (4-12-24) Work to review final contract signed. (May 1, 2024) Contact IT with information on underlying purchase. (5-3-24) Attend and assist in Delinquent Real Property Tax Sale. (6-28-24) *Attend and participate in BOCC meetings. (11-14-24; 11-18-24)*

“Dark Store”:

District Court:

Federal Rules on Vaccination Mandate:

First Christian Church: Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure (9-11-23;9-12-23;9-13-23) Work on Appeal. (9-14-23;9-15-23;9-16-23;9-17-23;9-18-23;9-19-23; 9-20-23; 10-4-23;10-5-23-10-6-23;10-7-23;10-8-23;10-10-23; 10-11-23.) Work on appeal. (10-12-23; 10-17-23; 10-18-23.) Conversation with opposing counsel and agree to extend her time to file brief. (11-3-23) Receive emailed brief from opposing counsel on appeal; following two extensions of time which opposing counsel had requested—which extensions were granted by the Court of Appeals. (1-19-24) Timely filed our brief in February 2024. Checked with Clerk of Court of Appeals—There have been no orders from Court of Appeals since, setting or denying both sides’ request for oral argument, etc. (5-2-24)

Indigent Legal Services: Attorney contracts for 2022 were created and emailed to current attorneys under contract. (11-3-21) Notice to Riley County Bar Association of at least one attorney vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current lawyers under contracts. None returned as of 11-23-21. No indigent legal service contracts are in place for the calendar year 2022. Work on various issues related to this service. (2-10-23; 2-13-23; 2-14-23; 2-15-23; 2-16-23; 2-19-23; 2-20-23; 2-21-23; 2-22-23; 2-24-23; 2-26-23; 2-27-23; 2-28-23; 3-1-23; 3-2-23; 3-3-23; 3-4-23; 3-7-23; 3-8-23) Work on various issues related to this service. Work at staff level on compensation for this service. (3-28-23) schedule next staff level discussion of compensation for this service. Discuss with Deputy Counselor compensation for this service. (3-29-23) Work on project. (6-1-23) Work on project. (6-8-23) Draw up final version of CAR; RFP; and Contract. (6-19-23; 6-20-23) Obtain BOCC approval of form RFP and Contract. (6-22-23) Finalize RFP and contract and distribute to local Bar Association membership with encouragement to apply well before August 4, 2023, deadline for proposals because they will be considered as they are submitted. (6-29-23; 6-30-23) Create documents for publication in newspaper and placement on county website for this service. (7-7-23; 7-10-23; 7-11-23; 7-12-23) Deadline for proposals to arrive in Clerk’s office 5 p.m. August 4. Work on issues related to service. (10-25-23.) Work on scheduling discussion. (6-5-24) Work on issues. (7-29-24; 8-8-24; 8-9-24;8-12-24) Continue working on project. (9-18-24). Work on same project. (9-23-24;9-24-24; 9-25-26) Work on. (9-30-24; 10-1-24; 10-2-24) Work on project. (10-10-24; 10-11-24; 10-15-24) Work on project. (10-16-24; 10-23-24) Work on project. (10-24-24;10-25-24; 10-29-24; 10-30-24) Work on project. (10-31-24; 11-6-24; 11-7-24)

Legislation: Discuss with BOCC potential annual legislative conference dates in December 2023. (10-16-23) Notify delegation members conference scheduled on the following date which worked for a majority of responding legislators: December 14, 2023, noon to 2 pm. (10-26-23) Work on agenda for legislative conference (10-27-23; 10-30-23) Work on agenda for legislative conference. (11-13-23;11-14-23;11-15-23) Work on letter of BOCC support for SB 196. Obtain BOCC signatures and email to Senate Assessment and Taxation Committee. (1-4-24;1-5-24;1-7-24;1-8-24) Prepare and submit timely lobbyist compensation report for 2023 legislative session. (1-10-24) Prepare BOCC opposition letter for HB 2036. (1-10-24) Present draft of HB 2036 opposition testimony. Re-draft to insert BOCC changes. Obtain BOCC final approval of letter.

Attachment: FINAL_Commission List 11.25.2024 (15195 : Clancy's Commission List)

Timely submit to senate committee secretary final version of HB 2036 BOCC opposition testimony. (1-11-24) Communicate with House delegation on BOCC testimony submitted previously to Senate Tax on SB 196 and HB 2036. (1-15-24) Communicate with contract lobbyist on HB 2468 (a bill of concern to Emergency management) (1-16-24) Communicate with member of state delegation on SB 196; HB 2036. Work on HB 2026 opposition testimony. (1-16-24) Work on HB 2036. (1-17-24) Work on SB 162. Communicate with lobbyist. (1-18-24) Work on SB 162 (1-19-24) Appear before Senate Committee on Local Government on SB 162. (1-22-24) Review SB346(upzoning/downzoning—removal of county authority). (1-25-24) Work on SB 162. (1-25-24; 1-31-24) Discuss various bills with lobbyist. (2-2-24) Discussion with another county counselor on a bill Riley County is interested in. (2-2-24) Work on SB 162. (2-2-24) Discuss SB 162 with lobbyist. (2-21-24) Communicate with contract lobbyist on HB 2599 (KORA request fees) (2-27-24) Review legislative issues remaining in session of interest to Riley County. (2-28-24) Work on SB 162 set for hearing in House Local Government committee on Monday, March 11, 2024. (3-5-24;3-6-24) Work with Deputy Counselor on contract issue. (3-6-24) Work on SB 162 hearing scheduled for March 11, 2024. (3-7-24;3-8-24) Attend and participate with Commissioner McKinley in hearing before the House Committee on Local Government in support of SB 162. (3-11-24) Communicate with contract lobbyist on SB 162. (3-12-24) Communicate with delegation member on SB 311; Discuss with County Appraiser. (3-12-24) Review House calendar status of SB 162. It is on General Orders. (3-20-24) Communication from contract lobbyist. Communicate with BOCC members regarding immediately foregoing. Attend and participate in KAC legislative policy committee zoom meeting. Present Riley County legislative requests. (8-28-24) Review HB 2754—school inspections by local health officer (11-8-24) Review HB 2754 on school inspections by local health officer. Discuss with Jay Hall, Deputy Executive Director of KAC. (11-12-24)

