Board of Riley County Commissioners
Regular Meeting
Agenda
November 27, 2023

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

Cindy Kabriel
785-565-6200

Commission Chambers **8:30 AM**

District 2 – Greg McKinley, Member | District 3 – Kathryn Focke, Chair | District 1 – John Ford, Vice Chair

8:30 AM **Call to Order**

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Notices to Township Boards - Cereal Malt Beverage Licenses for Dara's Fast Lane (5321 Tuttle Creek Blvd and 1132 Pillsbury Drive)
4. 2023 Audit Engagement Letter
5. Advisory Board appointment letters and Resolution
6. Sign Riley County Employee Action Form(s)

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Nov 20, 2023 8:30 AM

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:00 AM **Katharine Hensler, Museum Director**

10. Staff Update - October 2023

9:15 AM **Lori Feldkamp, Big Lakes Developmental Center Director**

11. Big Lakes Developmental Center update

9:30 AM **Press Conference**

12. Recognition of Bethany Fields receiving Prosecutor of the Year Award - Barry Wilkerson (3-5 minutes)

9:40 AM **Amanda Webb, Planning/Special Projects Director**

13. Comprehensive plan update

10:10 AM **Shelley Woodard, Deputy County Counselor**

14. Administrative Work Session
15. A Resolution Finding the Keats Sewer Project is Still Feasible

10:30 AM **Brittany Phillips, Budget and Finance Officer**

16. 2023 Budget Amendment

Adjournment

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

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

COUNTY CLERK & ELECTIONS
License

COMMISSION AGENDA REPORT

FROM: **Annaliese Trout, Account Clerk/License**

MEETING: **November 27, 2023**

SUBJECT: **Notices to Township Boards - Cereal Malt Beverage Licenses for Dara's Fast Lane (5321 Tuttle Creek Blvd and 1132 Pillsbury Drive)**

PRESENTER: **Rich Vargo, County Clerk**

POSSIBLE MOTION(S)

Move to sign the Notices to Township Boards - Cereal Malt Beverage Licenses Dara's Fast Lane (5321 Tuttle Creek Blvd and 1132 Pillsbury Drive).

Move to deny

Enclosures:

- Notice of Township Board Daras Fast Lane (PDF)

Form B-375—NOTICE TO TOWNSHIP CLERK — Cereal Malt Beverage License. LOCKWOOD CO., INC., ATCHISON, KANSAS

The board of county commissioners in any county shall not issue a license without giving the clerk of the township board in the township where the applicant desires to locate, written notice by registered mail, of the filing of such application.

NOTICE TO TOWNSHIP BOARD

State of Kansas, Riley **County, ss.**

To the Township Clerk, Manhattan **Township, in said County:**

This is to notify the members of your Township Board that application has been filed with the County Commissioners by Dara's Fast Lane

for a license to sell cereal malt beverages at retail in said Township, at

5321 Tuttle Creek Blvd Manhattan, KS 66502

(Location as stated in application)

such sales* ____________ to be broken case lots.

The Township Board may within ten (10) days file advisory recommendations as to the granting of such license and such advisory recommendations shall be considered by said Board of County Commissioners before such license is issued—K.S.A. 41-2702.

Done by the Board of County Commissioners, this 27th day of November 20 23

Attest:

________________________ Chairman.

________________________ County Clerk.

(SEAL)

*If sales are in original and unbroken case lots, insert the word "not" before "to be in broken case lots."

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Done by the Board of County Commissioners, this 27th day of November 20 23

Attest:

________________ Chairman.

________________ County Clerk.

(SEAL)

*If sales are in original and unbroken case lots, insert the word "not" before "to be in broken case lots."

COUNTY CLERK & ELECTIONS
Contract

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 27, 2023**

SUBJECT: **2023 Audit Engagement Letter**

PRESENTER: **Brittany Phillips, Budget & Finance Officer**

BACKGROUND INFORMATION

Signature on the attached engagement letter is required by Riley County prior to James Gordon & Associates CPA, P.A., commencing 2023 audit services.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Riley County Engagement Letter (PDF)

JAMES GORDON & ASSOCIATES CPA, P.A.

727 POYNTZ AVE. STE 601 • MANHATTAN, KS 66502-0124 • 785.537.0190 • FAX 785.537.0158

October 16, 2023

Board of Commissioners
Riley County, Kansas

We are pleased to confirm our understanding of the services we are to provide for Riley County, Kansas (the County) for the year ended December 31, 2023.

Audit Scope and Objectives

We will audit the summary statement of receipts, expenditures, and unencumbered cash–regulatory basis, including the related notes to the financial statement, which collectively comprise the basic financial statement, of the County as of and for the year ended December 31, 2023.

The Kansas Municipal Accounting and Audit Guide (KMAAG) provide for certain regulatory-required supplementary information (RRSI) to supplement the County's basic financial statement. Such information, although not a part of the basic financial statement, is required by the KMAAG which considers it to be an essential part of financial reporting for placing the basic financial statement in an appropriate operational, economic, or historical context. We have also been engaged to report on regulatory-required supplementary information (RRSI) that accompanies the County's financial statement as required by the *Kansas Municipal Accounting and Audit Guide* (KMAAG).

We will subject the following RRSI to the auditing procedures applied in our audit of the financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statement or to the financial statement itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statement as a whole, in a report combined with our auditor's report on the financial statement:

1) Schedule 1 – Summary of Regulatory Basis Expenditures – Actual and Budget
2) Schedule 2 – Schedules of Regulatory Basis Receipts and Expenditures – Actual and Budget
3) Schedule 3 – Summary of Receipts and Disbursements – Agency Funds

We have also been engaged to report on supplementary information other than RRSI that accompanies the County's financial statement. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statement or to the financial statement themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statement as a whole in a report combined with our auditor's report on the financial statement.

