



**Board of Riley County
Commissioners
Regular Meeting
Agenda
December 05, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

Review Minutes

3. Board of Riley County Commissioners - Regular Meeting - Dec 1, 2022 8:30 AM

Review Tentative Agenda

4. Tentative Agenda

Press Conference Topics

5. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

6. Administrative Work Session
7. Pending County Projects County Counselor

9:20 AM

Shilo Heger, Treasurer

8. Riley County Treasurer 2022 Goals and Accomplishments

9:30 AM

Press Conference

9. RCPD update - Lt. Daryl Ascher (3-5 minutes)
10. Personal property proration changes for 2023 - Anna Burson (2-3 minutes)
11. Farm style building economic life updates for 2023 - Anna Burson (2-3 minutes)

- 9:45 AM** **Darell Edie, Budget and Finance Officer**
12. 2022 CIP Authorizations -December 5th Work Session
- 10:00 AM** **Russel Stukey, Emergency Management Director**
13. Staff Time report for month of November
- 10:15 AM** **Clancy Holeman, Counselor/Director of Administrative Services**
14. Executive session to discuss a performance matter involving non-elected personnel
- 1:15 PM** **Executive Session to discuss department head evaluations**
15. 1:15 Shelly Williams, Community Corrections Director
16. 1:35 Michael Boller, Noxious Weed Director
17. 1:55 Julie Gibbs, Health Department Director
18. 2:15 Clancy Holeman, Counselor/Director of Administrative Services
19. 2:35 David Adams, EMS/Ambulance Director

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 08, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

1. Administrative Work Session

9:20 AM

Amy Manges, Register of Deeds

2. 2022 Accomplishments and 2023 Goals

9:30 AM

Elizabeth Ward, Human Resource Manager

3. Holiday leave

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

4. Economic development update

10:00 AM

Julie Gibbs, Health Department Director

5. Staff update
6. ECBG application
7. Child Care Licensing fee approval

10:30 AM

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

8. Monthly Cash Flow Reports

Attachment: 12-08-22 tentative agenda (11717 : Tentative Agenda)

10:50 AM Anna Burson, Appraiser

9. Executive Session

Adjournment

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

Attachment: 12-08-22 tentative agenda (11717 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
December 12, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Rich Vargo, County Clerk

1. Year to date budget and expenditure reports

9:15 AM

Cory Meyer, IT/GIS Director

2. Staff update

9:30 AM

Press Conference

10:00 AM

Break

10:10 AM

John Ellermann, Public Works Director/County Engineer

3. Project update

10:40 AM

Clancy Holeman, Counselor/Director of Administrative Services

4. Administrative Work Session

11:00 AM

Katharine Hensler, Museum Director

5. Staff update

12:00 PM

Legislative Conference

Attachment: 12-12-22 tentative agenda (11717 : Tentative Agenda)

Adjournment**Announcements**

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, December 13, 2022 (KF).

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

Attachment: 12-12-22 tentative agenda (11717 : Tentative Agenda)



**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: December 5, 2022

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman

Enclosures:

- FINAL Commission List 12.05.2022 (DOCX)

PENDING COUNTY PROJECTS • Beginning November 23, 2022 and through November 30, 2022
Submitted by Clancy Holeman, Riley County Counselor
Changes or additions from previous entries or in the items listed are shown in italics.

NOTE: The below lists are not intended to be a comprehensive list of all “pending” Commission or projects of other County Departments 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.

COMMISSION LIST

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) Discussions with staff and potential consultant. (9-17-21) Attend and participate in KAC webinar on ARPA and potential Health Department fund uses. (9-24-21) Communicate with consultant on agreed terms of service. (9-26-21) Finalize Professional Services Agreement with Consultant; draw Commission Agenda Report and submit for BOCC review and possible approval 9-30-21. (9-28-21) Obtain BOCC approval of Professional Services Agreement. (9-30-21) Staff meets with Consultant for first time regarding ARPA distribution rules. (9-30-21) Draft letter to congressional office (for discussion by BOCC in public meeting on 10-28-21) in support of S 3011—giving more flexibility to counties nationwide in their use of ARPA funds. (10-27-21)

Board of Riley County Commissioners: Attend BOCC regular public meetings 2-21-22; 2-24-22. Attend BOCC public Meeting & Intergovernmental Meeting. (2-28-22) Prepare for BOCC public meeting scheduled for 3-3-22. (3-2-22) Attend BOCC regular public meeting; Present draft agenda for follow up legislative conference scheduled to occur April 7, 2022. Agenda approved by BOCC, following discussion. (3-31-22). Attend regular public meeting. Participate in panel interviews of applicants for position of County Appraiser. (4-4-22) Attend BOCC public meeting. (4-14-22) Prepare for BOCC 4-18-22 meeting. (4-15-22) Attend BOCC public meeting. (4-18-22) Attend BOCC public meetings. (5-2-22; 5-5-22) Legal research on constitutional interpretation issue. (5-6-22; 5-16-22; 5-17-22; 5-18-22) Attend BOCC public meetings. (5-16-22; 5-19-22) Discuss with outside counsel potential assistance on project. (5-20-22) Attend BOCC public meetings. (5-23-22; 5-26-22) Attend BOCC public meeting. (6-2-22; 6-6-22) Draw and submit commission agenda report for formal adoption of existing conduct rules for speakers and photographers/recorders during public meetings. (6-7-22) Attend BOCC public meeting: Presented CAR obtaining approval of ACH jail inmate medical care contract; Presented CAR obtaining approval of resolution adopting rules for public comments and recording during BOCC public meetings. (6-9-22) Attend BOCC public meetings. (6-13-22; 6-16-22; 6-23-22) Present to BOCC the Counselor’s office 2023 budget request. (6-16-22) Analyze legal issues surrounding budget appropriation requests (6-19-22; 6-20-22) Work with Chairman and legislator to schedule zoom discussion on possible state funding for disaster damage—and interaction of that goal with new state statute. (6-18-22; 6-19-22; 6-20-22; 6-21-22) Review applicable statutes and anticipate in immediately foregoing discussion. (6-22-22) Participate in executive session during public meeting. (6-23-22) Legal research question involving township process—provide answer. (6-23-22) Assist with executive session. (6-23-22) Analyze issues for county’s 2023 budget development. (6-25-22; 6-26-22; 6-27-22; 6-28-22) Attend BOCC public meeting. (6-27-22; 6-30-22) Confirm dates for meeting with outside counsel on pending litigation. (7-4-22) Attend BOCC public meetings. (7-7-22; 7-11-22) Attend BOCC public meetings. (7-14-22; 7-18-22) Contact attorney for landowner. (7-18-22) Work on court appointments issue. (7-20-22) Attend BOCC public meetings. (7-21-22; 7-25-22) Obtain approval for BOCC legislative requests. Transmit approved legislative requests to KAC. (7-21-22) Additional work on court case appointments issue. (7-21-22; 7-23-22) Work on pending litigation. (7-23-22) Attend BOCC public meetings. (7-28-22; 8-1-22) Initial meeting of CPE staff working group on CPE building security. (8-3-22) Consult with Craig on tax foreclosure issue. (8-5-22) Draw letters of support for TVT and WTC applications for state/federal funding. (8-11-22) Zoom with staff working group on CPE security issues. (8-19-22) Participate in Executive Session appeal of disciplinary action. (8-22-22) Attend BOCC public meetings: (8-18-22; 8-22-22; 8-26-22) Attend KAC legislative policy committee meeting. (8-31-22) Attend BOCC public meetings (9-1-22; 9-5-22; 9-8-22; 9-12-22) Work on contract issue. (9-13-22; 9-14-22) Attend BOCC public meetings. (9-16-22; 9-20-22) Work on contract issue (9-15-22; 9-16-22; 9-19-22; 9-20-22; 9-21-22) Assist with January 1, 2023 .20% countywide retailers’ sales tax approved by voters November, 2021. (9-19-22) Work on fence view request. (9-14-22; 9-20-22) Work on multiple separate contract issues: (9-15-22; 9-16-22; 9-19-22; 9-20-22; 9-21-22) Work on personnel matter for executive session. (10-13-22) Work on resolution of

Attachment: FINAL Commission List 12.05.2022 (13016 : Clancy's Commission List)

support for riverbank development by private group. (10-13-22) Attend BOCC meetings. (10-21-22; 10-24-22) Work on personnel matter for upcoming executive session. (10-24-22; 10-25-22; 10-26-22) Attend BOCC meetings. (10-27-22; 10-31-22) Amend and upload resolution of support for Riverfront MHK. (10-27-22) Work with title company to finalize assembly of seller documents for closing on Leonardville site for ambulance station. (10-28-22) Work staff of Clerk's office to obtain potential dates for upcoming executive sessions. (10-27-22) Prepare for oral arguments in Lyon County District Court scheduled for 11-10-22; appeal regarding First Christian Church historical designation by state. (10-31-22; 11-1-22; 11-2-22) Attend District Court Case Management conference in Riley County District Court on pending appeal of County's approval of update to Prairiewood's preliminary and final plans. (11-1-22) Participate in BOCC public meetings. (11-3-22; 11-7-22; 11-10-22; 11-14-22; 11-17-22) Present closing documents for BOCC signature on purchase of Leonardville site of North County Ambulance station. (11-14-22) Deliver signed closing documents on same purchase to title company. (11-17-22) Work on information for annual audit. (11-17-22) Attend regular BOCC public meeting. (11-21-22) Work on item for annual legislative conference and prepare to present it to BOCC during public meeting 11-28, 2022. (11-20-22; 11-22-22) Attend regular BOCC public meeting. Obtain BOCC approval of draft legislative conference. Obtain BOCC approval of draft lease renewal document for Aggieville substation. (11-28-22) Work with Cindy K. to place executive session on Thursday agenda, during my administrative time. (11-29-22) Review my text changes I proposed to the draft minutes from the November 21st BOCC public meeting. (11-29-22) Work on "Prairiewood" neighboring landowner appeal to Riley County District Court of BOCC's method of approval of updates to preliminary and final development plans. (11-25-22; 11-27-22; 11-28-22; 11-29-22) Work on journalizing court's decision in BOCC appeal to Lyon County District Court of Kansas Historic Sites Board of Review's placement of First Christian Church on Kansas Register of Historic Places. (11-29-22) Work on Prairiewood Holdings, LLC appeal to Riley County District Court: phone call with opposing counsel; I propose slight revision to "case management order" provided for review; Work on record on appeal, preparing it for filing with District Court; and work on record on appeal's certification. (11-30-22) Work with IT/GIS on technology for executive session on department head performance evaluations by BOCC scheduled for 12-1-22 public meeting. (11-30-22)

Budget and Planning Committee: Attend meeting: 8-23-22; Prepare for meeting scheduled on 8-6-22. (8-2-22) Attend committee meetings. (9-13-22) Attend meeting. (10-25-22) 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)

"Constitutional Protection of County Home Rule": Accepted KAC invitation to present to County Commissioners Association, KAC affiliate member, information on Home Rule, during final day of KAC annual meeting in Overland Park, October 20th. Accepted KAC invitation to work with KAC Executive Director on recording of KAC podcast on "Constitutional Protection of County Home Rule"; recording scheduled for September 10, 2021. Podcast recorded with KAC 9-10-21. Work on presentation to County Commissioners scheduled for 10-20-21 (10-15-21; 10-16-21; 10-17-21; 10-19-21) Convene presentation by Mike Heim on constitutional protection of county home rule during KAC annual meeting. (10-20-21) Presentation on constitutional protection of county home rule to County Commissioners Association of Kansas, during KAC annual meeting. (10-20-21)

County Counselors Association of Kansas: Assist with organization of the semi-annual CLE our statewide professional association will present to its members during the October 19, 2021, KAC annual meeting. Discuss with scheduled CLE presenter local experience on specific state statute related to soil investigation. (9-28-21) Assist with presentation of CLE to County Counselor's Association of Kansas during KAC annual meeting. Accept award as outgoing CCAK president (effective 1-1-22). Accept "Ed Randels" award for service to CCAK. (10-19-21) Work on scheduling next Board meeting of CCAK—set for Wednesday, 11-10-21.