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

National Opioid Litigation Settlement: Notice of Deadline to “opt in” to latest round of national opioid class action litigation settlements is April 18, 2023. (3-27-23) Prepare and submit CAR for BOCC 4-10-23 public meeting; with my recommendation to BOCC regarding “opt in” to latest round of national opioid class action litigation settlements—5 new defendants settling. Discuss with Assistant Attorney General managing this matter state-wide. (4-6-23) Submit electronically our “opt in” to latest round of national opioid class action settlements, as previously authorized by BOCC. Confirmation from settlement administrator that “opt in” accomplished. (4-14-23)

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

Pawnee Mental Health: Work on project of existing de minimus lease of county owned building to agency. (10-25-24)

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

Riley County Annual Legislative Conference: Discussion with County Register of Deeds to schedule meeting week of December 5th to review documentation of long-term revenue loss to Riley County caused by legislature’s past elimination of the mortgage registration fee. (12-1-22) Work preparing for 12-12-22 legislative conference. (12-8-22; 12-11-22) Discuss legislative conference information with County Appraiser. (12-8-22) Discuss legislative conference information in meeting with County Register of Deeds. (12-9-22) Work with members of delegation; 2023 Annual Legislative Conference scheduled for Thursday, December 14th, from noon to 2 p.m., BOCC chambers. (10-23-23) Conversation with member of delegation—confirming

member will attend. (10-24-23.) Discuss options with BOCC regarding potential 2024 annual legislative conference. (7-22-24)

Riley County District Court: Discussion regarding BOCC consideration of funding potential “resolution docket” to assist with case backlog. (4-27-23) Work on project. (5-2-24)

Rural Economic Development Advisory Board:

Staff Budget and Planning Committee: Attend and participate in discussion. (11-12-24)

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

II. Projects by Department or Division:

Administrative Services/County Counselor: Work on matters related to departmental transition. (1-25-2023; 1-26-2023; 1-27-2023) Interviews of applicants for Deputy County Counselor position in transition scheduled to take place 9-29-23.-23. (3-2-23; 3-3-23) Work on Departmental transition matters. (4-28-24) Work on Departmental transition matters. (5-2-24; 5-3-24)

Riley County Appraiser’s Office: Communicate with department Head on costs associated with BOTA appeal. (12-29-23) Communicate with staff on immediately preceding issue. (1-1-24) Communicate with Appraiser on exemption application. (1-11-24) Advise Department Head on legal issues. (1-24-24) Advise Department Head on process issue. (2-29-24;3-1-24) Communicate with department head. And Deputy Counselor. (3-4-24; 3-8-24) Advise Appraiser on KORA request. (5-1-24) Communication on legal matters. (5-1-24) Communication on different legal matters. (5-1-24; 5-2-24) Assist Department Head on pending matter. (5-6-24) Communicate on legal matter. (5-14-24) Meet with and advise Department Head on BOTA decision and separate appraisal matter. (5-29-24) Communicate with staff on upcoming meeting dates for discussion. (7-5-24) Communicate with Department Head about recent appellate case victory for PVD involving 8 other counties. (9-3-24) Assist and advise Department Head with question. (9-18-24)

Riley County Attorney: Discuss legal issue. (2-1-24)

Riley County Clerk: Advise and assist on open record act issue. (9-12-23;9-13-23) Schedule meeting with staff of two departments to plan means of addressing particular type of KORA request in most fair and efficient manner to reduce, potentially, two departmental workloads. (9-13-23;9-14-23) Reschedule forgoing meeting to 10-27-23. (10-19-23) Work on contract law issue. (10-24-23) Assist with legal issue. (11-3-23;11-5-23; 11-6-23.) Approve on minute track as to form revised parking lot resolution developed by Deputy Counselor. (1-2-24) Work on autopsy record storage issue. (2-2-24) *Prepare* resolution regarding Plaza reservations; present to BOCC and obtain approval. (2-27-24; 2-28-24;2-29-24) Communicate with staff on a request for a mailing address change. Communicate with counsel on client name change. Communicate with staff on records name change issue. (3-4-24;3-5-24) Work on notice of upcoming special meeting of BOCC. (3-12-24) Work with Clerk staff member on preparing for RNR compliance during 2025 budget. (3-20-24) Work with Department Head and his staff on election procedural matters raised by vacancy in a City of Manhattan elected office. (5-10-24) Work on contract issue for department. (6-14-24) Attend and participate in staff working group regarding ongoing project. Communicate with contractor afterward. (6-17-24) Review return of contract accepting our contractual attachment. Communicate with Department staff on next steps for BOCC approval. (6-21-24) Prepare Commission Agenda report on foregoing project. Staff uploads for Thursday, June 27th

BOCC public meeting. (6-24-24) Work on Finance Officer question on behalf of BOCC. (6-25-24) Legal analysis of RNR statute. (6-27-24; 6-28-24;7-2-24;7-3-24) Assist with staff questions regarding legal interpretation. (7-5-24) Assist with project. (8-16-24) Assist with RNR resolution. (8-19-24;8-20-24) Assist with project. (8-21-24; 8-22-24;8-23-24; 8-27-24;8-28-24;8-29-24;8-30-24; 9-2-24;9-3-24) *Assist with same project.* (9-6-24) Assist with same project. (9-9-24; 9-13-24;9-15-24;9-16-24; 9-17-24) Discuss with Dept. Head news item about election offices in 6 states. (9-17-24) Assist on issue. Communicate with citizen and member of local outside agency. (10-22-24) Communication from Clerk's office. (10-22-24)

Riley County Community Corrections: Discuss with PIO and department Head proposed correction of recently published newspaper article on grant award to Department. (1-2-24) Further conversation with Department Head and PIO about immediately preceding newspaper article. (1-2-24) Communicate with Director on potential policy. (2-27-24) Contact Department at request. (5-14-24) Work with Department on project involving funding. (5-15-24)