1) Schedule of expenditures of federal awards.

The objectives of our audit are to obtain reasonable assurance about whether the financial statement as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statement are fairly presented, in all material respects, in conformity with KMAAG, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statement as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statement. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statement in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statement and Single Audit

We will conduct our audit in accordance with KMAAG and GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statement, including the disclosures, and determine whether the financial statement represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statement are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statement or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risks of material misstatement as part of our audit planning:

- Management override of controls.
- Improper revenue recognition due to fraud.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statement does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statement, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statement and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statement. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statement is free of material misstatement, we will perform tests of the County's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the County's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit.

The purpose of these procedures will be to express an opinion on the County's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statement, schedule of expenditures of federal awards, budget review, and related notes of the County's conformity with the KMAAG and the Uniform Guidance based on information provided by you.

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with the preparation of the financial statement, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statement, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statement and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statement, schedule of expenditures of federal awards, and all accompanying information in conformity with the KMAAG with the oversight of those charged with governance, and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for including all informative disclosures that are appropriate for the KMAAG. Those disclosures will include (1) a description of the KMAAG, including a summary of significant accounting policies, and how the KMAAG differs from GAAP, (2) informative disclosures similar to those required by GAAP, and (3) additional disclosures beyond those specifically required that may be necessary for the financial statements to achieve fair presentation.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statement, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

At the conclusion of our audit, we will require certain written representations from you about the financial statement; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statement to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statement of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statement. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statement with any presentation of the schedule of expenditures of federal awards that includes our report thereon.

Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for the presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the RRSI, which we have been engaged to report on, in conformity with the KMAAG. You agree to include our report on any document that contains, and indicates that we have reported on, the RRSI. You also agree to include the audited financial statement with any presentation of the RRSI that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for the presentation of the RRSI in accordance with the KMAAG; (2) you believe the RRSI, including its form and content, is fairly presented in accordance with the KMAAG; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statement, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the Board of Commissioners; however, management is responsible for the distribution of the reports and the financial statement. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of James Gordon & Associates CPA, P.A. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the federal or state agencies providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of James Gordon & Associates CPA, P.A. personnel.

Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Oversight Agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Jacob Kujath is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately April 2024.

Our fee for these services based on our proposed agreement will be $44,500 for audit services, $4,000 for the single audit which includes one major program, and $2,000 for the budget review. If additional major programs are required to be audited, based on standards determined by the Uniform Guidance, our fee for each additional major program will be $3,500, based on our proposed agreement. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

Reporting

We will issue written reports upon completion of our audit. Our reports will be addressed to the Board of Commissioners of the County. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement.

If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance.

The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the County and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

James Gordon & Associates CPA, P.A.

James Gordon & Associates CPA, P.A.

RESPONSE:

This letter correctly sets forth the understanding of Riley County, Kansas.

Management signature: ________________________

Title: ______________________________________

Date: ______________________________________

Governance signature: ________________________

Title: ______________________________________

Date: ______________________________________

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

COUNTY CLERK & ELECTIONS
Boards

COMMISSION AGENDA REPORT

FROM: **Cindy Kabriel, Senior Administrative Assistant**

MEETING: **November 27, 2023**

SUBJECT: **Advisory Board appointment letters and Resolution**

PRESENTER: **Cindy Kabriel, Senior Administrative Assistant**

POSSIBLE MOTION(S)

Move to approve the following appointments and "Resolution No. 112723- , A Resolution appointing Riley County representatives to Council/Advisory Boards."

Scott Eilert Comm Dist 2	December 2, 2023 – December 1, 2026	Big Lakes Developmental Center
Rudy Haun Comm Dist	January 1, 2024 – January 2, 2027	Big Lakes Developmental Center
Eric Peck Comm Dist 1	January 1, 2024 – December 31, 2025	Riley County Planning Board\ Board of Zoning Appeals

Enclosures:

- Nov 27th appointments (PDF)

Cindy Kabriel

From:	Rich Vargo
Sent:	Friday, October 27, 2023 11:50 AM
To:	Cindy Kabriel
Subject:	FW: Big Lakes Board Appointments
Attachments:	Eilert Re-appointment.2023.pdf; Haun Re-appointment.2023.pdf

Rudy Haun
Scott Eilert

From: Lori Feldkamp [redacted]
Sent: Friday, October 27, 2023 11:46 AM
To: Rich Vargo <[redacted]
Subject: Big Lakes Board Appointments

Hi Rich

Please put board re-appointments on the county commission agenda at your earliest convenience.

Thank you!

Lori

Lori B. Feldkamp
President & CEO
Big Lakes Developmental Center, Inc.
1416 Hayes Drive
Manhattan, Kansas 66502
Ph 785-776-9201 Ext. 134
Fax 785-776-9830
[redacted]

55th Big Lakes Anniversary 1973-2023

30th 1993-2023 Big Lakes Foundation Anniversary

big lakes

*****WARNING***** This message and accompanying documents are covered by the Electronic Communications

RILEY COUNTY

BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
Manhattan, Kansas 6650
Phone: 785-565-684
Fax: 785-565-684
E-mail: bocc@rileycountyks.gc

November 27, 2023

Scott Eilert
908 Overhill Road
Manhattan, KS 66503

Dear Scott:

This is to confirm your appointment to the Big Lakes Developmental Center Advisory Board. We greatly appreciate your willingness to serve on this Council/Board and know that the Big Lakes Developmental Center Advisory Board will benefit from your contribution. Your term appointment is through December 1, 2026.