County Jail Inmate Medical Care: Discussions have begun at the staff level, with the assistance of this department, regarding putting a renewal contract in place for this service. As this Board is aware, all medical expenses incurred by prisoners while in custody at the Riley County Law Enforcement Center's jail are the sole responsibility of Riley County—and not of the City of Manhattan or State of Kansas. Staff discussion scheduled for 8-27-21. Staff discussion rescheduled for 9-22-21. Staff discussion held—research history—recommendation accepted by staff. (9-22-21) Review state of current arrangement. (9-22-21) Send proposed inmate medical care contract to vendor. (5-28-22) Review and approve as to form final contract. Communicate with vendor; communicate with working group; notify working group of proposed presentation for agenda. (6-3-22); Schedule presentation of contract for signature during 6-9-22 BOCC public meeting. (6-5-22) Draw and submit CAR for final contract, to be presented to BOCC during June 9, 2022, public meeting.

(6-7-22) Provide signed final contract to CEO of vendor, RCPD, County Clerk's office and working group members. (6-12-22)

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

"Dark Store": Oral argument (1/2 day) scheduled to take place before BOTA August 26, 2021. Discuss with BOTA staff, and relay to City Commissioner Linda Morse info she requested during 8-23-21 Intergovernmental Luncheon about BOTA 8-26-21 hearing time and whether hearing is open to public (8-23-21). Oral argument before BOTA conducted by counsel for both parties (8-26-21). Accept KAC invitation to be part of two-person panel discussion of "Dark Store," to be held during KAC annual meeting, October 18-21, Overland Park; will take place in opening breakout session—first morning of the annual meeting. Call Kim Qualls, KAC Education & Communications Director, about breakout session. Accepted KAC invitation to work with KAC Executive Director on recording of KAC podcast on "Dark Store"; recording scheduled for September 17, 2021. Reschedule "Dark Store" podcast recording for 10-1-21. (9-24-21) Work with County Appraiser Greg McHenry to prepare for KAC podcast this Friday (10-1-21) and KAC Panel Discussion during annual meeting to be held 10-18-21. (9-28-21) Continue preparation for KAC annual meeting and panel discussion of "Dark Store." (Week of 9-29-21) Work with KAC recording podcast on "Dark Store". (10-1-21) Discuss KAC annual meeting (10-18-21) presentation with co-panelist Douglas County Appraiser, and Greg McHenry. (10-4-21) Further discussion with Greg McHenry on Dark Store issues for KAC annual meeting panel presentation. (10-6-21) Final discussion with Greg McHenry on Dark Store issues for KAC annual meeting presentation. (10-7-21) Work with Greg on same subject. (10-10-21) Work with Greg on same subject (10-15-21) Participate in panel discussion on "Dark Store" at KAC annual meeting. (10-18-21) Receive notice from counsel BOTA has denied Riley County's Petition for Reconsideration in Home Depot appeal. (11-18-21) Work with Appraiser on possible public statement on Johnson County "Wal Mart" Supreme Court decision on Dark Store—its potential impact on Riley County "Dark Store" BOTA cases. (7-15-22) Communicate with PIO on immediately preceding matter. (7-17-22)

Department Head Committee: Attend meeting regarding possible "Code of Conduct" required for state grant supporting businesses. (9-29-21) Obtain BOCC approval of "Code of Conduct." Participate in 1 ½ hour DHC meeting. (4-20-22) Participate in 50-minute DHC meeting. (5-4-22) Attend DH Committee meeting. (6-1-22) Attend DH Committee meeting. (6-15-22)

District Court: Voicemail from Wareham manager on use of facility for jury trials. (8-8-22) Message left with Judge Bannister regarding foregoing matter. Provide cell number to court. (8-12-22) Phone call with owner regarding District Court fee for using Wareham between now and November 1, 2022. (8-31-22)

Federal Rules on Vaccination Mandate: Research applicability/non-applicability of CMS and OSHA vaccination mandates to be published this week. (11-4-21; 11-5-21) Discuss issues with BOCC during administrative time at public meeting. (11-8-21). Research legal issues. (11-10-21) Staff discussion of foregoing issues. (11-10-21) Legal research, attend webinars and discuss with staff possible employee vaccination policy if required by foregoing federal rules. (11-8; 11-12; 11-15; 11-16; 11-17; 11-18) Presented proposed draft vaccination policy to BOCC during public meeting November 22, 2021. BOCC decision is to not adopt. (11-22-21).

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. Asbestos removal is likely the next "project." I will provide any necessary notice of that "project" to the State Preservation Officer. I presented a CAR to the Board 8/12/21 and discussed with the BOCC the primary controlling statute. Legal research 8-24-2021. BOCC decides during open meeting to cancel pending contract offer to remove asbestos from Church for approximately \$18,000. Majority of BOCC states premature to remove asbestos before later decision by BOCC what is

planned for Church now it's "listed." Gary Rosewicz, Assistant County Engineer, will notify the company offering to remove asbestos of this cancellation. (8-30-21) Confirmed with Gary Rosewicz, he notified company. (9-1-21). I filed petition for judicial review, in Riley County District Court, of state Historic Sites Board of Review designation of the First Christian Church as a historic site. (9-3-21). Contacting attorney for Historic Sites Board of Review. (9-19-21) Discussion with attorney for Historic Sites Board of Review. (9-23-21) Conduct legal research related to pending issues. (9-24-21) Received entry of appearance from Topeka law firm representing defendants. (9-24-21) Received District Court Clerk's extension of time to file answer to County's petition for judicial review, at Defendants' request. Granted as a matter of right by state statute. Deadline for Defendants to answer is extended to October 12, 2021. Legal research. (9-24-21) Advise Public Works on question regarding asbestos removal. (9-26-21) Agree to Defendant's attorney's request for additional time to submit record of hearing to Court. (Week of 9-29-2021) Case management order filed. County's brief in support of appeal due March 31, 2022. Riley County District Court Judges recuse themselves from case and transfer to Lyon County District Court. (1-25-22) Work with Clerk of the Riley County District Court and Lyon County District Court to process my unopposed motion for extension of time to file County's initial brief. Motion granted and new deadline to file County's initial brief is April 29, 2022. (3-18-22;3-21-22;3-25-22;3-28-22;3-29-22) Legal research for County's appeal brief due in district court April 29, 2022. (4-15-22;4-18-22; 4-19-22) Legal research and prepare county brief on appeal. (4-20-22; 4-21-22;4-22-22; 4-25-22;4-26-22-4-27-22;4-28-22-4-29-22) File County brief electronically with District Court. (4-29-22) Contact opposing counsel on pending appeal. (5-31-22) Work on aspect of pending appeal. (6-5-22) Contacted by opposing counsel for continuance of Respondents' deadline to file their responsive brief—I do not oppose. (6-15-22) Respondents' unopposed motion for continuance of their deadline to file brief until August 1, 2022, filed with Court. (6-16-22) Work with District Court Judge's staff on scheduling of status conference. (7-14-22) Schedule status conference at request of District Court judge—will occur July 19, 2022. (7-15-22) Participate in status conference with opposing counsel and District Court Judge assigned this Riley County's Appeal. Opposing counsel believes her responsive brief will be provided by August 1, 2022. At that time, Court will review Riley County's Petition and opposing counsel's response. Then Court will schedule zoom oral schedule oral arguments. In the meantime, I will provide Court by mail a thumb drive "Attachment H," which is a video of the hearing by the Historic Sites Board of Review listing the property as historic. I cite that "Attachment H" throughout my brief in support of the county's petition. (7-19-22) Respondent's brief filed in District Court. (8-1-22) Prepare to possibly file Reply brief by review of video of hearing before HSB. (8-5-22) Mail Court portion of record on appeal. (8-12-22) Legal research for reply brief. (8-14-22;8-15-22;8-16-22;8-17-22) Legal research for reply brief. (8-18-22;8-19-22; 8-20-22;8-21-22;8-22-22) File reply brief with District Court. (8-22-22) Work with opposing counsel and Court to schedule oral arguments by counsel. (8-30-22; 8-31-22) Oral argument of counsel before Lyon County District Court. (11-10-22) Lyon County District Court announces its decision by zoom. Court vacates placement of 1st Christian Church on Kansas Register of Historic Places as illegal act; But because Church was validly placed on National Register of Historic Places, and state law requires all properties on National Register are placed on Kansas Register, the Church remains on the Kansas Register of Historic Places. (11-15-22)

Human Resources: Finalize contract with East Coast Risk Management and place on 10-4-21 agenda for BOCC review and approval. Company will consolidate current Personnel Policies and Guidelines with separate resolutions amending those policies over the past years. (10-1-21) Contract with East Coast Risk Management approved by BOCC. (10-4-21) Assist HR with personnel issues involving different departments. (11-22; 11-23) Advise on applicant issue. (4-3-22) Zoom meeting with county staff and potential vendor on software project. (4-19-22) Work on software project. (4-20-22) Assist with project. (5-20-22) Request Helpdesk schedule zoom meeting on pending HR issue for 6-8-22. (6-5-22) Participate in immediately prior zoom discussion. (6-8-22) Zoom discussion with HR on different matter. (6-9-22) Discussion with HR. (6-15-22) Zoom Discussion with HR and Department Head. (6-17-22) *Prepare necessary motion for non-elected department head performance reviews upcoming.* (11-29-22)

Indigent Defense Panel: Discuss at staff level potential 2022 contract. (9-21-21) Separate issue: Discuss with county and District Court staff coding of interpreter expense. (9-21-21) Panel member contracts for 2022 were created and emailed to current members. (11-3-21) Notice to Riley County Bar Association of at least one panel vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current panel members. None returned as of 11-23-21. No panel contracts are in place for calendar year 2022. Discuss draft request for proposal with Chairman. (2-22-22)

Intergovernmental Luncheon Meeting: Attend and discuss two pending legislative items with attendees: "Dark Store" and Request to resume LAVTR payments to counties statewide. Forward to Ron Fehr, at his invitation, electronic copies of the KAC "Legislative Request Forms" which Riley County has submitted to the KAC Legislative Policy Committee.