Riley County Emergency Management: Work on project issue. (11-7-23; 11-8-23) Conversation with stakeholders on a radio tower lease amendment. (1-2-24) Communicate with Director on state winter weather disaster declaration just released. (1-24-24) **Assist** with written response to vendor. (4-22-24) Advise on KORA request. (5-2-24) Advise other staff on same KORA request. (5-2-24) Contact County PIO about foregoing, relevant to any photos or video. (5-2-24; 5-3-24) Check in with Helpdesk. (5-7-24) Work with State project manager regarding scheduling matter on roundabout project at k-13/US24, easement purchase from county of County ROW at Fire Station. Work with Cindy K. on agenda time. (5-7-24) Work with department on personnel law matter. (5-14-24; 5-15-24) Assist with project legal issue. (8-8-24) Assist with project legal issue. (8-12-24; 8-13-24; 8-14-24;8-15-16;8-16-24)

Riley County Emergency Medical Services: Prepare for staff discussion of proposed ride along program and its necessary requirements. Participate in staff discussion. (5-7-24)

Riley County Extension: Work on legal question raised by Director. (5-29-24) Communicate with Department Head. Work on project for upcoming use of Fairground Arena for KSU rodeo club event at county fairground arena. (8-20-24; 8-23-24; 8-25-24;9-2-24)

Riley County Fire District No. 1: Work on contract law issue. (11-7-23; 11-8-23.) Work on separate contract law issue. (11-7-23) Prepare for January 9, 2024, training presentation to District leadership. (12-27-23; 12-28-23; 12-29-23; 12-30-23; 12-31-23; 1-1-24) Conversation with HR Director regarding upcoming training to District leadership. (1-2-24) Conversation with Department Head on pending litigation. (1-2-24) Additional conversation with HR Director regarding upcoming training in District leadership. (1-2-24) Preparation for January 9, 2024, training presentation to District Leadership. (1-3-24) Check out technology at Public Works for tonight's training presentation to District Leadership. (1-16-24) Present training, along with HR Director, to District Leadership. (1-16-24) Work on Fire District/University Park fire station project. (2-23-24) Communicate with lobbyist on HB of concern to department. (2-28-24) Communicate with department on KORA issue. Communicate with outside counsel. And Deputy County Counselor. (3-4-24) Communicate with Fire Chief. (3-21-24) Work on contract issue. (3-26-24) Prepare and obtain Chairman's signature on Local Disaster Emergency Declaration regarding cybersecurity incident. Attend and participate in special BOCC public meeting. (4-1-24) Draft extension of Local Disaster Emergency Declaration on cybersecurity incident. Then obtain BOCC approval of extension of local disaster emergency declaration. (4-2-24; 4-3-24; 4-4-24) Draft local emergency declaration on Axelton Hill Road wildfire and obtain BOCC chairman signature. (4-6-24) Prepare extensions of both local disaster emergency declarations. (4-10-24) Present and obtain BOCC approval of both immediately preceding local disaster emergency declarations. (4-11-24) Review and approves as to form FRA matter. (7-24-24) Communicate with department staff on pending matter and advise. (9-3-24) Work on contract project. (10-16-24;10-17-24;10-18-24; 10-21-24; 10-23-24;10-24-24;10-25-24)

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

Riley County Health Department: Work on contract law issue. (10-12-23;10-13-23.) Work on contract law issue. (10-19-23;10-23-23; 10-24-23.) Advise Department on personnel policy manual upcoming revision. Communicate with county staff on parking issue. (3-26-24) Schedule staff discussion with this Department and another on legislative issue. (6-26-24) (Advise Department Head on legislative matter. (7-3-24) Advise Department Head on state funding matter. (7-3-24) Work on project. (9-11-24) Work on electronic medical record matter. (9-24-24; 9-25-24) Work with Deputy County Counselor on project to assist Department. (9-27-24) Work on separate project to assist Department. (9-29-24) Work on project to assist department. (10-7-24; 10-8-24) **Work** on project to assist Department. (10-21-24) **Assist with project.(11-19-24)**

Riley County Historical Museum:

Riley County Human Resources. Finalize Green Dot Contract. (9-12-23) Conversation with HR. (10-12-23.) Review example of proposed Performance Review new form to be completed by 10-16-23. (10-12-23) Work with a department on HR issue “IV.” (10-13-23.) Work with Department on unrelated HR issue(“V”). (10-16-23.) Work with Department on unrelated HR issue “VI”. (10-16-23.) Work with department on Personnel issue I. (10-19-23;10-23-23; 10-25-23.) Work with division on personnel law issue II. (10-24-23.) Work with Division and Department Head on personnel law issue II. (10-25-23;10-26-23;10-27-23;10-28-23-10-29-23;10-30-23) Work with Division and Department Head on personnel law issue. (11-1-23.) Work with Division and Department on personnel law issues. (11-2-23;11-3-23; 11-5-23;11-6-23.) Work on personnel law issue for Division and Department. (11-10-23). Work with Division and Department on personnel law issues. (11-9-23;11-13-23; 11-14-23). Prepare for disciplinary action appeal scheduled for January 4, 2024. (12-289-23) Communicate with team members on working group considering revision of personnel manual. Working group to reconvene 1-9-24. (1-2-24) Work on personnel issues. (1-4-24; 1-5-24) Communicate with Department head and Division head on upcoming potential meeting regarding process. (1-12-24) Communication from Division head on upcoming work group work for discussions on personnel policies. (1-12-24) Working group discussion of personnel policy issues. (1-12-23) Working group discussion of personnel policy manual. (1-18-24) Working group discussion of personnel policy practice. (1-22-24) Analyze and comment upon potential policy. (1-24-24) Analyze potential changes to personnel policy. (1-29-24; 1-30-24; 1-31-24) Advise on legal issue. (2-1-24) Work on personnel policy manual issues. (2-22-23;2-23-24) Communicate with Division director given federal law changes in identified policies. (2-27-24) Review material provided. (2-27-24) Work with Division Director on scheduling upcoming presentations to BOCC in public meetings. (3-12-24) Work on Personnel Policy issue. (3-13-24) Work on upcoming executive session. (3-12-24;3-13-24) Work on personnel policy issue. (3-14-24;3-15-24;3-17-24;3-18-24) Work on different personnel policy issues than immediately preceding entry. (3-18-24) Work on both of the immediately preceding entry matters. (3-19-24) Work on dress code issues. (4-9-24) Review KORA request. (4-9-24) *Discuss* personnel law issue. (5-8-24) Work with Division and Department Head on two distinct personnel law issues. (5-10-12) Work with Division and Department Head on distinct personnel law issue. (5-14-24) Review and continue working on proposed policy. (5-28-24; 5-29-24) Work with HR, and a Dept. Head on personnel law issue. (5-31-24; 6-3-24) Work with staff group on proposed policy. (6-3-24) Work with HR and Department Head on personnel issue. (6-3-24) Work with HR. on personnel issue. (6-4-24; 6-5-24)) Work with HR on personnel matter. (6-7-24) Work with HR on personnel policy approval. (6-7-24) Work with HR on 2 distinct and unrelated personnel law issues. (6-17-24) Work with HR on personnel law issues. (6-18-24) Work with Division head on personnel legal issue. (7-2-24) Assist with upcoming personnel issue. (7-5-24) Assist Division and BOCC with personnel law issue. (7-25-24) Assist with project on open position. (9-15-24) Assist with unrelated issue. (9-17-24) Assist with statutory provisions—provide and communicate. (9-23-24) Assist with project. (10-15-24) Assist with project. (10-18-24) Assist with different aspect of project. (10-18-24) Assist with project involving RCHD. (10-21-24) Work with staff on project. (10-22-24) Assist in preparing for pending matter. (10-25-24) Work with Director and staff, along with Deputy County Counselor,

