



**Board of Riley County
Commissioners
Regular Meeting
Agenda
December 09, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Contractual Provisions Attachment--CivicPlus
4. Sign a Tax Roll Correction
5. Retail Dealer's 2025 Cereal Malt Beverages Licenses for Dara's LLC, 5321 Tuttle Creek Blvd. & Dara's LLC, 1132 Pillsbury Drive
6. Sign Riley County Employee Action Form(s)
7. Discuss Good Morning Manhattan

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Dec 2, 2024 8:30 AM

Review Tentative Agenda

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

9:00 AM

Russel Stukey, Emergency Management Director

11. Staff update
12. Discuss possible purchase of used fire truck.

9:30 AM

Press Conference

9:35 AM

Clancy Holeman, Counselor/Director of Administrative Services

13. Administrative Work Session
14. Pending County Projects County Counselor

15. Executive session to discuss confidential legal advice regarding potential litigation issues

9:55 AM

Brittany Phillips, Budget and Finance Officer

16. 2024 Budget Amendment Hearing

10:05 AM

Clancy Holeman, Counselor/Director of Administrative Services

17. Executive session to discuss confidential legal advice regarding potential litigation issues

10:25 AM

Katharine Hensler, Museum Director

18. November Staff Update - Riley County Historical Museum

10:40 AM

Board of County Commissioners

19. Law Board Member interview with Gary Olds

11:00 AM

Board of County Commissioners

20. Law Board Member interview with Mickey Tener

11:20 AM

Board of County Commissioners

21. Law Board Member interview with Orville Wes Maupin

11:40 AM

Board of County Commissioners

22. Law Board Member interview with Linda Gibbs

1:00 PM

Executive Sessions to discuss department head evaluations

23. 1:00 Michael Boller, Noxious Weed/HHW Director
24. 1:30 Diane Creek, Health Department Director
25. 1:55 Cory Meyer, IT/GIS Director
26. 2:30 John Ellermann, Public Works Director/County Engineer
27. 2:55 Katharine Hensler, Museum Director

Adjournment

Announcements

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

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



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Contract

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

COMMISSION AGENDA REPORT

FROM: Clancy Holeman, County Counselor

MEETING: December 9, 2024

SUBJECT: Contractual Provisions Attachment--CivicPlus

PRESENTER: Clancey Holeman, County Counselor

BACKGROUND

At a previous meeting, this Board approved a contract with CivicPlus “subject to” the vendor’s signature on a standard contractual provisions attachment acceptable to Riley County’s counsel.

Presented today for the Chairman’s signature is such a contractual provision attachment acceptable to Riley County’s counsel.

FISCAL IMPACT

Approved previously by the terms of the base contract.

RECOMMENDATION(S)

I recommend the Board authorize the Chairman to sign the Contractual Provisions Attachment as presented.

POSSIBLE MOTION(S)

- A. “I move the Board authorize the Chairman to sign the Contractual Provisions attachment as presented.”
- B. “I move the Board authorize the Chairman to sign the Contractual Provisions attachment, with the following changes...”
- C. “I move the Board **not** authorize the Chairman to sign the Contractual Provisions attachment.

Enclosures:

- CivicClerk CivicPlus Contractual Provisions (DOCX)

Attachment to “Contract” Between Riley County (hereinafter “County”), and CivicPlus (hereinafter “Contractor”).

CONTRACTUAL PROVISIONS ATTACHMENT

The undersigned parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being dated the ____ day of December, 2024 (“contract”).

1. **TERMS HEREIN CONTROLLING PROVISIONS.** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in the contract and any other document relating to and a part of the contract in which this attachment is incorporated, including the CivicPlus Master Services Agreement, CivicPlus Solutions and Services Terms and Conditions, and CivicPlus Agenda Meetings and Management (CivicClerk and Municode Meetings) Terms. All terms hereof survive termination of the contract.
2. **AGREEMENT WITH KANSAS LAW.** It is agreed by and between the undersigned that all disputes and matters whatsoever arising under, in connection with or incident to the contract shall be litigated, if at all, in and before a state Court located in the State of Kansas, County of Riley, or if in Federal Court, at a Federal Court located in Topeka, Kansas, to the exclusion of the Courts of any other states or country. All contractual promises shall be subject to, governed by, and construed according to the laws of the State of Kansas, without reference to its conflict of laws principles. Both parties submit to venue and jurisdiction in these courts. In the event an action or claim arises outside of the exclusive jurisdiction specified herein which names County as a party, Contractor agrees to initiate, consent to and/or cooperate with any and all efforts to remove the matter to the exclusive jurisdiction named herein and otherwise to take any and all reasonable actions to achieve County’s objectives of this provision.
3. **CASH BASIS AND BUDGET LAWS.** The right of the County to enter into the Contract is subject to the provisions of the Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935), and other laws of the State of Kansas. The Contract shall be construed and interpreted so as to ensure that the County shall at all times stay in conformity with such laws, and as a condition of the Contract the County reserves the right to unilaterally terminate the Contract at any time if, in the opinion of its legal counsel, the Contract may be deemed to violate the terms of such laws. Any Contract for a term of more than one year shall be interpreted by the parties to provide County the sole option to renew that Contract before the end of each one year term.
4. **TERMINATION DUE TO LACK OF FUNDING APPROPRIATION.** If, in the judgment of the Riley County Commissioners, after consultation with their Budget and Finance Officer or other county officials, sufficient funds are not appropriated to continue the function performed in the contract and for the payment of the charges hereunder, County may terminate the contract at the end of its current fiscal year. Termination shall be effective 30 days after County mails written notice to Contractor. In the event of such termination, County agrees to give written notice of termination to contractor. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the County or the Contractor. Notwithstanding the foregoing, in the event of termination due to non-funding, County shall be responsible for any outstanding invoices or fees or for services already performed, and all such amounts owed shall become due

immediately.

5. **ACCEPTANCE OF CONTRACT.** The contract shall not be considered accepted, approved or otherwise effective until the required approvals and certifications have been given and this Contractual Provisions Attachment is signed by the Board of County Commissioners of Riley County, Kansas.
6. **ARBITRATION, DAMAGES, WARRANTIES.** Notwithstanding any language to the contrary, no interpretation shall be allowed to find the County has agreed to binding arbitration, or the payment of damages or penalties upon the occurrence of a contingency. Further, the County does not agree to pay attorney fees and late payment charges
7. **TERM AND TERMINATION.**
 - 7.1. **Term.** This Contractual Provisions Attachment shall be effective as of its date of execution by the parties and shall remain in effect during the term of the Contract, or until terminated either for convenience, breach or default, as set out herein. Thirty (30) days written notice to the breaching party is required.
 - 7.2. **Termination for Cause.** If Contractor shall fail to fulfill in a timely and proper manner its obligations under the Contract, or if Contractor shall violate any of the terms, covenants, conditions, or stipulations of the Contract, County shall thereupon have the right to terminate the Contract by promptly giving written notice to Contractor of such termination and specifying the reasons for the termination and the effective date thereof. A breach shall include, but not be limited to, failure to comply with any or all items contained in the Contract and any appendices, exhibits or amendments thereto, if any.
 - 7.3. Notwithstanding the above, Contractor shall not be relieved of liability to County by virtue of any breach of the Contract by Contractor.
 - 7.4. **Termination for Convenience.** County may terminate the Contract in whole or in part, upon sixty (30) days written notice to Contractor, stating the effective date of the termination for convenience.
 - 7.5. **Payment Calculation Upon Termination.** In the event of termination under the Contract by either party, any amount owed Contractor will be calculated based solely upon payment for fair value of acceptable services provided by Contractor to the point of termination, which fair value is not the subject of a good faith dispute. That determination of fair value of acceptable services shall be made solely by County.
8. **INDEPENDENT CONTRACTOR RELATIONSHIP.** It is agreed that the legal relationship between Contractor and County is of a contractual nature. Both parties assert and believe that Contractor is acting as an independent contractor in providing the services and performing the duties required by County hereunder. Contractor is at all times acting as an independent contractor and not as an officer, agent, or employee of County. As an independent contractor, Contractor, and employees of Contractor, will not be within the protection or coverage of County's worker's compensation insurance, nor shall Contractor, and employees of Contractor, be entitled to any current or future benefits provided to employees of County. Further, County shall not be responsible for withholding of social security, federal, and/or state income tax, or unemployment

compensation from payments made by County to Contractor. Contractor shall supply all labor, equipment, supplies and materials necessary to complete the required services, at Contractor's sole expense.