Ron will have City staff forward to attendees at today's meeting. (7-25-22) *Attend and describe Riley County state legislative platform for 2023.* (11-28-2022)

KAC Annual Meeting (October 19, 2021): Accepted invitation to participate on panel discussion before the general KAC membership regarding "Dark Store" and Riley County's experience on the issue. Prepare for panel discussion. (9-29-21) Review and work on presentation of power point for presentation scheduled for 10-18-21. (10-16-21; 10-17-21) Participated in panel discussion during KAC annual meeting. (10-18-21)

KAC Annual Meeting (October 17, 2022): Request registration for 2022 annual meeting. (6-3-22)

Legislation: Work on HCR 5022; prepare for legislative hearing scheduled for 1-20-22. (1-16-22; 1-17-22; 1-18-22). Prepare CAR for BOCC meeting 1-20-22. (1-18-22) Legal research regarding law board. (1-18-21) Testify before House Federal and State Affairs Committee on HCR 5022. (1-20-22) Evaluate possible ROW legislation. (1-21-22) Evaluate different possible legislation affecting two county departments. (1-21-22) Present BOCC work session on SB 325 regarding solar and wind energy facilities only on parcels zoned for industrial uses. (1-27-22) Submit neutral written testimony to House Agriculture Secretary on HB 2531 for hearing scheduled for February 9, 2022. (February 8, 2022) Contract lobbyist advises hearing has been continued to Monday, 2-14-22. (February 9, 2022) Review, analyze and discuss SB 119 pending in House; with member of legislative delegation; contract lobbyist; Riley County Appraiser. (2-7-22; 2-8-22; 2-9-22; 2-10-22). Watch portion of House floor debate on HCR 5022. Discussion with contract lobbyist. (2-22-22) Discuss with contract lobbyist potential in-session annual legislative conference update. (2-25-22) Discuss with member of delegation SB 119 as it stands in House. (2-25-22) Determine if members of delegation are available for follow up zoom legislative conference April 4 or April 7, 2022. (2-28-22) Review SB 538 at request of contract lobbyist. (3-2-22) Schedule follow up zoom only legislative conference for April 7, 2022. (3-2-22) CAR and agenda for April 7, 2022, follow up legislative conference provided delegation. (3-31-22) Review KAC legislative update. (4-5-22) Prepare for April 7, 2022, follow up legislative conference. Assist with presentation to BOCC of follow up legislative conference—1 delegation member present in BOCC chambers and 2 delegation members present by zoom. (4-7-22) Work with Treasurer on legislative issue. (5-10-22; 5-11-22; 5-12-22) Present during public meeting CAR on letter of support for motor vehicle registration and title bill available for action when legislature returns May 23-2022. (5-16-22) Email support letter to individual members of Senate Leadership. (5-18-22) Communicate with delegation member. (7-4-22) Prepare legislative requests for upcoming KAC legislative policy committee meetings. (7-18-22; 7-19-22) Schedule potential appearances before KAC legislative policy committee for 2023 legislative session requests. (7-23-22) Present 4 county legislative requests to the KAC legislative policy committee, via zoom. (7-27-22) Work on dates for Annual Legislative Conference—invitation emailed delegation asking their preference between Monday, December 5th and Thursday, December 8th, noon to 2 pm—lunch provided. (10-26-22)

Leonardville North County EMS Station: Work on proposed project. (7-24-22) Call and leave message for City of Leonardville's attorney. (9-14-22) Assist EMS with project. (9-19-22)

National Opioid Litigation Settlement: Successfully register on behalf of Riley County at national website. Will ensure we receive settlement documents when they are available, for review and possible signature. (11-24-21) All appropriate documents were signed and filed with Kansas Attorney General and National Settlement Administrator; and courtesy copies provided KAC before the January 1, 2022, deadline. Kansas Attorney General requires multiple counties (including Riley County) to alter their participation resolution by adding averment of at least \$500 in costs incurred due to the national opioid epidemic. (1-21-22) Revise resolution and prepare CAR for BOCC meeting of 1-31, 2022. (1-27-22) Present CAR and obtain BOCC approval of revised national opioid settlement participation resolution. (1-31-22); Provide revised pdf of signed resolution to A.G. and KAC. (2-7-22) Confirm with A.G.'s office revised pdf filed was acceptable. Advised by Assistant A.G. in next couple of months information should be available on grant program for applications for funds from counties across the state. (2-22-22) Discuss with County Treasurer Shilo Heger receipt of settlement payment check. (7-8-22)

Nextgen 911: Meeting as member of Nextgen 911 staff committee to review potential upcoming renumbering/renaming projects. (9-21-21) Communicate with fellow members of staff committee on pending project. (9-23-21) Communicate with fellow members of staff committee on different pending project. (9-24-21) Attend initial committee meeting on potential private road issue. (7-13-22)

NG-911 Committee (Road naming) Participate in discussion of proposed road name. (5-10-22)

Attachment: FINAL Commission List 12.05.2022 (13016 : Clancy's Commission List)

Proposed Construction of EMS/EM/RCFD Emergency Services Headquarters: Analyze legal issue. Advise staff working group. (3-31-22)

Riley County Annual Legislative Conference: Confirm with BOCC during public meeting 9-9-21 following available dates for annual meeting with county's legislative delegation: November 1, 4 and 18, 2021. (Date of 11- 18 removed because it conflicts with county official's luncheon; Date of 11-15 removed because it conflicts with Law Board meeting.) Legislative Conference has been scheduled for Thursday, November 4, 2021. (9-17-21) All delegation members were notified of the date and time of the legislative conference. Work on agenda for legislative conference. (10-14-21; 10-15-21) Present draft agenda for legislative conference to BOCC and obtain approval of final draft. (10-21-21) Work with staff on discussion of revised spreadsheet for use as attachment to conference agenda. (10-27-21) Cancel November 4, 2021, legislative conference and reschedule to December 2, 2021, following individual discussions with BOCC members, members of legislative delegation and county officials participating in presentation. (11-3-21; 11-4-21)

Riley County Employee Day: Intermittent work on employee day: Discussions with potential lunch ½ hour vendors; discussion with planning committee, with keynote speaker and Elizabeth Ward, H.R. Manager. (9-16-21; 9-17-21) Contact moderator for morning virtual sessions offering potential meeting for Monday, September 27, 2021, with Elizabeth Ward and this office to answer any Employee Day questions. (9-24-21) Meet with prospective food truck vendor at Riley County Health Department. (9-27-21) (Agreements signed with 2 vendors—arrange to meet final vendor Saturday morning for signature of contract.) (10-1-21) Agreement signed Saturday, October 2, 2021, with final of the 3 vendors. Pick up tickets from 2 vendors representing meals served to employees during Employee Day (10-12-21; Third vendor hand-delivers tickets to this office (10-13-21); conduct final ticket count; submit information on ticket count with payment due vendors to Budget and Finance Officer and email each vendor same information. (10-15-21) Review with HR and Training Committee on outcomes from Employee Day. (10-25-21) Participate in proposed scheduling of initial staff planning committee meeting for 2022 Riley County Employee Day. (6-3-22) Tour with members of staff committee proposed venue for event. (9-14-22)

Rural Economic Development Advisory Board: Discuss with staff. (9-21-21) Staff discussion scheduled for 10- 1-21. Circulate among staff working group draft of REDAB resolution—to include changes to resolution proposed by BOCC. (11-24-21) Revise original resolution to correct term limitations. 1-21-22. BOCC approves revised resolution. (1-27-22)

Staff Budget and Planning Committee: Attend committee meeting. (1-18-22) Attend meeting. (5-24-22) Attend committee meeting. (6-7-22) Participate in online meeting between staff and ARPA consultant. (7-12-22) Participate in committee meeting to review proposed county budget. (7-12-22) Participate in committee meeting. (9-13-22)

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)

DEPARTMENTAL LIST

Administrative Matters: Review 2022 and 2023 departmental budget information provided by Budget and Finance Officer. (5-25-22;5-26-22) Request to IT to provide additional computer camera for Deputy's continued participation in zoom or team apps. (5-27-22)

Riley County Appraiser's Office: Voicemail to Department head requesting call back on signed appointing resolution. (5-26-22) Forward to Department head copy of signed resolution appointing her. (5-27-22) Deputy County Counselor Craig Cox and I have an initial meeting with Department Head. (5-31-22) Work to schedule discussion of Johnson County "Walmart" opinion between Department Head and Mike Montoya (BOTA) counsel. 7-10-22) Schedule zoom for 7-14-22 with Anna Burson, Steve Schurle, Mike Montoya. (7-12-22) Attend zoom with Anna Burson, Steve Schurle, Mike Montoya. (7-13-22) Assist with proposed public statement on property tax matter. (7-14-22) Assist with proposed KORA statement on damage estimates. (7-14-22;7-15-22) Review and approve as to form Appraiser's Office web agreement with customer. 7-20-22) Answer Dept. Head inquiry on exemption process. (8-5-22) Conversation with Department Head

on issue. (8-23-22). Work with Department head on legal issue. (9-14-22) *Work on 2 separate issues involving property tax liability. (11-17-22;11-18-22) Review materials provided by Department Head. Schedule discussion with me, Craig and Department Head. (11-29-22)*

Riley County Attorney: Assist with contract issue. (4-26-22;4-27-22; 4-28-22; 5-2-22; 5-3-22; 5-4-22;5-5-22) Assist with contract issue (5-6-22; 5-9-22) Assist with contract issue. (5-23-22) Discussion with counsel for vendor. (5-23-22) Assist with contract issue. (5-24-22; 5-31-22) Discuss with working group members potential agreed termination of contract. (6-3-22) Assist with contract issue. (6-7-22; 6-8-22) Discussion with County Attorney on contract issue. (6-12-22) Assist with contract issue. (6-14-22; 6-15-22) Complete contract issue. (6-15-22) Draft cover letter for final payment terminating contract for convenience—check to be available 6-17-22. (6-16-22) Mail cover letter, with final payment, terminating contract for convenience. (6-17-22) Advised by County Attorney staff invoice has been received for additional maintenance; I advise no payment should be made and I'll confirm with vendor contract is terminated and no additional payment is due—then will inform County Attorney; Communicate this fact to vendor's lawyer and request confirmation no further payment is due. (6-24-22) Confirmation this matter is now resolved to satisfaction of Riley County. (7-4-22)

Riley County Clerk: Advise on .02 countywide retailers' sales tax election project (8-24-21). Legal research on project involving sign. (9-20-21) On same issue discussion with Planning and Development staff. (9-21-21) Work with county staff and PIO on separate project involving potential vendor of software. Contact potential vendor. (9- 20-21) Review documents for BOCC signature on totaled Noxious Weed Vehicle. Scheduled for presentation to BOCC during 2-24-22 meeting. (2-22-22) Vehicle documents signed by BOCC during public meeting. (2-24-22) Zoom discussion with Clerk and Budget and Finance Officer to obtain their input on several unrelated matters involving 2023 county budget. (6-13-22) Review information forwarded on electioneering monitoring project of ACLU. (7-13-22) Assist staff with licensing issue and 2022 legislative amendments. (8-22-22; 8-23-22; 8-24-22;8- 25-22; 8-26-22) Assist on KORA issues. (8-25-22;8-26-22;8-28-22;8-29-22;8-30-22) Participate in zoom with Clerk and staff on KORA issues. (8-31-22) Work on KORA issues. (9-1-22; 9-2-22;9-5-22;9-6-22;9-7-22)(9-8-22;9-9-22) Advise staff on abandoned vehicle in RCOB lot. (9-9-22) Assist with KORA issue. (9-16-22) Assist with KORA issue. (10-14-22; 10-18-22) *Assist with certification of records for pending district court appeal. (11-28-22)*