on a department's personnel matter. (11-5-24) Work with Director and Deputy County Counselor's on personnel policy matter. (11-12-24) **Assist with project. (11-20-24)**

Riley County Information Technology/GIS Work with department on contract law issue. (10-24-23.) Conversation with GIS staff member regarding City GIS "layer" issue. (1-2-24) Discuss legal issues involving federal act(s) and communication technology. (2-1-24) Communication from IT about on-going efforts to protect network. (5-7-24)

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

Riley County Noxious Weeds/Hazardous Household Waste: Discuss with department head upcoming potential property leases of county ground. (5-3-23) Request Department Head provide copy of deed on one of leased properties—to review restrictions on all the leased properties. (5-4-23) Schedule discussion with Department Head on real property issue. (5-22-23) Review and approve as to form weed control contract proposed by KDOT. Inform Department head I've done so. (1-2-24) Conversation with Department Head on immediately preceding contract. (1-2-24)

RILEY COUNTY PLANNING AND DEVELOPMENT. Work on Comprehensive Plan update matter. (7-17-24) Work on County Retreat matter. (7-17-24)

RILEY COUNTY POLICE DEPARTMENT—Administered by Law Enforcement Agency ("Law Board"): Communication from City Manager, County Clerk and County Attorney regarding RCPD question about potential ordinance or resolution. I contact Barry Wilkerson for discussion. (1-12-24) Work on project. (4-15-24; 4-16-24; 4-17-24) Communication from third party on budget matter. (5-2-24) Work on inmate medical project. (5-29-24) Participate in staff working group on inmate medical project. (5-31-24) Communicate with vendor of inmate medical services. (5-31-24) Work on inmate medical project. (8-14-24; 8-15-24; 8-16-24)

Riley County Planning & Development: Represent County in District Court hearing on Prairiewood appeal. (8-29-23) Conversation with landowner. (10-12-23.) Review and approve Comprehensive Plan resolution "as to form" for 10-16-23 BOCC meeting. (10-12-23.) Work on pending litigation. (10-13-23) Work on pending litigation "III". (10-13-23.) Work on pending project "I". (10-13-23.) Conversation with opposing counsel in pending appeal "II." (10-13-23) Work on benefit district project. (11-6-23; 11-7-23.) Work to schedule meetings with business and staff on different pending legal issues. (11-7-23; 11-8-23) Work on benefit district contract for environmental assessment. (1-26-24; 1-31-24) Complete work on benefit district contract for environmental assessment; route vendor—approved contract to this department's Office Manager for placement on next Monday's business meeting agenda, following conversation with Department Head. (2-1-24) Work with Department Head on contractual issue. (2-14-24) Work with Department Planner and Deputy on upcoming agenda item. (3-19-24) Work on immediately preceding entry again. (3-20-24) Work on benefit district issue. Discuss with Deputy County Counselor. (3-20-24) Review and approve as to form plat. (3-21-24) Discuss upcoming public hearing with staff member. (3-21-24) Work on upcoming land use issue. (3-26-24) Discuss with staff special use hearing before Planning Board evening of 4-8-24. (4-9-24) Conversation with opposing counsel in pending appeal. Draft motion to extend time to file our brief. I will file such agreed motion this week. Motion filed. (4-15-24) Review sanitary code issue. (4-18-24) Schedule meeting with department staff member on separate code violation enforcement matter. (4-18-24) Review correspondence on separate possible code violation matter. (4-18-24) Status report back on separate code enforcement matter. (4-18-24) Status report back on separate code enforcement matter. (4-18-24) Work on SB 384. (SB 162) as signed by Governo as part of SB 384. Meeting with staff of Planning and Development and RCHD. (4-26-24). Work solo on immediately preceding project list entry. (4-28-24) Review and approve as to form contract for project. Discuss with Department Head. (5-2-24) Communication with Department Staff on pending code enforcement matter. (5-2-24) Communicate with Department head on immediately preceding code