9. **ASSIGNMENT.** Neither the Contract nor any rights or obligations hereunder shall be assigned or otherwise transferred by either party without the prior written consent of the other. Notwithstanding the foregoing, in no even shall such prior written consent be unreasonably withheld.
10. **PUBLIC DOCUMENTS.** It is agreed that the Contract, and all subsequent agreed amendments or addenda thereto are public documents which will be filed with the Riley County Clerk, and will be open to public inspection.
11. **SURVIVABILITY.** All terms of this Contractual Provisions Attachment shall survive termination of the Contract.

Contractor

County

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

By: _____
Print Name:
Title:

By: _____
John Ford, Chairman

Date

Date

ATTEST: (seal)

Rich Vargo, County Clerk

Approved as to Form

By: _____
Bryant Parker
Deputy Riley County Counselor

Date



COUNTY CLERK & ELECTIONS
Tax Roll Correction

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

COMMISSION AGENDA REPORT

FROM: Joe Godown
MEETING: December 9, 2024
SUBJECT: Sign a Tax Roll Correction
PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve the Tax Roll Correction.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Tax Roll Corrections (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by JGODOWN 2024/12/03

4.a

Taxpayer ID MANH0212
Owner ID MANH0212

Control # 2024000772

Tax Year 2023
Tract # MA00530E1

MANHATTAN BIBLE CHURCH INC

CAMA # 204-20-1-10-07-001-00-0-01

20-10-8 TR IN NE4
2A

241 JOHNSON RD

TU 130 Manhattan Township

MANHATTAN, KS 66502-1533

Parcel 4460
USD 383

Property Address 241 JOHNSON RD

APPRAISER SECTION (Value)

2024/12/03 JGODOWN APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CR	97570	491130	588700

Appraised After Correction:

CL	Land	Imp	Total
CR	66561	335045	401606
ER	31009	156085	187094

Net Change
187094-
187094

Total	97570	491130	588700
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Total	97570	491130	588700
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Assessed Prior to Correction:

CR	24393	122783	147176
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Assessed After Correction:

CR	16640	83761	100401
ER	31009	156085	187094

Net Change
46775-
187094

Total	24393	122783	147176
SB41			

Total	47649	239846	100401
SB41			

Total	46775-
SB41	

CLERK SECTION (Tax)

2024/12/03 JGODOWN ORDER PRINTED

Tax Prior to Correction:

Levy	116.13200	Gen Tax	17091.84
SB41 Tax Dollars			17091.84

Tax After Correction:

Levy	116.13200	Gen Tax	11659.78
SB41 Tax Dollars			11659.78

Net Change
5432.06-
5432.06-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

46775-

Applicable Mill Levy

116.13200

Net Change in Levied Tax Dollars

5432.06-

Type of Correction DECREASE

Correction Code CO C.O.T.A./OTHER Rate 4.00%

Tax Statement # 20985

Comments BOTA Order Docekt #

2023-6959-TX

Net Change in SB41 Exemption

Net Change in Total Tax Dollars

5432.06-

Owner MANH0212

MANHATTAN BIBLE CHURCH INC

By order of the Board of County Commissioners of RILEY COUNTY, Kansas.

(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: Tax Roll Corrections (15216 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by JGODOWN 2024/12/03

4.a

Taxpayer ID MANH0212
Owner ID MANH0212

Control # 2024000773

Tax Year 2024
Tract # MA00530E1

MANHATTAN BIBLE CHURCH INC

CAMA # 204-20-1-10-07-001-00-0-01

20-10-8 TR IN NE4

241 JOHNSON RD

TU 130 Manhattan Township

2A

MANHATTAN, KS 66502-1533

Parcel 4460

USD 383

Property Address 241 JOHNSON RD

APPRAISER SECTION (Value)

2024/12/03 JGODOWN APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CR	97570	611830	709400

Total	97570	611830	709400
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Assessed Prior to Correction:

CR	24393	152958	177351
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Total	24393	152958	177351
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SB41

Appraised After Correction:

CL	Land	Imp	Total
ER	97570	611830	709400

Total	97570	611830	709400
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Assessed After Correction:

ER	97570	611830	709400
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Total	97570	611830	
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SB41

Net Change

Net Change
532049

Total 177351-
SB41

CLERK SECTION (Tax)

2024/12/03 JGODOWN ORDER PRINTED

Tax Prior to Correction:

Levy 114.32600	Gen Tax	20275.84
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SB41 Tax Dollars	20275.84
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SB41 Tax Dollars	20275.84
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Tax After Correction:

Levy 114.32600	Gen Tax	
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SB41 Tax Dollars	
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SB41 Tax Dollars	
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Net Change

Net Change
20275.84-

20275.84-

20275.84-

TREASURER SECTION (Summary)

Net Change in Assessed Value

(no SB41 influence) 177351-

Applicable Mill Levy 114.32600

Net Change in Levied Tax Dollars 20275.84-

Net Change in SB41 Exemption

Net Change in Total Tax Dollars 20275.84-

Type of Correction DECREASE

Correction Code CO C.O.T.A./OTHER Rate 4.00%

Tax Statement # 21326

Comments BOTA Order Docket #

2023-6959-TX

Owner MANH0212

MANHATTAN BIBLE CHURCH INC

By order of the Board of County Commissioners of RILEY COUNTY, Kansas.
(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: Tax Roll Corrections (15216 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by JGODOWN 2024/12/03 1

4.a

Taxpayer ID MANH0212
Owner ID MANH0212

Control # 2024000774

Tax Year 2023
Tract # MA00530A1

MANHATTAN BIBLE CHURCH INC

CAMA # 204-20-1-10-07-009-00-0-01

20-10-8 TR 22 IN S

241 JOHNSON RD

TU 130 Manhattan Township

PT OF NE4 2.07A

MANHATTAN, KS 66502-1533

Parcel 4420

TR IN NE4 OF SE4

USD 383

Property Address JOHNSON RD

.66A

APPRAISER SECTION (Value)

2024/12/03 JGODOWN APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
VR	50190		50190

Total	50190		50190
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Assessed Prior to Correction:

VR	6023		6023
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Total	6023		6023
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SB41

Appraised After Correction:

CL	Land	Imp	Total
ER	15950		15950
VR	34240		34240

Total	50190		50190
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Assessed After Correction:

ER	15950		15950
VR	4109		4109

Total	20059		4109
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SB41

Net Change

34240-
34240

Net Change

9927
4109

Total	1914-
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SB41

CLERK SECTION (Tax)

2024/12/03 JGODOWN ORDER PRINTED

Tax Prior to Correction:

Levy 116.13200	Gen Tax	699.46
	SB41 \$	

SB41 Tax Dollars	699.46
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Tax After Correction:

Levy 116.13200	Gen Tax	477.20
	SB41 \$	

SB41 Tax Dollars	477.20
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Net Change

222.26-

222.26-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

1914-

Applicable Mill Levy

116.13200

Net Change in Levied Tax Dollars

222.26-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code CO C.O.T.A./OTHER Rate 4.00%

Tax Statement # 20984

Comments: BOLA Order Docket #

2023-6959-TX

Owner MANH0212

MANHATTAN BIBLE CHURCH INC

Net Change in Total Tax Dollars

222.26-

By order of the Board of County Commissioners of RILEY COUNTY, Kansas.
(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: Tax Roll Corrections (15216 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by JGODOWN 2024/12/03 1

4.a

Taxpayer ID MANH0212
Owner ID MANH0212

Control # 2024000775

Tax Year 2024
Tract # MA00530A1

MANHATTAN BIBLE CHURCH INC

CAMA # 204-20-1-10-07-009-00-0-01

20-10-8 TR 22 IN S

241 JOHNSON RD

TU 130 Manhattan Township

PT OF NE4 2.07A

MANHATTAN, KS 66502-1533

Parcel 4420

TR IN NE4 OF SE4

USD 383

Property Address JOHNSON RD

.66A

APPRAISER SECTION (Value)