Riley County Community Corrections: Discuss with Director Shelly Williams potential contract with Clay County Sheriff's Office for testing of Community Corrections' clients. (10-26-21) Work with Director Shelly Williams on Drug Court structure. (2-24-22) Review RCCC "FY 2023 Adult Comprehensive Plan Grant Signatory Approval Form. (4-19-22) Review RCCC "FY 2023 Juvenile Comprehensive Plan Grant Signatory Approval Form". Work with Department Head on "Drug Court" project. (5-6-22) Work with Director by zoom on Drug Court project. (5-25-22) Communication with Department Head on Drug Court project. (5-26-22) (Schedule with IT zoom discussion with Director and staff on Drug Court project for 6-8-22. (6-5-22) Zoom discussion with Director on Drug Court project. (6-8-22) Discuss with Dept. Head scheduling zoom on Drug Court possible documents. Schedule zoom for 7-20-22. (7-18-22) Communicate with Department head and reschedule zoom at her request. (7- 19-22) Zoom discussion with Department Head on possible drug court documents. (7-22-22) Finalize Drug Court documents with Department Head. (11-4-22)

Riley County Emergency Management: Provide legal advice on 1 project. Advise on open record issue. (1-18-22) Prepare Local Emergency Declaration; obtain approval of Declaration from Department Head; Obtain BOCC Chairman's signature; email final signed declaration to BOCC and PIO. (6-12-22) Meet with Department Head to discuss development of request for proposal documents. (7-8-22) Respond to question from Department Head on previous meeting. (7-10-22) *Work on countywide radio system question. (7-22-22) Zoom with Department Head and Department Head of Public Works and PW supervisor on road maintenance issue. Communicate with landowner following zoom. (7-28-22) Advise EM and HR on discovery matter in pending litigation involving third party defendant (not Riley County). Communicate with outside law firm about their request. Draft Response to their subpoena. (8-2-22) Advise EM Director on road access issue raised by Evergy. Contact landowner. Relay to EM Director: landowner grants access conditional permission for Evergy to EM Director (gate must be closed by Evergy upon entering and leaving site. (Cattle on site.) (8-2-22) Work on radio tower access site and possible existing easement across adjoining property line. Assisted by Craig and Vaughn Colbert. (8-3-22) Respond to opportunity to tour CPE with RCPD on CPE security issues. (8-5-22) Advise EM and RCPW finished reviewing easement issue and advise on contacting landowners. (8-5-22) Tour CPE building with RCPD to review possible building security issues. (8-8-22)*

Riley County Emergency Medical Services: Will provide legal advice. (8-20-21) Conversation with Ambulance

Service management, staff working group and Human Resources Manager regarding internal policy matter on education/training benefit. (2-23-22) Discuss legal issue with Department Head. (6-8-22) Assist staff working group with ambulance project. (6-24-22) Assist with plan to purchase lot and place Ambulance Station in Leonardville. (8- 28-22)

Riley County Extension: Discuss matter with Extension Director. (5-26-22) Assist Director with Kaw Valley Rodeo planning for Riley County Fair. (6-13-22; 6-15-22) Prepare updated document. (6-16-22) Touch base with Director on status of document; discuss unique statutory framework for BOCC consideration of Extension's upcoming 2023 budget request. (6-24-22) Confirm certificate of insurance satisfactory for KAW Valley Rodeo. Notify all interested parties. (7-18-22)

Riley County Fire District No. 1: Work with Budget and Finance Officer on District budget approval. (8-23-21) Receive request for volunteer training dates. (6-24-22) Communicate with RCFD leadership regarding schedule of calendar dates for HR and Legal training of RCFD volunteers in February 2023. (7-19-20; 7-20-22)

Riley County GIS: Zoom discussion with county staff about intellectual property issue. (6-23-22) Advise GIS staff on question raised. (6-24-22) Letter to Verisk, company raising intellectual property issue. (6-24-22) Respond to GIS on question about Leonardville annexation. Additional info from GIS. (7-18-22) Call Verisk to follow up to intellectual property contact from us to the company on June 24, 2022. (7-18-22) (Left message with City Attorney for Leonardville—status of 2022 annexation by Leonardville. Email provided Leonardville with copy of ordinance and its published notice. (7-19-22) Notice received from City Attorney they will provide statute-required copies of annexation ordinance to County Clerk; Register of Deeds—solving issue for GIS. Notify staff of departments involved. (7-19-22)

Riley County Health Department: Provide legal advice on projects. Zoom meeting with Julie Gibbs and Debbie Nuss regarding request from Flint Hills Wellness Coalition to place walk-in cooler/freezer on grounds of Family and Child Resource Center. Draw and submit Commission Agenda Report reflecting request—scheduled for 9-30-21 BOCC meeting. (9-28-21) Obtain BOCC approval of Flint Hills Wellness Coalition agreement in principle, presented at 9-30-21 public meeting, for future license agreement and pouring of concrete as base for outdoor “walk-in cooler/freezer at RCHD’s Family and Child Resource Center. (9-30-21) Finalize and place on BOCC agenda for 10-14-21 license agreement with FHWC. (10-5-21) Present to and obtain approval from BOCC license agreement with FHWC. (10-14-21) Discuss concept of assistance from Envisage Consulting, Inc., for Community Health Improvement Plan. (10-21-21) Review vaccination matter. (10-27-21) Work on location of site for COVID testing by KDHE. (1-12-22; 1-13-22) Advise RCHD staff on licensed day care issue. (1-14-22). Work on licensed child care inspection issue. (1-21-22; 1-23-22; 1-25-22) Work on lease for KDHE COVID testing. (1-25; 1-26) RCHD presents completed lease to BOCC and obtains approval. (1-27-22) Advise RCHD on legal matter involving department vehicle. (3-25-22) Advise Director on medical record issue. (4-5-22) Review planned “no smoking” signage for county parks (and existing resolution authorizing this) and communicate with proponent and RCHD regarding process for its approval by BOCC. (6-3-22) Assist Department Head with question on legal issue. (6-7-22) Schedule zoom conversation for this p.m. on issue. (6-15-22) Respond to question from Department Head. (6-24-21) Assist with legal matter. (7-4-22) Review matter at request of Department Head. (7-5-22) Assist RCHD staff with legal matter. (7-6-22) Provide copy of formation document creating Food and Fam Council, at request of Assistant Sedgwick County Counselor. (7-13-22) Work with Department Head and RCHD on employment issue. (8-1-22) Provide comments to county staff working group on proposed alterations to county policy guidance. (8-1- 22; 8-2-22) Advise Department head after reviewing proposed grant agreement. (8-5-22) Assist staff with KSU internship process. (9-2-22)

Riley County Historical Museum: Provide legal advice. Prepare for BOCC candidate interview Director/Curator position. (11-7-21) Discuss with staff potential use of museum as part of background in tv series production. (5-27-22) Further analysis of immediately preceding production. (6-24-22) Discuss preceding issue with Department Head. (6-25-22) Discuss preceding issue with Department Head. (7-13-22)

Riley County Human Resources: Provide requested legal advice on multiple issues related to pandemic; zoom meeting on federal contract requirement. Work on separate project involving proposed vendor and personnel policies. (9-22-21). Review legal parameters of “long-COVID” disability as viewed by the Equal Opportunity Commission; information provided by H.R. (9-24-21) Discuss potential personnel policy change with staff working group. Scheduled for presentation to BOCC during 2-24-22 public meeting. (2-18-22; 2-22-22) Discuss potential personnel manual change with staff working group. (2-22-22) Conversation with Human Resource Manager about accommodation request. (2-23-22) Conversation with Human Resource Manager about personnel policy issue. (2- 23-22) Such personnel policy presented

to BOCC during public meeting 2-24-22. Discuss background check issue with Human Resource Manager. Participate in discussion with H.R. and employee. (3-1-22) Participate in staff working group on personnel policy issue. (3-1-22) Assist with interview. (3-28-22) Participate in staff working group on personnel policy issue. (3-29-22) Assist with interview. (3-30-22) Prepare for panel interviews of applicants for Department Head position. (3-29-22; 3-30-22) Prepare for panel interviews for Department Head position. (4-1-22) Participate in panel interviews for Department Head position. (4-4-22) (4-7-22) Participate in panel interview for vacant Department Head position. (4-14-22) Review proposed Contract for unrelated internal system matter. (4-14-22) Participate in staff working group on project. (4-19-22) Participate in staff working group on project. (6-1-22) Assist with contract issue. (6-1-22) Assist with contract issue. (6-2-22) Assist with contract issue. (6-10-22; 6-13-22) Advise on release of information requested. (6-14-22) Work on pending employment issue. (6-14-22) Assist with contract issue. (6-15-22) Assist HR and Department with employment issue. (6-16-22; 6-17-22) Assist HR with employment issue. (7-1-22) Review matter at request of HR. (7-5-22) Review matter at request of Department Head. (7-5-22) Assist HR on separate matter. (7-6-22) Participate in staff working group on development of employee training/recognition day. (7-12-22) Assist with employment issue. (7-15-22) Discuss with HR employment law issue. (7-20-22) Assist HR and other department with employment law issue. (7-21-22) Assist HR Manager with pending employment law litigation issue. (7-23-22) Work on separate employment issue. (7-25-22) Work with HR Manager on building security issue and begin scheduling staff meeting within CPE. (7-26-22) Communicate with staff of CPE and begin rescheduling staff meeting on building security issue. (7-27-22) Work with HR and Department head on legal issue. (7-27-22) Provide comments to county staff working group on proposed alterations to county policy guidance. (8-1-22; 8-2-22) Work with Department Head and RCHD on employment issue. (8-1-22) Advise HR and EM on discovery matter in pending litigation involving third party plaintiff (not Riley County). Communicate with outside law firm about their request. (8-2-22) Review organizational chart for department. (8-5-22) Participate in staff discussion regarding possible location for employee training day in October. (8-12-22) Participate in scheduling of staff working group discussion on existing personnel guidance. (8-12-22) Two Zooms with staff on pending Disciplinary Action Review. (8-19-22) Conversation with two department heads and HR on employment issue. (8-23-22) Late join of scheduled zoom by staff planning employee recognition/training day. (8-23-22) Work with HR and Department Head on employment law issue. (9-14-22) Work on employment law issue. (9-20-22) Assist with employment law issue. (10-18-22) Attend meeting of planning committee for discussion about completed event for 2022. (10-25-22) Work on agenda documentation issue. (11-18-22)

Riley County Information Technology/GIS: Request for estimate (submitted to this office 8-20-21). Discuss technology issue with I.T. interim director. (10-21-21) Prepare for BOCC candidate interview IT/GIS Director. Review potential claim for Zoom subscribers in settled class action—not eligible as government subscriber. (3-1-22) Assist GIS with scheduling discussion on legal issue. (6-15-22) Reschedule immediately preceding discussion to 6- 23-22. (6-20-22)