enforcement matter. (5-3-24) Correspondence with outside professional based on citizen question regarding pending project. (5-3-24) Assist staff of this department on pending matter. (5-6-24) Communication from Department staff on different matter for calendaring. Respond. (5-6-24. Contact representative of citizen in pending matter. Relay information to staff member working on the matter. Relay information to another Department Head assisting in matter. (5-6-24) Respond to communication from Department Head on ongoing project of her department. Respond to communication from Department Head on different project of her department. (5-7-24) Communication from staff of Department on different project of her department. (5-7-24) Discuss with Department Head different project of her department; in response to communication from her of procedural question. (5-7-24) Answer question from Department Head on procedural question. Communicate with Department Head and Cindy K. (5-7-24) Review litigation material served on a co-defendant in pending code enforcement case. (5-7-24) Discuss pending enforcement matter with Code Enforcement officer. (5-7-28; 5-8-24) Work on pending Court of Appeals matter. (5-15-24) Work on comp plan consultant project. (5-29-24) Calendar Evergy application regarding Ashland Bottoms special use application. (5-29-24) Review and sign plat presented by Department staff. (5-29-24) Prepare for executive sessions. (6-5-24) Advise Department Head on project legal issue. (6-12-24) Work on pending appeal matter. (6-25-24) Work on pending sewer project. (7-3-24) (Advise Department Head on legislative matter. (7-3-24) Complete Agreement for Retreat Consultant. (7-18-24) Work on Comprehensive Plan Update matter. (7-18-24; 7-19-24) Work on court of appeals brief (8-1-24; 8-2-24; 8-3-24; 8-4-24; 8-5-24) Evaluate project grant possibility legal issue. (8-6-24) Work on different pending Court of Appeals brief augmentation in pending matter. (8-5-24; 8-6-24) Communicate with Deputy Counselor on update regarding project. (8-9-24) Review and approve “as to form” contract for surplus personal property auction. (8-30-24) Work on KDOT roundabout project involving K-13. (9-2-24) Finalize contract documents for KDOT roundabout projects at two locations and provide documents to County Clerk for BOCC agenda for 9-5-24 (9-3-24) Attend and participate in tour of Riley County-owned buildings in preparation for upcoming retreat. (9-20-24) Meet with Department Head on pending projects. (9-24-24) Attend and participate in Keats town hall public meeting on that sewer district’s pending project. (11-13-24)

Riley County Public Information Officer: (5-8-23) Further communication with PIO and working group about same informational program. (5-8-23) Communication from PIO requesting legal advice. (7-24-23) Conversation on lawful options for final version of BOCC minutes. (10-24-23.) Schedule upcoming meeting on possible documentary. (3-12-24) Communicate with regarding Facebook change of services offered. (3-12-24) Discussion with PIO regarding request for release of information. (5-31-24)

Riley County Public Works: Discuss land use issue with Department Head. (10-12-23.) Communicate with potential vendor on project. (10-13-23.) Communicate with county insurer on project. (10-13-23.) Contract law issue. (11-6-23.) Work on bid packet issue. (1-2-24) Contacted by KDHE requesting permission for project. Relay request to Public Works Director and invite conversation. (1-3-24) Discuss with Director Township Officers’ March 6, 2024, meeting agenda. Contact outside party as possible participant to assist with program. (2-2-24) Attend and participate in Township Officials annual meeting. (3-6-24) Review and approve contract “as to form.” (3-8-24) Review contract proposed. (3-11-24) Discuss staff contract proposed. (3-12-24) Work with Assistant County Engineer on assembly of contract for agenda. (3-19-24) Review and approve as to form immediately preceding contract. Conversation with Cindy K on delivery of contract to County Clerk’s office for this Thursday’s agenda. Place contract in delivery bin from Public Works to County Clerk’s office. (3-20-24) Work on elevator contracts and discuss with Department Head. (4-5-24; 4-6-24; 4-8-24) Conversation with Dept. Head regarding KDHE request to do well test on county site. (4-15-24) Conversation with Dept. Head regarding drainage easement. (4-16-24) Review update on pending resolution. (4-18-24). Review and approve as to form covenant and easement documents for EMS HQ project. (4-23-24) Respond to email from KDHE on agency’s planned sampling in Fairmont Park, after discussion with Department Head. (4-23-24) Conversation with Assistant County Engineer. Approve as to form transfer station truck scale Contract. (4-23-24) Work on KDOT roundabout project as it affects Riley County. (4-26-24; 4-28-24; 4-29-24; 4-30-24) Work on preceding KDOT project as it affects Riley County. 5-8-24. Work on

policy issue involving CDL training. (5-30-24; 5-31-24) Review and approve as to form project document. (5-31-24) Review and approve as to form unrelated project document. (5-31-24) Approve as to form contract for project. (6-3-24) Work on project documents. (6-4-24) Conversation with consulting engineer on state highway project. (6-14-24) Communication from KDOT counsel on state “roundabout” project at US 24 and K-13. Contact Public Works Directo. Contact KTOT counsel. (6-26-24) Communicate with Department Head on immediately preceding project. (7-2-24) Advise Department Head on separate and distinct legal matter. (7-3-24) Assist Department and BOCC with ongoing project issue. (7-25-24) Discuss with Department Head facilities matter. (8-15-24) Discuss with Department Head ongoing KDOT project. (8-15-24;8-16-24) Communicate in response to KDOT attorney on KDOT project. (8-16-24) Attend and participate in departmental staff meeting. (8-30-24) Finalize contract documents on the two KDOT roundabout projects, working with Department Head. and provide documents to Clerk’s office for 9-5-24 agenda. (9-3-24) Work with Department Head finalizing contract documents for design of window replacement project in CPE. Provide to Clerks office for 9-5-24 agenda (9-3-24). Work with counsel for KDOT on finalizing execution of contract documents on two roundabout projects. (9-12-24) Work on pending construction project. Participate in staff discussion by Zoom. (11-7-24)

Riley County Register of Deeds: Communicate with three offices, their staff and department heads on common legal issues. (11-7-23) Communicate with department head on same issue. (11-8-23) Work on legal issue regarding filing. (2-29-24; 3-1-24;3-4-24) Work with department head and staff of County Clerk and County Appraiser to resolve filing issue. (3-4-24) Assist with legal issue involving KORA (9-18-24; 9-19-24; 9-23-24) Advise on legal issue. (9-25-24)