2024/12/03 JGODOWN APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CR	84640	7320	91960

Total	84640	7320	91960
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Assessed Prior to Correction:

CR	21160	1830	22990
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Total	21160	1830	22990
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SB41

Appraised After Correction:

CL	Land	Imp	Total
ER	84640	7320	91960

Total	84640	7320	91960
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Assessed After Correction:

ER	84640	7320	91960
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Total	84640	7320	
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SB41

Net Change

Net Change	68970
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Total	22990-
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SB41

CLERK SECTION (Tax)

2024/12/03 JGODOWN ORDER PRINTED

Tax Prior to Correction:

Levy 114.32600	Gen Tax	2628.36
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SB41 Tax Dollars	2628.36
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Tax After Correction:

Levy 114.32600	Gen Tax	
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SB41 Tax Dollars	
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Net Change

Net Change	2628.36-
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	2628.36-
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TREASURER SECTION (Summary)

Net Change in Assessed Value

(no SB41 influence)

Applicable Mill Levy

Net Change in Levied Tax Dollars

22990-

114.32600

2628.36-

Type of Correction DECREASE

Correction Code CO C.O.T.A./OTHER Rate 4.00%

Tax Statement # 21325

Comments BOIA Order Docket #

2023-6959-TX

Net Change in SB41 Exemption

Owner MANH0212

MANHATTAN BIBLE CHURCH INC

Net Change in Total Tax Dollars

2628.36-

By order of the Board of County Commissioners of RILEY COUNTY, Kansas.
(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: Tax Roll Corrections (15216 : Tax Roll Corrections)



COUNTY CLERK & ELECTIONS
License

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

COMMISSION AGENDA REPORT

FROM: Joe Godown, Account Clerk/License

MEETING: December 9, 2024

SUBJECT: Retail Dealer's 2025 Cereal Malt Beverages Licenses for Dara's LLC,
5321 Tuttle Creek Blvd. & Dara's LLC, 1132 Pillsbury Drive

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to sign Retail Dealer's 2025 Cereal Malt Beverages Licenses for Dara's LLC, 5321 Tuttle Creek Blvd. & Dara's LLC, 1132 Pillsbury Drive.

Move to deny

Enclosures:

- 2025 CMB Daras LLC (PDF)

KEEP THIS LICENSE POSTED CONSPICUOUSLY AT ALL TIMES

Fee: \$ 75

RETAIL

No. 002

DEALER'S

2025

LICENSE

TO ALL WHOM IT MAY CONCERN:

License is here by granted to Dara's LLC to sell at retail

CEREAL MALT BEVERAGES

for sale in original and unopened containers and not for consumption on premises

(State if for consumption on the premises, or for sale in original and unopened containers and not for consumption on the premises.)

at 5321 Tuttle Creek Blvd. Manhattan, KS 66502

(Give exact location, with street number, if any.)

in the Township of Manhattan in Riley County, Kansas
Application therefor, on file in the Office of the County Clerk of said County, having been approved by the
Governing body of said Township, as provided by the Laws of Kansas, and the regulations of the Board of
County Commissioners.

This License will expire December 31, 2025, unless sooner revoked, is not transferable,
Nor will any refund of the fee be allowed thereon.

Done by the Board of County Commissioners of Riley County, Kansas,

(SEAL)

this 9th day of December, 2024

Attest: _____
County Clerk Chairman

KEEP THIS LICENSE POSTED CONSPICUOUSLY AT ALL TIMES

Fee: \$ 75

RETAIL

No. 003

DEALER'S

2025

LICENSE

TO ALL WHOM IT MAY CONCERN:

License is here by granted to Dara's LLC to sell at retail

CEREAL MALT BEVERAGES

for sale in original and unopened containers and not for consumption on premises

(State if for consumption on the premises, or for sale in original and unopened containers and not for consumption on the premises.)

at 1132 Pillsbury Dr. Manhattan, KS 66502
(Give exact location, with street number, if any.)

in the Township of Manhattan in Riley County, Kansas
Application therefor, on file in the Office of the County Clerk of said County, having been approved by the
Governing body of said Township, as provided by the Laws of Kansas, and the regulations of the Board of
County Commissioners.

This License will expire December 31, 2025, unless sooner revoked, is not transferable,
Nor will any refund of the fee be allowed thereon.

Done by the Board of County Commissioners of Riley County, Kansas,

(SEAL) this 9th day of December, 20 24

Attest: _____
County Clerk Chairman



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: December 9, 2024

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2024-12 Museum CFarrens EAF (DOCX)
- 2024-12 Appraiser DWilliams EAF (DOCX)
- 2024-12 HD ROtt EAF (DOCX)
- 2024-12 Treasurer MStevens EAF (DOCX)
- 2024-12 Fire WFranzese EAF (DOCX)
- 2024-12 Treasurer CBarbosaHernandez EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Caroline Farrens**Status Change Date:** 12/02/2024**Status Change:** New Hire**Date of Hire:** 01/06/2025**Seniority:** 0 Year(s), 0 Month(s)**Position:** Curator of Archives and Library**Position Type:** Regular Full Time**Pay Range:** Range 12**Pay Type:** Salary**Base Rate:** \$29.52**Annualized Pay:** \$61,401.60**Funds Codes:** 1- General/17- Museum**Supervisor:** Katharine Hensler**Department Head:** Katharine Hensler

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-12 Museum CFarrens EAF (15207 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Danny Williams**Status Change Date:** 03/14/2025**Status Change:** Separation**Date of Hire:** 07/05/1989**Seniority:** 35 Year(s), 4 Month(s)**Position:** Assist Co Appraiser**Position Type:** Regular Full Time**Pay Range:** Range 23**Pay Type:** Salary**Base Rate:** \$66.07**Annualized Pay:** \$137,446.40**Funds Codes:** 1- General/22- Appraiser**Supervisor:** Anna Burson**Department Head:** Anna Burson

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-12 Appraiser DWilliams EAF (15207 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Ruth Ott**Status Change Date:** 12/20/2024**Status Change:** Separation**Date of Hire:** 07/30/2020**Seniority:** 4 Year(s), 4 Month(s)**Position:** Medical Clerk**Position Type:** Temporary Part Time**Pay Range:** Range 5**Pay Type:** Hourly**Base Rate:** \$22.59**Annualized Pay:** \$35,240.40**Funds Codes:** 30-Health Department/422- HD Immunization**Supervisor:** Jacob Clarke**Department Head:** Rich Vargo

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-12 HD Rott EAF (15207 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Marie (Katie) Stevens**Status Change Date:** 11/27/2024**Status Change:** Separation**Date of Hire:** 06/13/2023**Seniority:** 1 Year(s), 5 Month(s)**Position:** Customer Svc Rep I**Position Type:** Regular Full Time**Pay Range:** Range 4**Pay Type:** Hourly**Base Rate:** \$19.79**Annualized Pay:** \$41,163.20**Funds Codes:** 1- General/7- Treasurer**Supervisor:** Donna Borgerding**Department Head:** Shilo Heger

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-12 Treasurer MStevens EAF (15207 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: William Franzese**Status Change Date:** 12/03/2024**Status Change:** New Hire**Date of Hire:** 12/16/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Volunteer Firefighter**Position Type:** TASND**Pay Range:** TASND**Pay Type:** Stipend**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183- Fire District #1/183- Fire District #1**Supervisor:** Douglas Russell**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-12 Fire WFranzese EAF (15207 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Clara Barbosa Hernandez**Status Change Date:** 12/03/2024**Status Change:** Separation**Date of Hire:** 12/02/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Office Building Receptionist**Position Type:** Regular Full Time**Pay Range:** Range 1**Pay Type:** Hourly**Base Rate:** \$17.69**Annualized Pay:** \$36,795.20**Funds Codes:** 1- General/7- Treasurer**Supervisor:** Donna Borgerding**Department Head:** Shilo Heger