Sincerely,

Riley County Board of County Commissioners

____
Chair

____
Member

____
Member

FILED

2023 NOV 13 PM 2:01

COUNTY CLERK
RILEY COUNTY, KANSAS

Name of Council/Board Member: Scott Eilert

Board: Big Lakes Developmental Center Advisory Board

Date of Term Expiration: December 1, 2023

Council/Board Member: Please check the following applicable boxes regarding your interest in serving another term on the Council/Board. Please sign the form and return it as soon as possible in the stamped envelope enclosed.

- [x] I am interested in serving another term.
- [ ] I am not interested in serving another term.
- [ ] I am not eligible to serve another term.
- [ ] I am interested in serving on a different council, board or committee. Please send me an interest form/application.

Signed: [signature]
Council/Board Member

11-9-2023
Date

RILEY COUNTY
BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
Manhattan, Kansas 6650
Phone: 785-565-684
Fax: 785-565-684
E-mail: bocc@rileycountyks.g

November 27, 2023

Rudy Haun
13407 W. 126th Place
Overland Park, KS 66213

Dear Rudy:

This is to confirm your appointment to the Big Lakes Developmental Center Advisory Board. We greatly appreciate your willingness to serve on this Council/Board and know that the Big Lakes Developmental Center Advisory Board will benefit from your contribution. Your term appointment is through January 1, 2027.

Sincerely,

Riley County Board of County Commissioners

____
Chair

____
Member

____
Member

FILED

2023 NOV 17 PM 3:42

COUNTY CLERK
RILEY COUNTY, KANSAS

Name of Council/Board Member: Rudy Haun

Board: Big Lakes Developmental Center Advisory Board

Date of Term Expiration: January 1, 2024

Council/Board Member: Please check the following applicable boxes regarding your interest in serving another term on the Council/Board. Please sign the form and return it as soon as possible in the stamped envelope enclosed.

☒ I am interested in serving another term.

☐ I am not interested in serving another term.

☐ I am not eligible to serve another term.

☐ I am interested in serving on a different council, board or committee. Please send me an interest form/application.

Signed:

Rudy T. Haun
Council/Board Member

11-15-2023
Date

Change of Address:

Rudy T. Haun
13407 W. 126th Place
Overland Park, Kansas 66213

Cindy Kabriel

From: Amanda Webb
Sent: Wednesday, October 25, 2023 11:47 AM
To: Cindy Kabriel
Cc: Lisa Daily
Subject: Recommendation for Riley County Planning Board

Thank you, Cindy.

I would like to recommend appointment of Eric Peck to the Riley County Planning Board. He will fill Diane Hoobler's unexpired term through December 31, 2025. Diane has submitted her resignation effective December 31, 2023.

-Amanda

From: Cindy Kabriel [redacted]
Sent: Monday, October 23, 2023 3:38 PM
To: Amanda Webb [redacted]; Lisa Daily [redacted]
Subject: FW: Online Form Submittal: Advisory Council/Board Application Form

Cindy Kabriel
Senior Administrative Assistant
Riley County Clerk's Office
110 Courthouse Plaza, B118
Manhattan, KS 66502
phone: (785) 565-6202
fax: (785) 537-6394

From: [redacted] [redacted]
Sent: Sunday, October 22, 2023 8:15 PM
To: Cindy Kabriel [redacted]
Subject: Online Form Submittal: Advisory Council/Board Application Form

Advisory Council/Board Application Form

Personal Information

RILEY COUNTY APPLICATION FOR SERVING ON A COUNTY ADVISORY COUNCIL/BOARD

Following is a list of current County Advisory Council/Boards. If you have any questions or need additional information about the specific group(s) you are interested in, please contact the County Clerk's Office (565-6202).

Cindy Kabriel

From: Amanda Webb
Sent: Tuesday, October 24, 2023 9:22 AM
To: Cindy Kabriel
Subject: FW: Planning Board

Hi, Cindy.

Please see Diane's message below.

As you probably already know, Eric has submitted his application. I will send you a recommendation today.

-Amanda

From: Diane Hoobler <[redacted]
Sent: Tuesday, October 17, 2023 9:50 AM
To: Amanda Webb <[redacted]
Subject: Planning Board

Amanda - It is with regret that I submit my resignation from the Riely County Planning Board. effective Jan 1 2024. I have very much enjoyed my time on the board and have learned a lot from the experience.

I have approached Eric Peck as a possible replacement. I just let him know that I would be retiring and wondered if he would be interested. I understand that it is our County Commissioners place to appoint committee members. I personally think Eric would be a good candidate. He is retired Military, currently serves as the Fire Chief for the Zeandale Township and has agricultural roots.

It has been great working with Planning office staff. Thank you all for all u do in keeping Riley County such a great place to live.

Respectfully Submitted,

Diane Hoobler

Select the Board, Commission, or Committee applying for	Riley County Planning Board/Board of Zoning Appeals

PERSONAL INFORMATION

First Name	Eric
Last Name	Peck
Address1	840 STADEL RD
Address2	*Field not completed.*
City	MANHATTAN
State	KS
Zip	66502
Phone Number	[redacted]
Business Address	840 STADEL RD
Business Phone Number	[redacted]
Occupation	Retired
Email Address	[redacted]
Statement of Interest	I am interested in serving on the Zoning Board to ensure county development progresses in accordance with approved Zoning plans and regulations. I served 40 years in the National Guard at State and Federal levels. A significant amount of that service included response to man made and natural disasters. The impacts of land use, building construction and development were all factors in recovery from these disasters leading me to interest in these areas. I also have some experience in serving on boards at the state and local level that delt with public input.

References

REFERENCES

Please submit at least one reference.