Riley County Treasurer: Discuss with Department Head process for Opioid Settlement Fund payments routed from Attorney General’s Office. Discuss with Assistant Attorney General supervising such distributions. (12-21-22) *Work* on Delinquent Real Property Tax Foreclosure case for 2024. (4-12-24) Review claim for delinquent real property taxes in mtg foreclosure case. (4-16-24) Review claim for delinquent real property taxes in mtg foreclosure case. (4-16-24) Review probate case order directing payment of real property tax. (4-16-24) Review mtg foreclosure case and demand for payment of real property tax. (4-16-24) Review of probate case and real property tax. (4-16-24) Review delinquent real property tax efilings. (4-19-24) Work with legal staff on upcoming delinquent real property tax sale. (4-23-24) Process with staff response to citizen inquiry to county website about tax sale properties. (4-29-24) Process with staff response to another citizen inquiry to county website about tax sale. (4-29-24) Discuss tax sale property issue involving request from executor of titled owner. Call the executor and leave voicemail. Resolve with executor. (5-7-24) Sign order dismissing individual parcel from tax sale. (5-8-24) Work with department staff on preparation of Motion for Default Judgement in 2024 delinquent real property tax sale. (5-10-24) Obtain judgment in favor of Riley County on motion for default judgment in Riley County District Court for upcoming delinquent real property tax sale. (5-28-24) Delinquent property tax sale meeting with office staff. (5-29-24) Approve withdrawal pleadings from pending probate cases wherein our filed claims for property taxes resulted in payment. (6-14-24) Assist Department Head with citizen communication. (6-17-24;6-18-24) Work on property tax foreclosure case. (6-26-24) Review personal property tax communication. (10-25-24) Consult with Deputy Counselor on bankruptcy law issue. (10-30-24)

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

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

Administrative Matters: Discuss with HR CAR I’ll prepare for transition of Counselor position based upon my scheduled 2025 retirement. (5-19-23) Work on transition of Deputy position given incumbent’s scheduled retirement. (5-22-23;5-23-23) Discuss and decide with staff on renewal of “Hawver” subscription. (5-30-23)

Register for June 20 webinar on Title VI requirements under ARPA; to be conducted by Officer of Recovery. (6-5-23) Information to Office Manager on invoice for Westlaw. (7-5-23) Partners' Meeting. (7-21-23) Review and approve proposed CAR drafted by H.R. for upcoming position vacancy due to retirement. (7-27-23) Work with HR and staff working group preparing for candidate interviews for 2 positions. (7-27-23; 7-28-23) Staff meeting to discuss departmental input, as requested by PIO, on survey regarding retention and recruitment and retention. Provide info to PIO. (8-2-23) Review, approve Department timecards. (8-6-23) Work on transition of department for upcoming vacancy in Office Manager position. Review all internal applications. Communicate with both Riley County Deputy County Counselors and H.R. Director. (8-6-23) Work on transition of department to fill vacancy in Legal Assistant position. (8-10-23; 8-11-23; 8-13-23) Review City/County/County agenda for 8-17-23 meeting. (8-13-23) Work on upcoming retirement receptions for department. (8-11-23; 8-14-23; 8-15-23; 8-16-23; 8-17-23) Continued work on transition of department to fill vacancy in Legal Assistant position. (8-15-23) Participate in panel interview of candidate for Legal Assistant I position. (8-18-23) Attend retirement reception in BOCC chambers for Jill Seaton. (8-31-23) Relay reflex latest to staff—No access to court of appeals or supreme court yet as of noon today. (1-26-24) Participate as donor in County/Red Cross blood donation drive. (2-14-24) Work on closing issue involving sale of a portion of a larger parcel—the sale of which does not involve a pending code enforcement proceeding. (2-15-24) Work at PW successfully confirming, with IT assistance, our desktops there appropriately “sync” with our desktops in our CPE office. (2-26-24) Work with Public Works on key card/key fob access to that portion of Public Works building where our office will temporarily relocate. (2-27-24) Work on temporary relocation of office during 4th floor renovation project. (2-28-24) Work with I.T. to synchronize desktops at departmental CPE office and temporary space at Public Works. (3-1-24) Catch up on emails. Respond when appropriate. (4-9-24) Work on transition of Deputy County Counselor caseload to County Counselor. (4-10-24; 4-11-24; 4-12-24) Work on applicant interview scheduling for Deputy County Counselor position. (4-15-24) Work with our Office Manager on 2025 departmental budget request. (4-16-24) Work on departmental transition matters. (5-2-24; 5-2-24; 5-3-24) Brief staff meeting—my meetings schedule today. (5-7-24) Review and delete emails. (5-7-24) Work on transition: Introduce Deputy County Counselor to BOCC members; and 3 department heads (5-13-24) Introduce Deputy County Counselor to 3 more department heads. (5-14-24) Review and approve as to form payroll and accounts payable. (5-28-24) Work on transition matters in office. (5-30-24; 5-31-24) Contact IT about recent communications to organization about a system update. (6-3-24) Brief Bryant on relevant discussions during today's public BOCC meeting. (6-3-24) Weekly office staff meeting. (6-14-24) Work with staff working group on scheduled shut off of electricity to CPE. (6-17-24; 6-18-24) Work on organization of office filing. (7-5-24) Participate in CAR promoting Deputy County Counselor to County Counselor, effective January 1, 2024. (7-18-24) Consult with Deputy County Counselor on various pending projects. (7-24-24) Discuss potential internal publication of notice of Deputy Counselor's recent promotion by BOCC, effective January 1, 2025. (7-24-24) Prepare for interviews of candidates for Deputy County Counselor position, now that current Deputy has been promoted to County Counselor effective January 1, 2025. (8-7-24; 8-8-24; 8-13-24) Weekly staff meeting. (8-9-24) Organization and filing in preparation for transition. (8-9-24; 8-10-24; 8-11-24) Weekly staff meeting. (9-13-24) Discussion regarding transition matters with Deputy County Counselor. (9-18-24) Weekly staff meeting. More transition planning for on-boarding of Jacob Hanson, for training as Deputy County by both me and Deputy County Counselor/County Counselor effective December 21, 2024, Bryant Parker. (9-27-24) Work with Bryant and Jacob. (9-30-24; 10-1-24; 10-2-24) Departmental staff meeting/Partners' Meeting to continue fostering transition with input from all department staff. (10-2-24) Work on transition for department. (10-3-24; 10-4-24; 10-7-24; 10-8-24) Departmental staff meeting/Partners' Meeting. (10-9-24) Departmental staff meeting. (10-21-24) Departmental staff meeting/Partners' Meeting. (10-23-24) Attend ARPA webinar. (10-23-24) Partners' discussion on transition and organizational culture matters. (10-25-24) Departmental staff meeting. (10-25-24) Work **on departmental transition. (11-14-24; 11-15-24; 11-19-24)**