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-12 Treasurer CBarbosaHernandez EAF (15207 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
December 12, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss Joint City/County/County Meeting
2. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

9:20 AM

Cory Meyer, IT/GIS Director

4. IT/GIS update

9:30 AM

Shilo Heger, Treasurer

5. Monthly Revenue Reports

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

6. Economic development update

10:00 AM

Rich Vargo, County Clerk

7. Health Department staff update

10:05 AM

Diane Creek, Health Department Director

8. Staff update

Attachment: 12-12-24 tentative agenda (14255 : Tentative Agenda)

- 10:10 AM Breva Spencer, Maternal and Child Health Supervisor and Sarah Haybarker, Maternal & Child Health Social Worker**
9. Safe Kids Riley County and Delta Dental Grants - Breva Spencer and Sarah Haybarker
- 10:30 AM Laurie Harrison, Emergency Management Director**
10. Kansas Medical Reserve Corps
- 10:40 AM Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer**
11. Monthly Cash Flow Reports
- 10:50 AM Board of County Commissioners**
12. Law Board Member interview with Bradley Harrison
- 11:10 AM Board of County Commissioners**
13. Law Board Member interview with Craig Beardsley
- 12:00 PM Legislative Conference**
- 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 16, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Anna Burson, Appraiser

1. Staff update

9:15 AM

David Adams, EMS/Ambulance Director

2. Staff update

9:30 AM

Press Conference

3. Presentation of retirement plaque to Clancy Holeman - John Ford (3 minutes)
4. Presentation of retirement plaque to Julie Winter - John Ford (3 minutes)

9:40 AM

Rich Vargo, County Clerk

5. Year to date budget and expenditure reports

9:50 AM

Amanda Webb, Planning/Special Projects Director

6. Rural Economic Development Advisory Board

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

7. Administrative Work Session

Attachment: 12-16-24 tentative agenda (14255 : Tentative Agenda)

10:30 AM **Board of County Commissioners**
8. Discuss Law Board appointments

12:00 PM **Law Enforcement Agency Meeting**

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: 12-16-24 tentative agenda (14255 : Tentative Agenda)



**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 EM Director / Fire Chief
MEETING: December 9, 2024
SUBJECT: Staff update
PRESENTER: Russel Stukey

Present staff update for the month of November.

Enclosures:

- 11, 2024 November staff time (1) (DOCX)



Monthly staff time report to BOCC, for the month of **November 2024**

911- Russel

- Constantly working on radio system management, analyzing opportunities to lower the annual operating costs of the 911 system.
- Working with IT, RCPD and L3 Harris to complete cybersecurity upgrade to radio system
- Working with Counselor's office and Ka-Comm to attempt to rent space on radio towers to generate income. Jacob wanted me to confirm with the BOCC that you are still interested in pursuing this type of potential income?

Emergency Management-Russel

- Attended a briefing at Ft. Riley regarding assistance offered during disaster situations
- Discussed the possibility of being invited to IWCE conference as a guest of FEMA to participate in a Q&A panel about radio system cyber security
- Participated in a KSU active violence tabletop exercise
- Worked on Staff evaluations
- Participated in the self-evaluation process and went before the BOCC to discuss
- Attended NE KAC in Lyndon
- Attended intergovernmental luncheon
- Attended and chaired department head meetings
- Attended several commission meetings
- Working with IT and dispatch staff on the MCP CIP upgrade project
- Attended Emergency Service Directors meeting
- Attended the Homeland Security RCCC/SAC meeting in Salina
- Chaired NE KS Homeland Security Council meeting in Topeka

Items awaiting legal review:

Drake tower lease addendum

Assistant Director Laurie Harrison activity EM/911

Interim PHEP Coordinator, Wildcat Region PHEP Coordinator and MRC Unit Leader:

Kansas Emergency Management Association (KEMA):

Serve as Treasurer

Attend NE regional KEMA meeting Nov 19

Public Notification, Everbridge, Integrated Public Alert and Warning System (IPAWS):

Conduct monthly siren test, Everbridge test, IPAWS test

Update contacts

Serve as NE regional account administrator

Comprehensive Resource Management and Credentialing System (CRMCS):

Update resource list

Serve as account administrator

Northeast Regional Homeland Security Council (NERHSC):

Serve as project manager for Everbridge

**Riley County Emergency Management****Riley County Fire District #1**

115 N. 4th Street
Manhattan, Kansas 66501
Phone: 785-537-6331
Fax: 785-537-6331
www.rileycountyks.gov

Serve as project manager for CRMCS

Serve as KEMA representative

Distribute equipment and supplies to NE regional counties

Emergency Management fund:

Oversee invoice payment process

911 fund:

Pay invoices

Track expenses and income

Provide 911 budget overview for 911 working group

Exercises:

Participated in KSU Active Violence Tabletop Exercise Nov 7

Participated in Emergency Support Function 8 seminar Nov 21

Volunteer Management:

Attend Community Emergency Response Team/Medical Reserve Corps training Nov 12

Training:**Misc:**

Completed comments on 1 employee performance review

Attend Ft Riley Commander briefing Nov 5

Attend Emergency Management Advisory Board at Barton County Community College Nov 20

Research and submit information to KDEM for warning siren grant project survey Nov 7

Conduct inventory audit

Used 32 hrs of PTO

Public Health Emergency Preparedness (PHEP):

Met with Jacob, Tasha, Shanika at Health Dept to discuss a plans template for quarter 2 report Nov 6

Participate in the Health Dept fire drill Nov 14

Wildcat Region PHEP:

Submit quarter 1 progress report Nov 4

Attend Regional PHEP Integrated Planning and Preparedness Workshop Nov 13

Facilitate Regional PHEP meeting Nov 21

Wildcat Region Medical Reserve Corps (MRC):

Coordinate training with PT & RL CERT Nov 12

EM Planner Baldwin Fisher**Planning:**

Review Debris Management plan

Exercises:

ESF 8 Seminar 21 NOV 24

Training:

CERT training in Pott Co.

Misc:

Attend Teen CERT webinar



Attend monthly staff meeting
 Conduct equipment inventory

Fire-Russel

- Attended KS Assoc. Fire Chiefs Conference here in MHK
- Purchased Freightliner Truck from Reed & Company to replace a Heavy Brush Military truck
- Worked on new fire reporting software selection process and identified best program
- Participated in a “Risk Based Response to Battery Emergencies” class
- Continually looking for used fire trucks that would fit our needs
- Made travel plans
- Participated in county fire trainings
- Continue to accept and process applications for volunteer firefighters
- Covered emergency calls
- Working with HR to complete policy manual acknowledgement forms with volunteers
- Working with Architect, Public Works Dept., Counselor’s Office and Planning Office to finalize plans, permits and plat for Fire Station 110 in University Park
- Numerous conversations with County Attorney’s office about testifying for an illegal burn case

Does the BOCC want to do a groundbreaking for Fire Station 110 in UP or just wait and have the ribbon cutting when it is ready to be moved into?

Items awaiting legal review:

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

Admin. Asst. M. Horstmeier

Managing the Volunteer Firefighter Hiring Process by reviewing applications, setting up interviews, helping with Onboarding, and providing gear to recruits.

Continued to assist with processing Volunteer Firefighter Payroll Stipends.

Continued maintaining the Riley County Burn Permits by reviewing applications and administering new permits. Sent updated Burn Permit lists to Dispatch for their records as well. Processed and created the November Prescribe Burn Report for Riley County and sent it to the Kansas Forest Service for their records.

Sent out reminders, as necessary, to remind VFF to complete their reports.

Created the November issue of the monthly Extinguisher Newsletter and distributed it to all of RCFD.

Designed the Annual RCFD banquet invitations and prepared for the banquet by purchasing decorations.

Attended the Eagle view Interactive Map Training held by GIS for County users.



Attended a meeting with PIO Vivienne Leyva to discuss the use of media when applying for the Community Wildfire Defense Grant.

Attended the November REACH meeting and attended the Sub-Committee for the Mitten Tree and the Christmas Tea meeting. Created a flyer for the mitten tree for the REACH newsletter.