Riley County Planning & Development: Provide legal advice on 2 projects. Advise P & D Director on development of “Code of Conduct” necessary for grant close-out. (9-29-21) Discuss with P & D and H.R. departments “Code of Conduct” Commission Agenda Report to be presented by P & D 10-7-21. (10-4-21; 10-5-21) Discuss separate regulatory issue with P& D. (10-5-21) Advise department on development of contract. (1-14-22). Advise P& D staff on licensed day care issue. (1-14-22). Work on sanitary system inspection issue. (1-21-22; 1-23-22; 1-25-22) Complete contract between GovBuilt and County; submit to P & D; sign off on presentation of contract documents to BOCC for 2-14-22 public meeting. (2-9-22; 2-10-22) Discuss with P & D Director proposed separate contract for online payment of fees; and county proposed requirements for any such contract. (2-18-22; 2-22-22) Conversation with Deputy County Counselor about private wastewater system issue. (2-22-22; 2-23-22) Work on private wastewater system issue. (4-1-22; 4-3-22) Represent Planning and Development in support of variance application at evening hearing before hearing officer. (4-4-22) Prepare for RC P&D’s scheduled 4-21-22 presentation to BOCC. (4-19-22) Assist P & D with pending matter. (5-12-22) Assist P & D with temporary hire. (5-16-22; 5-17-22) Advise on pending matter. (5-19-22; 5-20-22) Discuss with Department Head pending matter. (5-20-22) Discuss with Department head pending matter. (5-23-22). Discuss with staff working group, by evening zoom, pending matter. (5-24-22) Advise Department Head on pending matter. (5-26-22) Discussion with Department Head on pending matter. (5-27-22) Provide Department Head approval of INK contract. (5-28-22) Discussion with Department head and staff on pending matter. (5-31-22; 6-1-22) Assist with orderly public meeting on pending application for approval of preliminary and final development plan. (6-2-22) Assist P & D staff with question proposed on pending matter. (6-6-22) Review and approve “as to form” Planning and Development’s minute track resolution adopting Food and Farm Council “Master Plan”. Scheduled for P & D presentation to BOCC during June 9, 2022, public meeting. (6-7-22) Assist Department in arranging zoom conversation with staff and GIS. (6-15-22) Reply to attorney for recent applicant. (6-27-22) Analyze ongoing project issue. (7-1-22; 7-4-22) Review scheduled CAR. (7-

6-22) Work with Department Head on possible request to landowner involving existing benefit district. (7-12-22) Schedule zoom at Department Head's request for 7-22-22. (7-19-22) Confirm date/time for immediately preceding zoom. (7-20-22) Meet with Department Head on regulatory issue. Request record search by P&D staff. Record search by this Department's staff completed. (7-20-22) Zoom with Dept head and Craig, discussion of possible contract issue. Work on contract issue. (7-22-22; 7-23-22) Discuss possible contract issue with Department Head and Craig. (7-27-22) Sign approval of 2 plats previously approved by BOCC and other county officials. (8-2-22) Work on Department contract issue. (8-7-22; 8-8-22) Answer P&D staff question about benefit district issue. (8-12-22) Respond to Director on pending contractual issue this office is assisting Department with. (8-12-22) Assist staff by review of pending different matter. Provide advice. (8-12-22) Approve plat. (8-12-22) Discuss contract issue with Department Head. (8-12-22) Discuss software project with Department Head. (8-23-22) Prairiewood, District Court Appeal of Liquid Art Winery BOCC approved preliminary and final development plans. Case management conference (11-1-22) Work on Record on Appeal for preceding litigation. (11-2-22; 11-3-22; 11-15-22; 11-17-22) Phone conversation with USDA contact about possible funding for a project. (11-18-22) Work on Record on Appeal for District Court, as required by statute in foregoing Prairiewood matter. (11-20-22; 11-22-22)

Riley County Public Information Officer: Finalize contract for Archive Social. Will present to BOCC for review and possible approval at public meeting on 11-29. Contract approved by BOCC. Zoom discussion with PIO, RCHD staff and Deputy County Counselor upcoming RCHD event and proper means of consent for photographing public participants. (5-13-22) Discuss by zoom with PIO and HR Manager social media issue. (5-25-22) Conversation from HR regarding the foregoing social media issue. (5-26-22) Discuss with PIO Riley County rules of conduct for those attending County public meetings. (5-26-22; 5-27-22) Provide fireworks resolution. (6-15-22)

Riley County Public Works: Provide legal advice on project. Review and approve "as to form" KDOT Local Road Safety Plan Agreement. (9-24-21) Answer question on project. (10-21-21) Review and approve as to form Transfer Station scales repair contract. (10-25-21) Review "Force Account Construction Engineering Inspection Services Agreement" for replacement of Bridge over Swede Creek. (11-2-21) Discuss with USDA final documents for Fairmont Heights closing and construction. (11-2-21) Complete review of "Force Account Construction Engineering Inspection Services Agreement" for replacement of Bridge over Swede Creek. (11-7-21) Calendar March 9, 2022, Township Officials meeting. (1-31-22) Assist with benefit district project staff discussion. (3-29-22) Participate in discussion with outside regulatory authority. (4-1-22) Prepare CAR for EPA consent order on University Park wastewater treatment facility. (4-14-22) Review consultant agreement for University Park Wastewater project under consent order—prepare contractual provisions attachment for consulting firm's review and approval. (4-19-22) Assist with pending EPA matter on University Park Benefit District. (5-20-22) Discuss EPA matter on University Park Benefit District with EPA counsel. (5-20-22) Schedule discussion with Dept. Head on immediately foregoing matter. (5-20-22) Discuss University Park Benefit District and EPA with Department Head. (5-24-22) Review matter involving bridge. (5-26-22) Discussion by Department Head of KDOT use of "speed trailers." (5-26-22) Analyze potential contract. (5-28-22) Discussion with EPA counsel setting Friday, June 3, 2022, as date for my update to her on University Park "ability to pay" forms and final form of consent order. I am reviewing wing final form of consent order and have previously advised other county staff of their role in completing "ability to pay" information. I will check on progress of those items tomorrow. (5-31-22) Work on other and unrelated pending litigation. (5-31-22) Conversation with Department Head regarding unrelated proposed easements. (5-31-22) Assist with pending litigation matter. (6-1-22) Scheduled through I.T. zoom discussion on 6-10-22 with Department Head and staff. (6-5-22) Zoom discussion with Department Head and staff regarding transfer station operation. (6-10-22) Microsoft Teams Meetings discussion with and Deputy County Counselor on potential project. (6-13-22) Communication from state on potential project. (6-24-22) Analyze KDHE communication on county property. Reach out to Department Head. (6-26-22) Work on transfer station project. (6-30-22). Assist with transfer station project. (7-6-22) Zoom with Department Head, Supervisor and HR Manager, HR Staff. (7-12-22) Work on Transfer Station issue. (7-17-22) Investigate title on county property for possible KDHE project. Work to schedule zoom with Department Head and KDHE staff. Schedule zoom for 7-19-22. (7-18-22) Contact Department Head and Budget and Finance Officer about different benefit district matter. Discuss with outside agency counsel. (7-18-22) Assist staff and Department Head with pending construction project Communicate with project architect (7-18-22) Prepare for zoom with Department Head and KDHE staff. (7-19-22) Forward finance information on County and University Park Benefit District to EPA counsel as required for possible reduction of EPA administrative penalty. (7-19-22) Communicate with staff of RCPW, Clerk, P & D regarding preceding finance information. (7-20-22) Participate in 2-hour zoom meeting with Department Head and staff on potential contract discussion. Schedule additional zoom for potential contract discussion with Department Head and staff. (7-20-22) Work on transfer station issue. Participate in zoom with Dept. on transfer station issue. (7-22-22) Discuss with Department Head access road issue. (7-22-22) Work on transfer station

issue. (7-24-22) Review allowance policy provided for review. (7-25-22) Work with Department Head on benefit district issue. (7-27-22) Zoom with Department Head and PW Supervisor, along with EM Department head on road maintenance issue. Communicate with landowner afterward. (7-28-22) Zoom with Department Head and Department Staff on transfer station issue. (7-29-22) Prepare CAR for Department on pending KDHE request for evaluation of 2 sites in Fairmont Park. Work with Department Head on appropriate signature block. (8-2-22) Discuss with Assistant County Engineer status of compliance plan emailed to EPA by consultant. (8-3-22) EPA advises did not receive Compliance plan emailed to them by our consultant Monday, August 1, 2022. Assist Department with documenting timely provision of Compliance Plan August 1, 2022, by email from our consultant. Phone call exchange with consultant. Forward EPA attorney consultant email of Compliance Plan and email documentation to consultant of receipt. (8-3-22) Advise RCPW and EM I've finished reviewing easement issue and advice on contacting landowners. (8-5-22) Work on EPA issue involving benefit district. (8-5-22; 8-8-22; 8-9-22) Work on University Park Benefit District EPA issues. (8-14-22; 8-15-22; 8-16-22; 8-17-22; 8-18-22) Work on access agreements for KDHE in Fairmont Park. (8-15-22; 8-17-22; 8-29-22; 8-30-22) Discussion with Department Head on upcoming construction project. (8-1-22) Work on same upcoming construction project. (8-2-22) Assist with contract issue on one project. (9-19-22) Assist with contract different project. (9-19-22) Discussion with Department Head and staff to finalize our proposed changes to transfer station agreement with operator. (11-7-22) Work with Department on placing evaluation of RFQ responses before BOCC as "Construction Management at Risk" for 11-17-22 public meeting. (11-15-22) Work on litigation issue. (11-17-22) Work on KORA issue. (11-17-22; 11-18-22) Advise Department Head on CMAR process. (11-18-22) Review potential dates for CMAR phase. (11-18-22) *Assist with scheduling of negotiation meeting for contract renewal. (11-28-22)*

Riley County Register of Deeds: Provide legal advice. Conversation with ROD (8-2021). Conversation about county termination of contract. (9-22-21) Discussion with other party to contract. I can confirm contract will terminate as required by County. (9-22-21) Advise on departmental project. Discuss with ROD. (1-14-22) Assist Department Head with anticipated new project. (3-28-22; 3-29-22) Assist with project. (5-29-22) Complete negotiation of KanPay contract and provide advice to Department Head. (6-9-22) Review information on recording fee. (11-18-22)

Riley County Treasurer: Advise on property tax issue. (10-6-21) Participate with this office's staff in 2022 delinquent real property tax sale. (7-8-22) Meet with Department Head on National Opioid Settlement payment process. (7-8-22) *Meeting with Treasurer to review legislative proposal developed by statewide Treasurers' association regarding license tag fees----to prepare for my discussion of this item during December 12th legislative conference. (11-30-22)*

RILEY COUNTY POLICE DEPARTMENT—Administered by Law Enforcement Agency ("Law Board")

Prepare 2023 proposed lease on "Aggieville Substation" for consideration by BOCC at upcoming public meeting. (11-18-21; 11-22-22) Approved by BOCC 11-28-22.

PROFESSIONAL ASSOCIATION & CLE MATTERS:

Continuing Legal Education: Attended, in lieu of lunch hour, 1 hour CLE webinar on elimination of gender bias in legal practice. University of Missouri Kansas City School of Law. (6-6-22)

County Counselor Association of Kansas: Arrange for Continuing Legal Education seminar speaker to present at June 17, 2022, mid-year CLE of the County Counselors Association of Kansas. (4-1-22) Participate in Board meeting of CCAK. (4-20-22) Attend summer CLE webinar from office. (6-17-22) Attend semiannual CLE program during KAC annual meeting. (10-18-22)

Kansas Association of Counties: KAC Annual Meeting (October 19, 2021): Accepted invitation to participate on panel discussion before the general KAC membership regarding "Dark Store" and Riley County's experience on the issue. Prepare for panel discussion. (9-29-21) Review and work on presentation of power point for presentation scheduled for 10-18-21. (10-16-21; 10-17-21) Participated in panel discussion during KAC annual meeting. (10-18-21) Attend annual meeting. (10-17-22 to 10-19-22).



COUNTY TREASURER'S OFFICE
Staff Update

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

STAFF REPORT

FROM: Shilo Heger

MEETING: December 5, 2022

SUBJECT: Riley County Treasurer 2022 Goals and Accomplishments

PRESENTER: Shilo Heger

Enclosures:

- 2022 Treasurer Goals-Accomplishments (DOC)



TREASURER'S OFFICE

Shilo Heger
County Treasurer

110 Courthouse Plaza
Manhattan, Kansas 66502-0100
Phone: 785-537-6321
Fax: 785-537-6322
E-mail: sheger@rileycountyks.gov
Website: www.rileycountyks.gov

Riley County Treasurer 2022 Accomplishments/2023 Goals

- Even with staffing issues, the treasurer's office was able to continue to provide quality customer service to the citizens of Riley County. As of October we were completely staffed and are in the process of getting the two most recent hires fully trained.
 - 2021 Current Ad Valorem taxes collected and distributed - \$110,556,522
 - MV Taxes Distributed - \$7,354,535
 - RV Taxes Distributed - \$66,874
 - Commercial - \$282,675
- Through November 2022 we had a total number of 69,700 motor vehicle transactions. This is an increase of 886 transactions compared to November 2021. We had 36,041 renewals and 14,223 new registrations. With 8 at the counter they average 375 renewals/month and 150 new registrations/month.
- We saw a 5% increase in the number of commercial customers we saw in 2022.
- Our office served 3,317 driver's license customers through the month of November.
- We have worked on our processes with the appointment system and will continue to work with the PIO on messaging to the public to encourage them to make appointments when they need to do work in the office. It does help us to allocate staff to the areas that need it the most.
- I am serving my second term as the treasurer of the National Association of County Collectors, Treasurers and Finance Officers. In July of 2023 I will be installed as 1st Vice President.
- I have also been selected to serve as Vice-Chair of the KCTA legislative committee. We will continue to work on legislation that will rework the motor vehicle fees that are retained by the county for performing the motor vehicle

**TREASURER'S OFFICE**

Shilo Heger
County Treasurer

110 Courthouse Plaza
Manhattan, Kansas 66502-0100
Phone: 785-537-6321
Fax: 785-537-6321
E-mail: sheger@rileycountyks.gov
Website: www.rileycountyks.gov

work. If this legislation is passed it will reduce the amount the general fund is subsidizing motor vehicle department.

- I was also honored by the Kansas County Treasurer's Association. I received the Betty J McBride Outstanding County Treasurer award for 2022.
- Continue to provide motor vehicle transactions to the public in an accurate and efficient manner. Continue to look at ways to promote our online, mail, and drop box options to the public. This will allow staff more time to assist customers with transactions that cannot be done remotely.
- Collect and distribute motor vehicle and ad valorem taxes in a timely manner.
- Work with the Budget and Finance Officer and the Public Information Officer on the implementation of the Open Gov platform. This program will give us the ability to provide our financial data to the department heads and the public in a concise and consistent manner.



COUNTY CLERK & ELECTIONS
Budget

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

COMMISSION AGENDA REPORT

FROM: Darell Edie, Budget & Finance Officer

MEETING: December 5, 2022

SUBJECT: 2022 CIP Authorizations -December 5th Work Session

PRESENTER: Darell Edie, Budget & Finance Officer

Move to approve and sign the CIP Authorization Forms approved on December 05, 2022

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2022 NON-FUNDED CIP PROJECTS (PDF)
- 12052022 CIP FORMS (PDF)
- AUTOS 12052022 (PDF)

Riley County Capital Improvement Program

Annualized Non-funded Projects

2022 Non-fund CIP Projects					
Dept.	Project Category	Project	2022 EST.	Department Ranking	Department Sub-totals
EMS	EQUIP	Replacement Ambulance	\$ 325,000	1	
EMS	EQUIP	Cardiac Monitor Replacement (2)	\$ 94,000	2	
EMS	EQUIP	Replacement UTV/Patient Hauler w/Trailer	\$ 65,000	3	\$ 484,000
NW	EQUIP	Roadside Mower Tractor	\$ 135,000	1	\$ 135,000
PK	EQUIP	Large Area Mower	\$ 60,000	1	
PK	FACILITY	Score Board - Fairmont Park	\$ 12,000	2	
PK	FACILITY	Goal Post - Fairmont Park	\$ 10,000	3	
PK	FACILITY	Playground Equipment to CICO Park	\$ 75,000	4	\$ 157,000
LEC	FACILITY	Replace Jail Door and Camera System	\$ 275,000	1	
LEC	FACILITY	Replace 1 roof top HVAC Units	\$ 60,000	2	\$ 335,000
PW	EQUIP	4 Motor Graders	\$ 460,000	1	
PW	EQUIP	Tandem Axle Truck w/ Plow & Spreader	\$ 300,000	2	
PW	EQUIP	Tandem Axle Truck w/ Plow & Spreader	\$ 300,000	2	
PW	EQUIP	3/4T 4X4 Ext, Cab Pickup	\$ 75,000	3	
PW	EQUIP	3/4T 4X4 Ext, Cab Pickup	\$ 75,000	4	
PW	EQUIP	Hydraulic Trailer	\$ 80,000	5	\$ 1,290,000
2022 Totals			\$ 2,401,000		\$ 2,401,000

Large Projects:			
BOCC	Business Park Land-Riley County		??
LEC	New Roof for LEC	\$ 500,000	
PK	CICO Playground Improvement to Masterplan	\$ 1,000,000	
LEC	RCPD Expansion of Admin Building	\$ 4,000,000	
EX	Education Center	\$ 850,000	Pottroff

2023 Non-fund CIP Projects					
Dept.	Project Category	Project	2023 EST.	Department Ranking	Department Sub-totals
NW	EQUIP	Rental Sprayers	\$ 20,000	1	\$ 20,000
EMS	EQUIP	Ambulance	\$ 250,000	1	
EMS	EQUIP	Cardiac Monitor	\$ 45,000	2	\$ 295,000
PK	EQUIP	Topdresser	\$ 16,000	1	
PK	EQUIP	Snow Removal implements for existing mower	\$ 18,000	2	
PK	INFRA	Asphalt Roads/Parking at Fairmont Park	\$ 100,000	3	
PK	INFRA	Asphalt Messenger & Dog Park Parking Lot	\$ 70,000	4	
PK	FACILITY	Playground Equipment to CICO Park	\$ 75,000	5	\$ 279,000
CK/TR	TECH	Tax/Accounting Software	\$ 600,000	1	\$ 600,000
LEC	FACILITY	Replace Roof of Original Building	\$ 370,000	1	\$ 370,000
PW	EQUIP	Tandem Axle Truck w/ Plow & Spreader	\$ 330,000	1	
PW	EQUIP	3/4T 4X4 Ext, Cab Pickup	\$ 75,000	2	
PW	EQUIP	550 Truck with Plow and Spreader	\$ 92,000	3	
PW	EQUIP	Mini Excavator	\$ 90,000	4	
PW	EQUIP	Loader	\$ 250,000	5	\$ 837,000
2023 Totals			\$ 1,544,000		\$ 1,544,000

Attachment: 2022 NON-FUNDED CIP PROJECTS (13018 : CIP Authorization)

Riley County Capital Improvement Program

Annualized Non-funded Projects

2024 Non-fund CIP Projects					
Dept.	Project Category	Project	2024 EST.	Department Ranking	Department Sub-totals
NW	EQUIP	Roadside Mower Tractor	\$ 135,000	1	
NW	EQUIP	PTO Driven Mower	\$ 25,000	2	\$ 160,000
FCRC	FACILITY	Replace Roof	\$ 150,000	1	\$ 150,000
EM	EQUIP	3/4T SUV	\$ 60,000	1	\$ 60,000
EMS	EQUIP	Ambulance	\$250,000		\$ 250,000
PK	EQUIP	Zero turn mower w/ 72" deck	\$ 25,000	1	
PK	INFRA	Well House Improvements at Fairmont	\$ 20,000	2	\$ 45,000
HD	FACILITY	Modernize Elevators	\$ 130,000	1	\$ 130,000
PW	EQUIP	Tandem Axle Truck w/ Plow & Spreader	\$ 330,000	1	
PW	EQUIP	3/4T 4X4 Ext, Cab Pickup	\$ 63,000	2	
PW	EQUIP	Sign Truck	\$ 350,000	3	
PW	EQUIP	2T Truck w/ Bed	\$ 75,000	4	
PW	EQUIP	Semi Tractor	\$ 200,000	5	
PW	EQUIP	Oil Distributor	\$ 300,000	6	\$ 1,318,000
2024 Totals			\$ 2,113,000		\$ 2,113,000

2025 Non-fund CIP Projects					
Dept.	Project Category	Project	2025 EST.	Department Ranking	Department Sub-totals
NW	EQUIP	1 1/2T 4x4 Spray Truck	\$ 75,000	1	\$ 75,000
Carnegie	FACILITY	Modernize Elevators	\$ 135,000	1	\$ 135,000
EMS	EQUIP	SUV	\$ 45,000		\$ 45,000
PW	EQUIP	Tandem Axle Truck w/ Plow & Spreader	\$ 350,000	1	
PW	EQUIP	Skid Steer Loaders (4)	\$ 300,000	2	
PW	EQUIP	3/4T 4X4 Ext, Cab Pickup	\$ 70,000	3	\$ 720,000
2025 Totals			\$ 975,000		\$ 975,000

2026 Non-fund CIP Projects					
Dept.	Project Category	Project	2025 EST.	Department Ranking	Department Sub-totals
PW	EQUIP	Tandem Axle Truck w/ Plow & Spreader	\$ 355,000	1	\$ 355,000
PK	INFRA	Asphalt Keats Parking	\$ 100,000	1	\$ 100,000
Carnegie	FACILITY	Modernize Elevators	\$ 140,000	1	\$ 140,000
NW	EQUIP	3/4T 4X4 Ext, Cab Pickup	\$ 70,000	1	\$ 70,000
NW	EQUIP	HHW Trailer	\$ 30,000	1	\$ 30,000
2026 Totals			\$ 695,000		\$ 695,000

Attachment: 2022 NON-FUNDED CIP PROJECTS (13018 : CIP Authorization)

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: Riley County Police Department- Jail Date: 10/03/2022

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY
American Digital Security

Project Name: Riley County Jail Master Control Camera/ Door Systems Total Cost \$: \$ 275,000.00

Brief Description:

The operating system/servers responsible for controlling the doors and cameras at the Riley County Jail are unreliable and are failing. This project is needed to upgrade the system to correct problematic issues and improve jail operations and safety.

Project Justification:

The server and software for the Riley County Jail are outdated and failing. The jail was built with a camera and door system that is primarily utilized by a Corrections Officer in Master Control to facilitate and monitor activity in the jail. When the system fails, staff cannot monitor the safety and security of the jail. Response times to incidents cause safety issues when dealing with inmates. Updated servers and software will provide current technology with greater assurance for jail staff as they currently face understaffing conditions.

Operating Cost Implications:

RCPD will elect to purchase a maintenance subscription from American Digital Security (ADS) that will go into effect one year following implementation. The annual expense of \$7,125.00 will be paid by RCPD using their funds.

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

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

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

Y N

☐ Will this project be used exclusively by your department?

☐ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐ Will the project require the implementation of new technologies/costs? If so, what & costs? _____

☐ Is the project duplicated in other CIP requests? _____

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

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

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

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

Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: _____

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

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

Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

☐ This project is funded.

☐ This project is not funded.

Chairman Date
Board of County Commissioners

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works Date: 10/11/2022

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Motor Graders (4) Total Cost \$: \$ 460,000.00

Brief Description:

Buy out of the current lease of 4 motor graders.

Project Justification:

Public Works is currently leasing 4 CAT 12M2 motor graders for approximately \$13,700 annually. The lease will end in July 2023. These motor grader are averaging 400 hours a year. At the end of the lease agreement we will have the option of buying the current machines, turning them in and entering into another lease or buying new. By using the lease buy-out option of the motor graders we are able to own the machine that still have many good hours left for a fraction of the cost of buying new machines

Operating Cost Implications:

The original purchase price of these machines were \$210,000 in 2013. We are being told a new motor grader could cost \$300,000 or more without a firm delivery date. The final "buy-out" payment will cost \$115,000 per machine in July 2023.

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

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

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

Y N

☐ Will this project be used exclusively by your department?

☐ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

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

If so, what & costs? _____

☐ Is the project duplicated in other CIP requests?

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

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

☐

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

☐

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

Shilo Heger, Riley County Treasurer Date _____

BUDGET:

Budget Available: _____

☐

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

☐

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

Rich Vargo, Riley County Clerk Date _____

APPROVAL:

Approved Amount: _____

☐

This project is funded.

☐

This project is not funded.

Chairman Board of County Commissioners Date _____

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

12.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # 1 Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: EMS/Ambulance Date: 09/17/2022

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: New Ambulance Total Cost \$: \$308,720.00

Brief Description:

We are needing to replace an ambulance that is currently in 'in service, back up status'. This new ambulance will be a primary responding unit which will allow us to move an older ambulance to a less busy status but will become a primary 1st our ambulance when a first out truck is out of service or it will

Project Justification:

The unit that we are looking to replace has been in service for 12 years and has 200,780 road miles and 10,422 hours on the motor which when combined using the National EMS formula equates to the engine having over 315,000 miles on the engine. This unit is no longer used except for emergencies and then in only a back up status, in town only. In the past we have been able to 'remount' an ambulance, meaning that they remove the box, refurbish it, and place the box on a new chassis. We are unable to do a remount as this ambulance is a 'medium duty' Freightliner and the boxes

Operating Cost Implications:

There are no special costs associated with this purchase.

Department Head Name (PRINT): David A Adams

Department Head (SIGNATURE): DAVID A ADAMS

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

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

Y N

☐

Will this project be used exclusively by your department?

☐

Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐

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

If so, what & costs? _____

☐

Is the project duplicated in other CIP requests?

☐

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

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

☐

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

☐

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

Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: _____

☐

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

☐

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

Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

☐

This project is **funded**.

☐

This project is **not funded**.

Chairman Date
Board of County Commissioners

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works - Parks Date: 10/11/2022

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

Project Name: Score Board - Fairmont Park Total Cost \$: \$ 12,000.00

Brief Description:

Replace the old score board on the football at Fairmont Park

Project Justification:

Existing score board is old and no longer works properly. A new score board will improve the functionality of football games and other sporting events held on the field. With the purchase of this scoreboard both fields will be game ready.

Operating Cost Implications:

Cost of the new score board and installation is estimated to be \$12,000

Department Head Name (PRINT): John Ellermann

Department Head (SIGNATURE): *John Ellermann*

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

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

Y N

☐ Will this project be used exclusively by your department?

☐ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

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

If so, what & costs? _____

☐ Is the project duplicated in other CIP requests?

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

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

☐

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

☐

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

Shilo Heger, Riley County Treasurer

Date

BUDGET:

Budget Available: _____

☐

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

☐

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

Rich Vargo, Riley County Clerk

Date

APPROVAL:

Approved Amount: _____

☐

This project is funded.

☐

This project is not funded.

Chairman

Board of County Commissioners

Date

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works - Parks Date: 10/11/2022

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

Project Name: Goal Posts - Fairmont Park Total Cost \$: \$ 10,000.00

Brief Description:

New goal posts for the football field at Fairmont Park.

Project Justification:

The west football field's goal posts are old, rusting and in need of replacing.

Operating Cost Implications:

Replacing the goal posts to the west field will increase the functionality of the field and enhance the playing experience.

Department Head Name (PRINT): John Ellermann

Department Head (SIGNATURE): *John Ellermann*

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

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

Y N

☐

Will this project be used exclusively by your department?

☐

Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐

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

If so, what & costs? _____

☐

Is the project duplicated in other CIP requests?

☐

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

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

☐

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

☐

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

Shilo Heger, Riley County Treasurer

Date

BUDGET:

Budget Available: _____

☐

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

☐

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

Rich Vargo, Riley County Clerk

Date

APPROVAL:

Approved Amount: _____

☐

This project is funded.

☐

This project is not funded.

Chairman

Board of County Commissioners

Date

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: _____

PROJECT INFORMATION (Completed by Department Head)

Department: _____ LEC _____ Date: _____ 10/11/2022

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

Project Name: _____ Replace 1 Roof Top HVAC Unit Total Cost \$: \$ _____ 60,000.00

Brief Description:

Replace 2 aging roof top HVAC units on the jail.

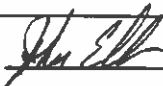
Project Justification:

There are 9 existing roof top HVAC units which are original to the construction of the building 21 years ago. All but 1 of the units have been replaced to date. This is the final one and most difficult unit to replace.

Operating Cost Implications:

The repair costs for these units is steadily increasing each year, with the heat exchangers being the key repair item.

Department Head Name (PRINT): John Ellermann

Department Head (SIGNATURE): 

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

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

Y N

☐

Will this project be used exclusively by your department?

☐

Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐

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

If so, what & costs? _____

☐

Is the project duplicated in other CIP requests?

☐

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

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

☐

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

☐

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

Shilo Heger, Riley County Treasurer

Date

BUDGET:

Budget Available: _____

☐

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

☐

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

Rich Vargo, Riley County Clerk

Date

APPROVAL:

Approved Amount: _____

☐

This project is funded.

☐

This project is not funded.

Chairman

Board of County Commissioners

Date

INS #	R.C. UNIT #	YEAR	MAKE	MODEL	H.P	CLASSIFICATION	GVW	SERIAL NUMBER	NEW VEHICLE COST	CURRENT VALUE	AUTO FLEET			CONTRACTORS EQUIP	ADD DATE	DEPARTMENT	CONDITION	MILEAGE	
																	BAD 1-10 BEST		
81	7	2011	FORD	F-550	362	1 1/2 Ton 4X4 Regular Cab Truck	18,000	1FDUF5HY3BE857837	30,111	11,500	--	--	A			PW		12.c	
120	36	2013	FORD	F-550	362	1 1/2 Ton 4X4 Regular Cab Truck	18,000	1FDUF5HY4DEA42232	31,865	18,000	1,000	1,000	A		1/22/2013	PW			
140	8	2016	FORD	F550	300	1 1/2 Ton Utility Truck	18,000	1FDUF5HT4GEA52932	116,580	90,000	1,000	1,000	A		12/28/2015	PW	5	104,446	
66	86	2010	FORD	F5H7	343	1 1/2T 4 X 4 F550 Reg. Cab Truck	17,950	1FDAF5HYXAEA08987	30,875	11,500	--	--	A			PW	4	105,094	
156	22	2017	FORD	F350	385	1 Ton Truck	14,000	1FD8X3H62HED11903	52,214	52,000	1,000	1,000	A		4/11/2017	PW	8	41,040	
	1901	2021	CHEVROLET	TRAVERSE	33	1/2 Director Vehicle	6,173	1GNEVLKW9MJ193640	14,259	35,000	1,000	1,000	A		5/3/2021	EMS		10,000	
36	23	2005	CHEVROLET		285	1/2 Ton Ext. Cab Pickup	6,200	1GCEC19V25Z236945	15,443	8,510	---	---	A			PW	3	75,500	
105	3	2012	CHEVROLET	SILVERADO	302	1/2 Ton Pickup	6,400	1GCNCPEA5CZ234934	17,102	10,810	---	---	A			PW	6	36,300	
121	900	2012	CHEVROLET	SILVERADO	315	1/2 Ton Pickup	6,800	1GCNKP0E05CZ235138	19,562	18,000	1,000	1,000	A			Solid Waste			
150	15	2017	DODGE	TRADESMAN 1500	385	1/2 Ton Pickup	5,164	1C6RR7FT1HS25487	24,764	25,240	1,000	1,000	A		1/4/2017	PW	9	49,562	
163	2	2018	DODGE RAM	1500 TRADESMAN	305	1/2T 4X4	6,800	1C6RR7FG1J5118694	24,953	23,730	1,000	1,000	A		12/13/2017	PW	8	83,234	
165	1200	2018	DODGE RAM	Tradesman 1500	305	1/2T 4x4 Pickup	6,800	1C6RR7FG3J5216352	23,091	28,390	1,000	1,000	A		2/7/2018	Parks	7	23,794	
	1800	2021	FORD	F150	43	1/2T Pickup	7,050	1FTFX1E52MKE45950	28,933	38,225	1,000	1,000	A		8/18/2021	Planning			
118	116	2013	FORD	F-250	316	3/4 Ton 4 X 2 Super Cab	10,000	1FTSX2A63DEA35238	21,777	4,095	---	---	A		1/18/2013	Weed			
119	117	2013	FORD	F-250	316	3/4 Ton 4 X 4 Crew Cab	10,000	1FTSW2B62DEA35068	26,387	5,676	---	---	A		1/18/2013	Weed			
139	6	2015	FORD	F250	385	3/4 Ton 4X4 Ext. Cab	10,000	1FT7X2B62FED09827	27,869	24,450	1,000	1,000	A		4/13/2015	PW	6	171,382	
145	1248	2016	FORD	F250	385	3/4 Ton 4X4 Ext. Cab	10,000	1FT7X2B64GEB25751	28,185	30,400	1,000	1,000	A		11/30/2015	Parks	7	36,612	
1	13	1997	CHEVROLET	2500	51	3/4 Ton 4x4 Ext. Cab Pickup	8,600	1GCGK29R3VE136476	22,012	2,656	---	---	A			PW	1	118,837	
67	87	2010	FORD	F-250	343	3/4 Ton 4x4 Ext. Cab Pickup	9,600	1FTSX2BY4AEA08979	23,638	11,730	---	---	A			PW	2	141,267	
68	88	2010	FORD	F-250	343	3/4 Ton 4x4 Ext. Cab Pickup	9,600	1FTSX2BY0AEA08980	24,138	11,500	---	---	A			PW	2	138,648	
115	24	2013	FORD	F250	385	3/4 Ton 4x4 Ext. Cab Pickup	10,000	1FTSX2B69DEA23948	24,367	16,700	---	---	A		12/5/2012	PW	6	56,657	
116	34	2013	FORD	F250	385	3/4 Ton 4X4 Ext. Cab Pickup	10,000	1FTSX2B60DEA23949	24,367	10,830	---	---	A		12/5/2012	PW	6	154,218	
83	11	2011	FORD	F-250	385	3/4 Ton 4X4 Ext. Cab Truck	10,000	1FTSX2B61BEB81245	23,213	13,980	---	---	A			PW	5	135,517	
104	16	2012	CHEVROLET	SILVERADO LT-DUTY 20-3	360	3/4 Ton 4X4 Ext. cab Utility Truck	9,500	1GB2KVC64CZ240262	31,207	15,470	---	---	A			PW	2	203,362	
114	1270	2013	FORD	F250	385	3/4 Ton 4x4 Pickup Ext. Cab	10,000	1FTSX2B67DEA23950	24,367	20,500	1,000	1,000	A		12/5/2012	Parks	7	62,951	
88	1201	2011	FORD	F-250	300	3/4 Ton Pickup	10,000	1FTSF2B60BEC06669	30,048	14,000	1,000	1,000	A			Parks	8	66,514	
152	17	2017	FORD	F250	385	3/4T 4X4	10,000	1FT7X2B66HEC80870	28,739	33,070	1,000	1,000	A		2/22/2017	PW	7	87,769	
153	20	2017	FORD	F250	385	3/4T 4X4	10,000	1FT7X2B68HEC80871	28,739	31,480	1,000	1,000	A		2/24/2017	PW	8	82,032	
40	2021	FORD	F250		385	3/4T 4x4	10,000	1FT7X2B61MED52441	31,127	44,500	1,000	1,000	A		10/25/2021	PW	9	\$13,29	
168	9	2018	DODGE RAM	2500	385	3/4T 4x4 Truck	9,000	3C6TR5CT8JG295651	28,262	36,930	1,000	1,000	A		8/1/2018	PW	9	58,972	
50	2006	2007	CHEVROLET	MALIBU	217	4 Door Sedan	4,313	1G1ZS58N87F214376	14,415	4,050	---	---	A			Appraiser	7		
51	2007	2007	CHEVROLET	MALIBU	217	4 Door Sedan	4,313	1G1ZS58N77F212814	14,415	4,050	---	---	A			Appraiser	7		
128	1006	2008	CHEVROLET	IMPALA LS	135	4 door sedan	4,513	2G1WB55K181273968	22,140	2,944	---	---	A			Health			
72	89	2010	CHEVROLET	IMPALA	347	4 door Sedan	3,485	2G1WA5EK8A1183046	17,513	7,370	---	---	A			PW	5	56,571	
111	1300	2013	CHEVROLET	IMPALA	33	4 Door Sedan	4,563	2G1WF5E38D1149087	17,354	5,743	1,000	1,000	A			Corrections			
112	1301	2013	CHEVROLET	IMPALA	33	4 Door Sedan	4,563	2G1WF5E33D1148638	17,354	7,631	1,000	1,000	A			Corrections			
38	2020	FORD	F550		400	4X4 Truck	8,000	1FDUF5HT0LEC49154	46,725	63,000	1,000	1,000	A		2/7/2020	PW	9	26,014	
	113	2022	FORD	F550	350	4x4 Truck	18,000	1FDUF5HN3NED16219		45,000	1,000	1,000	A		1/19/2022	Weed			
106	1	2012	DODGE	GRAND CARAVAN	283	6 Passenger Van	6,050	2C4RDGBG1CR281444	21,567	9,080	---	---	A			PW	5	61,205	
193	30	2019	DODGE	GRAND CARAVAN SE	283	6 Passenger Van	6,050	2C4RDGBG3KR710212	21,748	26,160	1,000	1,000	A		6/5/2019	PW	8	5,855	
129	1007	2006	FORD	FREESTAR SE	193	7 passenger mini-van	5,780	2FMZA51676BA39322	24,385	1,721	---	---	A			Health			
191	33	2019	CHEVROLET	1XP26	135	Equinox FWD 4-Door SUV	4,464	2GNAXHEV6K6241503	20,066	22,900	1,000	1,000	A		5/2/2019	PW	9	6,433	
47	2004	2006	CHEVROLET	TRAILBLAZER	291	Medium Size Utility Vehicle	5,750	1GNDT13S062260463	20,576	4,275	---	---	A			Appraiser	5		
60	2008	2008	FORD	FUSION	160	Mid-size 4 Door Sedan	3,168	3FAHP06Z08R194115	14,174	4,575	---	---	A			Appraiser	7		
92	1005	2010	FORD	FUSION SE	240	Mid-size 4 Door Sedan	4,473	3FAHP0HG2AR291401	18,500	4,031	---	---	A			Health			
77	2009	2011	FORD	FUSION S FWD	175	Mid-size 4 Door Sedan	3,342	3FAHP0GA5BR144875	14,633	6,600	---	---	A			Appraiser	7		
132	2010	2014	FORD	FUSION	175	Mid-size 4 Door Sedan	3,427	3FA6POG72ER359565	17,364	11,475	---	---	A		6/5/2014	Appraiser	9		
	1264	2022	FORD	F250 XL 2x4	385	Pickup	10,000	1FT7X2A64NED16844		42,005	---	---	A		2/11/2022	Parks	10	160	
167	2001	2018	DODGE	RAM 1500	75-30	Pickup Truck	6,100	1C6RR7FG9JS308923	38,665	33,650	1,000	1,000	A		5/25/2018	Appraiser	9		
	4	2020	CHEVROLET	TAHOE	355	SUV	7,300	1GNSKFEC2LR181604	36,342	47,560	1,000	1,000	A		12/4/2019	PW	10	9,450	
94	1804	2006	CHEVROLET	SILVERADO LS	310	Utility Truck 4 X 4	6,700	1GCEK19BX6Z196074	18,900	6,655	---	---	A			Planning			
93	2101	2011	CHEVROLET	SILVERADO LT	315	Utility Truck 4 X 4	6,400	1GCNKP0E7BZ264302	18,306	17,000	1,000	1,000	A			IT			

ent: AUTOS 12052022 (13018 : CIP Authorization)

Attachment: AUTOS 12052022 (13018 : CIP Authorization)



**EMERGENCY
MANAGEMENT/FIRE**
Staff Update

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

STAFF REPORT

FROM: Russel Stukey Emergency Services Director
MEETING: December 5, 2022
SUBJECT: Staff Time report for month of November
PRESENTER: Russel Stukey Emergency Services Director

Staff Time for the month of November

Enclosures:

- 11, 2022 November staff time (DOCX)



Monthly staff time report to BOCC, for the month of November 2022

911

- 911 Working group monthly meeting
- Constantly working on radio system management, analyzing opportunities to lower the annual operating costs of the 911 system
- Ka-Comm has the microwave equipment in place and is testing it. They hope to move from the AT&T fiber to microwave in the next week or two
- Sunday Nov. 27th we had a radio system issue/failure, Ka-Comm and L3 Harris are investigating the cause, the system went down and did not fail over to the secondary connection, dispatch had to use the physical back up radios and dispatch “old school” without the L3 Symphony consoles, once the system was rebooted it returned to “normal” operation

Emergency Management

- Attended department head meetings
- Attended several commission meetings
- Working with Cory in IT on county phone system paging and panic button options
- Attended Emergency Services Director meeting
- Participated in Paylocity training videos
- Worked 2 KSU home football games
- Received additional funding from KDEM via Federal Emergency Management Performance Grant program to allow us to move our part-time planner to full-time, BOCC approved to start January 1st 2023
- Reviewing proposed floor plans for Public Safety Headquarters and submitting comments
- David Adams and myself met with Cory Meyers and staff to discuss technology needs for new public safety headquarters
- Participated in CM@R initial selection process with BOCC
-

Items awaiting legal review:

Mobile Command Post upgrade RFP documents

EM Coordinator Laurie Harrison activity EM/911:

- Conducted monthly siren test, Everbridge test, IPAWS test
- Participated in 911 working group meeting
- Paid EM and 911 invoices
- Attended KEMA conference meeting
- Served as KEMA treasurer
- Attended KEMA board meeting
- Attended NEKEMA meeting



- Continue to review & update Emergency Operations Plan
- Conducted Everbridge training with new users
- Reviewed and updated data in Everbridge
- Reviewed and updated data in CRMCS
- Presented Emergency Preparedness info to American Heritage Girls
- Conducted annual evaluations with goal setting for 2023
- Attended KS133 – Operations Based Exercise Design course (32 hrs)

EM Planner Baldwin Fisher:

- Continue to review & update Emergency Operations Plan
- Attended KS133 – Operations Based Exercise Design course (32 hrs)
- Reviewed and updated ESF- 15
- Conducted annual evaluations with goal setting for 2023
- Attended NEKEMA meeting
- Began ESF 8 workshop planning; exercise to be conducted in DEC

Fire

- Attended several department head meetings
- Continue to accept and process applications for volunteer firefighters
- Working with HR to update policy manual
- Working with HR on several personnel issues
- Revamping departmental Standard Operating Guidelines
- Attend Helicopter landing zone training class for north and south county training
- Attended quarterly Chiefs meeting that was held in St. George
- Have a request from the Zeandale Community to have a mural painted on the side of the fire station there, I advised that we would need a preliminary sketch for the BOCC to review and give approval
- Held a special advisory board meeting for SOG review
- Host National Volunteer Fire Council live online training on electric vehicle fire responses, these vehicles are going to require much more effort to extinguish than a typical car fire
- Planning for annual Firefighter Appreciation Banquet to be held Jan. 21st at Pottorf Hall
- Covered emergency calls

Items awaiting legal review:

- a. University Park proposed fire station property legal description and agreement with UP board to swap property when new fire station is completed



- b. First responder agreement with the City of Randolph, Mercy Hospital Ambulance service (now Riley County EMS) and RCFD #1

Deputy Chief Doug Russell

Deputy Chief John Martens

- Responding to emergency calls
- Completed teaching a 3-week officer development class this month for new and future officers
- Handling personnel issues
- Training new administrative assistant with assigned job duties and office tasks
- Processing new firefighter applications and working through the onboarding process
- Learning new Paylocity platform for volunteer stipend payroll, hiring and onboarding
- Ongoing work with RC Planning and Development staff on fire code and safety recommendations for new businesses
- Improved/Streamlined hiring and onboarding workflows with HR
- Successfully transitioned 10 new members from probationary status to "trained" status through help from station officers
- Staffing Scorecard (as of 12/1/2022)

Month End	November
New Applications	10
Rejected / Withdrawn Candidates	1
Interviews Conducted	5
Hired Candidates	4
Probationary Members	10


Riley County Emergency Management
Riley County Fire District #1

 115 N. 4th Street
 Manhattan, Kansas 66501

Phone: 785-537-6333

Fax: 785-537-6333

www.rileycountyks.gov

Trained Members	110
Active Staff	120
Terminations	
Resignations	1
Retirements	

Submitted by:

Russel Stukey, Emergency Services Director

Attachment: 11, 2022 November staff time (13019 : Staff time report for month of November)