Continuing Legal Education: Attend online CLE program. (6-11-23) Attend CCAK CLE program. (6-16-23) Discuss department budget preparation for 2025. (4-18-24) Attend an open.gov zoom on “roll out” of budget creation. (4-18-24) Work on department budget request. (4-22-24; 4-23-24; 4-24-24; 4-25-24) Confirm

electronically with CLE commission whether compliant for 2023 through June 30, 2024, for CLE requirements. Register for the remaining one-hour CLE to be presented online. (5-2-24; 5-3-24) Discuss with partners KORA matter. (11-13-14)

County Counselor Association of Kansas: Attend and participate virtually in Board of Governors meeting of CCAK. Summer CLE planning. (2-21-24) Contact KAC about presenter's assigned time during June 21, 2024, CCAK CLE program. Relay to presenter. Recontact KAC. Recontact presenter. (5-2-24) Contact from presenter. Relay information to Jay Hall. Confirm to presenter all in place for CLE. (5-6-24) Communicate with Deputy Director and Presenter scheduled for CCAK CLE to take place 6-21-24. (6-18-24) Attend online program of association for required CLE. (6-21-24) Review opioid funds distribution charts from KAC. (8-9-24)

Department Head Committee: Attend and participate in committee meeting. (7-5-23) Attend and participate in meeting. (7-19-23) Attend and participate in committee meeting. (8-2-23) Attend and participate in Committee Meeting. (10-18-23) Attend and participate in committee meeting. (11-1-23.) Prepare for meeting scheduled for 1-3-24 (1-2-24) Attend and participate in Committee meeting. (1-3-24) Prepare for, attend and participate in committee meeting. (3-20-24) Prepare for 4-17-24 committee meeting. (4-16-24) Attend and participate in committee meeting. (5-1-24) Attend and participate in committee meeting. (6-5-24) Attend and participate in meeting. (7-3-24) Attend and participate in meeting. (9-18-24) Attend and participate in committee meeting. (10-2-24) Attend and participate in committee meeting. (10-16-24) Attend and participate in meeting. (11-6-24)

Intergovernmental Luncheon: Attend and participate in 2 pm. meeting of committee. (3-11-24)

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

Kansas Association of Counties: Review communication on Kansas Supreme Court case considering self-insured entities. (3-8-24)

Staff Budget and Planning Committee: Work with B & P on development of contracts for transfers to small cities for loss of funds as countywide ½ cent sales tax sunsets 12/31/22. (11-15-22) Review material for BOCC presentation to be made by Budget and Planning during the next BOCC public meeting. (11-28-22) Attend and participate in Committee meeting. (11-29-22) Ask Shilo for her opinion on draft of agreement. (2-7-23) Prepare for scheduled 1-3-24 committee meeting. (1-2-24) Attend and participate in Committee meeting. (1-3-24) Review upcoming agenda for scheduled 1-30-24 committee meeting. Communicate with committee. (1-26-24) Attend and participate in committee meeting. (2-20-24) Work with IT/GIS staff on temporary move of department to Public Works during 4th floor CPE construction project. (2-21-24) Attend and participate in meeting of committee. (3-11-24; 3-12-24; 3-13-24) Conversation with Budget and Finance Officer. Available date of return from vacation. Accept B & P Meeting scheduled for 3 pm May 28, 2024. (5-7-24) Attend and participate in committee meeting. (5-28-24) Work on potential remote work policy. (5-28-24; 5-29-24) Attend and participate in committee meeting. (6-4-24) Attend and participate in meeting. (10-15-24)

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

in Employee Day. (10-9-23.) Work on future Employee Recognition Day issue. (10-18-23) Contact insurer to evaluate coverage for potential site for 2024 Employee Recognition Day. (1-2-24) Attend and participate in committee meeting. (2-20-24) Communicate in response to questions about recognition for years of service by employees in attendance. (3-15-24) Attend and participate in committee meeting. (3-19-24) Check on potential keynote or breakout session speaker. Contact agent for venue to confirm paperwork necessary to finally reserve venue, obtain copy of complete contract required and obtain liability insurance coverage requirements. Contact county's insurer to confirm the required liability coverage will be in place for county on October 14th. Attend and participate in committee meeting. (4-16-24) Work on venue documentation. (4-30-24; 5-1-24) Check with C & W on status of certificate of insurance. (5-3-24; 5-7-24) Work on venue reservation and insurance coverage required. (5-28-24; 5-29-24) Work on venue reservation. (6-7-24) Attend and participate in committee meeting. (6-18-24) Work with group on input for CAR to describe event for BOCC. (6-24-24) Attend and participate in committee meeting. (7-16-24) Attend (slightly late) and participate in Committee meeting. (8-20-24) Sign up to volunteer to assist with event at Employee Recognition Day. (9-17-24) Order pastry for event as assigned by committee. (9-18-24) Staff meeting—work on transition planning for next week. (9-27-24) Work on event. (10-2-24) Attend and participate in Employee Recognition Day. (10-14-24)

Staff Road Renaming Committee:



**EMERGENCY
MANAGEMENT/FIRE**
Discussion

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

MEMORANDUM

FROM: Russel Stukey EM Director / Fire Chief

MEETING: November 25, 2024

SUBJECT: Update on Fire truck replacement search process.

PRESENTER: Chief Russel Stukey, DC Doug Russel

We want to update the BOCC on our search for replacement trucks for our aging fleet of response vehicles. As the BOCC is well aware we have an aging fleet of fire apparatus. We have NOT been aggressive the past few years replacing trucks due to the desire of both the Fire Advisory Board and the BOCC to complete the fire station replacement process. RCFD f#1 funds have been dedicated to fire station construction and not apparatus replacement. With the financial assistance from the BOCC of ARPA funds to build Station 110 in UP, we are able to now pursue truck replacement needs. The RCFD equipment committee has met extensively to analyze our current fleet of apparatus and has identified a list of trucks that need to be replaced asap. That list includes 3 pumpers, 2 brush trucks, 1 tanker, and 3 Heavy Brush trucks. With the cost of new trucks being out of reach we feel used trucks are our only option. We have searched extensively through 100's of used truck listings and identified a couple of trucks the we feel would be good replacements.