Attended the Community Night Out - After Action at RCPD for EM/Fire and discussed the pros and cons of this year's venue. I gave feedback to RCPD's Activities Committee for future plans.

Attended the NVFC webinars on "Incorporating Adult Learning Theory into FD Training Programs" and "Crash Responder Safety Week Kick-Off".

Attended the Zoom meeting on "The Mendon AMTRAK Crash: Lessons for Rural Response System."

Attended the Lexipol webinar on "The Resilient Leader: Strategies for High-Stress Environments".

See below for the Firefighters' statistics for the month of November.

November FF Stats	Total Number
New Applications	5
Rejected/Withdrawn Candidates	2
Hired Candidates	3
Probationary Firefighters	15
Trained Firefighters	109
Total Active Members	128
Terminations	1
Resignations	2
Retirements	0

Deputy Chief Doug Russell

- Responding to multiple incidents.
- Dealing with personnel issues.
- Working through new applications for FFs.
- Station 110
- Public Works dealing with water line
- Working with Evergy on power
- Working with Admin Assistant to outfit new FFs.
- Station maintenance items.



- Working with county legal on contract for new reporting software.
- Signed contract with First Due
- Multiple truck repairs.
- Working on end of year budget numbers
- Pump testing all Class A pumpers in the fleet
- Held apparatus committee meeting to further discuss our trucks needs
- discussed our top priorities
- Discussed New HB112
- Looking at multiple trucks and calling to get more information
- Working with Russel on 2 trucks for him to go look at and bringing them to the commissioners.

Deputy Chief Jake Konrardy

- County Trainings
- Respond to Calls
- Dealing with personnel issues
- Reviewing New Hire Applications
- Assist DCO with truck repairs
- Submit NFIRS report to The Office of The State Fire Marshal
- Attended Kansas State Association of Fire Chiefs Annual Conference
- Attend Volunteer and Combination Fire Officer Course by KFRTI
- Attend K-330 Task Force/Strike Team Leader Course by Kansas Forest Service
- Assisted DCO with Pump Testing of Class A Pumpers
- Equipment Committee Meeting to discuss purchasing trucks
- Attend and Instruct at Recruit Training at Leonardville Station 106

Submitted by:

Russel Stukey
EM Director/ Fire Chief
Riley County



**EMERGENCY
MANAGEMENT/FIRE**
Purchase > \$10K

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

MEMORANDUM

FROM: Russel Stukey EM Director / Fire Chief

MEETING: December 9, 2024

SUBJECT: Discuss possible purchase of used fire truck.

PRESENTER: [Russel Stukey]

As discussed with the BOCC numerous times we have an aging fleet of fire apparatus (trucks). We have identified another used truck that we feel would be a good fit in our fleet to replace our current Pumper114 which is a 1986 model that failed pump testing. Both RCFD #1 staff and Public Works maintenance staff agree P114 is not worth fixing. We propose to replace it with a 1998 4800 International dual purpose wild land pumper. This is an all wheel drive unit with 44,400 miles. This truck is large enough (tank/pump etc.) to perform the tasks that we need it to but still small enough to fit into station 114. This truck is priced at \$30,000 dollars which fits into our budget. A new truck like this would be in excess of \$300,000. We will auction off P114 that this truck replaces in the next county auction. The current P114 will bring \$2,000-\$5,000 dollars which would make the new used truck net price be between \$25,000-\$27,000. Funds used to pay for this truck would come from RCFD #1 fund 184. It is estimated to cost \$1,236 to send two people down to inspect the truck via two one-way airplane tickets to Tucson Arizona. We would propose that if the BOCC approves, that our personal drive the truck back to save the approximately \$3,000+ shipping costs or another trip down to get it. We currently have one station (St. 116 Hunter's Island) that does not have a pumper in it and Station 114 with a pumper that does not pass pump test. And pumper 112 that has been deemed mechanically worn out. Between the two pumpers Chief Stukey is traveling to look at and this truck in Arizona we would get all of our stations back to a reasonable status. We would not anticipate asking to make any more truck purchases until late 2025 and probably not until 2026 if we are able to purchase the trucks already identified and presented to the BOCC.

Enclosures:



**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 9, 2024

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- FINAL_Commission List 12.09.2024 (DOCX)

PENDING COUNTY PROJECTS ▪ July 2024 through December 4,2024, Submitted by Clancy Holeman, Riley County Counselor

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

COMMISSION LIST

I. Projects By Category:

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

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

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

“Constitutional Protection of County Home Rule”:

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

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

21) Discuss final contract documents for agenda separately with EM Director and L3Harris Contract Administrator. (9-29-21) Obtain BOCC approval of Amendment 1 to Master Service Agreement. (9-30-21)

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

“Dark Store”:

District Court:

Federal Rules on Vaccination Mandate:

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

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

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

of HB 2036 opposition testimony. Re-draft to insert BOCC changes. Obtain BOCC final approval of letter. Timely submit to senate committee secretary final version of HB 2036 BOCC opposition testimony. (1-11-24) Communicate with House delegation on BOCC testimony submitted previously to Senate Tax on SB 196 and HB 2036. (1-15-24) Communicate with contract lobbyist on HB 2468 (a bill of concern to Emergency management) (1-16-24) Communicate with member of state delegation on SB 196; HB 2036. Work on HB 2026 opposition testimony. (1-16-24) Work on HB 2036. (1-17-24) Work on SB 162. Communicate with lobbyist. (1-18-24) Work on SB 162 (1-19-24) Appear before Senate Committee on Local Government on SB 162. (1-22-24) Review SB346(upzoning/downzoning—removal of county authority). (1-25-24) Work on SB 162. (1-25-24; 1-31-24) Discuss various bills with lobbyist. (2-2-24) Discussion with another county counselor on a bill Riley County is interested in. (2-2-24) Work on SB 162. (2-2-24) Discuss SB 162 with lobbyist. (2-21-24) Communicate with contract lobbyist on HB 2599 (KORA request fees) (2-27-24) Review legislative issues remaining in session of interest to Riley County. (2-28-24) Work on SB 162 set for hearing in House Local Government committee on Monday, March 11, 2024. (3-5-24;3-6-24) Work with Deputy Counselor on contract issue. (3-6-24) Work on SB 162 hearing scheduled for March 11, 2024. (3-7-24;3-8-24) Attend and participate with Commissioner McKinley in hearing before the House Committee on Local Government in support of SB 162. (3-11-24) Communicate with contract lobbyist on SB 162. (3-12-24) Communicate with delegation member on SB 311; Discuss with County Appraiser. (3-12-24) Review House calendar status of SB 162. It is on General Orders. (3-20-24) Communication from contract lobbyist. Communicate with BOCC members regarding immediately foregoing. Attend and participate in KAC legislative policy committee zoom meeting. Present Riley County legislative requests. (8-28-24) Review HB 2754—school inspections by local health officer (11-8-24) Review HB 2754 on school inspections by local health officer. Discuss with Jay Hall, Deputy Executive Director of KAC. (11-12-24) ***Work on upcoming annual legislative conference scheduled for December 12, 2024. (11-27-24;12-2-24; 12-3-24) Communicate with contract lobbyists. (12-3-24) Work on annual legislative conference. (12-2-24; 12-3-24; 12-4-24)***

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

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

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

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

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

Riley County Annual Legislative Conference: Discussion with County Register of Deeds to schedule meeting week of December 5th to review documentation of long-term revenue loss to Riley County caused by legislature’s past elimination of the mortgage registration fee. (12-1-22) Work preparing for 12-12-22

legislative conference. (12-8-22; 12-11-22) Discuss legislative conference information with County Appraiser. (12-8-22) Discuss legislative conference information in meeting with County Register of Deeds. (12-9-22) Work with members of delegation; 2023 Annual Legislative Conference scheduled for Thursday, December 14th, from noon to 2 p.m., BOCC chambers. (10-23-23) Conversation with member of delegation—confirming member will attend. (10-24-23.) Discuss options with BOCC regarding potential 2024 annual legislative conference. (7-22-24)

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

Rural Economic Development Advisory Board:

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

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

II. Projects by Department or Division:

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

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

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

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

10-24) Work on contract issue for department. (6-14-24) Attend and participate in staff working group regarding ongoing project. Communicate with contractor afterward. (6-17-24) Review return of contract accepting our contractual attachment. Communicate with Department staff on next steps for BOCC approval. (6-21-24) Prepare Commission Agenda report on foregoing project. Staff uploads for Thursday, June 27th BOCC public meeting. (6-24-24) Work on Finance Officer question on behalf of BOCC. (6-25-24) Legal analysis of RNR statute. (6-27-24; 6-28-24;7-2-24;7-3-24) Assist with staff questions regarding legal interpretation. (7-5-24) Assist with project. (8-16-24) Assist with RNR resolution. (8-19-24;8-20-24) Assist with project. (8-21-24; 8-22-24;8-23-24; 8-27-24;8-28-24;8-29-24;8-30-24; 9-2-24;9-3-24) *Assist with same project.* (9-6-24) Assist with same project. (9-9-24; 9-13-24;9-15-24;9-16-24; 9-17-24) Discuss with Dept. Head news item about election offices in 6 states. (9-17-24) Assist on issue. Communicate with citizen and member of local outside agency. (10-22-24) Communication from Clerk's office. (10-22-24)

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

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

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

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

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

approval of both immediately preceding local disaster emergency declarations. (4-11-24) Review and approves as to form FRA matter. (7-24-24) Communicate with department staff on pending matter and advise. (9-3-24) Work on contract project. (10-16-24;10-17-24;10-18-24; 10-21-24; 10-23-24;10-24-24;10-25-24)

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

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

Riley County Historical Museum:

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

24) Assist with unrelated issue. (9-17-24) Assist with statutory provisions—provide and communicate. (9-23-24) Assist with project. (10-15-24) Assist with project. (10-18-24) Assist with different aspect of project. (10-18-24) Assist with project involving RCHD. (10-21-24) Work with staff on project. (10-22-24) Assist in preparing for pending matter. (10-25-24) Work with Director and staff, along with Deputy County Counselor, on a department's personnel matter. (11-5-24) Work with Director and Deputy County Counselor's on personnel policy matter. (11-12-24) **Assist with project. (11-20-24)**

Riley County Information Technology/GIS Work with department on contract law issue. (10-24-23.) Conversation with GIS staff member regarding City GIS "layer" issue. (1-2-24) Discuss legal issues involving federal act(s) and communication technology. (2-1-24) Communication from IT about on-going efforts to protect network. (5-7-24) **Opinion given on contractual issue. (12-3-24)**

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

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

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

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

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

signed by Governo as part of SB 384. Meeting with staff of Planning and Development and RCHD. (4-26-24). Work solo on immediately preceding project list entry. (4-28-24) Review and approve as to form contract for project. Discuss with Department Head. (5-2-24) Communication with Department Staff on pending code enforcement matter. (5-2-24) Communicate with Department head on immediately preceding code enforcement matter. (5-3-24) Correspondence with outside professional based on citizen question regarding pending project. (5-3-24) Assist staff of this department on pending matter. (5-6-24) Communication from Department staff on different matter for calendaring. Respond. (5-6-24. Contact representative of citizen in pending matter. Relay information to staff member working on the matter. Relay information to another Department Head assisting in matter. (5-6-24) Respond to communication from Department Head on ongoing project of her department. Respond to communication from Department Head on different project of her department. (5-7-24) Communication from staff of Department on different project of her department. (5-7-24) Discuss with Department Head different project of her department; in response to communication from her of procedural question. (5-7-24) Answer question from Department Head on procedural question. Communicate with Department Head and Cindy K. (5-7-24) Review litigation material served on a co-defendant in pending code enforcement case. (5-7-24) Discuss pending enforcement matter with Code Enforcement officer. (5-7-28; 5-8-24) Work on pending Court of Appeals matter. (5-15-24) Work on comp plan consultant project. (5-29-24) Calendar Evergy application regarding Ashland Bottoms special use application. (5-29-24) Review and sign plat presented by Department staff. (5-29-24) Prepare for executive sessions. (6-5-24) Advise Department Head on project legal issue. (6-12-24) Work on pending appeal matter. (6-25-24) Work on pending sewer project. (7-3-24) (Advise Department Head on legislative matter. (7-3-24) Complete Agreement for Retreat Consultant. (7-18-24) Work on Comprehensive Plan Update matter. (7-18-24; 7-19-24) Work on court of appeals brief (8-1-24; 8-2-24; 8-3-24; 8-4-24; 8-5-24) Evaluate project grant possibility legal issue. (8-6-24) Work on different pending Court of Appeals brief augmentation in pending matter. (8-5-24; 8-6-24) Communicate with Deputy Counselor on update regarding project. (8-9-24) Review and approve "as to form" contract for surplus personal property auction. (8-30-24) Work on KDOT roundabout project involving K-13. (9-2-24) Finalize contract documents for KDOT roundabout projects at two locations and provide documents to County Clerk for BOCC agenda for 9-5-24 (9-3-24) Attend and participate in tour of Riley County-owned buildings in preparation for upcoming retreat. (9-20-24) Meet with Department Head on pending projects. (9-24-24) Attend and participate in Keats town hall public meeting on that sewer district's pending project. (11-13-24)

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

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

Respond to email from KDHE on agency's planned sampling in Fairmont Park, after discussion with Department Head. (4-23-24) Conversation with Assistant County Engineer. Approve as to form transfer station truck scale Contract. (4-23-24) Work on KDOT roundabout project as it affects Riley County. (4-26-24; 4-28-24; 4-29-24; 4-30-24) Work on preceding KDOT project as it affects Riley County. 5-8-24. Work on policy issue involving CDL training. (5-30-24; 5-31-24) Review and approve as to form project document. (5-31-24) Review and approve as to form unrelated project document. (5-31-24) Approve as to form contract for project. (6-3-24) Work on project documents. (6-4-24) Conversation with consulting engineer on state highway project. (6-14-24) Communication from KDOT counsel on state "roundabout" project at US 24 and K-13. Contact Public Works Directo. Contact KTOT counsel. (6-26-24) Communicate with Department Head on immediately preceding project. (7-2-24) Advise Department Head on separate and distinct legal matter. (7-3-24) Assist Department and BOCC with ongoing project issue. (7-25-24) Discuss with Department Head facilities matter. (8-15-24) Discuss with Department Head ongoing KDOT project. (8-15-24; 8-16-24) Communicate in response to KDOT attorney on KDOT project. (8-16-24) Attend and participate in departmental staff meeting. (8-30-24) Finalize contract documents on the two KDOT roundabout projects, working with Department Head. and provide documents to Clerk's office for 9-5-24 agenda. (9-3-24) Work with Department Head finalizing contract documents for design of window replacement project in CPE. Provide to Clerks office for 9-5-24 agenda (9-3-24). Work with counsel for KDOT on finalizing execution of contract documents on two roundabout projects. (9-12-24) Work on pending construction project. Participate in staff discussion by Zoom. (11-7-24)