Reference Name	Evan Parsons
Reference Phone Number	[redacted]

Reference Email Address	[redacted]
Relationship	Friend

(Section Break)

Reference Name	Diane Hoobler
Reference Phone Number	[redacted]
Reference Email Address	[redacted]
Relationship	Colleague

(Section Break)

Reference Name	*Field not completed.*
Reference Phone Number	*Field not completed.*
Reference Email Address	*Field not completed.*
Relationship	*Field not completed.*

Sign and Submit

Type Your Name	Eric C Peck

Thank you for your interest in serving Riley County

When an opening on a council/board occurs, the Riley County Commissioners will review the applications on file. If your application is selected, you will be contacted to confirm that you are still interested in serving on this council/board before an appointment is made.

All applications will remain on file for three years.

Questions?

Please contact the County Clerk's Office during regular business hours.

Phone: (785) 565-6200

Address: 110 Courthouse Plaza, Manhattan, Kansas 66502

Email not displaying correctly? View it in your browser.

RILEY COUNTY

BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
Manhattan, Kansas 665(
Phone: 785-565-68
Fax: 785-565-68
E-mail: bocc@rileycountyks.g

November 27, 2023

Eric Peck
840 Stadel Road
Manhattan, KS 66502

Dear Eric:

This is to confirm your appointment to the Riley County Planning Board\Board of Zoning Appeals. We greatly appreciate your willingness to serve on this Council/Board and know that the Riley County Planning Board\Board of Zoning Appeals will benefit from your contribution. Your term appointment is through December 31, 2025.

Sincerely,

Riley County Board of County Commissioners

____
Chair

____
Member

____
Member

RESOLUTION NO. 112723-

A RESOLUTION APPOINTING RILEY COUNTY REPRESENTATIVES TO ADVISORY BOARDS

WHEREAS, Riley County has positions available to be filled on various boards; and

WHEREAS, the following positions are open and the county residents listed below are eligible and have indicated a willingness to serve; and

WHEREAS, the Board of Commissioners of Riley County, Kansas, desire to appoint these county residents to the boards and for the terms as indicated below:

Scott Eilert Comm Dist 2	December 2, 2023 – December 1, 2026	Big Lakes Developmental Center
Rudy Haun Comm Dist	January 1, 2024 – January 2, 2027	Big Lakes Developmental Center
Eric Peck Comm Dist 1	January 1, 2024 – December 31, 2025	Riley County Planning Board\Board of Zoning Appeals

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of Riley County, Kansas, that the above referenced county residents are hereby appointed to the various county boards for the designated period of time.

ADOPTED this 27th day of November, 2023.

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

____
CHAIR

____
MEMBER

____
MEMBER

ATTEST:

____
RICH VARGO
Riley County Clerk

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

COUNTY CLERK & ELECTIONS
Personnel

COMMISSION AGENDA REPORT

FROM: **Elizabeth Ward, Human Resources Director**

MEETING: **November 27, 2023**

SUBJECT: **Sign Riley County Employee Action Form(s)**

PRESENTER: **Elizabeth Ward, Human Resources Director**

Enclosures:
- 2023-11 EMT RDavis EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Riley Davis

Status Change Date: 11/20/2023

Status Change: Separation

Date of Hire: 6/2/2022

Seniority: 1 Year, 5 Month(s)

Position: EMT

Position Type: Full-Time

Pay Range: EMT

Pay Type: Hourly

Base Rate: $16.96

Annualized Pay: $35,276.80

Funds Codes: 1-County General, 20-EMS/Ambulance

Supervisor: David Adams

Department Head: David Adams

BoCC Chairman ______________________________________ Date: ______________________

BoCC Member ______________________________________ Date: ______________________

BoCC Member ______________________________________ Date: ______________________

Original document stored in Human Resources

Revised 2022-11

Board of Riley County Commissioners

Regular Meeting

TENTATIVE Agenda

November 30, 2023

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

Cindy Kabriel
785-565-6200

Commission Chambers **8:30 AM**

District 2 – Greg McKinley, Member | District 3 – Kathryn Focke, Chair | District 1 – John Ford, Vice Chair

8:30 AM **Call to Order**

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM **Clancy Holeman, Counselor/Director of Administrative Services**

2. Administrative Work Session

9:20 AM **Anna Burson, Appraiser**

3. Staff update

9:35 AM **Amanda Webb, Planning/Special Projects Director**

4. LEPP Grant

9:55 AM **John Ellermann, Public Works Director/County Engineer and Tom Orazam, RWD#1**

5. RWD#1

11:00 AM **Executive Sessions to discuss department head evaluations**

6. 11:00 Russel Stukey, Emergency Management Director
7. 11:20 John Ellermann, Public Works Director/County Engineer
8. 11:40 Julie Gibbs, Health Department Director

1:30 PM **Clancy Holeman, Counselor/Director of Administrative Services**

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

Adjournment

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

Board of Riley County Commissioners
Regular Meeting
TENTATIVE Agenda
December 04, 2023

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

Cindy Kabriel
785-565-6200

Commission Chambers **8:30 AM**

District 2 – Greg McKinley, Member | District 3 – Kathryn Focke, Chair | District 1 – John Ford, Vice Chair

8:30 AM **Call to Order**

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM **Clancy Holeman, Counselor/Director of Administrative Services**

1. Administrative Work Session

9:20 AM **Break**

9:30 AM **Press Conference**

2. RCPD Update - Greg Steere (3-5 minutes)

10:00 AM **Russel Stukey, Emergency Management Director**

3. Staff update

11:00 AM **Executive Sessions to discuss department head evaluations**

4. 11:00 David Adams, EMS/Ambulance Director
5. 11:20 Anna Burson, Appraiser
6. 11:40 Michael Boller, Noxious Weed/HHW Director

Adjournment

Announcements

The 48th Annual KAC Conference and Exposition will be held

Tuesday, December 5th - Thursday, December 7th at the Hyatt Regency & Century II Convention Center, Wichita, Kansas.