If it is acceptable to the BOCC we will submit travel requests to send 1 or 2 people to go look at these trucks in person to evaluate their condition and operational capabilities. If they check out then we will return to the BOCC with a purchase authorization request.

Enclosures:

- RCFDTruckinfo (PDF)
- RCFDProspectiveTrucks (PDF)

Station #	Location	Call Sign	YEAR	MAKE	Description
107	Mayday	HBRU 120	1969	AM General	6x6 Heavy Brush Truck
102	Ashland	HBRU 102	1970	JEEP (Army)	6X6 Heavy Brush Truck
112	Tuttle Creek	HBRU 112	1984	AM General	6X6 Heavy Brush Truck
102	Ashland	PUMT 102	1985	E-ONE	Pumper/Tanker
114	Peach Grove	Pumper 114	1986	Chevy	Pumper
114	Peach Grove	Brush 114	1986	Chevy	Brush Truck
111	Blue River Hills	HBRU 111	1989	AM General	6x6 Heavy Brush Truck
103	Ogden	Ladder 103	1990	E-One	75' Laddr Quint
104	Keats	Pumper 104	1990	KME	AWD Pumper Truck
108	Swede Creek	Tender 108	1990	Oshkosh	AWD Tanker
120	County Shop	Pumper 121	1991	KME	AWD Pumper Truck
111	Blue River Hills	Pumper 111	1992	GMC-Smeal	Pumper
104	Keats	Tender 104	1995	INTERNATIONAL	Tanker
116	Hunters Island	Pumper 120	1996	FORD \ E-1	Pumper
120	Blue River Hills	Brush 120	1996	CHEVY	Brush Truck
101	Zeandale	Pumper 101	1997	E-ONE	Pumper
105	Riley	Pumper 105	1998	E-ONE	Pumper
109	Randolph	Pumper 109	1998	E-ONE	Pumper
115	Konza Valley	Pumper 115	1998	E-ONE	Pumper
106	Leonardville	Pumper 106	1999	FREIGHTLINER	Pumper
110	University Park	Pumper 110	2000	FREIGHTLINER	AWD Pumper
116	Hunters Island	Brush 116	2000	FORD	Brush Truck
107	Mayday	HBRU 107	2001	INTERNATIONAL	Heavy Brush Truck
108	Swede Creek	HBRU108	2001	INTERNATIONAL	Heavy Brush Truck
112	Tuttle Creek	Pumper 112	2003	PIERCE	Pumper
CS	Air 1 Truck	EM Truck	2005	FORD	1-T. 4WD PU
103	Ogden	Tender 103	2006	CHEVY	Tanker
104	Keats	Brush 104	2006	FORD	Brush Truck
106	Leonardville	Brush 106	2006	FORD	Brush Truck
110	University Park	Brush 110	2006	FORD	Brush Truck
115	Konza Valley	Brush 115	2006	Chevy	Brush Truck
106	Randolph	UTV 2	2007	Polaris	UTV
103	Ogden	UTV 3	2008	Polaris	UTV

101	Zeandale	Brush 101	2011	FORD	Brush Truck
103	Ogden	Brush 103	2011	FORD	Brush Truck
109	Randolph	Brush 109	2011	Ford	Brush Truck
CS	Air 1 Trailer	Air 104	2011	Weis	SCBA Refill Trailer
120	Tuttle Creek	Squad 120	2011	CHEVROLET	Suburban
101	Zeandale	HBRU101	2013	S&S	Heavy Brush Truck
105	Riley	Tender 105	2013	Navistar	Tanker
106	Leonardville	Tender 106	2013	Navistar	Tanker
109	Randolph	Tender 109	2013	Navistar	Tanker
115	Konza Valley	UTV 1	2015	Polaris	UTV
120	Tuttle Creek	Utility 120	2019	Dodge	Fuel Truck
105	Riley	Brush 105	2020	Ford	Brush Truck
112	Tuttle Creek	Brush 112	2020	Ford	Brush Truck
HQ	Director/Chief	1901	2021	Chevy	SUV
HQ	Deputy Chief Admin	1501	2022	Chevy	Light Truck
HQ	Deputy Chief Operator	1502	2022	Chevy	Light Truck



2000 Spartan Ferrara

\$100,000

1500 GPM Pump

1000 Galon Tank

Less Than 40,000 Miles

3,080 hours

Would Replace 1990 L103

Truck Miles- 99,663

Over 6,000 hours



photo by Andy T

Packet Pg. 59



2006 Spartan Pumper

\$89,900

1250 GPM pump

1000 Gallon Tank

29,000 miles

1,928 Hours

Includes a set of extrication equipment and generator

Would replace 2003 Pierce P112

Milage- Unkn over 170,000

Over 6,000 hours



Attachment: RCFDProspectiveTrucks (15191 : Replacement Truck Search)

Intergovernmental Luncheon

Monday, November 25, 2024
12:00-1:00 p.m.
Bluemont Room, K-State Student Union
918 North Martin Luther King Jr. Drive
Manhattan, KS 66506

Agenda

1. Gather and luncheon (11:30 a.m.-12:00 p.m.)
2. Convene and Introductions
3. Agenda Topic
 - a. East Manhattan Gateway Plan Update
 - i. Stephanie Peterson, Community Development Director, City of Manhattan
4. Miscellaneous Discussion Items and Announcements
5. Discussion about Potential Agenda Topics for Next Meeting
6. Next Meeting Date: **Monday, January 27, 2025** – *New Location: 1960 Kimball Avenue*
7. Adjournment

IGL November Parking Garage Code: PGTGOVL112524

For those who have RSVP'd for lunch, food will be served starting at 12:00 p.m.
Payments can be collected on site by Union Station by JPs by cash, check, or credit card. If individuals need to be invoiced, the address of entity to be billed is required with contact information.