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

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

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

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

Administrative Matters: Discuss with HR CAR I'll prepare for transition of Counselor position based upon my scheduled 2025 retirement. (5-19-23) Work on transition of Deputy position given incumbent's scheduled retirement. (5-22-23;5-23-23) Discuss and decide with staff on renewal of "Hawver" subscription. (5-30-23) Register for June 20 webinar on Title VI requirements under ARPA; to be conducted by Officer of Recovery. (6-5-23) Information to Office Manager on invoice for Westlaw. (7-5-23) Partners' Meeting. (7-21-23) Review and approve proposed CAR drafted by H.R. for upcoming position vacancy due to retirement. (7-27-23) Work with HR and staff working group preparing for candidate interviews for 2 positions. (7-27-23;7-28-23) Staff meeting to discuss departmental input, as requested by PIO, on survey regarding retention and recruitment and retention. Provide info to PIO. (8-2-23) Review, approve Department timecards. (8-6-23) Work on transition of department for upcoming vacancy in Office Manager position. Review all internal applications. Communicate with both Riley County Deputy County Counselors and H.R. Director. (8-6-23) Work on transition of department to fill vacancy in Legal Assistant position. (8-10-23;8-11-23; 8-13-23) Review City/County/County agenda for 8-17-23 meeting. (8-13-23) Work on upcoming retirement receptions for department. (8-11-23; 8-14-23; 8-15-23;8-16-23;8-17-23) Continued work on transition of department to fill vacancy in Legal Assistant position. (8-15-23) Participate in panel interview of candidate for Legal Assistant I position.9 (8-18-23) Attend retirement reception in BOCC chambers for Jill Seaton. (8-31-23) Relay eflex latest to staff—No access to court of appeals or supreme court yet as of noon today. (1-26-24) Participate as donor in County/Red Cross blood donation drive. (2-14-24) Work on closing issue involving sale of a portion of a larger parcel—the sale of which does not involve a pending code enforcement proceeding. (2-15-24) Work at PW successfully confirming, with IT assistance, our desktops there appropriately "sync" with our desktops in our CPE office. (2-26-24) Work with Public Works on key card/key fob access to that portion of Public Works building where our office will temporarily relocate. (2-27-24) Work on temporary relocation of office during 4th floor renovation project. (2-28-24) Work with I.T. to synchronize desktops at departmental CPE office and temporary space at Public Works. (3-1-24) Catch up on emails. Respond when appropriate. (4-9-24) Work on transition of Deputy County Counselor caseload to County Counselor. (4-10-24; 4-11-24; 4-12-24) Work on applicant interview scheduling for Deputy County Counselor position. (4-15-24) Work with our Office Manager on 2025 departmental budget request. (4-16-24) Work on departmental transition matters. (5-2-24; 5-2-24; 5-3-24) Brief staff meeting—my meetings schedule today. (5-7-24) Review and delete emails. (5-7-24) Work on transition: Introduce Deputy County Counselor to BOCC members; and 3 department heads (5-13-24) Introduce Deputy County Counselor to 3 more department heads. (5-14-24) Review and approve as to form payroll and accounts payable. (5-28-24) Work on transition matters in office. (5-30-24; 5-31-24) Contact IT about recent communications to organization about a system update. (6-3-24) Brief Bryant on relevant discussions during today's public BOCC meeting. (6-3-24) Weekly office staff meeting. (6-14-24) Work with staff working group on scheduled shut off of electricity to CPE. (6-17-24; 6-18-24) Work on organization of office filing. (7-5-24) Participate in CAR promoting Deputy County Counselor to County Counselor, effective January 1, 2024. (7-18-24) Consult with Deputy County Counselor on various pending projects. (7-24-24) Discuss potential internal publication of notice of Deputy Counselor's recent promotion by BOCC, effective January 1, 2025. (7-24-24) Prepare for interviews of candidates for Deputy County Counselor position, now that current Deputy has been promoted to County Counselor effective January 1, 2025. (8-7-24' 8-8-24; 8-13-24) Weekly staff meeting. (8-9-24) Organization and filing in preparation for transition. (8-9-24; 8-10-24;8-11-24) Weekly staff meeting. (9-13-24) Discussion regarding transition matters with Deputy County Counselor. (9-18-24) Weekly staff meeting. More transition planning for on-boarding of Jacob Hanson, for training as Deputy County by both me and Deputy County Counselor/County Counselor effective December 21, 2024, Bryant Parker. (9-27-24) Work with Bryant and Jacob. (9-30-24; 10-1-24; 10-2-24) Departmental staff meeting/Partners' Meeting to continue fostering transition with input from all department staff. (10-2-24) Work on transition for department. (10-3-24; 10-4-24; 10-7-24; 10-8-24) Departmental staff meeting/Partners' Meeting. (10-9-24) Departmental staff meeting. (10-21-24) Departmental staff meeting/Partners' Meeting. (10-23-24) Attend ARPA webinar. (10-23-24) Partners' discussion on transition and organizational culture matters. (10-25-24) Departmental staff meeting. (10-25-24) Work on departmental transition. (11-14-24;11-15-24;11-19-24) **Prepare to conduct performance review. (11-27-24) Conduct performance review. (12-2-24) Prepare to conduct performance review. (12-3-**

24; 12-4-24) Conduct performance review (12-4-24) .

Continuing Legal Education: Attend online CLE program. (6-11-23) Attend CCAK CLE program. (6-16-23) Discuss department budget preparation for 2025. (4-18-24) Attend an open.gov zoom on “roll out” of budget creation. (4-18-24) Work on department budget request. (4-22-24; 4-23-24; 4-24-24; 4-25-24) Confirm electronically with CLE commission whether compliant for 2023 through June 30, 2024, for CLE requirements. Register for the remaining one-hour CLE to be presented online. (5-2-24; 5-3-24) Discuss with partners KORA matter. (11-13-14)

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

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

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

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

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

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

Staff Riley County Employee Recognition Day Planning Committee: Attend and participate in committee work planning Employee Recognition Day. (6-20-23) Analyze proposed venue contract. Conversation with

County's insurer. Voicemail left with PIO. (7-5-23) Attend and participate in Committee meeting (7-18-23) Communicate with sales representative for AMC Theatre. (8-2-23; 8-3-23) Communicate with AMC representative and our insurer regarding event. (8-13-23) Attend and participate in committee meeting. (8-15-23) Communicate with our insurer and attorney for venue regarding Recognition Day. (8-15-23) Communicate with attorney for venue regarding Recognition Day. (8-16-23; 8-17-23) Attend and participate in Employee Day. (10-9-23.) Work on future Employee Recognition Day issue. (10-18-23) Contact insurer to evaluate coverage for potential site for 2024 Employee Recognition Day. (1-2-24) Attend and participate in committee meeting. (2-20-24) Communicate in response to questions about recognition for years of service by employees in attendance. (3-15-24) Attend and participate in committee meeting. (3-19-24) Check on potential keynote or breakout session speaker. Contact agent for venue to confirm paperwork necessary to finally reserve venue, obtain copy of complete contract required and obtain liability insurance coverage requirements. Contact county's insurer to confirm the required liability coverage will be in place for county on October 14th. Attend and participate in committee meeting. (4-16-24) Work on venue documentation. (4-30-24; 5-1-24) Check with C & W on status of certificate of insurance. (5-3-24; 5-7-24) Work on venue reservation and insurance coverage required. (5-28-24; 5-29-24) Work on venue reservation. (6-7-24) Attend and participate in committee meeting. (6-18-24) Work with group on input for CAR to describe event for BOCC. (6-24-24) Attend and participate in committee meeting. (7-16-24) Attend (slightly late) and participate in Committee meeting. (8-20-24) Sign up to volunteer to assist with event at Employee Recognition Day. (9-17-24) Order pastry for event as assigned by committee. (9-18-24) Staff meeting—work on transition planning for next week. (9-27-24) Work on event. (10-2-24) Attend and participate in Employee Recognition Day. (10-14-24)

Staff Road Renaming Committee:



COUNTY CLERK & ELECTIONS
Budget

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

COMMISSION AGENDA REPORT

FROM: Brittany Phillips, Budget and Finance Officer

MEETING: December 9, 2024

SUBJECT: 2024 Budget Amendment Hearing

PRESENTER: Brittany Phillips, Budget and Finance Officer

BACKGROUND

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

DISCUSSION

The proposed 2024 Budget Amendments are attached. The following funds have been included in the budget amendments:

General Fund	55,435,206
Special Alcohol Programs	37,037
KDOC Adult Services	488,896
KDOC Juvenile Services	373,864
KDOC Juvenile Reinvestment	117,230
BJA Grant	158,894
21 st Judicial District DC ADSAP	25,938

Kansas Fights Addiction	166,601
City Alcohol Funds	27,800
Riley County Alcohol Funds	5,620
RL Salary Appropriation	87,324
Caroline Peine Grant	2,978
GMCF Grant	8,390
Daniel Keating Foundation	5,065
Adult Services Carryover	6,065
Juvenile Services Carryover	16,919

FISCAL IMPACT

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

RECOMMENDATION(S)

Staff recommends approval of the 2024 Budget Amendment.