The Board of County Commissioners will not be in session on Thursday, December 7th.

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

MUSEUM
Staff Update

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

STAFF REPORT

FROM: **Katharine Hensler, Museum Director**

MEETING: **November 27, 2023**

SUBJECT: **Staff Update - October 2023**

PRESENTER: **Katharine Hensler, Museum Director**

Riley County Historical Museum - Director's Report

November 27, 2023

1. Visitation and Tours - In the month of October, there were 176 visitors to the Museum and 40 to the Goodnow House, 23 at the Wolf House Museum, and the Pioneer Log Cabin saw 36 guests. The Log Cabin was closed for the season on October 31. It will reopen in April of 2024.

Site Name	JUL	AUG	SEP	OCT
Museum	150	282	139	176
Goodnow House	67	84	27	40
Wolf House	20	31	16	23
Pioneer Log Cabin	20	35	41	36
TOTAL	257	432	223	275

Volunteer Hours	JUL	AUG	SEP	OCT
General	59.75	63.25	26.25	60
RCHS Board of Directors	18.5	22	38.5	46.5
Community Service	16.5	8.5	19	25
TOTAL	94.75	93.75	83.75	131.5

Regular volunteer hours for the month totaled 60 hours and were generated by 17 volunteers. Our RCHS Board of Directors contributed an estimated additional 46.5 hours. The

Museum also had two community service workers in October who assisted with outdoor cleanup of the Museum, the Goodnow House, and the Wolf House Museum with 25.0 hours. We are seeing an increase in the number of individuals reaching out to get community service hours at the Museum.

2. Education and Outreach

October 1 - Open House and Ice Cream Social at the Rocky Ford School House: 68 guests attended, 9 volunteers supported. Curator Highsmith provided a hands-on, classroom demo for visitors. Museum Trustees and RCHS Board Members served as celebrity scoopers and dished out ice cream.

October 10 - Fireside Chat, History of Zoos with special highlight to the 90th Anniversary of the Sunset Zoo with Melissa Kirkwood; 19 guests attended. Fireside Chats are always free and open to the public. They are held at Flight Crew Coffee at 423 Poyntz Ave.

October 12 - Director Hensler served on the grants review board of Humanities Kansas for the fall “Humanities for All Grants,” and “Culture Preservation Grants,” cycles. This was a week-long process of review, critique, and recommendation for funding, with the in-person meeting to discuss and vote on grant recipients occurring on the 12th.

October 13 - Curator Highsmith provided an outreach presentation to an audience of 47 at Meadowlark. The presentation was titled, “Electrifying Manhattan,” and tells the history of electrical installation, use, and convenience in the community. An exhibit to accompany the presentation was also presented at the program.

October 19 - Director Hensler provided an outreach presentation to the Regional Men’s Garden Club that met at Meadowlark. The program was on the legend of “Sadie: Isaac Goodnow’s Wandering Cow.” 36 guests were in attendance.

October 25 - Director Hensler taught a 1.5 hour class through UFM at Meadowlark titled,” Lost Along the Road in Soissons: Finding Comfort in the Wake of War.” 19 students attended. This program generated a monetary donation from UFM to the RCHS.

October 31 - Director Hensler and Curator Highsmith had a booth at the Bewitching at Westloop hosted by the Westloop Business Association. The booth was decorated for Halloween, staff passed out candy and marketing material for the Museum and Goodnow House. It is estimated that around 1,000 people stopped at the booth that evening.

3. Collections - In the month of October, 6 donations of objects came into the Museum. Amongst those donations, 96 individual items were recorded. Curator Munger was able to process 11 backlogged collections which totaled 43 individual objects acquisitioned into the collection. Lastly, 4 objects categorized as a museum acquisitions were processed.

Collections Numbers	JUL	AUG	SEP	OCT
Number of Collections Donated	10	10	9	6
Individual Items Donated	67	531	46	96
Backlogged Collections Processed	4	6	4	11
Backlogged Items Processed	39	53	39	43

Museum Acquisitions Processed	0	1	4	4

4. Archives and Library - Curator Glasglow managed 7 new incoming patron requests for the public in the month of October. There were no internal requests for research support. There were no appointments made to use the research library, but there were 5 walk-in patrons. She continues to follow up with outstanding requests submitted previously.

Library and Archives Requests	JUL	AUG	SEP	OCT
Research (external)	4	4	6	7
Research (internal)	2	2	4	0
In-Person Appointments	6	3	3	0
Walk-In Appointments	6	7	2	5
TOTAL	18	16	15	12

5. Building and Grounds - Museum staff continue to clean up work and storage space around the Museum building. With the assistance of Dave Ball, we were able to get some very large, metal map storage cases from the Goodnow Barn that were acquired from the County's surplus auction in 2008. Because of the poor condition of the cases, the Museum cannot use them for storing collection items. The cases and drawers have been returned to the County surplus collection. This has cleared up a substantial amount of room in the Goodnow Barn, which will be undergoing door and window restoration in the near future. Our hope is to be able to use that space for educational classroom and workshop space.

   The Museum continues to have issues with the gallery lighting systems (in galleries and in temporary storage). Public Works has been made aware and are looking at solutions for us. The systems are out of date which makes finding the specialized light bulbs a challenge. Additionally, the bulbs seem to burn out more quickly than they should.

   Museum staff would like to thank the Town and Country Garden Club for keeping the flower pots at the Museum's entrance looking lovely throughout the spring, summer, and fall seasons. We very much appreciate their support and the work they put into donating, planting, and tending to those flowers.

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

6. Special Projects - On October 28, the Goodnow House hosted its first small wedding. The wedding party of seven was present and everything turned out lovely. The bride and groom provided a monetary donation to the RCHS.

7. Riley County Historical Society (RCHS)

   The roof replacement for the Wolf House Museum at 630 Fremont St. and the Wolf Photography Studio at 624 Fremont St. is progressing. Contracts have been signed and the contractor has ordered the products. At this time, we are just waiting for the supplies to come in to schedule the work.

   The society is embarking on another preservation project with one of their properties. This one is for the door replacement of the Hartford House. This door (which is not currently historic, but was intended to be a short-replacement itself) has been deteriorating from water damage. We hope to see this work done before the end of 2023.

The RCHS is seeking third party firms to contract for long-range planning, organizational restructuring, and board education. The RCHS has not had a formal long-range plan in the last decade and due to changes the board is motivated to make to modernize and improve their organizational processes, they are actively seeking bids and interviewing potential firms. They continue to be supportive and collaborative with the Museum and our staff members.

8. Upcoming Events

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

December 25 - Closed for the Christmas Holiday

January 1 - Closed for the New Year Holiday

January 20, 2-5pm - New exhibit to open at the Wolf House Museum about funeral traditions in Victorian era Riley County. Free and open to the public.

Ongoing - RCHS Annual Membership Campaign

Ongoing - RCHS End of Year Fundraising Appeal

Enclosures:

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

PLANNING & DEVELOPMENT
Work Session

COMMISSION AGENDA REPORT

FROM: **Amanda Webb, Planning Director**

MEETING: **November 27, 2023**

SUBJECT: **Comprehensive plan update**

PRESENTER: **Amanda Webb, Planning Director**

Please see attached staff report.

Enclosures:
- Comp plan staff report 11.27 (PDF)

PLANNING & DEVELOPMENT
ENVIRONMENTAL HEALTH

Date: November 27, 2023

To: Riley County Board of County Commissioners

From: Amanda Webb, Planning Director

Re: Comprehensive Plan update – monthly report (November 2023)

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

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

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

Community meetings:

We have now held all 11 scheduled community meetings. Every mailing address within each corresponding township was sent a notification postcard two weeks in advance of the meeting. The table below shows the number of postcards mailed in each township and the number of people that attended each meeting. While anyone could attend any of the meetings, to ensure we reached as many folks as possible, we scheduled the meetings in locations that surrounding/adjacent townships could more easily access.

Date	Location	Township	Notified	Attended
Sept. 26, 2023	Ashland Community Center	Ashland	93	28
Oct. 10, 2023	Leonardville Community Center	Bala	369	10
Oct. 17, 2023	Pottorf Hall	Wildcat	378	27
Oct. 19, 2023	Sedalia Community Church	Grant	516	28
Oct. 23, 2023	Manhattan Fire Dept HQ	Manhattan	884	24
Oct. 24, 2023	Ogden Community Center	Ogden	724	19
Oct. 26, 2023	Zeandale Community Church	Zeandale	211	31
Nov. 1, 2023	Randolph VFW	Center, Fancy Creek, Jackson, May Day, Swede Creek	848	27

Nov. 6, 2023	Keats Park Community Bldg	Keats Lion's Club	No mailing	32
Nov. 8, 2023	Riley City Hall	Madison	505	9
Nov. 15, 2023	Randolph VFW	Sherman	538	22
Totals:			**5,066**	**257**

Note: We did not mail notification postcards for the November 6 meeting. We were on the Keats Lion's Club agenda so did not do a separate notification.

For each meeting, we gave a PowerPoint presentation that included general information on comprehensive planning, Vision 2025 goals and planning process, and the update process. We then had an interactive activity ("pop quiz") and asked the audience the following five questions:

1. *What do you like best about Riley County?*
2. *What do you think are Riley County's biggest challenges?*
3. *What does your ideal Riley County look like in 2040?*
4. *What do you think the county should prioritize?* This question was formerly: "What should the county focus on? What should we not focus on?" It was misleading in the sense that it seemed to indicate that there are issues we will not focus on. The question should be, given our limited resources and that we cannot address everything immediately, what should we prioritize? I envision an action item plan with short-, medium-, and long-term timeframes assigned to each.
5. *Why did you choose to attend this meeting?* This question was first introduced for meeting three. I want to make it clear that attendance at these meetings and participation in the process is vital to the success of this plan. We gain much insight from hearing why people choose to attend these meetings.

Generally, most people said they liked the agricultural/rural nature of the county. They like the small town feel with "big city" amenities and they appreciate the people, safety, and the landscape. Most respondents shared concerns over road maintenance, high property taxes, accommodating growth, and that not enough resources are funneled to the small cities, but rather remained in the southern part of the county.

I will provide a compilation of all community meeting responses during the December update.

<u>Public input survey:</u> **THERE IS STILL TIME TO TAKE THE SURVEY!**

As of November 21, we've received 580 responses, though some are only partially complete. The survey is open through December 1 (this will not be the last opportunity to provide input). At each of the community meetings, I asked the audience for a show of hands who has taken the survey. Most had not. Our response rate increased since we began the community meetings. On the agenda, I provided the URL of the comprehensive plan update website, which includes the survey link. Starting about meeting six, I brought hard copies of the survey to each meeting (at the suggestion of a committee member).

In total we mailed 600 notification postcards to random addresses (250 including inside Manhattan city limits, and 350 outside of Manhattan city limits). We also spoke with our committee network to ask for their help in spreading the word on their social media and other public notification platforms. I also asked community meeting attendees to tell their families, neighbors, and friends about the survey.

Also, through the survey, 124 people (so far) have requested to be added to the mailing list. I plan to provide a synopsis/report to those folks (as well as all community meeting attendees that provided email addresses).

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

Random sampling of comments:

I will provide a compilation of all survey responses with the December update.

- Internet and broadband need to be a huge priority for Riley County.
- Coordination and cooperation and leadership from Wamego to Junction City has to begin in Manhattan and Riley County.
- Work with city and school board to keep tax increases at a minimum.
- Please put some of the items you read into serious consideration.
- I appreciate the opportunity for people to voice their opinion.
- Keep urban areas urban and rural areas rural. Don't let Blue Township happen in Riley County.
- Manhattan is developed enough. Start heading north to develop.
- We always thought that we could parcel our land and pass it on to our children. They love it as much as we do. Please allow us to do that.
- As you build/develop new areas, the current area needs should be addressed. Otherwise, it appears our tax dollars are going towards growth versus serving the taxpayers.
- Please update existing parks to modern standards. Then we can explore adding more parks.

Sampling of demographics:

I will provide the demographic charts with the December update.

- Approximately 94% live within the county and, of those, 40.8% live in unincorporated Riley County. Over 71% of respondents have lived in the county for more than 11 years. Approximately 82% own land.
- The age range with the most respondents is 35-44 with 23.7%, followed by 65+ at 20% and 45-54 at almost 19%.
- 65.5% work full-time and approximately 20% are retired. 74.6% work in the county.

<u>Comprehensive Plan Committee</u>

Our committee has grown to include 39 community members (some from regional/local agencies or businesses, some farmers, and some from various townships and backgrounds) as well as 14 county staff. It is important we have representation from diverse backgrounds.

Name	Affiliation	Subcommittee
John Adam	City of Manhattan	Infrastructure
John Verssue	City of Manhattan	Housing / Economic Development
Ben Chmiel	City of Manhattan	Economic Development / Ag/Land use
Lorn Clement	Ashland Township	Economic Development
Scott Carmichael	Riley County Conservation Dist.	Ag/Land use
Jim Genandt	Manhattan Technical College	Economic Development
Lori Rogge	Flint Hills Realtor's Association	Ag/Land use
Jared Tremblay	Flint Hills MPO	Infrastructure
Debbie Nuss	Flint Hills Wellness Coalition	Housing / Health
Gina Snyder	Downtown Manhattan Inc	Housing
Ed Klimek	Westloop Business Association	Infrastructure
Edie Doane	Kansas Farm Bureau	Economic Development / Ag/Land use
Brad Hartenstein	Flint Hills Builders Association	Housing / Infrastructure
Dennis Cook	Aggieville Business Association	Economic Development
Shaun Linenberger	Manhattan Township	Housing
Liz Nelson	MHK Senior Center	Parks & Rec
Donna Sullivan	Riley Countian	
Jill Reynard	Charleson & Wilson	Ag/Land use
Anne Smith	Ata Bus	
Daryn Soldan	MHK Chamber of Commerce	
Kelley Paskow	Fort Riley	
Mark Bachamp		Economic Development / Infrastructure
Natalie Gordon		Housing / Economic Development / Ag/Land use
Phil Anderson		Economic Development / Parks & Rec
Kate Ryan		Economic Development
Kirk Crabtree		Housing / Economic Development / Infrastructure
Ryan Wilson		Housing / Ag/Land use
Kent Glasscock		Housing
Jeff Hancock		Ag/Land use
Tim Sharp		
Robert Deemie		Economic Development/ Infrastructure / Health / Ag/Land use
Stacy Wurtz		Ag/Land use
Rodney Dugan		Ag/Land use
Annemarie Dobson	Manhattan Township	Housing / Infrastructure
Diane Hoobler	Zeandale Township	Ag/land use
Lynn Blecha	Grant Township/developer	
Jane Burgman	Bala Township/rancher	Ag/Land Use
Megan Larson	Farmer/rancher	
Bob Mertz	Zeandale Township	
Russel Stukey	Emergency Management	Infrastructure / Health
David Adams	Emergency Medical Services	Infrastructure / Health
John Ellermann	Public Works	Infrastructure
David Willis	Parks	Parks & Rec
Michael Boller	Household Hazardous Waste	
Katherine Hensler	Museum	Parks & Rec
Julie Gibbs	Health	Health
Rich Vargo	Clerks	
Shilo Heger	Treasurers	
Anna Burson	Appraisers	Housing
Gary Fike	Extension	Ag/Land use
Vivienne Leyva	Public Information Officer	
Amy Manges & Jo Reed	Register of Deeds	Health

Subcommittee groups:

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

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

I'll provide a summary of group discussions for the December update.

<u>Other:</u>

Website address: https://www.rileycountyks.gov/plan
Email address: compplan@rileycountyks.gov
Survey: https://survey.alchemer.com/s3/7422339/Comp-Plan-2040

***Monday, December 18, 2023 at 10:30 am – Year to date full update**

As noted in this report, with the December update, I'll provide a compilation of public input from the survey as well as from the community meetings. I'll also provide the demographic charts. You will also receive a summary of subcommittee discussions.

I will share a tentative timeline for next steps and project completion (i.e., reconvening the full committee, providing draft language for public review/comment, public meetings with RCPB & BOCC, etc.).

We will also discuss possible document titles and logos. Right now, it's called "Comprehensive Plan 2040" as a placeholder and using the standard Riley County logo.

COUNTY COUNSELOR/ADMINISTRATIVE SERVICES
Resolution

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

RESOLUTION

FROM: **Shelley Woodard, Deputy County Counselor**

MEETING: **November 27, 2023**

SUBJECT: **A Resolution Finding the Keats Sewer Project is Still Feasible**

PRESENTER: **Shelley Woodard, Deputy County Counselor**

BACKGROUND

On November 16, 2023, the Board held a public hearing regarding the feasibility of the Keats Sewer Project pursuant to K.S.A. 19-27a06. The Board voted in a 2-1 decision that the Keats Sewer Project is currently still feasible.

DISCUSSION

This resolution memorializes the vote taken by the Board on November 16, 2023.

FISCAL IMPACT

Staff time for County Counselor's Office. Staff time for Planning and Development. Staff time for Public Works. Costs invoiced by BG Consultants.

RECOMMENDATION(S)

Counsel recommends the Board pass the resolution based on the vote at the public hearing on November 16, 2023.

POSSIBLE MOTION(S)

A. I move the Board passes the resolution confirming the Board's decision on November 16, 2023, that the Keats Sewer Project is feasible.

B. I move the Board passes the resolution confirming the Board's decision on November 16, 2023, that the Keats Sewer Project is feasible "after the following changes are made…"

Enclosures:

- Resolution Finding the Keats Sewer Project is Still Feasible 11-27-23 (DOCX)

RESOLUTION NO. 112723-__

A RESOLUTION FINDING THE KEATS SEWER PROJECT IS STILL FEASIBLE BASED ON ACTION TAKEN BY THE BOARD OF COUNTY COMMISSIONERS FOLLOWING PUBLIC HEARING HELD ON NOVEMBER 16, 2023

WHEREAS The Board of County Commissioners created the Keats Sewer District in 2019 by adopting Resolution No. 102119-47.

WHEREAS The Board of County Commissioners, through the recommendations of county staff and outside consultants, has identified 2 design ideas for consideration for the Keats Sewer Project.

WHEREAS the estimated costs for the 2 design ideas have increased by more than 10% and K.S.A. 19-27a06 requires a public hearing to determine the feasibility of a sewer project when estimated costs have increased by more than 10%.

WHEREAS the Board of County Commissioners held the required public hearing on November 16, 2023, at 11:05 a.m. in the Commission Chambers.

WHEREAS the Board of County Commissioners held a vote and determined with a 2-1 vote that the Keats Sewer Project is still feasible with Commissioner Ford voting that the project is not feasible.

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

SECTION 1. The Board of County Commissioners, through county staff and outside consultants, is working to obtain as much grant funding as possible for the Keats Sewer Project and is currently working to meet United States Department of Agriculture funding deadlines.

SECTION 2. After weighing testimony given during the public hearing and considering current efforts to secure grant funding, the Board of County Commissioners finds the Keats Sewer Project is still feasible.

ADOPTED AND APPROVED this 27th day of November 2023.

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

____
Kathryn Focke, Chairwoman

____
Greg McKinley, Vice Chairman

____
John Ford, Member

ATTEST:

(seal)

____
Rich Vargo, Riley County Clerk

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

COUNTY CLERK & ELECTIONS
Budget

COMMISSION AGENDA REPORT

FROM: **Brittany Phillips, Budget and Finance Officer**

MEETING: **November 27, 2023**

SUBJECT: **2023 Budget Amendment**

PRESENTER: **Brittany Phillips, Budget and Finance Officer**

BACKGROUND

Authority for amending a budget fund or funds is found in K.S.A. 79-2929a(a). It provides for the governing body of any taxing subdivision or municipality which is subject to the budget law provisions of K.S.A. 79-2925 through 79-2936 and amendments thereto, which proposes to amend its adopted current budget during the year in which such budget is in effect, shall be subject to the same publication, notice and public hearing requirements as required by K.S.A. 79-2929, and amendments thereto, for the adoption of the original budget. In addition, such published budget shall show any proposed changes in the amount of expenditures by fund. Any proposed increase in expenditures shall be balanced by previously unbudgeted increases in revenue other than ad valorem property taxes.

DISCUSSION

The proposed 2023 Budget Amendments are attached. The following funds have been included in the budget amendments:

County Building Fund	$499,630
RCPD Fund	$5,510,779
Solid Waste Fund	$3,347,458
Community Corrections Fund	$1,240,940
Health Department Fund	$5,836,605
Hunter's Island	$34,515

The Notice of Hearing on the amendment will be published in the Mercury at least ten days prior to the hearing, which is scheduled on Monday, December 18 at 10:00 a.m.

FISCAL IMPACT

The Riley County Mill Levy (ad valorem) tax is not affected by any of these fund amendments.

RECOMMENDATION(S)

Staff recommends approval of the publication of the 2023 Budget Amendment hearing.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Amended 2023 Budget (PDF)

State of Kansas
Amendment

2023

Amended
Certificate
For Calendar Year 2023

To the Clerk of Riley County, State of Kansas
We, the undersigned, duly elected, qualified, and acting officers of
Riley County
certify that: (1) the hearing mentioned in the attached publication was held;(2) after the Budget Hearing this Budget was duly approved and adopted as the maximum expenditure for the various funds for the year.

Table of Contents:		Page No.	2023 Amended Budget Amount of 2022 Tax that was Levied	Adopted 2023 Expenditures	Proposed Amended 2023 Expenditures
Fund	**K.S.A.**				
County Building - 152	19-15,116	1	253,418	393,000	499,630
RCPD - Fund 173	19-4485	2	4,878,478	5,362,913	5,510,779
Solid Waste - Fund 150	65-3410	3		2,700,393	3,347,458
Community Corrections	****	4		1,180,778	1,240,940
Health Department	65-204	5		5,321,818	5,836,605
Hunter's Island	****	6		31,335	34,515
Totals		xxxxxxxxx	5,131,896	14,990,237	16,469,927
Summary of Amendments		7			

Attested date:_____________

County Clerk

Assisted by:
James Gordon & Associates, CPA. P.A.
Public Accountants
Address:
Commerce Bank Tower
Manhattan, KS 66502

Email:
jkujath@jga-cpas.com

Governing Body

CPA Summary