POSSIBLE MOTION(S)

Move to approve the 2024 Budget Amendment as presented.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2024 Amended Budget Certificate (PDF)

2024

**Amended
Certificate
For Calendar Year 2024**

To the Clerk of Riley County, State of Kansas
We, the undersigned, duly elected, qualified, and acting officers of

Riley County

certify that: (1) the hearing mentioned in the attached publication was held;(2) after the Budget Hearing this Budget was duly approved and adopted as the maximum expenditure for the various funds for the year.

			2024		
			Amended Budget		
		Page	Amount of	Adopted	Proposed Amended
Table of Contents:		No.	2023	2024	2024
Fund	K.S.A.		Tax that was Levied	Expenditures	Expenditures
General Fund	79-1946	1	26,155,925	46,722,881	55,435,206
Special Alcohol Programs	79-41a01	2		25,106	37,037
KDOC Adult Services	***	3			488,896
KDOC Juvenile Services	***	4			373,864
KDOC Juv Reinvestment	***	5			117,230
BJA Grant	***	6			158,894
21st Jud Dist DC ADSAP	***	7			25,938
Kansas Fights Addiction	***	8			166,601
City Alcohol Funds	***	9			27,800
Riley County Alchol Funds	***	10			5,620
RL Salary Appropriations	***	11			87,324
Caroline Peine Grant	***	12			2,978
GMCF Grant	***	13			8,390
Daniel Keating Foundation	***	14			5,065
Adult Services Carryover	***	15			6,065
Juvenile Services Carryover	***	16			16,919
Totals		xxxxxxx	26,155,925	46,747,987	56,963,828
Summary of Amendments		17			

Attested date: _____

County Clerk

Assisted by: _____

Address: _____

Email: _____

Governing Body

CPA Summary

Attachment: 2024 Amended Budget Certificate (15185 : 2024 Budget Amendment Hearing)



MUSEUM
Staff Update

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

STAFF REPORT

FROM: Katharine Hensler, Museum Director

MEETING: December 9, 2024

SUBJECT: November Staff Update - Riley County Historical Museum

PRESENTER: Katharine Hensler, Museum Director

Riley County Historical Museum - Director's Report

December 9, 2024

1. Visitation and Tours:

Site Name	SEP 2024	OCT 2024	NOV 2024
Museum	209	288	183
Goodnow House	29	131	49
Wolf House	19	18	27
Pioneer Log Cabin	66	64	0
Programs & Outreach	84	408	201
TOTAL	407	909	460

Volunteer Hours	SEP 2024	OCT 2024	NOV 2024
General	95.5	65.25	51
RCHS Board of Directors	88.5	42.5	48
Community Service	32.25	27	24.5
TOTAL	216.25	134.75	123.5

2. Education and Outreach

November 6-8 - **Kansas Museums Association** held in Fort Scott, KS; Curators Munger, Highsmith, Director Hensler, and Museum Assistant Holly Hill attended. Director Hensler

facilitated two sessions during the conference: 1) Presentation: ***Utilizing Your Museum to Engage Preservation Programs*** and 2) Panel Discussion: ***Funding in Kansas Museums*** (90 attended the two sessions combined)

November 12 - ***Fireside Chat: WW I and ½*** with Jed Dunham (39 attended)

November 16 - KSU Hiking Club tour of Goodnow House (11 attended)

November 19 - RCHS Annual Meeting; presentation by Professor Ray Yunk and his students concerning the ***Preservation of the Marlatt Homestead***; Exhibit created and prepared by Curators Munger and Highsmith on the artwork of Julia Bailey Marlatt (72 attended)

3. **Collections**: Curator Munger and a team of curators from the Kansas Historical Society completed a cleaning and inventory of most of the Goodnow House and its inventory. This should be an annual occurrence, however, the last time it was completed was in 2019. This is a project of the KHS, and not the RCHM. However, our team assists them as a partner on the project. All rooms including the barn have been thoroughly cleaned and inventoried.

Collections Numbers	SEP 2024	OCT 2024	NOV 2024
Number of Collections Donated	1	3	2
Individual Objects Donated	1	20	14
Backlogged Collections Processed	2	2	9
Backlogged Objects Processed	27	29	27
Objects Deaccessioned	0	0	0

4. **Archives and Library** - The research team of four individuals (staff and volunteers) has been responding to and completing research requests efficiently as they completed their second month facilitating this service.

Library and Archives Requests	SEP 2024	OCT 2024	NOV 2024
Research (external)	6	7	7
Research (internal)	1	1	0
In-Person Appointments	1	0	0
Walk-In Appointments	0	0	0
TOTAL	8	8	7

5. **Building and Grounds** - We are moving forward with the replacement of a new HVAC system for one of the Museum zones. This work is being completed by Thermal Comfort Air. We are also moving forward with getting estimates for the lighting replacements for both the permanent exhibit gallery areas and the temporary and permanent storage areas on-site. Public Works has been assisting us through both of these processes. We are very excited to be receiving these upgrades.

The Kansas Historical Society has started their repairs and restoration work for the Goodnow Barn. John Wood of Woodworks Restoration was awarded the contract for the doors and

windows project and Hartman Masonry was awarded the contract for the masonry repairs. The repairs are being funded by a grant through the Caroline Peine Foundation, the Kansas Historical Society, and a request for matching funds is currently being reviewed by the Riley County Historical Society.

The Museum will be closed to public tours from December 24 through January 24 as staff and volunteers install all new exhibits. A special members opening will take place on the evening before the exhibits open to the public. Goodnow tours, research and administrative services will continue as normal during our regular business hours throughout the closure with the exception of holiday closures.

6. **Staffing** - An offer was presented to Carolyn Farrens of St. Augustine, Florida for the position of Curator of Archives and Library, which she accepted. Ms. Farrens has a tentative start date of Monday, January 6, 2025.

Ms. Farrens has a BA in History and an MA in Museum and Artefacts Studies. She has served in lead curatorial and archival roles since 2018 with a few museums on the east coast as well as in the United Kingdom. We are very excited to finally fill this role and look forward to getting this division of our Museum up and running again in the new year. A great thank you to the HR team for assisting us along the way. We received 90 applications from local, national, and international candidates.

7. **Riley County Historical Society** - The RCHS recently hosted their annual meeting on Tuesday, November 19. The Society is looking to hire a few key staff positions in the new year which will adhere to and support their new strategic plan. These positions will be fully funded by the Society.

8. **Upcoming Events**

December 11 - RCHS Board Meeting, 3:30pm, RCHM Dallas Gallery

December 24-25-26 - Museum Closed for Christmas

December 27-January 24 - Museum Closed for public tours for exhibit space renovation and installation; regular administrative and research services will still be taking place during this time. Goodnow House tours will also be offered as normal during this closure.

January 2025 - New exhibits to open at the Riley County Historical Museum, *more information to come!*

February 11 - ***Fireside Chat*** - topic and speaker TBA; 5:30-7pm, Flight Crew Coffee, free and open to the public

Enclosures:



COUNTY CLERK & ELECTIONS
Boards

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

MEMORANDUM

FROM: Board of County Commissioners

MEETING: December 9, 2024

SUBJECT: Law Board Member interview with Gary Olds

PRESENTER: Board of County Commissioners

Enclosures:



COUNTY CLERK & ELECTIONS
Boards

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

MEMORANDUM

FROM: Board of County Commissioners

MEETING: December 9, 2024

SUBJECT: Law Board Member interview with Mickey Tener

PRESENTER: Board of County Commissioners

Enclosures:



COUNTY CLERK & ELECTIONS
Boards

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

MEMORANDUM

FROM: Board of County Commissioners

MEETING: December 9, 2024

SUBJECT: Law Board Member interview with Orville Wes Maupin

PRESENTER: Board of County Commissioners

Enclosures:



COUNTY CLERK & ELECTIONS
Boards

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

MEMORANDUM

FROM: Board of County Commissioners

MEETING: December 9, 2024

SUBJECT: Law Board Member interview with Linda Gibbs

PRESENTER: Board of County Commissioners

Enclosures: