



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

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Highway Use Permit, Evergy
4. Appoint Hannah Fehr to the Parks Advisory Board and approve Resolution
5. Advisory Board appointments and Resolution appointing Riley County representatives to Council/Advisory Boards

Review Minutes

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

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM

Rich Vargo, County Clerk

9. Year to date budget and expenditure reports

9:15 AM

Cory Meyer, IT/GIS Director

10. IT/GIS Staff Update - December 2022
11. Request to Refill Info Tech Specialist Position

9:30 AM

Press Conference

9:35 AM

Budget and Planning Committee - Darell Edie, Budget and Finance

Officer

12. Monthly Cash Flow Report for November 2022

9:50 AM**Clancy Holeman, Counselor/Director of Administrative Services**

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

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

15. Public Works Project Update

10:25 AM**Board of County Commissioners**

16. Law Board Member interview with Patricia Hudgins

10:45 AM**Board of County Commissioners**

17. Law Board Member interview with Rhonda Zellweger

11:05 AM**Katharine Hensler, Museum Director**

18. Riley County Historical Museum December Staff Report

12:00 PM**Legislative Conference**

19. The 2023 Legislative Session Riley County Priorities

Adjournment**Announcements**

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

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



PUBLIC WORKS
Permit

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

COMMISSION AGENDA REPORT

FROM: Shannon Sterling, Administrative Assistant II

MEETING: December 12, 2022

SUBJECT: Highway Use Permit, Evergy

PRESENTER: John Ellermann, PE, Director of Public Works

BACKGROUND

Evergy is requesting permission to work in the right of way to rebuild and install new poles and conductor. Evergy will be relocating the poles out of the blind for accessibility for trucks to reach at road right-of-way on Cleburne Park Road near the Red Bud area.

RECOMMENDATION(S)

Staff recommends approval of the Highway Use Permit as presented

POSSIBLE MOTION(S)

Move to approve the Highway Use Permit granting Evergy permission to complete the work as outlined on the Permit.

The Board agreed by consensus to

Enclosures:

- 11.30.22_Evergy_Cleburne Park Rd (PDF)

**Riley County Public Works Department
Highway Use Permit - Document Management Form**

Project Number: Cleburne Park Rd, Relocation of Primary Poles & Conductor
Requesting Party: Evergy, 301 N. 8th, Marysville, KS 66508

Processing Procedure: Date and initial completed steps.

1. The public works department sends a copy of the document management form and permit to Operations Manager (OM) & Assistant County Engineer for recommendation.

Comments: Ensure all areas are backfilled, re-establish elevations and repair the existing right of way profiles within the work area. Maintain proper traffic control procedures during construction. **PROPERLY REPAIR ANY DAMAGE TO ROCK OR ASPHALT SURFACES.**

Set as far away from roadway surface as possible to the right-of-way line.

Signature: 

2. The public works department sends a copy of Highway Use Permit to Township for recommendation. Township will call Public Works with any recommendations, if applicable.

Comments: The poles need to be as far away as possible from road edge for township grading and snow removal. Also, can reflectors be added to poles?

The public works department attaches document management form to permit and gets recommendation signature from County Engineer. If recommended proceed by submitting scanned .pdf file (to include: Doc. Management Form and Original Highway Use Permit, with County Engineer signature and any additional maps or pages) to Minute Traq for scheduling of Commission meeting agenda. Place "Sign Here" post-it on original and deliver original to County Clerk's designated employee. Keep one copy here for our files.

Date _____ by _____

3. County Clerk via Minute Traq schedules permit to be signed by Chairman during next BOCC business meeting.
4. BOCC Chairman signs and dates permit. County Clerk produces 2 copies of permit including attached maps and sends to Administrative Clerk Public Works the next business day. County Clerk keeps original.
5. The public works department distributes copies of permit received from County Clerk.
 - CC: Petitioner ☐
 - Operations Manager ☐
 - Township Trustee: Swede Creek (if on Township Road) ☐
 - Highway Use Permit filed with Document Management Form attached ☐

Date _____ by _____

Submitted by: _____

Date Submitted: _____

Attachment: 11.30.22_Evergy_Cleburne Park Rd (13026 : Highway Use Permit)

Permit No. _____

APPLICATION FOR HIGHWAY USE PERMIT
Riley County, Kansas

<u>EVERGY</u>	<u>RELOCATE PRIMARY POLES & CONDUCTOR</u>		
Applicant Name	Type of Construction		
<u>301 N 8TH</u>	<u>MARYSVILLE</u>	<u>KS</u>	<u>66508</u>
Applicant Mailing Address	City	State	Zip

Applicant hereby requests permission to do certain work along and/or across the public roads of Riley County, Kansas. The type of work and location of work to be done is described as follows: REBUILD & INSTALL NEW POLES & CONDUCTOR

RELOCATE OUT OF BLIND FOR ACCESSIBILITY FOR TRUCKS TO REACH @ ROAD RIGHT OF W
A \$100 Application Fee and a detailed map of location (include an aerial when possible) are required. ON CLEBURNE PARK RD
NEAR RED BUD AREA.

In support of its application, the Applicant states it is in the best interest of the residents of Riley County to allow construction of said facility. In addition, Applicant agrees as follows:

- A. Facility shall be installed in conformance with all items on approved plans, pertinent national codes/standards and the Riley County Highway Use Permit Requirements and Procedures. Any request for variance shall be an addendum to this application. Any utility sharing facilities with another entity is required to obtain a separate Highway Use Permit for their installation.
- B. A refundable deposit as specified in the Riley County Highway Use Permit Requirements and Procedures, made payable to Riley County, Kansas, shall accompany this application to guarantee satisfactory performance of the conditions of this permit.
- C. The County Engineer and/or the Township Trustee shall have the authority to require any needed repairs resulting from such construction in the road right-of-way for a period of one year from date of completed construction.
- D. In the event of road improvement or maintenance within the right-of-way, the applicant or its assigns will be responsible for the relocation of the facility at no cost to Riley County or the Township.
- E. Applicant shall notify the County Engineer at least 2 business days prior to the beginning of construction and upon completion of construction at 785-537-6330.
- F. It is understood, the work shall commence within three (3) months of the permit approval and be completed within thirty (30) days of the estimated duration of construction otherwise, the permit becomes null and void, unless an extension of time is approved.
- G. Applicant further represents it shall comply with and abide by any rule, regulation or condition of the permit made by the County Engineer and/or the Township Trustee.

Submitted by: _____

Submitter's signature

11/30/22

Date

JESSE J. KNIGHT

Printed Name & Title

785-294-0099

Submitter's Telephone Number

Contractor Name

JESSE.J.KNIGHT@EVERGY.COM

Submitter's Email Address

Contractor Telephone Number

12/12/22

Proposed Date of Construction

1 - WEEK

Estimated Duration of Construction

RECOMMENDED BY: _____

Riley County Engineer

Permit granted this _____ day of _____, 20____.

BOARD OF COUNTY COMMISSIONERS
 RILEY COUNTY, KANSAS

Chairperson _____

Page 1 of 2

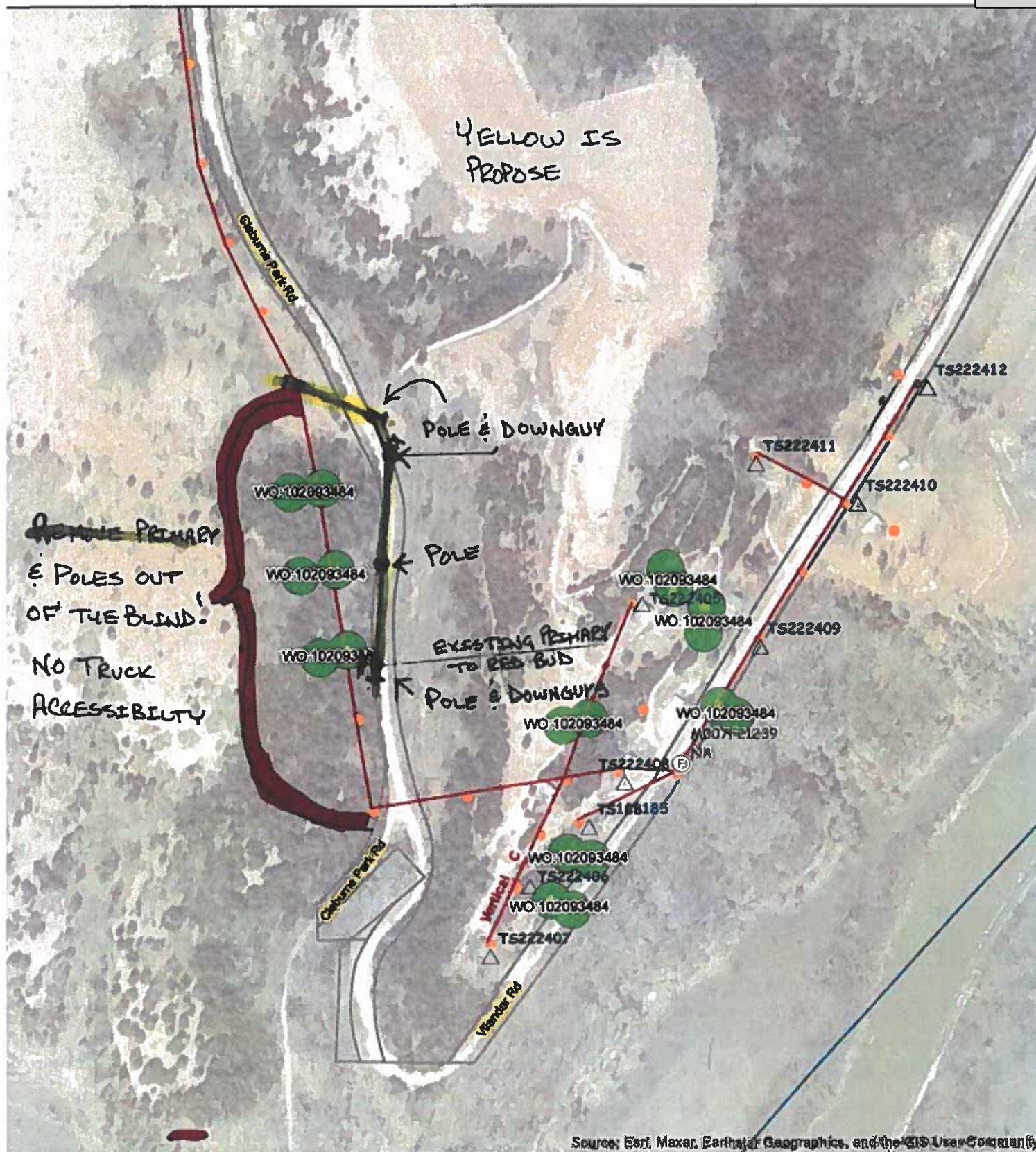
OFFICE USE ONLY:

Application Fee: 100.00

\$1,000 Deposit _____ Bond _____ Letter _____

Receipt No. 012959 Date: 11-30-22Signature: Shawn Staling

Attachment: 11.30.22_Evergy_Cleburne Park Rd (13026 : Highway Use Permit)



DISCLAIMER AND COPYRIGHT NOTICE
The information contained on this drawing/map is used to locate, identify and/or inventory Evergy Inc. electrical facilities located on parcels of land in the Evergy Inc. service area. It is intended for reference purposes only and is NOT to be construed or used as a "legal description." Map information is believed to be accurate but accuracy is not guaranteed. This information should not be relied upon as a substitute for an actual field survey. This drawing/map is not to be used as a substitute for using the ONE-CALL system for purposes of digging and excavation. You must call ONE-CALL (811) to notify operators of underground facilities of proposed excavation or digging to request that member companies mark their underground facilities before they dig in an event will Evergy Inc. be liable for any damages, including loss of data, lost profits, business information, loss of business information or other pecuniary loss that might arise from the inaccuracy, use or misuse of this map or the information it contains. You are prohibited from reproducing or distributing this drawing/map or any portion of it without written permission of Evergy Inc. © Evergy Inc. All rights reserved.

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COUNTY CLERK & ELECTIONS
Boards

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Administrative Assistant II

MEETING: December 12, 2022

SUBJECT: Appoint Hannah Fehr to the Parks Advisory Board and approve Resolution

PRESENTER: Cindy Kabriel, Administrative Assistant II

POSSIBLE MOTION(S)

Move to appoint for Hannah Fehr to the Park Advisory Board and approve "Resolution No. 121222- , A Resolution appointing a representative to the Riley County Park Advisory Board".

Move to deny

Move to modify

Move to table

Enclosures:

- Hannah Fehr Park Board (PDF)



December 8 , 2022

Riley County Board of County Commissioners
110 Courthouse Plaza
Manhattan KS 66503

Re: Park Board Recommendation

I would like to recommend Hannah Fehr as a replacement for Larry McGillivray as an At Large member to the Riley County Park Advisory Board. Larry has missed the last four meetings and per resolution 041510-23 Section 3 "...the Commission may take action to suspend or remove the appointed citizen and replace such citizen with another appointee."

Respectfully,

David G Willis
Riley County Park Manager

Attachment: Hannah Fehr Park Board (13031 : Park Advisory Board)



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

FILED
2022 OCT 28 AM 11:59
COUNTY CLERK
RILEY COUNTY, KANSAS

Name Hannah Fehr Date _____
Address 412 Walters Drive Manhattan KS 66502
Telephone 320 266 4542 (Home) _____ (Work) Occupation graduate student, stay @ home mom
e-mail address: hannah.leigh957@gmail.com

Following is a list of current County Advisory Council/Boards. Please use a separate application for each council/board for which you would like to be considered. If you have any questions or need additional information about the specific group(s) you are interested in, please contact the County Clerk's Office (565-6202).

- | | |
|---|---|
| ☐ Armed Forces Memorial Committee Board | ☐ Museum Board of Trustees |
| ☐ Big Lakes Developmental Center Board | ☐ North Central-Flint Hills Area Agency on Aging Advisory Board |
| ☐ Fair Board | ☐ Pawnee Mental Health Services Board |
| ☐ Food and Farm Council | ☐ Riley County Council on Aging Advisory Board |
| ☐ Hunters Island Water District Advisory Board | ☒ Riley County Parks Board |
| ☐ Joint Corrections Advisory Board | ☒ Riley County Planning Board/Board of Zoning Appeals |
| ☐ Judicial Nominating Commission—21st | ☐ Riley County Public Health Council |
| ☐ Law Enforcement Agency Board | ☒ Road and Bridge Advisory Board |
| ☒ Manhattan Urban Area Planning Board | ☐ Rural Economic Development Advisory Board |
| | ☐ Solid Waste Management Committee |

Please state why you are interested in serving on this council/board and indicate what training and expertise you would bring to this council/board (please use additional pages as needed).

Response on back →

Please provide references: (Name, address and phone number)

~~Colleen Rencher (Manhattan, KS) : colleenrencher@gmail.com~~
Colleen Rencher (Manhattan, KS) : colleenrencher@gmail.com
Susie Clayton (Manhattan, KS) (702) 756-2957
Signature Hannah Fehr

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

Please return this application (interested or not) to:
County Clerk's Office, 110 Courthouse Plaza, Manhattan, Kansas 66502
THANK YOU FOR YOUR INTEREST IN SERVING RILEY COUNTY

Attachment: Hannah Fehr Park Board (13031 : Park Advisory Board)

I am relatively new to Manhattan and Riley County, and such, saw this as an opportunity to learn about the area in which I live and raise my family. I am currently working on my masters degree in Public Administration and with an undergrad degree in political science, the functionality of government and subsequent departments and boards are areas of great interest to me - academically and personally. I think serving on an advisory board or council would help me put into "real life" practice of classroom learning and my voice and/or insights offered would be very valuable as I also am a stay at home mom of three children.

Through out my educational learning, I have interned in multiple cities, gaining skills and insights as to the importance of community outreach and governmental roles, responsibilities. I have and still do, take satisfaction in the process of helping facilitate the beautifying, growth and development of city and county entities. I also thought this would be a fun, citizen participation thing for me to be a part of and contribute to.

Attachment: Hannah Fehr Park Board (13031 : Park Advisory Board)



BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
Manhattan, Kansas 66502
Phone: 785-565-6844
Fax: 785-565-6847
E-mail: bocc@rileycountyks.gov

December 12, 2022

Hannah Fehr
412 Walters Drive
Manhattan, KS 66502

Dear Hannah:

This is to confirm your appointment to the Riley County Park Advisory Board. We greatly appreciate your willingness to serve on this Council/Board and know that the Riley County Park Advisory Board will benefit from your contribution.

Sincerely,

Riley County Board of County Commissioners

Chairman

Member

Member

Attachment: Hannah Fehr Park Board (13031 : Park Advisory Board)

RESOLUTION NO. 121222-**A RESOLUTION APPOINTING A REPRESENTATIVE TO THE RILEY COUNTY PARK ADVISORY BOARD**

WHEREAS, Riley County has representatives on the Riley County Park Advisory Board, and

WHEREAS, one position is open and Hannah Fehr, is eligible to be appointed and has indicated her willingness to serve; and

WHEREAS, the Board of Commissioners of Riley County, Kansas, desire to appoint her to this advisory board.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of Riley County, Kansas, that Hannah Fehr is hereby appointed as an At Large representative to the Riley County Park Advisory Board.

ADOPTED this 12th day of December, 2022.

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

CHAIR

MEMBER

MEMBER

ATTEST:

RICH VARGO
Riley County Clerk

Attachment: Hannah Fehr Park Board (13031 : Park Advisory Board)



COUNTY CLERK & ELECTIONS
Boards

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Administrative Assistant II

MEETING: December 12, 2022

SUBJECT: Advisory Board appointments and Resolution appointing Riley County representatives to Council/Advisory Boards

PRESENTER: Cindy Kabriel, Administrative Assistant II

POSSIBLE MOTION(S)

Move to approve the following appointments and Resolution No. 121222- , A Resolution appointing Riley County representatives to Council/Advisory Boards.

Robert Mertz Comm Dist 1	January 1, 2023- December 31, 2026	Fair Board 4 year
Brent Camerlinck Comm Dist 2	January 1, 2023- December 31, 2026	Fair Board 4 year
Kelsey Thomas Comm Dist 3	January 1, 2023- December 31, 2026	Fair Board 4 year
Alan Adolph Comm Dist 3	January 1, 2023- December 31, 2025	Hunters Island Water District 3 year
Linda Morse Comm Dist 3	January 1, 2023- December 31, 2024	NCFH Area Agency on Aging 2 year
Anne Browne Comm Dist 1	January 1, 2023- December 31, 2025	Pawnee Mental Health Services 3 year
John Ford Alternate Comm Dist 1	January 1, 2023- December 31, 2025	Pawnee Mental Health Services 3 year
Diane Hoobler Comm Dist 1	January 1, 2023- December 31, 2025	RCPB\BOZA 3 year
Phillip Lyles	January 1, 2023-	Riley County Public Health Council

Comm Dist	December 31, 2025	3 year
Robert Callahan Comm Dist 3	January 1, 2023- December 31, 2025	Riley County Public Health Council 3 year
Jada Sharp Comm Dist 2	January 1, 2023- December 31, 2025	Rural Economic Development 3 year
Lorn Clement Comm Dist 3	January 1, 2023- December 31, 2025	Rural Economic Development 3 year
Julie Miller Comm Dist 2	December 12, 2023- December 31, 2024	Riley County Public Health Council 3 year
Jean DeDonder Comm Dist 2	December 12, 2022- December 31, 2024	Riley County Public Health Council 3 year
James Armendariz (Adult Appointment) Comm Dist 1	December 12, 2022- June 30, 2024	Joint Corrections Advisory Board 2 year
James Armendariz (Juvenile Appointment) Comm Dist 1	December 12, 2022 - June 30, 2024	Joint Corrections Advisory Board 3 year
Dana Martinez (Adult Appointment) Comm Dist 1	December 12, 2022 – June 30, 2024	Joint Corrections Advisory Board 2 year
Dana Martinez (Juvenile Appointment) Comm Dist 1	December 12, 2022- June 30, 2025	Joint Corrections Advisory Board 3 year

Enclosures:

- appointment letters and resolution (PDF)



BOARD OF COMMISSIONERS

5.a

115 N. 4th Street, 1st Floor
Manhattan, Kansas 66502
Phone: 785-565-6844
Fax: 785-565-6847
E-mail: bocc@rileycountyks.gov

December 12, 2022

Robert Mertz
7280 Zeandale Road
Manhattan, KS 66502

Dear Robert:

This is to confirm your appointment to the Fair Board. We greatly appreciate your willingness to serve on this Council/Board and know that the Fair Board will benefit from your contribution. Your term appointment is through December 31, 2026.

Sincerely,

Riley County Board of County Commissioners

Chairman

Member

Member

Attachment: appointment letters and resolution (13039 : Advisory Board Appointments)



BOARD OF COMMISSIONERS

5.a

115 N. 4th Street, 1st Floor
Manhattan, Kansas 66501
Phone: 785-565-6841
Fax: 785-565-6841
E-mail: boccc@rileycountyks.gov

December 12, 2022

Brent Camerlinck
10399 Barton Road
Leonardville, KS 66449

Dear Brent:

This is to confirm your appointment to the Fair Board. We greatly appreciate your willingness to serve on this Council/Board and know that the Fair Board will benefit from your contribution. Your term appointment is through December 31, 2026.

Sincerely,

Riley County Board of County Commissioners

Chairman

Member

Member

Attachment: appointment letters and resolution (13039 : Advisory Board Appointments)



BOARD OF COMMISSIONERS

5.a

115 N. 4th Street, 1st Floor
Manhattan, Kansas 66502
Phone: 785-565-6844
Fax: 785-565-6847
E-mail: bocc@rileycountyks.gov

December 12, 2022

Kelsey Thomas
682 Wildcat Creek Road
Manhattan, KS 66503

Dear Kelsey:

This is to confirm your appointment to the Fair Board. We greatly appreciate your willingness to serve on this Council/Board and know that the Fair Board will benefit from your contribution. Your term appointment is through December 31, 2026.

Sincerely,

Riley County Board of County Commissioners

Chairman

Member

Member

Attachment: appointment letters and resolution (13039 : Advisory Board Appointments)



BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
 Manhattan, Kansas 66501
 Phone: 785-565-684
 Fax: 785-565-684
 E-mail: boccc@rileycountyks.gov

December 12, 2022

Alan Adolph
 1719 South Manhattan Avenue
 Manhattan, KS 66502

Dear Alan:

This is to confirm your appointment to the Hunter's Island Water District Advisory Board. We greatly appreciate your willingness to serve on this Council/Board and know that the Hunter's Island Water District Advisory Board will benefit from your contribution. Your term appointment is through December 31, 2025.

Sincerely,

Riley County Board of County Commissioners

 Chairman

 Member

 Member

Attachment: appointment letters and resolution (13039 : Advisory Board Appointments)



BOARD OF COMMISSIONERS

5.a

115 N. 4th Street, 1st Floor
Manhattan, Kansas 66501
Phone: 785-565-684
Fax: 785-565-684
E-mail: boccc@rileycountyks.gov

December 12, 2022

Linda Morse
2118 Spain Drive
Manhattan, KS 66502

Dear Linda:

This is to confirm your appointment to the North Central Flint Hills Area Agency on Aging Advisory Board. We greatly appreciate your willingness to serve on this Council/Board and know that the North Central Flint Hills Area Agency on Aging Advisory Board will benefit from your contribution. Your term appointment is through December 31, 2024.

Sincerely,

Riley County Board of County Commissioners

Chairman

Member

Member

Attachment: appointment letters and resolution (13039 : Advisory Board Appointments)



BOARD OF COMMISSIONERS

5.a

115 N. 4th Street, 1st Floor
Manhattan, Kansas 66502
Phone: 785-565-6841
Fax: 785-565-6841
E-mail: boccc@rileycountyks.gov

December 12, 2022

Anne Browne
1200 Houston Street
Manhattan, KS 66502

Dear Anne:

This is to confirm your appointment to the Pawnee Mental Health Services Advisory Board. We greatly appreciate your willingness to serve on this Council/Board and know that the Pawnee Mental Health Services Advisory Board will benefit from your contribution. Your term appointment is through December 31, 2025.

Sincerely,

Riley County Board of County Commissioners

Chairman

Member

Member

Attachment: appointment letters and resolution (13039 : Advisory Board Appointments)



BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
 Manhattan, Kansas 66501
 Phone: 785-565-684
 Fax: 785-565-684
 E-mail: bocc@rileycountyks.gov

December 12, 2022

John Ford
 2102 Sloan Street, Apt #3
 Manhattan, KS 66502

Dear John:

This is to confirm your appointment to the Pawnee Mental Health Services Advisory Board (alternate position). We greatly appreciate your willingness to serve on this Council/Board and know that the Pawnee Mental Health Services Advisory Board will benefit from your contribution. Your term appointment is through December 31, 2025.

Sincerely,

Riley County Board of County Commissioners

 Chairman

 Member

 Member

Attachment: appointment letters and resolution (13039 : Advisory Board Appointments)



BOARD OF COMMISSIONERS

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

December 12, 2022

Diane Hoobler
 1239 Sandy Land Road
 Manhattan, KS 66502

Dear Diane:

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

Sincerely,

Riley County Board of County Commissioners

 Chairman

 Member

 Member

Attachment: appointment letters and resolution (13039 : Advisory Board Appointments)



BOARD OF COMMISSIONERS

5.a

115 N. 4th Street, 1st Floor
Manhattan, Kansas 66502
Phone: 785-565-6844
Fax: 785-565-6847
E-mail: bocc@rileycountyks.gov

December 12, 2022

Phillip Lyles
432 Godfrey Avenue Apt C
Fort Riley, KS 66442

Dear Phillip:

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

Sincerely,

Riley County Board of County Commissioners

Chairman

Member

Member

Attachment: appointment letters and resolution (13039 : Advisory Board Appointments)



BOARD OF COMMISSIONERS

5.a

115 N. 4th Street, 1st Floor
Manhattan, Kansas 66502
Phone: 785-565-6844
Fax: 785-565-6847
E-mail: bocc@rileycountyks.gov

December 12, 2022

Robert Callahan
1116 E Park Grove Drive
Manhattan, KS 66503

Dear Robert:

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

Sincerely,

Riley County Board of County Commissioners

Chairman

Member

Member

Attachment: appointment letters and resolution (13039 : Advisory Board Appointments)



BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
Manhattan, Kansas 66502
Phone: 785-565-6844
Fax: 785-565-6847
E-mail: bocc@rileycountyks.gov

December 12, 2022

Jada Sharp
11881 LK&W Road
Leonardville, KS 66449

Dear Jada:

This is to confirm your appointment to the Rural Economic Development Advisory Board. We greatly appreciate your willingness to serve on this Council/Board and know that the Rural Economic Development Advisory Board will benefit from your contribution. Your term appointment is through December 31, 2025.

Sincerely,

Riley County Board of County Commissioners

Chairman

Member

Member

Attachment: appointment letters and resolution (13039 : Advisory Board Appointments)



BOARD OF COMMISSIONERS

5.a

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

December 12, 2022

Lorn Clement
3881 S. 20th Street
Manhattan, KS 66502

Dear Lorn:

This is to confirm your appointment to the Rural Economic Development Advisory Board. We greatly appreciate your willingness to serve on this Council/Board and know that the Rural Economic Development Advisory Board will benefit from your contribution. Your term appointment is through December 31, 2025.

Sincerely,

Riley County Board of County Commissioners

Chairman

Member

Member

Attachment: appointment letters and resolution (13039 : Advisory Board Appointments)



BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
Manhattan, Kansas 66502
Phone: 785-565-6844
Fax: 785-565-6847
E-mail: bocc@rileycountyks.gov

December 12, 2022

Julie Miller
709 Brierwood Drive
Manhattan, KS 66502

Dear Julie:

This is to confirm your appointment to the Riley County Public Health Council (non voting member). We greatly appreciate your willingness to serve on this Council/Board and know that the Riley County Public Health Council will benefit from your contribution. Your term appointment is through December 31, 2024.

Sincerely,

Riley County Board of County Commissioners

Chairman

Member

Member

Attachment: appointment letters and resolution (13039 : Advisory Board Appointments)



BOARD OF COMMISSIONERS

5.a

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

December 12, 2022

Jean DeDonder
2709 St. Michael Circle
Manhattan, KS 66502

Dear Jean:

This is to confirm your appointment to the Riley County Public Health Advisory Council. We greatly appreciate your willingness to serve on this Council/Board and know that the Riley County Public Health Advisory Council will benefit from your contribution. Your term appointment is through December 31, 2024.

Sincerely,

Riley County Board of County Commissioners

Chairman

Member

Member

Attachment: appointment letters and resolution (13039 : Advisory Board Appointments)



BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
Manhattan, Kansas 66502
Phone: 785-565-6844
Fax: 785-565-6847
E-mail: bocc@rileycountyks.gov

December 12, 2022

James Armendariz
8950 Glendale Circle
Manhattan, KS 66502

Dear James:

This is to confirm your appointment to the Joint Corrections Advisory Board (adult term). We greatly appreciate your willingness to serve on this Council/Board and know that the Joint Corrections Advisory Board will benefit from your contribution. Your term appointment is through June 30, 2024.

Sincerely,

Riley County Board of County Commissioners

Chairman

Member

Member

Attachment: appointment letters and resolution (13039 : Advisory Board Appointments)



BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
 Manhattan, Kansas 66501
 Phone: 785-565-6844
 Fax: 785-565-6844
 E-mail: boccc@rileycountyks.gov

December 12, 2022

James Armendariz
 8950 Glendale Circle
 Manhattan, KS 66502

Dear James:

This is to confirm your appointment to the Joint Corrections Advisory Board (juvenile term). We greatly appreciate your willingness to serve on this Council/Board and know that the Joint Corrections Advisory Board will benefit from your contribution. Your term appointment is through June 30, 2024.

Sincerely,

Riley County Board of County Commissioners

 Chairman

 Member

 Member

Attachment: appointment letters and resolution (13039 : Advisory Board Appointments)



BOARD OF COMMISSIONERS

5.a

115 N. 4th Street, 1st Floor
Manhattan, Kansas 66502
Phone: 785-565-6844
Fax: 785-565-6844
E-mail: bocc@rileycountyks.gov

December 12, 2022

Dana Martinez
4871 Eureka Drive
Manhattan, KS 66503

Dear Dana:

This is to confirm your appointment to the Joint Corrections Advisory Board (adult term). We greatly appreciate your willingness to serve on this Council/Board and know that the Joint Corrections Advisory Board will benefit from your contribution. Your term appointment is through June 30, 2024.

Sincerely,

Riley County Board of County Commissioners

Chairman

Member

Member

Attachment: appointment letters and resolution (13039 : Advisory Board Appointments)



BOARD OF COMMISSIONERS

5.a

115 N. 4th Street, 1st Floor
Manhattan, Kansas 66501
Phone: 785-565-6841
Fax: 785-565-6841
E-mail: bocc@rileycountyks.gov

December 12, 2022

Dana Martinez
4871 Eureka Drive
Manhattan, KS 66503

Dear Dana:

This is to confirm your appointment to the Joint Corrections Advisory Board (juvenile term). We greatly appreciate your willingness to serve on this Council/Board and know that the Joint Corrections Advisory Board will benefit from your contribution. Your term appointment is through June 30, 2025.

Sincerely,

Riley County Board of County Commissioners

Chairman

Member

Member

Attachment: appointment letters and resolution (13039 : Advisory Board Appointments)

RESOLUTION NO. 121222-**A RESOLUTION APPOINTING RILEY COUNTY REPRESENTATIVES TO
ADVISORY BOARDS**

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

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

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

Robert Mertz Comm Dist 1	January 1, 2023- December 31, 2026	Fair Board 4 year
Brent Camerlinck Comm Dist 2	January 1, 2023- December 31, 2026	Fair Board 4 year
Kelsey Thomas Comm Dist 3	January 1, 2023- December 31, 2026	Fair Board 4 year
Alan Adolph Comm Dist 3	January 1, 2023- December 31, 2025	Hunters Island Water District 3 year
Linda Morse Comm Dist 3	January 1, 2023- December 31, 2024	NCFH Area Agency on Aging 2 year
Anne Browne Comm Dist 1	January 1, 2023- December 31, 2025	Pawnee Mental Health Services 3 year
John Ford Alternate Comm Dist 1	January 1, 2023- December 31, 2025	Pawnee Mental Health Services 3 year
Diane Hoobler Comm Dist 1	January 1, 2023- December 31, 2025	RCPB/BOZA 3 year
Phillip Lyles Comm Dist	January 1, 2023- December 31, 2025	Riley County Public Health Council 3 year
Robert Callahan Comm Dist 3	January 1, 2023- December 31, 2025	Riley County Public Health Council 3 year
Jada Sharp Comm Dist 2	January 1, 2023- December 31, 2025	Rural Economic Development 3 year
Lorn Clement Comm Dist 3	January 1, 2023- December 31, 2025	Rural Economic Development 3 year
Julie Miller Comm Dist 2	December 12, 2023- December 31, 2024	Riley County Public Health Council 3 year
Jean DeDonder Comm Dist 2	December 12, 2022- December 31, 2024	Riley County Public Health Council 3 year
James Armendariz (Adult Appointment) Comm Dist 1	December 12, 2022- June 30, 2024	Joint Corrections Advisory Board 2 year
James Armendariz (Juvenile Appointment) Comm Dist 1	December 12, 2022 - June 30, 2024	Joint Corrections Advisory Board 3 year

Attachment: appointment letters and resolution (13039 : Advisory Board Appointments)

Dana Martinez (Adult Appointment) Comm Dist 1	December 12, 2022 – June 30, 2024	Joint Corrections Advisory Board 2 year
Dana Martinez (Juvenile Appointment) Comm Dist 1	December 12, 2022- June 30, 2025	Joint Corrections Advisory Board 3 year

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

ADOPTED this 12th day of December, 2022.

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

CHAIR

MEMBER

MEMBER

ATTEST:

RICH VARGO
Riley County Clerk

Attachment: appointment letters and resolution (13039 : Advisory Board Appointments)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
December 15, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Shilo Heger, Treasurer

2. Staff update

9:15 AM

Board of County Commissioners

3. Law Board appointments

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

4. Administrative Work Session

9:50 AM

Darell Edie, Budget and Finance Officer

5. Public hearing for budget amendment

10:00 AM

Gary Fike, County Extension Director

6. Staff update

10:15 AM

Kurt Moldrup, Interim RCPD Director

7. RCPD update

10:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

Attachment: 12-15-22 tentative agenda (11719 : Tentative Agenda)

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

1:30 PM

John Ellermann, Public Works Director/County Engineer

9. Executive session

2:30 PM

John Ellermann, Public Works Director/County Engineer

10. Executive session

3:30 PM

John Ellermann, Public Works Director/County Engineer

11. Executive session

Adjournment

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

Attachment: 12-15-22 tentative agenda (11719 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
December 19, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Amy Manges, Register of Deeds

1. 2022 Accomplishments and 2023 Goals

9:15 AM

David Adams, EMS/Ambulance Director

2. Staff update

9:30 AM

Press Conference

9:55 AM

Robbin Cole, Pawnee Mental Health Services Director

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

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.



COUNTY CLERK & ELECTIONS
Budget

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

STAFF REPORT

FROM: Rich Vargo, County Clerk

MEETING: December 12, 2022

SUBJECT: Year to date budget and expenditure reports

PRESENTER: Rich Vargo, County Clerk

Enclosures:

- 2022 YTD Wage and Overtime Overview 2022-12 (PDF)
- 2022 YTD Wage and Overtime Detail 2022-12 (PDF)
- Financial Reports November 2022 (PDF)

2022 YTD Wages/Overtime Compared to Budget

% of Year Used

91.67%

Nov	Regular Wages	Overtime Wages	2022 Budgeted Overtime	OT % of reg wage	Total Wages by department	2022 Wages Budget		Budget Spent
Department								
Attorney	\$1,254,213.49	\$0.00	\$4,022.00	0.00%	\$1,254,213.49	\$1,501,633.44	\$1,505,655.44	83.3%
Clerk	\$650,377.03	\$9,046.89	\$4,927.00	1.39%	\$659,423.92	\$717,776.00	\$722,703.00	91.2%
Commissioners	\$132,405.36	\$0.00	\$0.00	0.00%	\$132,405.36	\$143,140.00	\$143,140.00	92.5%
Administrative Services	\$403,071.71	\$0.00	\$1,152.00	0.00%	\$403,071.71	\$432,880.00	\$434,032.00	92.8%
Register of Deeds	\$273,858.63	\$43.85	\$541.00	0.02%	\$273,902.48	\$294,729.00	\$295,270.00	92.7%
Treasurer	\$489,549.13	\$0.00	\$3,907.00	0.00%	\$489,549.13	\$618,847.00	\$622,754.00	78.6%
Emergency Mgt	\$144,817.16	\$331.57	\$770.00	0.23%	\$145,148.73	\$151,378.00	\$152,571.00	95.1%
Museum	\$221,820.09	\$108.28	\$0.00	0.05%	\$221,928.37	\$317,063.00	\$317,063.00	70.0%
Election	\$268,511.89	\$7,058.82	\$2,417.00	2.63%	\$275,570.71	\$343,396.00	\$345,813.00	79.6%
EMS/Ambulance	\$1,413,724.31	\$765,443.89	\$893,981.00	54.14%	\$2,179,168.20	\$1,515,761.00	\$2,409,742.00	90.4%
Appraiser	\$906,403.16	\$0.00	\$9,231.00	0.00%	\$906,403.16	\$1,083,795.00	\$1,140,459.00	79.4%
Planning & Development	\$373,237.45	\$317.20	\$819.00	0.08%	\$373,554.65	\$393,668.00	\$394,487.00	94.6%
Information Tech-GIS	\$478,873.79	\$0.00	\$5,852.00	0.00%	\$478,873.79	\$634,934.00	\$640,786.00	74.7%
General Serv.-Separation	\$113,763.37	\$0.00	\$0.00	0.00%	\$113,763.37	\$75,000.00	\$75,000.00	151.6%
Public Works	\$2,640,940.20	\$36,518.64	\$88,874.00	1.38%	\$2,677,458.84	\$3,267,688.00	\$3,356,562.00	79.7%
Noxious Weed	\$321,936.04	\$0.00	\$6,510.00	0.00%	\$321,936.04	\$346,920.00	\$353,430.00	91.0%
NON-GENERAL FUNDS								
Solid Waste payroll	\$155,498.41	\$9,559.62	\$11,325.00	6.15%	\$165,058.03	\$176,098.00	\$187,423.00	88.0%
Motor Vehicle	\$206,409.36	\$0.00	\$1,438.00	0.00%	\$206,409.36	\$234,269.00	\$235,707.00	87.5%
Fire District #1	\$245,116.51	\$64.67	\$486.00	0.03%	\$245,181.18	\$299,984.00	\$300,470.00	81.6%
Subtotal-All County Funds	\$10,694,527.09	\$828,493.43	\$1,036,252.00	7.75%	\$11,523,020.52	\$12,548,959.44	\$13,633,067.44	
Health Dept.-General Fund	\$418,886.94	\$6,831.95	\$1,130.00	1.63%	\$425,718.89	\$272,432.00	\$273,562.00	155.6%
2 Health Dept.-Grant Funds	\$1,989,537.91	\$8,286.46	\$6,192.00	0.42%	\$1,997,824.37	\$2,250,079.00	\$2,256,271.00	88.5%
Full Grant Funds								
2 Youth Court Svcs	\$38,524.56	\$0.00	\$0.00	0.00%	\$38,524.56	\$45,979.00	\$45,979.00	83.7%
2 Juvenile Services	\$236,218.96	\$2,891.30	\$0.00	1.22%	\$239,110.26	\$237,174.00	\$237,174.00	100.8%
2 Adult Services	\$261,797.21	\$2,255.88	\$0.00	0.86%	\$264,053.09	\$264,506.00	\$264,506.00	99.8%
2 RADxUp coord & Spec	\$40,180.81	\$0.00	\$0.00	0.00%	\$40,180.81	\$82,000.00	\$82,000.00	49.0%
Subtotal Grant Funds	\$576,721.54	\$5,147.18	\$0.00	2.09%	\$581,868.72	\$629,659.00	\$629,659.00	
Totals	\$13,679,673.48	\$848,759.02	\$1,043,574.00	6.20%	\$14,528,432.50	\$15,701,129.44	\$16,792,559.44	

1 Indicates Partial Grant fund

\$2,250,079.00

\$16,792,559.44

2 Indicates Full Grant fund

\$629,659.00

Attachment: 2022 YTD Wage and Overtime Overview 2022-12 (13032 : Year to date budget and expenditure reports)

			1st Quarter	2nd Quarter	3rd Quarter	October	November	December	4th Quarter	YTD 2022	2022 Budget	9.b
Department												
Attorney	Regular Salaries	1001	\$304,626.07	\$299,554.29	\$411,572.68	\$ 119,203.76	\$119,256.69		\$238,460.45	\$1,254,213.49	\$1,480,947.44	
	Seasonal/Temp	1003		\$0.00	\$0.00	\$ -	\$0.00		\$0.00	\$0.00	\$20,686.00	
	Overtime	1005	\$2,756.73	\$696.74	\$1,893.31	\$ 692.25	\$287.40		\$979.65	\$6,326.43	\$4,022.00	
			\$307,382.80	\$300,251.03	\$413,465.99	\$ 119,896.01	\$ 119,544.09	\$ -	\$239,440.10	\$1,260,539.92	\$1,505,655.44	
Clerk	Regular Salaries	1001	\$160,474.39	\$153,491.04	\$211,944.83	\$ 61,024.86	\$63,441.91		\$124,466.77	\$650,377.03	\$717,776.00	
	Seasonal/Temp	1003	\$0.00	\$160.04	\$0.00	\$ 258.75	\$0.00		\$258.75	\$418.79	\$0.00	
	Overtime	1005	\$90.91	\$651.52	\$5,504.93	\$ 639.19	\$2,160.34		\$2,799.53	\$9,046.89	\$4,927.00	
			\$160,565.30	\$154,302.60	\$217,449.76	\$ 61,922.80	\$ 65,602.25	\$ -	\$127,525.05	\$659,842.71	\$722,703.00	
Commissioners	Regular Salaries	1001	\$33,032.52	\$33,032.52	\$42,006.36	\$ 12,166.98	\$12,166.98		\$24,333.96	\$132,405.36	\$143,140.00	
Administrative Svcs	Regular Salaries	1001	\$100,559.42	\$100,559.41	\$127,875.69	\$ 37,038.59	\$37,038.60		\$74,077.19	\$403,071.71	\$432,880.00	
	Overtime	1005	\$0.00	\$0.00	\$0.00	\$ -	\$0.00		\$0.00	\$0.00	\$1,152.00	
			\$100,559.42	\$100,559.41	\$127,875.69	\$ 37,038.59	\$ 37,038.60	\$ -	\$74,077.19	\$403,071.71	\$434,032.00	
Register of Deeds	Regular Salaries	1001	\$67,663.72	\$68,079.76	\$87,330.96	\$ 25,269.15	\$25,252.64		\$50,521.79	\$273,596.23	\$294,729.00	
	Seasonal/Temp	1003	\$262.40	\$0.00	\$0.00	\$ -	\$0.00		\$0.00	\$262.40		
	Overtime	1005	\$6.08	\$24.33	\$0.00	\$ 13.44	0		\$13.44	\$43.85	\$541.00	
			\$67,932.20	\$68,104.09	\$87,330.96	\$25,282.59	\$25,252.64	\$0.00	\$50,535.23	\$273,902.48	\$295,270.00	
Treasurer	Regular Salaries	1001	\$90,984.50	\$132,416.49	\$169,573.65	\$ 46,212.36	\$50,362.13		\$96,574.49	\$489,549.13	\$618,847.00	
	Seasonal/Temp	1003	\$0.00	\$0.00	\$0.00	\$ -	0		\$0.00	\$0.00	\$0.00	
	Overtime	1005	\$15.82	\$479.42	\$39.65	\$ -	\$17.92		\$17.92	\$552.81	\$3,907.00	
			\$91,000.32	\$132,895.91	\$169,613.30	\$46,212.36	\$50,380.05	\$0.00	\$96,592.41	\$490,101.94	\$622,754.00	
Emergency Mgt	Regular Salaries	1001	\$30,860.72	\$30,934.76	\$39,319.99	\$ 11,408.41	\$13,028.47		\$24,436.88	\$125,552.35	\$133,209.00	
	Seasonal/Temp	1003	\$1,424.85	\$4,967.66	\$10,355.36	\$ 2,516.94	\$0.00		\$2,516.94	\$19,264.81	\$18,592.00	
	Overtime	1005	\$55.53	\$0.00	\$276.04	\$ -	\$0.00		\$0.00	\$331.57	\$770.00	
			\$32,341.10	\$35,902.42	\$49,951.39	\$ 13,925.35	\$ 13,028.47	\$ -	\$26,953.82	\$145,148.73	\$152,571.00	
Museum	Regular Salaries	1001	\$47,695.01	\$50,621.04	\$77,697.45	\$ 20,454.27	\$25,352.32		\$45,806.59	\$221,820.09	\$312,395.00	
	Seasonal/Temp	1003	\$5,378.80	\$5,768.25	\$8,202.76	\$ 2,518.42	\$0.00		\$2,518.42	\$21,868.23	\$4,668.00	
	Overtime	1005	\$0.00	\$108.28	\$0.00	\$ -	\$0.00		\$0.00	\$108.28	\$0.00	
			\$53,073.81	\$56,497.57	\$85,900.21	\$ 22,972.69	\$ 25,352.32	\$ -	\$48,325.01	\$243,796.60	\$317,063.00	
Election	Regular Salaries	1001	\$40,891.17	\$44,869.41	\$72,459.07	\$ 16,372.25	\$24,776.99		\$41,149.24	\$199,368.89	\$177,198.00	
	Seasonal/Temp	1003	\$4,297.50	\$1,644.63	\$28,090.57	\$ 823.13	\$34,287.17		\$35,110.30	\$69,143.00	\$166,198.00	
	Overtime	1005	\$0.00	\$204.21	\$3,719.81	\$ 86.45	\$3,048.35		\$3,134.80	\$7,058.82	\$2,417.00	
			\$45,188.67	\$46,718.25	\$104,269.45	\$ 17,281.83	\$ 62,112.51	\$ -	\$79,394.34	\$275,570.71	\$345,813.00	
EMS/Ambulance	Regular Salaries	1001	\$316,506.91	\$325,673.47	\$436,285.14	\$ 132,658.07	\$140,797.04		\$273,455.11	\$1,351,920.63	\$1,356,862.00	
	Seasonal/Temp	1003	\$21,197.67	\$15,535.14	\$21,859.33	\$ 3,211.54	\$0.00		\$3,211.54	\$61,803.68	\$158,899.00	

Attachment: 2022 YTD Wage and Overtime Detail 2022-12 (13032 : Year to date budget and expenditure

			1st Quarter	2nd Quarter	3rd Quarter	October	November	December	4th Quarter	YTD 2022	2022 Budget	9.b
Department												
	Overtime	1005	\$198,467.59	\$172,182.18	\$247,922.30	\$ 72,823.31	\$74,048.51		\$146,871.82	\$765,443.89	\$893,981.00	
			\$536,172.17	\$513,390.79	\$706,066.77	\$ 208,692.92	\$214,845.55	\$ -	\$423,538.47	\$2,179,168.20	\$2,409,742.00	
Appraiser	Regular Salaries	1001	\$231,030.19	\$214,002.97	\$297,782.99	\$ 82,730.50	\$80,856.51		\$163,587.01	\$906,403.16	\$1,117,492.00	
	Seasonal/Temp	1003	\$0.00	\$0.00	\$0.00	\$ -	\$0.00		\$0.00	\$0.00	\$13,736.00	
	Overtime	1005	\$810.24	\$977.45	\$366.29	\$ 44.85	\$18.37		\$63.22	\$2,217.20	\$9,231.00	
			\$231,840.43	\$214,980.42	\$298,149.28	\$ 82,775.35	\$ 80,874.88	\$ -	\$163,650.23	\$908,620.36	\$1,140,459.00	
Planning & Development	Regular Salaries	1001	\$90,829.69	\$89,829.70	\$115,506.34	\$ 33,456.02	\$33,456.02		\$66,912.04	\$363,077.77	\$379,932.00	
	Seasonal/Temp	1003	\$3,017.17	3696.81	\$3,445.70	\$ -	\$0.00		\$0.00	\$10,159.68	\$13,736.00	
	Overtime	1005	\$0.00	\$295.43	\$21.77	\$ -	\$0.00		\$0.00	\$317.20	\$819.00	
			\$93,846.86	\$93,821.94	\$118,973.81	\$ 33,456.02	\$ 33,456.02	\$ -	\$66,912.04	\$373,554.65	\$394,487.00	
Information Tech-GIS	Regular Salaries	1001	\$120,684.43	\$120,684.43	\$149,070.02	\$ 45,482.43	\$42,952.48		\$88,434.91	\$478,873.79	\$634,934.00	
	Seasonal/Temp	1003	\$0.00	\$0.00	\$0.00	\$ -	0		\$0.00	\$0.00		
	Overtime	1005	\$0.00	\$0.00	\$0.00	\$ -	\$0.00		\$0.00	\$0.00	\$5,852.00	
			\$120,684.43	\$120,684.43	\$149,070.02	\$ 45,482.43	\$ 42,952.48	\$ -	\$88,434.91	\$478,873.79	\$640,786.00	
General-General	Regular Salaries	1001	\$0.00	\$0.00	\$0.00	\$ -	\$0.00			\$0.00		
	Separation Payout	1005	\$55,714.13	\$10,946.94	\$29,980.04	\$ 17,122.26	\$0.00		\$17,122.26	\$113,763.37	\$75,000.00	
			\$55,714.13	\$10,946.94	\$29,980.04	\$17,122.26	\$0.00	\$0.00	\$17,122.26	\$113,763.37	\$75,000.00	
Public Works	Regular Salaries	1001	\$669,434.21	\$662,830.18	\$817,678.87	\$ 237,112.22	\$241,363.37		\$478,475.59	\$2,628,418.85	\$3,157,208.00	
	Seasonal/Temp	1003	\$73.22	\$99.30	\$8,171.52	\$ 2,305.77	\$1,871.54		\$4,177.31	\$12,521.35	\$110,480.00	
	Overtime	1005	\$19,073.27	\$2,994.47	\$12,535.43	\$ 1,609.19	\$306.28		\$1,915.47	\$36,518.64	\$88,874.00	
			\$688,580.70	\$665,923.95	\$838,385.82	\$ 241,027.18	\$ 243,541.19	\$0.00	\$484,568.37	\$2,677,458.84	\$3,356,562.00	
Noxious Weed	Regular Salaries	1001	\$81,820.05	\$80,419.48	\$100,385.85	\$ 29,655.32	\$29,655.34		\$59,310.66	\$321,936.04	\$346,920.00	
	Seasonal/Temp	1003		\$0.00	\$0.00	\$ -	\$0.00		\$0.00	\$0.00		
	Overtime	1005	\$3,488.19	\$157.12	\$233.90	\$ 8.85	\$0.00		\$8.85	\$3,888.06	\$6,510.00	
			\$85,308.24	\$80,576.60	\$100,619.75	\$ 29,664.17	\$ 29,655.34	\$ -	\$59,319.51	\$325,824.10	\$353,430.00	
Motor Vehicle	Regular Salaries	1001	\$51,525.85	\$51,525.86	\$65,449.63	\$ 18,954.00	\$18,954.02		\$37,908.02	\$206,409.36	\$234,269.00	
	Seasonal/Temp	1003	\$0.00	\$0.00	\$0.00	\$ -	0		\$0.00	\$0.00	\$0.00	
	Overtime	1005	\$17.68	\$94.18	\$19.53	\$ -	\$9.77		\$9.77	\$141.16	\$1,438.00	
			\$51,543.53	\$51,620.04	\$65,469.16	\$ 18,954.00	\$18,963.79	\$ -	\$37,917.79	\$206,550.52	\$235,707.00	
Community Corrections	Regular Salaries	1001	\$48,248.35	\$51,608.33	\$61,489.90	\$ 18,865.69	\$16,116.38		\$34,982.07	\$196,328.65	\$208,526.00	
-Juvenile	Seasonal/Temp	1003	\$4,574.88	\$7,052.11	\$7,259.59	\$ 20,989.93	13.8		\$21,003.73	\$39,890.31	\$28,648.00	
	Overtime	1005	\$134.21	\$327.87	\$501.38	\$ 1,651.98	\$275.86		\$1,927.84	\$2,891.30	\$0.00	
			\$52,957.44	\$58,988.31	\$69,250.87	\$ 41,507.60	\$ 16,406.04	\$ -	\$57,913.64	\$239,110.26	\$237,174.00	
Community Corrections	Regular Salaries	1001	\$61,122.57	\$71,201.54	\$80,727.98	\$ 22,513.62	\$23,725.65		\$46,239.27	\$259,291.36	\$264,506.00	
-Adult	Seasonal/Temp	1003	\$0.00	\$0.00	\$133.09	\$ 1,186.38	\$1,186.38		\$2,372.76	\$2,505.85		
	Overtime	1005	\$216.56	\$277.48	\$469.88	\$ 703.02	\$588.94		\$1,291.96	\$2,255.88	\$0.00	

Attachment: 2022 YTD Wage and Overtime Detail 2022-12 (13032 : Year to date budget and expenditure

			1st Quarter	2nd Quarter	3rd Quarter	October	November	December	4th Quarter	YTD 2022	2022 Budget	9.b
Department												
			\$61,339.13	\$71,479.02	\$81,330.95	\$ 24,403.02	\$ 25,500.97	\$ -	\$49,903.99	\$264,053.09	\$264,506.00	
Community Corrections	Regular Salaries	1001	\$10,610.10	\$10,609.82	\$11,009.20	\$528.40	\$5,767.04		\$6,295.44	\$38,524.56	\$45,979.00	
-Youth Court	Seasonal/Temp	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	
	Overtime	1005	\$41.35	\$82.69	\$36.64	\$0.00	\$37.82		\$37.82	\$198.50	\$0.00	
			\$10,651.45	\$10,692.51	\$17,379.10	\$528.40	\$5,804.86	\$0.00	\$6,333.26	\$38,723.06	\$45,979.00	
Solid Waste Payroll	Regular Salaries	1001	\$27,804.99	\$26,558.40	\$25,226.43	\$7,700.80	\$13,232.67		\$20,933.47	\$100,523.29	\$113,254.00	
	Seasonal/Temp	1003	\$15,232.46	\$14,007.30	\$19,666.08	\$6,069.28	\$0.00		\$6,069.28	\$54,975.12	\$62,844.00	
	Overtime	1005	\$4,217.31	\$1,314.53	\$3,042.01	\$107.31	\$878.46		\$985.77	\$9,559.62	\$11,325.00	
			\$47,254.76	\$41,880.23	\$47,934.52	\$13,877.39	\$14,111.13	\$0.00	\$27,988.52	\$165,058.03	\$187,423.00	
Fire District #1	Regular Salaries	1001	\$54,667.86	\$54,727.87	\$66,741.93	\$16,055.56	\$18,301.14		\$34,356.70	\$210,494.36	\$245,359.00	
	Seasonal/Temp	1003	\$8,300.00	\$11,945.00	\$8,391.30	\$1,992.99	\$3,992.86		\$5,985.85	\$34,622.15	\$54,625.00	
	Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$64.67		\$64.67	\$64.67	\$486.00	
			\$62,967.86	\$66,672.87	\$75,133.23	\$18,048.55	\$22,358.67	\$0.00	\$40,407.22	\$245,181.18	\$300,470.00	
Health Dept.-General	Regular Salaries	1001	\$67,845.58	\$84,278.48	\$99,053.25	\$27,440.55	\$29,794.38		\$57,234.93	\$308,412.24	\$272,432.00	
COVID Tracers	Seasonal/Temp	1003	\$40,622.88	\$59,797.11	\$7,797.51	\$2,257.20	\$0.00		\$2,257.20	\$110,474.70	\$0.00	
	Overtime	1005	\$3,753.44	\$1,702.99	\$215.86	\$1,159.66	\$0.00		\$1,159.66	\$6,831.95	\$1,130.00	
			\$112,221.90	\$145,778.58	\$107,066.62	\$ 30,857.41	\$ 29,794.38	\$ -	\$60,651.79	\$425,718.89	\$273,562.00	
Health Dept.-Grants	Regular Salaries	1001	\$476,430.91	\$492,338.14	\$615,084.45	\$ 187,246.36	\$183,808.16		\$371,054.52	\$1,954,908.02	\$2,169,348.00	
	Part Time	1003	\$17,276.86	\$6,470.23	\$8,458.80	\$ 2,424.00	\$0.00		\$2,424.00	\$34,629.89	\$80,731.00	
	Overtime	1005	\$276.98	\$3,449.31	\$2,942.94	\$ 1,254.96	\$362.27		\$1,617.23	\$8,286.46	\$6,192.00	
RADxUP Coord & Spec	126		\$14,694.48	\$21,733.14	\$3,753.19	\$ -	\$0.00		\$0.00	\$40,180.81	\$82,000.00	
			\$508,679.23	\$523,990.82	\$630,239.38	\$ 190,925.32	\$184,170.43	\$0.00	\$375,095.75	\$2,038,005.18	\$2,338,271.00	
Totals			\$3,610,838.40	\$3,599,691.25	\$4,632,912.43	\$ 1,354,021.22	\$1,372,913.64	\$0.00	\$2,726,934.86	\$14,564,043.68	\$16,792,559.44	
										\$14,570,376.94	\$16,792,559.44	

Attachment: 2022 YTD Wage and Overtime Detail 2022-12 (13032 : Year to date budget and expenditure

2022 YTD BUDGET ACTIVITY

% of Year: 91.7%

			1st QTR	2nd QTR	3rd QTR	OCT	NOV	DEC	4TH QTR	TOTAL	AVAILABLE	
	DEPARTMENT	BUDGET	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	BUDGET	% USED
	Attorney	\$2,238,409	\$435,963	\$478,101	\$597,242	\$167,532	\$167,273		\$334,805	\$1,846,111	\$392,298	82.47%
	Clerk	\$1,092,056	\$224,561	\$216,989	\$299,316	\$84,550	\$90,903		\$175,454	\$916,320	\$175,737	83.91%
	County Commissioners	\$246,445	\$42,270	\$52,215	\$62,351	\$15,239	\$17,600		\$32,839	\$189,673	\$56,772	76.96%
	Admin. Svcs/Counselor	\$647,662	\$134,877	\$134,638	\$176,720	\$48,038	\$50,301		\$98,338	\$544,573	\$103,089	84.08%
	Register of Deeds	\$468,837	\$87,857	\$109,056	\$120,849	\$41,212	\$32,488		\$73,700	\$391,461	\$77,376	83.50%
	Treasurer	\$916,909	\$197,440	\$194,297	\$241,731	\$86,207	\$79,648		\$165,855	\$799,324	\$117,585	87.18%
	District Court	\$174,330	\$36,959	\$49,152	\$47,808	\$13,253	\$15,320		\$28,573	\$162,492	\$11,838	93.21%
1.00	Emergency Management	\$270,887	\$56,975	\$52,772	\$81,723	\$19,473	\$27,854		\$47,327	\$238,797	\$32,090	88.15%
	Coroner	\$107,000	\$20,309	\$16,112	\$23,167	\$6,304	\$4,471		\$10,775	\$70,363	\$36,637	65.76%
	Juvenile Detention	\$95,000	\$22,074	\$0	\$41,941	\$19,867	\$19,867		\$39,733	\$103,748	-\$8,748	109.21%
	Fair	\$102,400	\$9,377	\$44,695	\$37,925	\$0	\$3,184		\$3,184	\$95,181	\$7,219	92.95%
1.00	Museum	\$454,474	\$66,821	\$73,947	\$109,302	\$29,896	\$35,450		\$65,346	\$315,416	\$139,058	69.40%
	Election	\$700,118	\$149,624	\$96,244	\$197,577	\$40,840	\$81,540		\$122,380	\$565,825	\$134,293	80.82%
	Ambulance	\$3,846,684	\$828,854	\$804,647	\$1,154,370	\$310,096	\$339,882		\$649,978	\$3,437,848	\$408,836	89.37%
	Appraiser	\$1,729,460	\$348,217	\$326,891	\$441,759	\$119,964	\$123,053		\$243,017	\$1,359,884	\$369,576	78.63%
	Planning & Development	\$601,839	\$128,869	\$131,056	\$169,373	\$72,680	\$47,821		\$120,502	\$549,800	\$52,039	91.35%
	Budget Appropriations	\$1,628,622	\$817,851	\$0	\$810,771	\$0	\$0		\$0	\$1,628,622	\$0	100.00%
	Insurance	\$739,289	\$300,473	\$269,725	\$39,927	-\$5,812	\$4,904		-\$908	\$609,218	\$130,071	82.41%
	Information Systems	\$1,747,425	\$228,246	\$428,935	\$319,600	\$69,474	\$131,777		\$201,251	\$1,178,032	\$569,393	67.42%
	County General-General	\$11,610,781	\$242,424	\$229,442	\$409,671	\$211,271	\$113,161		\$324,432	\$1,205,969	\$10,404,812	10.39%
	Public Works	\$8,276,273	\$1,195,958	\$1,533,073	\$2,932,820	\$471,008	\$549,283		\$1,020,290	\$6,682,141	\$1,594,132	80.74%
	Noxious Weed	\$712,478	\$161,860	\$173,040	\$185,075	\$40,317	\$49,071		\$89,388	\$609,363	\$103,115	85.53%
	Juvenile Supervision	\$1,318	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$1,318	0.00%
	Payroll Clearing	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	0.00%
	General Fund Transfers	\$3,739,831	\$3,751,749	\$0	\$0	\$0	\$0		\$0	\$3,751,749	-\$11,918	100.32%
	County General subtotal	\$42,148,527	\$9,489,607	\$5,415,027	\$8,501,019	\$1,861,408	\$1,984,851	\$0	\$3,846,259	\$27,251,911	\$14,896,616	64.66%
	Less Budget Stabilization	\$3,050,000										
	General Fund w/out Budget Stabilization	\$39,098,527										

Attachment: Financial Reports November 2022 (13032 : Year to date budget and expenditure reports)

2022 YTD BUDGET ACTIVITY

% of Year: 91.7%

	DEPARTMENT	BUDGET	1st QTR EXPENSES	2nd QTR EXPENSES	3rd QTR EXPENSES	OCT EXPENSES	NOV EXPENSES	DEC EXPENSES	4TH QTR EXPENSES	TOTAL EXPENSES	AVAILABLE BUDGET	% USED
2.00	Riley County Health Dept #30	\$4,610,403	\$1,091,866	\$1,184,468	\$1,390,049	\$415,539	\$403,834		\$819,374	\$4,485,757	\$124,646	97.30%
	Disaster Fund #3	\$7,209,348	\$0	\$115,305	\$115,297	\$13,000	\$8,183		\$21,183	\$251,785	\$6,957,563	3.49%
	EMS Grants #52	\$5,068	\$53	\$0	\$427	\$0	\$0		\$0	\$480	\$4,588	9.47%
	Register of Deeds Tech Fund #106	\$166,459	\$12,938	\$62,180	\$4,655	\$0	\$10,078		\$10,078	\$89,851	\$76,608	53.98%
	Clerk's Tech Fund #107	\$132,210	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$132,210	0.00%
	Treasurer's Tech Fund #108	\$77,860	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$77,860	0.00%
	War Memorial #112	\$11,800	\$0	\$600	\$0	\$0	\$300		\$300	\$900	\$10,900	7.63%
	County Auction #118	\$9,583	\$8	\$1,850	\$1,084	\$0	\$324		\$324	\$3,266	\$6,317	34.08%
	P.A.T.F #128	\$0	\$0	\$0	\$0	\$1,623	\$0		\$1,623	\$1,623	-\$1,623	
	Motor Vehicle Operations #130	\$390,679	\$74,827	\$123,065	\$108,421	\$27,728	\$28,461		\$56,189	\$362,501	\$28,178	92.79%
	Special Alcohol Programs #132	\$4,863	\$0	\$0	\$1,833	\$0	\$0		\$0	\$1,833	\$3,030	37.69%
2.00	Community Corrections #144	\$951,362	\$222,991	\$224,054	\$277,033	\$67,726	\$91,815		\$159,541	\$883,619	\$67,743	92.88%
	Capital Improvements Fund #145	\$7,554,156	\$340,780	\$704,713	\$183,757	\$148,098	\$112,622		\$260,720	\$1,489,971	\$6,064,185	19.72%
	Economic Development #146	\$309,048	\$82,394	\$1,000	\$30,508	\$0	\$0		\$0	\$113,902	\$195,146	36.86%
	Emergency 911 #148	\$943,613	\$155,333	\$17,982	\$35,504	\$168,010	\$10,311		\$178,321	\$387,139	\$556,474	41.03%
	Solid Waste #150	\$2,735,000	\$388,502	\$702,682	\$788,682	\$225,875	\$283,382		\$509,257	\$2,389,124	\$345,876	87.35%
	County Building #152	\$393,000	\$43,281	\$58,152	\$105,002	\$24,909	\$29,569		\$54,479	\$260,914	\$132,086	66.39%
	Road & Bridge Capital Projects #157	\$7,028,195	\$10,652	\$26,992	\$19,498	\$1,554	\$16,356		\$17,910	\$75,052	\$6,953,143	1.07%
	RCPD Operations #173	\$4,907,175	\$1,204,144	\$1,205,395	\$1,222,050	\$43,000	\$31,384		\$74,384	\$3,705,973	\$1,201,202	75.52%
	Landfill Closure #180	\$49,293	\$1,322	\$2,583	\$13,492	\$1,175	\$14,845		\$16,019	\$33,416	\$15,877	67.79%
	Bond & Interest # 181	\$615,303	\$37,909	\$0	\$413,474	\$0	\$0		\$0	\$451,382	\$163,921	73.36%
	Riley Co Fire Dist #1 #183	\$1,230,506	\$201,688	\$386,274	\$261,105	\$47,962	\$119,631		\$167,593	\$1,016,659	\$213,847	82.62%
	Riley Co Fire Dist Cap Out #184	\$95,706	\$86,006	\$0	\$25,000	\$0	\$0		\$0	\$111,006	-\$15,300	115.99%
	Fire Station Projects #185	\$1,000,000	\$150	\$0	\$0	\$0	\$0		\$0	\$150	\$999,850	0.02%

Attachment: Financial Reports November 2022 (13032 : Year to date budget and expenditure reports)

2022 YTD BUDGET ACTIVITY

% of Year: 91.7%

			1st QTR	2nd QTR	3rd QTR	OCT	NOV	DEC	4TH QTR	TOTAL	AVAILABLE	
	DEPARTMENT	BUDGET	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	BUDGET	% USED
	University Park W&S #230	\$146,743	\$14,603	\$23,896	\$29,591	\$10,111	\$8,931		\$19,041	\$87,131	\$59,612	59.38%
	Keats Capital Project #236	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	
	Exp of Univ Park/Lakeside Heights #235	\$0	\$0	\$0	\$0	\$0	\$669		\$669	\$669	-\$669	
	Univ Park W/S Reserve #284	\$128,142	\$0	\$4,312	\$19,985	\$0	\$4,126		\$4,126	\$28,423	\$99,719	22.18%
	Hunters Island Water #238	\$29,280	\$6,220	\$5,992	\$9,233	\$2,536	\$3,091		\$5,627	\$27,073	\$2,207	92.46%
	Hunters Island Reserve #241	\$7,886	\$0	\$0	\$370	\$0	\$0		\$0	\$370	\$7,516	4.69%
	Carson Sewer Operations #239	\$71,046	\$2,830	\$2,328	\$5,559	\$2,944	\$1,034		\$3,978	\$14,695	\$56,351	20.68%
	Carson Sewer Reserve #237	\$47,703	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$47,703	0.00%
	Deep Creek Sewer #242	\$10,713	\$1,449	\$1,303	\$6,388	\$298	\$459		\$757	\$9,896	\$817	92.38%
	Deep Creek Reserve #243	\$21,587	\$9,146	\$0	\$0	\$2,620	\$0		\$2,620	\$11,766	\$9,821	54.50%
	Moehlman Bottoms #244	\$19,155	\$1,846	\$1,564	\$3,590	\$1,056	\$1,356		\$2,412	\$9,413	\$9,742	49.14%
	Moehlman Bottoms Reserve #245	\$8,290	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$8,290	0.00%
	Terra Hts Sewer #252	\$38,236	\$2,459	\$2,403	\$8,860	\$362	\$577		\$939	\$14,661	\$23,575	38.34%
	Terra Hts Sinking #254	\$92,895	\$1,809	\$1,000	\$9,442	\$0	\$0		\$0	\$12,251	\$80,644	13.19%
	Konza Water Operations #256	\$95,280	\$11,489	\$14,130	\$25,104	\$4,613	\$6,952		\$11,566	\$62,288	\$32,992	65.37%
	Konza Water Reserve #257	\$107,748	\$815	\$0	\$3,371	\$0	\$0		\$0	\$4,186	\$103,562	3.89%
	Valleywood Cap Reserve #282	\$87,256	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$87,256	0.00%
	Valleywood Operations #248	\$37,276	\$518	\$257	\$2,576	\$0	\$165		\$165	\$3,515	\$33,761	9.43%
	Mertz/McGehee Drainage #322	\$6,183	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$6,183	0.00%
	Lakeside Heights Sewer #285	\$3,361	\$87	\$123	\$133	\$1	\$30		\$31	\$374	\$2,987	11.14%
	Lakeside Heights Sewer Capital #286	\$7,328	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$7,328	0.00%
		\$41,396,738	\$4,008,114	\$4,874,603	\$5,121,071	\$1,210,741	\$1,188,485	\$0	\$2,399,226	\$16,403,014	\$24,993,724	
	Total including General Fund	\$83,545,265	\$13,497,721	\$10,289,630	\$13,622,090	\$3,072,148	\$3,173,336	\$0	\$6,245,484	\$43,654,926	\$39,890,339	

Attachment: Financial Reports November 2022 (13032 : Year to date budget and expenditure reports)

2022 COUNTY GENERAL-GENERAL

% of Year: 91.7%

COUNTY GENERAL-GENERAL		BUDGET	1st QTR EXP.	2nd QTR EXP.	3rd QTR EXP.	OCT. EXP.	NOV. EXP.	DEC. EXP.	4th QTR EXP.	TOTAL EXP.	AVAILABLE BUDGET	% USED
Personnel	1000	\$87,883	\$63,569	\$11,769	\$33,227	\$20,017	(0)		\$20,017	\$128,583	-\$40,700	146.31%
Contractual	2000	\$1,261,050	\$178,612	\$209,793	\$375,659	\$191,254	103,647		\$294,901	\$1,058,965	\$202,085	83.97%
Commodities	3000	\$2,500	\$243	\$460	\$243	\$0	314		\$314	\$1,260	\$1,240	50.41%
Misc-Budget Stabilization		\$3,050,000	\$0	\$0	\$0	\$0	0		\$0	\$0	\$3,050,000	0.00%
Capital Outlay	4000	\$7,209,348	\$0	\$0	\$0	\$0	9,200		\$9,200	\$9,200	\$7,200,148	0.13%
Transfers Out		\$0	\$11,918	\$7,419	\$541	\$0			\$0	\$19,879	-\$19,879	
Grand Total		\$11,610,781	\$254,342	\$229,441	\$409,671	\$211,271	\$113,161	\$0	\$324,432	\$1,217,887	\$10,392,894	10.49%
Other Expense Totals		Year-To-Date										
Indigent Attorney		\$215,174										
Incidentals:												
Postage		\$86										
Computer Software		\$0										
Mileage		\$701										
Copies		\$0										
Misc Fees		\$5,450										
Meals		\$0										
		\$6,237										
Base Panel fees		\$0										
Off Panel		\$215,174										

COMPARISON OF 2021 TO 2022 EXPENSES

DEPARTMENT	November		November DIFFERENCE	YEAR-TO-DATE THRU November		Y-T-D DIFFERENCE	2022 BUDGET
	2021	2022		2021	2022		
Attorney	\$147,495	\$167,273	\$19,778	\$1,607,278	\$1,846,111	\$238,833	\$2,238,409
Clerk	\$68,976	\$90,903	\$21,927	\$772,297	\$916,320	\$144,023	\$1,092,056
County Commissioners	\$23,170	\$17,600	-\$5,570	\$182,897	\$189,673	\$6,776	\$246,445
Admin. Svcs/Counselor	\$44,974	\$50,301	\$5,327	\$520,746	\$544,573	\$23,827	\$647,662
Register of Deeds	\$26,058	\$32,488	\$6,430	\$331,526	\$391,461	\$59,935	\$468,837
Treasurer	\$63,656	\$79,648	\$15,991	\$745,674	\$799,324	\$53,649	\$916,909
District Court	\$10,896	\$15,320	\$4,424	\$111,797	\$162,492	\$50,695	\$174,330
Emergency Management	\$18,014	\$27,854	\$9,840	\$225,577	\$238,797	\$13,220	\$270,887
Coroner	\$11,230	\$4,471	-\$6,759	\$90,864	\$70,363	-\$20,502	\$107,000
Juvenile Detention	\$0	\$19,867	\$19,867	\$83,601	\$103,748	\$20,147	\$95,000
Fair	\$7,841	\$3,184	-\$4,657	\$82,104	\$95,181	\$13,076	\$102,400
Museum	\$21,619	\$35,450	\$13,832	\$343,208	\$315,416	-\$27,792	\$454,474
Election	\$64,533	\$81,540	\$17,007	\$444,315	\$565,825	\$121,510	\$700,118
Ambulance	\$293,850	\$339,882	\$46,031	\$3,104,729	\$3,437,848	\$333,119	\$3,846,684
Appraiser	\$112,780	\$123,053	\$10,273	\$1,361,761	\$1,359,884	-\$1,877	\$1,729,460
Planning & Development	\$42,018	\$47,821	\$5,803	\$501,203	\$549,800	\$48,597	\$601,839
Budget Appropriations	\$0	\$0	\$0	\$1,591,541	\$1,628,622	\$37,081	\$1,628,622
Insurance	\$5,433	\$4,904	-\$529	\$595,468	\$609,218	\$13,750	\$739,289
Information Systems/GIS	\$93,101	\$131,777	\$38,676	\$1,154,810	\$1,178,032	\$23,222	\$1,747,425
County General-General	\$139,857	\$113,161	-\$26,696	\$1,483,139	\$1,205,969	-\$277,170	\$11,610,781
Public Works	\$407,043	\$549,283	\$142,239	\$6,634,034	\$6,682,141	\$48,108	\$8,276,273
Noxious Weed	\$45,372	\$49,071	\$3,700	\$559,434	\$609,363	\$49,929	\$712,478
General Fund	\$1,647,916	\$1,984,851	\$336,935	\$22,528,006	\$23,500,162	\$972,157	\$38,407,378

COMPARISON OF 2021 TO 2022 EXPENSES

DEPARTMENT	November		November DIFFERENCE	YEAR-TO-DATE THRU November		Y-T-D DIFFERENCE	2022 BUDGET
	2021	2022		2021	2022		
Health Department	\$396,974	\$403,834	\$6,860	\$4,632,225	\$4,485,757	-\$146,469	\$4,610,403
Disaster Fund	\$0	\$8,183	\$8,183	\$0	\$251,785	\$251,785	\$7,209,348
EMS Grants Fund	\$0	\$0	\$0	\$0	\$480	\$480	\$5,068
Register of Deeds Tech Fund	\$278	\$10,078	\$9,800	\$56,289	\$89,851	\$33,562	\$166,459
Clerk's Tech Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$132,210
Treasurer's Tech Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$77,860
War Memorial	\$0	\$300	\$300	\$780	\$900	\$120	\$11,800
County Auction	\$5,448	\$324	-\$5,124	\$8,458	\$3,266	-\$5,193	\$9,583
P.A.T.F	\$0	\$0	\$0	\$0	\$1,623	\$1,623	\$0
Motor Vehicle Operations	\$32,080	\$28,461	-\$3,620	\$351,307	\$362,501	\$11,194	\$390,679
Special Alcohol Programs	\$0	\$0	\$0	\$4,500	\$1,833	-\$2,667	\$4,863
Community Corrections	\$66,664	\$91,815	\$25,151	\$792,325	\$883,619	\$91,295	\$951,362
Capital Improvements Fund	\$82,848	\$112,622	\$29,774	\$1,453,790	\$1,489,971	\$36,181	\$7,554,156
Economic Development	\$8,830	\$0	-\$8,830	\$329,814	\$113,902	-\$215,913	\$309,048
Radio Infrastructure Project	\$0	\$0	\$0	\$83,504	\$0	-\$83,504	\$0
Emergency 911	\$14,525	\$10,311	-\$4,214	\$390,543	\$387,139	-\$3,403	\$943,613
Solid Waste	\$201,747	\$283,382	\$81,635	\$2,210,579	\$2,389,124	\$178,545	\$2,735,000
County Building	\$11,390	\$29,569	\$18,179	\$253,556	\$260,914	\$7,358	\$393,000
Road & Bridge Capital Projects	\$137,241	\$16,356	-\$120,885	\$489,847	\$75,052	-\$414,795	\$7,028,195
RCPD Operations	\$13,727	\$31,384	\$17,657	\$3,534,850	\$3,705,973	\$171,123	\$4,907,175
Landfill Closure	\$13,055	\$14,845	\$1,790	\$32,271	\$33,416	\$1,145	\$49,293
Bond & Interest	\$14,529	\$0	-\$14,529	\$3,048,737	\$451,382	-\$2,597,355	\$615,303
Riley Co Fire Dist #1	\$74,552	\$119,631	\$45,078	\$776,955	\$1,016,659	\$239,705	\$1,230,506
Riley Co Fire Dist Cap Ou	\$0	\$0	\$0	\$0	\$111,006	\$111,006	\$95,706

COMPARISON OF 2021 TO 2022 EXPENSES

DEPARTMENT	November		November DIFFERENCE	YEAR-TO-DATE THRU November		Y-T-D DIFFERENCE	2022 BUDGET
	2021	2022		2021	2022		
Fire Station Projects	\$0	\$0	\$0	\$0	\$150	\$150	\$1,000,000
University Park W&S	\$9,430	\$8,931	-\$499	\$80,355	\$87,131	\$6,777	\$146,743
Fairmont Heights Cap Project	\$0	\$0	\$0	\$529,615	\$0	-\$529,615	\$0
University Park Sewer Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Keats Capital Project	\$0	\$0	\$0	\$4,400	\$0	-\$4,400	\$0
Exp of Univ Park/Lakeside Heights	\$0	\$669	\$669	\$1,500	\$669	-\$831	\$0
Univ Park W/S Reserve	\$0	\$4,126	\$4,126	\$0	\$28,423	\$28,423	\$128,142
Hunters Island Water	\$2,687	\$3,091	\$404	\$22,355	\$27,073	\$4,718	\$29,280
Hunters Island Reserve	\$0	\$0	\$0	\$0	\$370	\$370	\$7,886
Carson Sewer Operations	\$2,143	\$1,034	-\$1,109	\$11,980	\$14,695	\$2,715	\$71,046
Carson Sewer Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$47,703
Deep Creek Sewer	\$1,699	\$459	-\$1,240	\$5,917	\$9,896	\$3,980	\$10,713
Deep Creek Reserve	\$0	\$0	\$0	\$0	\$11,766	\$11,766	\$21,587
Moehlman Bottoms	\$1,599	\$1,356	-\$243	\$11,703	\$9,413	-\$2,290	\$19,155
Moehlman Botoms Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$8,290
Terra Hts Sewer	\$2,313	\$577	-\$1,736	\$15,121	\$14,661	-\$460	\$38,236
Terra Hts Sinking	\$0	\$0	\$0	\$3,232	\$12,251	\$9,019	\$92,895
Konza Water Operations	\$8,792	\$6,952	-\$1,840	\$64,202	\$62,288	-\$1,915	\$95,280
Konza Water Reserve	\$0	\$0	\$0	\$0	\$4,186	\$4,186	\$107,748
Valleywood Cap Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$87,256
Valleywood Operations	\$124	\$165	\$41	\$4,498	\$3,515	-\$982	\$37,276
Mertz/McGehee Drainage	\$0	\$0	\$0	\$0	\$0	\$0	\$6,183
Lakeside Heights Sewer	\$56	\$30	-\$27	\$1,103	\$374	-\$728	\$3,361
Lakeside Heights Sewer Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$7,328
Total Including General Fund	\$2,750,648	\$3,173,336	\$422,688	\$41,734,316	\$39,903,177	-\$1,831,139	\$79,804,116

**RCPD EXPENSES PAID BY RILEY COUNTY
2022 YTD EXPENSES**

	BUDGET	1st Quarter	2nd Quarter	JUL	AUG	SEPT	3rd Quarter	OCT	NOV	DEC	4th Quarter	TOTAL EXPENSES	Remaining Budget
Physician	\$165,000	\$46,098	\$41,641	\$29,961	\$14,869	\$14,869	\$59,699	\$15,211	\$22,008		\$37,220	\$184,656	-\$19,656
Laboratory	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0
Hospital	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$10,000
Advertising/Legal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0
Prescriptions/ Medical Supplies	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$1,000
Bldg Maintenance	\$100,000	\$6,096	\$11,771	\$2,892	\$602	\$6,778	\$10,272	\$5,230	\$8,501		\$13,731	\$41,870	\$58,130
Land Rental/Lease	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0
Office Supplies	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$500
Office Space Rental	\$10,500	\$2,625	\$2,625	\$875	\$875	\$875	\$2,625	\$875	\$875		\$1,750	\$9,625	\$875
Juvenile Transport	\$6,000	\$0	\$0	\$0	\$0	\$0	\$0	\$237	\$0		\$237	\$237	\$5,763
Water, Electric	\$15,000	\$32	\$64	\$96	\$32	\$32	\$160	\$0	\$0		\$0	\$256	\$14,744
Storm Drainage	\$2,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$2,000
Other Commodities/Contractual	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21,447	\$0		\$21,447	\$21,447	-\$21,447
Budget Appropriation	\$4,597,175	\$1,149,294	\$1,149,294	\$1,149,294	\$0	\$0	\$1,149,294	\$0	\$0		\$0	\$3,447,882	\$1,149,293
TOTAL	\$4,907,175	\$1,204,144	\$1,205,395	\$1,183,118	\$16,378	\$22,554	\$1,222,050	\$43,000	\$31,384	\$0	\$74,384	\$3,705,973	\$1,201,202

RCPD EXPENSES PAID BY RILEY COUNTY
1/1/2016 - 12/31/2022

	2016	2017	2018	2019	2020	2021	2022	Total
Dental	\$131	\$0	\$0	\$0	\$0	\$0	\$0	\$131
Physician	\$134,751	\$113,307	\$136,454	\$145,388	\$163,648	\$191,373	\$184,656	\$1,069,577
Laboratory	\$69	\$0	\$0	\$0	\$0	\$0	\$0	\$69
Hospital	\$3,323	\$0	\$500	\$0	\$0	\$0	\$0	\$3,823
Advertising/Legal	\$0	\$210	\$473	\$0	\$0	\$0	\$0	\$683
Prescriptions	\$15	\$391	\$0	\$0	\$0	\$0	\$0	\$406
Bldg Maintenance	\$97,115	\$106,071	\$51,596	\$88,000	\$103,569	\$71,043	\$41,870	\$559,265
Land Rental/Lease	\$1,216	\$0	\$2,480	\$1,272	\$0	\$0	\$0	\$4,969
Office Supplies	\$125	\$251	\$0	\$125	\$0	\$0	\$0	\$501
Office Space Rental	\$10,225	\$10,200	\$10,200	\$10,525	\$9,625	\$10,500	\$9,625	\$70,900
Juvenile Transport	\$9,313	\$10,749	\$3,001	\$3,735	\$2,144	\$152	\$237	\$29,332
Water, Electric	\$0	\$0	\$0	\$0	\$252	\$444	\$256	\$952
Storm Drainage	\$1,917	\$1,826	\$1,958	\$203	\$0	\$0	\$0	\$5,904
Other Commodities/Contractual	\$0	\$0	\$400,000	\$8,091	\$693,906	\$91,239	\$21,447	\$1,214,683
Budget Appropriation	\$3,946,560	\$4,055,796	\$4,134,000	\$4,291,380	\$4,420,348	\$4,391,746	\$3,447,882	\$28,687,712
Total	\$4,204,762	\$4,298,801	\$4,740,663	\$4,548,719	\$5,393,492	\$4,756,498	\$3,705,973	\$31,648,907

Prepared by: Darell Edie
 Budget and Finance Officer

RCPD
OFF-SITE INMATE MEDICAL EXPENSES PAID BY ADVANCED CORRECTIONAL HEALTHCARE
INCLUDED IN 2022 \$31,000 POOL

	1st Quarter	2nd Quarter	JUL	AUG	SEPT	3rd Quarter	OCT	NOV	DEC	4th Quarter	JAN 2023	TOTAL EXPENSES
Dental	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0		\$0
Physician	\$352	\$82	\$0	\$0	\$0	\$0	\$0	\$1,028		\$1,028		\$1,462
Laboratory	\$0	\$79	\$0	\$193	\$0	\$193	\$0	\$0		\$0		\$272
Hospital	\$203	\$112	\$0	\$0	\$20,262	\$20,262	\$0	\$0		\$0		\$20,577
Prescriptions	\$5,144	\$1,691	-\$48	\$1,029	\$1,900	\$2,881	\$5,311	\$6,127		\$11,438		\$21,154
Supplies	\$0	\$0				\$0	\$255	\$0		\$255		\$255
TOTAL	\$5,700	\$1,964	-\$48	\$1,222	\$22,162	\$23,336	\$5,566	\$7,155	\$0	\$12,721	\$0	\$43,721
Savings from Medicaid Rate	\$64,794	\$0				\$0				\$0		\$64,794
\$31,000 Pool Balance			23,383	22,162	(0)		(5,566)	(12,721)	(12,721)			

Quarterly ADP: (Contract)

County Inmate (72 base census)	108	106	99	95	109	101	115	106				
Non-County Inmate (0 base census)	0	0	0	0	0	0	0	0	0			
Billing Adjustments for prior years	\$8,129	\$0				\$0				\$0		\$8,129



IT/GIS
Staff Update

Cory Meyer
IT/GIS Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6305

STAFF REPORT

FROM: Cory Meyer

MEETING: December 12, 2022

SUBJECT: IT/GIS Staff Update - December 2022

PRESENTER: Cory Meyer

Information Technology (IT)

- IT Department Staffing Update
- Assist with Zoom and BOCC meetings, emergency Website updates, etc.
- Continue to assist District Court with Wareham jury selection site, as needed.
- Completed monthly transfer of SVQs & Deeds to the State; various customer requested phone programming changes.
- Ongoing account activation/deactivation, answering of help desk calls, Komtek/AS400 backups, resolution of user issues, swap of older/replacement of failed equipment, etc.
- Transfer Station Internet & Connection to RCOB
- Countywide Internet Changes
- PC Rotation: Health Dept
- District Court Clerks Office Update & Courtroom Update
- Security Option Research: Office Phone Paging System
- Budget Update: Review, Pricing, Quotes
- Internal and External Security Review - Email Changes
- Emergency Action Guide
- New Public Safety Building Planning
- Multi-Factor Authentication Planning
- Year End Inventory
- Year End Purchasing and Contract Renewals
- KCJIS Audit

- CASA Department Move
- Staffing
- Finalizing the MS Office 365 Migration
- Employee Reviews
- Attorney Karpel Software
- November Elections

Geographic Information Systems (GIS)

- Sanborn Ortho flight - 3 inch and 6 inch image review
- Damage Assessment Application for Field Collection
- Participate in NG911 road renaming committee meeting.
- Recreating the basemap “Physical Hillshade” for the next update of the GIS website
- Working with Northpoint on updates to GIS website for new esri map viewer
- Finalize planning/back-end work to supply access to Ortho Oblique imagery to non-County (ie. RCPD, KSUPD, KSU) users.
- Make monthly NG911 data submissions, and also attend State NG911 Strategic Planning yearly meeting (via Zoom).
- Ag Use Changes from 2021 Ag Survey, end of month Building Permit, Enviro. Health, and Zoning updates, etc.
- Participated in Riley County Township meeting as an available resource for GIS related/maps questions
- Updated GIS Website with latest city utility data, updated city zoning data, USD 383 Early learning boundaries, Impaired Streams-KDHE
- Working with Susan in Clerk’s office to determine population of precincts where population changes have occurred from Census 2010 to Census 2020.
- Create new representative district maps after redistricting was finalized
- Primary Zoning Analysis for Appraisers office with new zoning changes from city/county
- Finalized county road id map (last update was in 2014)
- Meet with GovBuilt for PlanDev Application

**Signed,
Cory Meyer**

Enclosures:



IT/GIS
Personnel

Cory Meyer
IT/GIS Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6305

COMMISSION AGENDA REPORT

FROM: Cory Meyer
MEETING: December 12, 2022
SUBJECT: Request to Refill Info Tech Specialist Position
PRESENTER: Cory Meyer

BACKGROUND

One of our 2 InfoTech Specialist positions was vacated when Kevin Vacanti left October 6th. The position was filled for a short while, but that fulfillment did not work out.

DISCUSSION

This position is a crucial position within the IT/GIS Department. I'm requesting permission to refill the position as soon as possible, as described in the attached position description to fill the needs of Riley County.

FISCAL IMPACT

No fiscal impact. This position is already included in the 2022 & 2023 Budget.

RECOMMENDATION(S)

The IT\GIS Director recommends the BOCC approve the refill of the Info Tech Specialist Position.

POSSIBLE MOTION(S)

1. Allow IT\GIS to proceed with the refill of the Info Tech Specialist Position
2. Disallow IT\GIS to proceed with the refill of the Info Tech Specialist Position

3. Table the decision for more discussion at a later time

Enclosures:

- CAR-12062022 IT Specialist position (DOCX)
- Information Technology Specialist Position Description (PDF)
- 2022-12 IT Info Spec EAF (PDF)



COMMISSION AGENDA REPORT

FROM: Cory Meyer, Director IT/GIS

MEETING: Monday, December 12, 2022

SUBJECT: Request to refill position – InfoTech Specialist in IT/GIS

PRESENTER: Cory Meyer & Elizabeth Ward, Human Resource Manager

BACKGROUND

One of our 2 InfoTech Specialist positions is vacated and needs to be filled. This position was held by Kevin Vacanti and had a short term fill that did not work out.

DISCUSSION

This position is a crucial position within the IT/GIS Department. I'm requesting permission to refill the position as soon as possible, as described in the attached position description to fill the needs of Riley County.

FISCAL IMPACT

No fiscal impact. This position is already included in the 2022 Budget.

RECOMMENDATION(S)

The IT\GIS Director recommends the BOCC approve the refill of the Network Administrator position.

POSSIBLE MOTION(S)

1. Allow IT\GIS to proceed with the refill of the Network\Systems Administrator Position
2. Disallow IT\GIS to proceed with the refill of the Network\Systems Administrator Position
3. Table the decision for more discussion at a later time

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	INFORMATION TECHNOLOGY SPECIALIST		
Department:	Information Technology/GIS	Division:	
Reports To:	Information Technology/GIS Director and Assistant Director		
Pay Grade:	M	Status:	Full Time
FLSA Status:	Non-Exempt		

Position Summary: To support all county end users by providing technical support and troubleshooting all relevant hardware and software. The position will be the primary contact point for all county end users regarding hardware and software problems. Responsibilities include administration and internal support of the County's PCs, peripherals, tablets, printers, servers, and related equipment. The position will also be required to install, configure, and troubleshoot software operating systems and applications. The position will be responsible for countywide hardware and software inventories.

Essential Functions:

1. Help Desk Administration

- Provide first line support by answering, supporting, and resolving end user technology problems via phone, e-mail, direct contact, and Remote Desktop support.
- Receive, prioritize, and coordinate support calls; communicate status of support calls with end users and IT/GIS staff.
- Maintain Master Computer list, Master IP list, and other pertinent IT/GIS technology lists.
- Maintain work order database of support calls and relevant information.
- Research, evaluate, and recommend new computer software and hardware.
- Create/maintain accurate IT/GIS Standard Operating Procedure (SOP) documentation.
- Conduct small group and one-on-one training as necessary to provide end users with the ability to utilize hardware and software effectively.
- Position will be encouraged to make suggestions or improvements in the support and administration of the Helpdesk, as well as countywide hardware and software.

2. Network User Security & Maintenance

- Process account activations and deactivations.
- Monitor and enforce password policies for user accounts.
- Maintain file and share level security throughout network for users and groups.
- Maintain the County's Active Directory database.

3. PC Anti-virus

- Install and update desktop anti-virus software.
- Respond to alerts and perform pc system scans using established anti-virus procedures.
- Notify IT Administration of specific virus threats or violation of anti-virus procedures.
- Respond and communicate with those individuals who are having difficulty communicating with Riley County because of virus problems.

4. Printer/Copier/MFP Administration

- Install and configure county printers, copiers, and multifunction print devices in accordance with approved IP and device naming scheme and configure copier account codes.
- Troubleshoot printing problems and recommend resolutions.
- Maintain Master Printer list of all county network and local printers.

5. Network Backup & File Restoration

- Perform weekly backup tape rotation, including rotating tapes to offsite storage.
- Perform restoration of data based upon end user requests.

6. Asset Inventory

- Keep a dynamic master list of all IT/GIS assets including all pertinent information.
- Receive all newly purchased items into asset inventory and acquire needed information related to that item for entry into master asset inventory system.
- Receive assets transferred from other departments and update asset inventory system.
- Track and document equipment disposal and transfer of items to other departments.
- Assist with year-end inventory audit, including mobile scanner setup and configuration for other departments as requested.

7. Wireless Network and Device Administration

- Install, maintain, and troubleshoot wireless network equipment to include but not limited to access points, antennas, gateways, etc.
- Configure email accounts on wireless devices, upon IT Administration approval.
- Configure and update tablets and iPads.
- Support and troubleshoot Bluetooth and Wi-Fi connections.

8. Electronic Security Administration

- Install, maintain, and troubleshoot security system hardware and software to include but not limited to cameras, card readers, etc.

9. Warranties and Returns

- Prepare and submit vendor warranty claims.
- Prepare and return unneeded/damaged/incorrect equipment to vendor.

10. AS400

- Activate and deactivate AS400 user accounts.
- Provide end user support for AS400 software related help desk calls.
- Perform weekly backup tape rotation, including rotating tapes to offsite storage.
- Install and configure all related AS400 desktop client software.

11. Telecommunications Support & Cabling

- Provide end user support for telecom issues via phone, fax, e-mail, and direct contact.
- Install, maintain, and troubleshoot all wired and wireless telecommunications equipment.
- Install, configure, and support all telecommunications related desktop client software.
- Fabricate, troubleshoot, test, repair, and install telecommunications cabling to include but not limited to Cat-6, fiber, coax, copper, etc.
- Prepare and install cable pathways and spaces.
- Maintain Master Phone list and County Phone Directory.

12. Microsoft Office Technical Support

- Provide support for end user questions regarding Microsoft Office productivity suite.

13. PC Security Updates

- Ensure all PC's and laptops receive timely security patches and updates.

Secondary Functions:**14. Other**

- Duties as assigned by IT/GIS Director and Assistant Director.
- Train IT/GIS staff and interns.
- Assist with the development, documentation, and testing of county-wide disaster recovery

- procedures and systems.
- Attends IT training, workshops, meetings, and conferences as appropriate.

POSITION REQUIREMENTS:

Knowledge and Experience: One year of relevant experience as a desktop technician or equivalent work experience is required. Detailed knowledge of PC hardware and software is essential, including all Microsoft Windows Operating Systems and Office productivity suites, as well as knowledge of common business software packages and 32/64-bit applications. Strong aptitude in OS repairs, spyware and virus removal, hardware, upgrades, and troubleshooting. Valid driver's license and ability to pass fingerprint background check required.

Education: Employee must have an Associates or technical degree, Bachelor's degree preferred. A+ Certification, Network + Certification, MCP, MCSE, CCNA or equivalent combination of education and hands-on experience is required.

Skills: Good verbal, written, and personal communication skills as well as the ability to read, analyze, and interpret written materials are required. Strong analytical, documentation, attention to detail, and organizational skills are required. The ability to learn new technologies quickly, communicate problems with supervisors as they become known, adapt to challenges encountered, strong troubleshooting and problem-solving skills, time management and prioritization skills, hardware and software support skills, exercise responsibility when expected, meet deadlines, and maintain confidentiality are required.

RILEY COUNTY POSITION ACTION FORM

Job Created By Cay on 10/28/2022

Posted on Career Page
County of Riley

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template Info Tech Specialist [ITSPEC]	Work Location Office Building
Job ID 1430305	Salary Benefits eligible; start \$25.92 - \$27.47 per hour	Supervisor Position No
Pay Grade 12	EEO Class --	Workers Compensation --
Cost Center 1 County General [1]	Cost Center 2 Information Tech/GIS [29]	Cost Center 3 --

1 Job Slot
INFO TE-1

Supervisor: Cory Meyer Department Head: Cory Meyer

☒ No changes to Position or Budget ☐ Position Description updated attached Total annual hours 2080

☒ Budgeted ☐ New or updated position description

☐ New request for budget (details attached) Total annual cost \$77,465.76

Additional Position Comments: _____

BoCC Chairman _____ Date: _____

BoCC Member _____ Date: _____

BoCC Member _____ Date: _____

Original document stored in Human Resources

Revised 2022-11



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Darell Edie

MEETING: December 12, 2022

SUBJECT: Monthly Cash Flow Report for November 2022

PRESENTER: Darell Edie

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

Enclosures:

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

2022 Riley County CIP Cash Flow Analysis

% of Year: 91.7%

FUND 145

Month	Revenue	Transfers In	Reimbursements	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	1,220.24	2,369,805.00		2,371,025.24	264,157.00			264,157.00
Feb				-	11,801.39			11,801.39
Mar			169,836.57	169,836.57	64,822.00			64,822.00
Apr	7,594.72			7,594.72	500.00			500.00
May	25,529.07			25,529.07	9,035.00			9,035.00
Jun	4,815.00			4,815.00	695,177.70			695,177.70
Jul	30,207.45			30,207.45	81,622.34			81,622.34
Aug	730.00			730.00	25,049.79			25,049.79
Sep	9,922.50			9,922.50	77,084.97			77,084.97
Oct	62,400.09		18,683.00	81,083.09	148,098.17			148,098.17
Nov				-	112,622.29			112,622.29
Dec				-				-
Totals	142,419.07	2,369,805.00	188,519.57	2,700,743.64	1,489,970.65	\$0	\$0	1,489,970.65

Cash Reconciliation	
2022 Beginning Unencumbered Cash	7,501,076.98
2022 Revenue	2,700,743.64
Less 2022 Expenditures/Encumbrances	1,489,970.65
2022 Ending Unencumbered Cash	8,711,849.97
Less Remaining Approved Projects	2,430,753.98
2022 Projected Unencumbered Cash	6,281,095.99
Less Reserved Funds	2,017,586.94
Projected 2022 Cash w/out Reserves	4,263,509.05

Riley County 2022 CIP Budget Authority Summary		
2022 CIP Budgeted Expenditures	7,554,156.00	% Budget Expended
Expenditures to Date	1,489,970.65	19.72%
2022 Remaining Budget Authority	\$6,064,185	

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

Reserved Funds:	
CIP Reserve	500,000.00
Fair Reserve	91,992.55
FFE Reserve	686,704.39
Hardware Refresh	738,890.00
TOTAL RESERVE	2,017,586.94

2022 CIP Detailed Expenditures per Project and per Dept

Project #	Project Code	Projects	Approved Project Estimate	Prior Years Expenditures	2022 Actual Expenditures/ Encumbrances/ Reserve	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
PUBLIC WORKS:							
13-13PW005	465	Tabor Valley Bridge	35,000	16,100		18,900	
14-14PW004	465	Tabor Valley Bridge	35,000	35,000		0	
16-16PK003	71	Parking lot for CICO Playground	18,000	7,078		10,922	
18-18PK003		Playground Equipment at CICO Park + (PK trx-\$75,000)	225,000	0		225,000	
18-18PW012	27	Fairgrounds ADA Walkway	170,000	104,648		65,352	
19-19PW014		Winkler Bridge Deck-FFE	250,000	0		0	250,000.00
19-19LEC005		Andover Control Replacement	297,000.00	295,631.00	597.00	772	
20-20LEC002		Replace Air Regulators on 1/2 Jail Doors	30,000	13,239		16,761	
20-20LEC003		Rewire Elevator Safety Systems	40,000	0		40,000	
20-20PK004		CICO Parking Lot Engineering	10,000	0		10,000	
21-21LEC002		Elevator Repair-LEC Lobby	45,000	0		45,000	
21-21LEC003		Upgrade Fuel Card System	13,000	0		13,000	
21-21LEC004		Canopy to Cover Fuel Island	45,000	0		45,000	
21-21PK006		Goal Post-Fairmont Park	10,000	0	7,132	0	2,869
21-21PK008		Playground Equipment - CICO Park	75,000	0		75,000	
21-21PW001		Tandem Axle Truck w/Plow & Spreader	205,000	196,395		8,605	
21-21PW002		Semi Truck	85,000	0		85,000	
21-21PW007		Imaging Software & Conversion	75,000	0		75,000	
21-21PW009		Tandem Axle Truck w/ Plow & Spreader	234,021	0		234,021	
21-21PW010		Tandem Axle Truck w/ Plow & Spreader	234,021	0		234,021	
21-21PW012		3/4 Ton 4X4 Ext, Cab Pickup	50,000	32,712	13,884	0	3,404
22-22PW001	465	Tabor Valley Bridge	255,000		166,861	88,139	
PUBLIC WORKS TOTAL			5,398,042	3,405,264	45,383	1,290,493	490,041
EMERGENCY MEDICAL SERVICE							
13-13AM001	302	Design of the EMS Facility Enhancement	100,000	25,770		74,230	
20-20AM003	302	EMS Facility Engineering Design Cost	50,000	0		50,000	
21-21AM003	302	2 SUV Replacement Vehicles	106,000	0	65,452	40,548	
EMS TOTAL			726,226	202,516	335,422	180,843	23,510
CLERK							
21-21CK001		Open.Gov software	\$191,870.00	53,870.00	45,900.00	92,100	
21-21CK002		Shadow Tax System-SB13 requirement	30,000	0	18,683		11,317
CLERK TOTAL			221,870	53,870	64,583	92,100	11,317
Information Technology							
22-22IT001		AS400	37,817		38,420.47	-603	
IT TOTAL			37,817	0	38,420	-603	0
ATTORNEY							
19-19AT001	760	Odyssey Software System	280,000	187,412	92,588.00	0	
ATTORNEY TOTAL			280,000	187,412	92,588	0	0
APPRAISER							
21-21AP001		Replacement Vehicle	26,000	0		26,000	
APPRAISER TOTAL			26,000	0	0	26,000	0
BOCC							
21-21BOCC002		Church Asbestos Removal	50,000	0		50,000	
BOCC TOTAL			50,000	0	0	50,000	0
PLANNING & DEVELOPMENT							
21-21PD002		Electronic Permit System - GovBuilt	110,000	0	99,725	0	10,275.00
PLANNING & DEVELOPMENT TOTAL			110,000	0	99,725	0	10,275

Attachment: 2022 Riley County CIP Cash Flow November (13037 : Monthly Cash Flow Report for November 2022)

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	2021 Actual Expenditures/ Encumbrances/ Reserve	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
NOXIOUS WEED							
21-21NW001		10' Pull Behind Mower	28,000	0	24,578	3,422	
		NOXIOUS WEED TOTAL	68,000	0	64,065	3,422	513
EMERGENCY MANAGEMENT							
16-16EM002		Standby/Backup Generator Pottorf Hall	40,000	0		40,000	
20-20EM005		Bi-directional amplifiers (radio project)	35,000	18,961		16,039	
21-21EM001		Mobile Command Post Upgrade/Equip Refresh	125,000	0		125,000	
21-21EM002		EM Storage Building	125,000	0		125,000	
		EMERGENCY MANAGEMENT TOTAL	345,000	33,220	0	306,039	5,741
OTHER							
13-13PW009		Motor Grader (Lease Purchase through 2023)	1,000,605	495,544	55,060.47	450,000	
18-18EM003	21	Hardware Refresh Reserve (through 2025)	1,182,221	738,890		443,331	
		Extension Electrical Repair	3,485		3,485.20	0	
Lease pmt to 2033	21	Radio Infrastructure Project Lease (15 yr term through 2033)	6,401,938	1,280,388	426,795.89	4,694,754	
B&I Trx to 2025		2010-B G.O. Bond payment (15 yr term through 2025)	2,849,815	2,108,346	190,170.00	551,299	
		OTHER TOTAL	11,438,064	4,623,168	675,512	6,139,385	0
TOTAL			18,663,202	8,505,449	1,377,277	8,088,283	541,397

Remaining Approved Projects less lease/debt payments/hardware refresh 2,430,754
(not included as these payments are subject to approval with annual budget)

Completed Projects

2022 Detailed Expenditures per Project by Month

																		Completed Projects (Over) Under Approved Estimate	
Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Expenditures to Date	Remaining Project Estimate	
PUBLIC WORKS:																			
13-13PW005	465	Tabor Valley Bridge (& 14-14PW004)	\$35,000.00	\$16,100.00													\$16,100.00	\$18,900.00	
14-14PW004	465	Tabor Valley Bridge	\$35,000.00	\$35,000.00													\$35,000.00	\$0.00	
16-16PK003	71	Parking lot for CICO Playground	\$18,000.00	\$7,078.29													\$7,078.29	\$10,921.71	
18-18PK003		Playground Equipment at CICO Park + (PK trx-\$75,000)	\$225,000.00	\$0.00													\$0.00	\$225,000.00	
18-18PW012	27	Fairgrounds ADA Walkway	\$170,000.00	\$104,648.05													\$104,648.05	\$65,351.95	
19-19PW014		Winkler Bridge Deck-FEE	\$250,000.00	\$0.00													\$0.00	\$0.00	
19-19LEC005		Andover Control Replacement	\$297,000.00	\$295,631.00											\$597.00		\$296,228.00	\$772.00	
20-20LEC002		Replace Air Regulators on 1/2 Jail Doors	\$30,000.00	\$13,238.55													\$13,238.55	\$16,761.45	
20-20LEC003		Rewire Elevator Safety Systems	\$40,000.00	\$0.00													\$0.00	\$40,000.00	
20-20PK004		CICO Parking Lot Engineering	\$10,000.00	\$0.00													\$0.00	\$10,000.00	
21-21LEC002		Elevator Repair-LEC Lobby	\$45,000.00	\$0.00													\$0.00	\$45,000.00	
21-21LEC003		Upgrade Fuel Card System	\$13,000.00	\$0.00													\$0.00	\$13,000.00	
21-21LEC004		Canopy to Cover Fuel Island	\$45,000.00	\$0.00													\$0.00	\$45,000.00	
21-21PK001		3/4T 4x4 Ext. Cab Pickup	\$40,000.00	\$30,434.00							\$9,566.00						\$40,000.00	\$0.00	
21-21PK006		Goal Post-Fairmont Park	\$10,000.00	\$0.00		\$7,131.50											\$7,131.50	\$0.00	
21-21PK008		Playground Equipment - CICO Park	\$75,000.00	\$0.00													\$0.00	\$75,000.00	
21-21PW001		Tandem Axle Truck w/Plow & Spreader	\$205,000.00	\$196,395.00													\$196,395.00	\$8,605.00	
21-21PW002		Semi Truck	\$85,000.00	\$0.00													\$0.00	\$85,000.00	
21-21PW007		Imaging Software & Conversion	\$75,000.00	\$0.00													\$0.00	\$75,000.00	
21-21PW009		Tandem Axle Truck w/ Plow & Spreader	\$234,021.00	\$0.00													\$0.00	\$234,021.00	
21-21PW010		Tandem Axle Truck w/ Plow & Spreader	\$234,021.00	\$0.00													\$0.00	\$234,021.00	
21-21PW012		3/4 Ton 4X4 Ext. Cab Pickup	\$50,000.00	\$32,712.00						\$826.81	\$5,595.87		\$7,461.00				\$46,595.68	\$0.00	
22-22PW001	465	Tabor Valley Bridge	\$255,000.00	\$0.00													\$166,860.83	\$88,139.17	
EMERGENCY MEDICAL SERVICE																			
13-13AM001	302	Design of the EMS Facility Enhancement	\$100,000.00	\$25,770.00													\$25,770.00	\$74,230.00	
20-20AM003	302	EMS Facility Engineering Design Cost	\$50,000.00	\$0.00													\$0.00	\$50,000.00	
21-21AM003	302	2 SUV Replacement Vehicles	\$106,000.00	\$0.00								\$21,564.59				\$43,887.00	\$65,451.59	\$40,548.41	
CLEK																			
21-21CK001		Open.Gov software	\$191,870.00	\$53,870.00	\$34,500.00						\$11,400.00						\$99,770.00	\$92,100.00	
21-21CK002		Shadow Tax System-SB13 requirement	\$30,000.00	\$0.00											\$18,683.00		\$18,683.00	\$0.00	
Information Technology																			
22-22IT001		AS400	\$37,817.41	\$0.00										\$38,420.47			\$38,420.47	-\$603.06	
ATTORNEY																			
19-19AT001	760	Odyssey Software System	\$280,000.00	\$187,412.00												\$92,588.00	\$280,000.00	\$0.00	
APPRAISER																			
21-21AP001		Replacement Vehicle	\$26,000.00	\$0.00													\$0.00	\$26,000.00	
BOCC																			
21-21-BOCC002		Church Asbestos Removal	\$50,000.00	\$0.00													\$0.00	\$50,000.00	
PLANNING & DEVELOPMENT																			
21-21PD002		Electronic Permit System-GovBuilt	\$110,000.00	\$0.00			\$62,407.00						\$31,203.50	\$6,114.50			\$99,725.00	\$0.00	
NOXIOUS WEED																			
21-21NW001		10' Pull Behind Mower	\$28,000.00	\$0.00												\$24,578.13	\$24,578.13	\$3,421.87	
EMERGENCY MANAGEMENT																			
16-16EM002		Standby/Backup Generator Pottorf Hall	\$40,000.00	\$0.00													\$0.00	\$40,000.00	
20-20EM005		Bi-directional amplifiers (radio project)	\$35,000.00	\$18,960.71													\$18,960.71	\$16,039.29	
21-21EM001		Mobile Command Post Upgrade/Equip Refresh	\$125,000.00	\$0.00													\$0.00	\$125,000.00	
21-21EM002		EM Storage Building	\$125,000.00	\$0.00													\$0.00	\$125,000.00	
OTHER																			
13-13PW009		Motor Grader (Lease Purchase through 2023)	\$1,000,604.70	\$495,544.23							\$55,060.47						\$550,604.70	\$450,000.00	
18-18EM003	21	Hardware Refresh Reserve (through 2025)	\$1,182,221.00	\$738,890.00													\$738,890.00	\$443,331.00	
		Extension Electrical Repair										\$3,485.20					\$3,485.20	\$0.00	
Lease to 2033	21	Radio Project Lease (15 yr term through 2033)	\$6,401,938.00	\$1,280,387.67						\$426,795.89				\$3,485.20			\$1,707,183.56	\$4,694,754.44	
B&I Trx to 2025		2010-B G.O. Bond pmt (15 yr term through 2025)	\$2,849,815.47	\$2,108,346.03	\$190,170.00												\$2,298,516.03	\$551,299.44	
TOTALS			\$18,697,534.58	\$8,505,449.29	\$264,157.00	\$11,801.39	\$64,822.00	\$500.00	\$9,035.00	\$695,177.70	\$81,622.34	\$25,049.79	\$77,084.97	\$148,098.17	\$112,622.29	\$92,588.00	\$10,088,007.94	\$8,071,614.67	
Completed Projects																		Remaining Approved Projects less lease/debt payments/hardware refresh (not included as these payments are subject to approval with annual budget)	
																		2,414,086.15	

Federal Fund Exchange monies

12.a

Date	Amount	Project	Project Number	Project Code	
Aug-16	516,992.20	Fancy Creek Bridge E.2/5.6	16-16PW006	447	encumbered \$407,268.16 in 2016, spent \$109,724.04 in 2017
Apr-17	158,472.17	Anderson Avenue Bridge	17-17PW014	412	Spent\$ 93,542 in 2018
Sep-17	157,237.08	Anderson Avenue Bridge	17-17PW014	412	Spent \$50,630.98 in 2019
Jul-19	(171,536.67)	Trx to West 32nd Bridge from Anderson Ave Bridge			
	144,172.58				
Apr-18	263,375.40	West 32nd Ave Bridge	19-19PW007	454	Per 10/21/19 meeting, will transfer West 32nd Ave Bridge to Sales tax fund these funds will be used for other transportation projects
Jul-19	289,879.33	West 32nd Ave Bridge	19-19PW007	454	
Jul-19	171,536.67	Trx from Anderson Ave Bridge to West 32nd Bridge			
	724,791.40	no longer assigned			
10/21/2019	250,000.00	use FFE for Winkler Bridge Deck Project 19-19PW014	19-19PW014		Nothing spent as of 8/31/2021
6/25/2022	(250,000.00)	releasing FFE for Winkler Bridge Deck Project as funding will be through Sales Tax			
	-	and funds needs to be released and made available to Public Works			
12/17/2019	27,260.00	use FFE for amendment on Wieter Rd Project 18-18PW013	18-18PW013		Encumbered \$190,940 in 2019, canceled \$8,620 9/20/21
	697,531.40	unassigned FFE as of 12/31/19			
9/23/2020	243,640.58	rec'd, but unassigned			
	941,171.98	Total unassigned FFE as of 9/23/2020			
11/12/2020	233,509.12	Welsh Road Asphalt Overlay	20-20PW010	509	Spent in 2020
	707,662.86	Total unassigned FFE as of 11/5/2020			
9/2/2021	234,041.53	rec'd, but unassigned			
	941,704.39	Total unassigned FFE as of 07/01/2022			
6/30/2022	255,000.00	Tabor Bridge as of 06/30/2022	22-22PW001	465	
	686,704.39				

Attachment: 2022 Riley County CIP Cash Flow November (13037 : Monthly Cash Flow Report for

2022 Riley County Building Cash Flow Analysis FUND 152

% of Year: 91.7%

Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	207,574.13	10.00	33.50	207,617.63	13,917.47			13,917.47
Feb			33.50	34	13,541.19			13,541.19
Mar	10,565.41		33.50	10,599	15,822.51			15,822.51
Apr			33.50	34	26,061.29			26,061
May	144,297.45	1,113.89	33.50	145,445	15,897.50			15,898
Jun			67.00	67	16,193.22			16,193
Jul		30.00		30	74,039.95			74,040
Aug		3,386.00	67.00	3,453	16,877.14			16,877
Sep	25,133.82	10.00	-	25,144	14,085.16			14,085
Oct	3,438.59		33.50	3,472	24,909.24			24,909
Nov		415.04	33.50	449	29,569.30			29,569
Dec				-				-
	391,009.40	4,964.93	368.50	396,342.83	260,913.97	-	-	260,913.97

Cash Reconciliation	
2022 Beginning Unencumbered Cash	110,269.11
2022 Revenue	396,342.83
Less 2022 Expenditures/Encumbrances	260,913.97
2022 Ending Unencumbered Cash	245,697.97

Riley County 2022 Budget Authority Summary		
2022 Budgeted Expenditures	\$393,000	% Budget Expended
Expenditures to Date	\$260,914	
2022 Remaining Budget Authority	\$132,086	

Riley County 2022 Budgeted Revenue		
2022 Budgeted Revenue	\$387,749	% Budgeted Revenue
Revenue to Date	\$396,343	

2022 Riley County Economic Development Cash Flow Analysis

% of Year: 91.7%

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

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

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

2022 Detailed Expenditures per Project and per Department

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

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

Completed Projects

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

FUND 157

% of Year: 91.7%%

Month	Sales Tax Revenue	Reimbursements	KDOT	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	176,613.72			176,613.72	-			-
Feb	203,380.11	11,370.65		214,750.76	4,512.81			4,512.81
Mar	164,982.20		3,615.90	168,598.10	6,139.19			6,139.19
Apr	153,999.52		3,156.91	157,156.43	7,560.93			7,560.93
May	191,055.23			191,055.23	10,458.35			10,458.35
Jun	194,557.13			194,557.13	8,972.65			8,972.65
Jul	166,841.98		1,586.70	168,428.68	5,923.13			5,923.13
Aug	188,561.83			188,561.83	6,594.62			6,594.62
Sep		150,000.00		150,000.00	6,980.43			6,980.43
Oct				-	1,554.00			1,554.00
Nov				-	16,356.29			16,356.29
Dec				-				-
	1,439,991.72	161,370.65	8,359.51	1,609,721.88	75,052.40	-	-	75,052.40

Cash Reconciliation	
2022 Beginning Unencumbered Cash	4,197,993.50
2022 Revenue	1,609,721.88
Less 2022 Expenditures/Encumbrances	75,052.40
2022 Ending Unencumbered Cash	5,732,662.98
Remaining 2022 Projected Revenue	-
Less Est. Project Balance for CY	350,000.00
2022 Projected Unencumbered Cash	5,382,662.98

Riley County 2022 Budget Authority Summary		
2022 Budgeted Expenditures	\$7,028,195	% Budget Expended
Expenditures to Date	\$75,052	
2022 Remaining Budget Authority	\$6,953,143	
Riley County 2022 Budgeted Revenue		
2022 Budgeted Revenue	\$1,700,000	% Budgeted Revenue
Revenue to Date	\$1,609,722	

2022 Detailed Expenditures per Project and per Department

Project Code	Projects	Project Estimate	Prior Year Expenditures	2022 Actual Expenditures/ Encumbrances	Remaining Project Estimate Totals	Completed Projects (Over) Under Estimate
CULVERTS						
437	Casement Drainage Outlet Structure	298,852	298,851.53	-	-	-
442	West 54th Avenue	124,000	168,131.06	-	-	(44,131.06)
310	Frog Holler	160,218	160,218.29	-	-	0.00
440	Green Randolph Road	260,819	260,818.70	-	-	0.00
441	N 52nd Street	139,894	139,893.87	-	-	-
451	Sherman Road	83,000	7,598.01	-	-	75,401.99
457	Flat Rock Road	113,500	52,707.29	-	60,792.71	-
402	Vinton School Road	182,000	183,595.83	-	-	(1,595.83)
458	Parallel Road	117,000	51,440.37	-	65,559.63	-
403	Kitten Creek Road	148,000	54,790.60	-	93,209.40	-
404	Peach Grove Road	104,000	232,012.77	-	-	(128,012.77)
452	Fancy Creek Road I.2/6.3	93,000	-	-	-	93,000.00 PW funds
459	Union Road	125,000	56,605.00	-	68,395.00	-
CULVERT TOTALS		\$1,949,282	1,666,663.32	-	287,956.74	(5,337.67)
BRIDGES						
435	West 40th Bridge	349,501	349,501.09	-	-	-
439	Daniels Drive	252,631	252,630.65	-	-	-
425	Green Randolph	1,089,402	1,092,612.59	-	-	(3,210.64)
401	Fancy Creek F.5/5.9	1,231,800	1,166,683.41	-	-	65,116.59
461	Fancy Creek K.0/6.2	653,800	53,849.92	60.00	599,890.08	-
443	S. 32nd Street	160,743	160,742.79	-	-	-
444	Parallel	208,990	208,990.38	-	-	-
455	Rose Hill	654,200	142,312.19	16,736.64	-	495,151.17
447	Fancy Creek E.2/5.6	929,211	1,222,128.07	-	-	(292,917.07)
412	Anderson Avenue	1,050,000	870,493.23	-	-	179,506.77
449	Stockdale Park	927,400	924,119.01	-	-	3,280.99
456	Senn Rd	454,500	459,436.79	55.60	-	(4,992.39)
454	West 32nd Avenue	1,004,750	1,394,167.99	42,501.28	-	-
460	Winkler Mills Bridge	1,200,000	102,835.61	-	1,097,164.39	-
462	South Otter Bridge	75,000	367,236.58	8,804.78	-	(301,041.36)
BRIDGE TOTALS		10,241,927.86	8,767,740.30	68,158.30	1,697,054.47	140,894.06
RECONSTRUCTION						
448	Denison (Marlatt to City Limits)	3,951,470	3,857,456.84	-	-	94,013.16
431	McDowell Creek Road (north end)	3,000,000	515,848.38	-	-	2,484,151.62
RECONSTRUCTION TOTALS		\$6,951,470	4,373,305.22	-	-	2,578,164.78
OVERLAY						
412	Anderson Avenue	470,000	470,000.00	-	-	-
509	Welsh Road	175,000	175,465.75	-	-	(465.75)
414	Mill Cove/W. 59th	200,000	200,000.00	-	-	-
	Tabor Valley Road	410,928	-	-	-	PW funds
	Kansas Ave/Crooked Creek	425,617	-	-	-	PW funds
	Barton Road	509,418	-	-	-	PW funds
438	Fancy Creek Road	450,000	450,000.00	-	-	-
450	University Park Road	259,910	175,000.00	-	-	-
463	Tuttle Cove Road	512,622	125,000.00	-	-	387,622.00
464	Barnes/Casement Road	386,690	125,000.00	-	-	261,690.00
	Scenic Drive	151,324	151,324.32	-	-	-
	4 Unidentified Overlays	800,000	175,000.00	-	625,000.00	-
OVERLAY TOTALS		\$4,751,509	2,046,790.07	-	625,000.00	648,846.25
TOTALS		\$23,894,190	16,854,498.91	68,158.30	2,610,011.21	3,362,567.42

Completed Projects

Attachment: 2022 Riley County Half Cent Sales Tax CF November (13037 : Monthly Cash Flow Report for November 2022)

Project Estimates for 2021

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

2022 Detailed Expenditures per Project by Month

12.d

Project Code	Projects	Project Estimate	Prior Year Expenditures	Oct	Nov	Dec	Encumbrances	Expenditures to Date	Remaining Project Estimate
CULVERTS									
457	Flat Rock Road	113,500	52,707					52,707.29	60,793
458	Parallel Road	117,000	51,440					51,440.37	65,560
403	Kitten Creek Road	148,000	54,791					54,790.60	93,209
404	Peach Grove Road	104,000	238,350					238,350.27	0
459	Union Road	125,000	56,605					56,605.00	68,395
BRIDGES									
461	Fancy Creek K.O/6.2	653,800	53,850		60.00			53,909.92	599,890
455	Rose Hill	654,200	142,312	777.00	943.50			159,048.83	495,151
456	Senn Rd	454,500	459,437					459,492.39	0
454	West 32nd Avenue	1,004,750	1,394,168		15,352.79			1,443,563.37	0
460	Winkler Mills Bridge	1,200,000	102,836					102,835.61	1,097,164
462	South Otter Bridge	75,000	367,127	777.00				375,931.36	0
RECONSTRUCTION									
431	McDowell Creek Road (north end)	3,000,000	515,848					515,848.38	0
OVERLAY									
463	Tuttle Cove Road	512,622	125,000					125,000.00	387,622
464	Barnes/Casement Road	386,690	125,000					125,000.00	261,690
	4 overlays unidentified	800,000	175,000					175,000.00	625,000
TOTALS		\$9,349,062	\$3,914,471	\$1,554.00	\$16,356.29	\$0.00	\$0.00	3,989,523.39	\$3,754,474
							\$75,052.40		
Completed Projects									



**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 12, 2022

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman

Enclosures:

- FINAL Commission List 12.12.2022 (DOCX)

PENDING COUNTY PROJECTS • Beginning December 1, 2022 and through December 7, 2022
Submitted by Clancy Holeman, Riley County Counselor
Changes or additions from previous entries or in the items listed are shown in italics.

NOTE: The below lists are not intended to be a comprehensive list of all “pending” Commission or projects of other County Departments underway. Instead, the below lists represent an ongoing “snapshot” of the current status of selected pending projects which have either consumed significant staff time or involve county issues of widespread significance. Additional entries show selected project work for individual county departments. The sequence of entries below is not intended to reflect the priority assigned to any work described.

COMMISSION LIST

American Rescue Plan: Discussion with staff about possibly engaging consultant to assist County with federal/state requirements in future use of County’s \$14M allocation of ARPA funds. Similar concept to staff’s use of consultant with prior CARES funding. Unlike CARES funding, a primary focus of ARPA funding is infrastructure. (8-31-21) Discussions with staff and potential consultant. (9-17-21) Attend and participate in KAC webinar on ARPA and potential Health Department fund uses. (9-24-21) Communicate with consultant on agreed terms of service. (9-26-21) Finalize Professional Services Agreement with Consultant; draw Commission Agenda Report and submit for BOCC review and possible approval 9-30-21. (9-28-21) Obtain BOCC approval of Professional Services Agreement. (9-30-21) Staff meets with Consultant for first time regarding ARPA distribution rules. (9-30-21) Draft letter to congressional office (for discussion by BOCC in public meeting on 10-28-21) in support of S 3011—giving more flexibility to counties nationwide in their use of ARPA funds. (10-27-21)

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

Attachment: FINAL Commission List 12.12.2022 (13033 : Clancy's Commission List)

support for riverbank development by private group. (10-13-22) Attend BOCC meetings. (10-21-22; 10-24-22) Work on personnel matter for upcoming executive session. (10-24-22; 10-25-22; 10-26-22) Attend BOCC meetings. (10-27-22; 10-31-22) Amend and upload resolution of support for Riverfront MHK. (10-27-22) Work with title company to finalize assembly of seller documents for closing on Leonardville site for ambulance station. (10-28-22) Work staff of Clerk's office to obtain potential dates for upcoming executive sessions. (10-27-22) Prepare for oral arguments in Lyon County District Court scheduled for 11-10-22; appeal regarding First Christian Church historical designation by state. (10-31-22; 11-1-22; 11-2-22) Attend District Court Case Management conference in Riley County District Court on pending appeal of County's approval of update to Prairiewood's preliminary and final plans. (11-1-22) Participate in BOCC public meetings. (11-3-22; 11-7-22; 11-10-22; 11-14-22; 11-17-22) Present closing documents for BOCC signature on purchase of Leonardville site of North County Ambulance station. (11-14-22) Deliver signed closing documents on same purchase to title company. (11-17-22) *Work on information for annual audit.* (11-17-22) Attend regular BOCC public meeting. (11-21-22) Work on item for annual legislative conference and prepare to present it to BOCC during public meeting 11-28, 2022. (11-20-22; 11-22-22) Attend regular BOCC public meeting. Obtain BOCC approval of draft legislative conference. Obtain BOCC approval of draft lease renewal document for Aggieville substation. (11-28-22) Work with Cindy K. to place executive session on Thursday agenda, during my administrative time. (11-29-22) Review my text changes I proposed to the draft minutes from the November 21st BOCC public meeting. (11-29-22) Work on "Prairiewood" neighboring landowner appeal to Riley County District Court of BOCC's method of approval of updates to preliminary and final development plans. (11-25-22; 11-27-22; 11-28-22; 11-29-22) Work on journalizing court's decision in BOCC appeal to Lyon County District Court of Kansas Historic Sites Board of Review's placement of First Christian Church on Kansas Register of Historic Places. (11-29-22) Work on Prairiewood Holdings, LLC appeal to Riley County District Court: phone call with opposing counsel; I propose slight revision to "case management order" provided for review; Work on record on appeal, preparing it for filing with District Court; and work on record on appeal's certification. (11-30-22) Work with IT/GIS on technology for executive session on department head performance evaluations by BOCC scheduled for 12-1-22 public meeting. (11-30-22) *Attend BOCC public meetings.* 12-1-22; 12-5-22) *Legal research on fence view request. Discuss with attorney for applicant. Obtain permission to return call from applicant and provide limited information on status of request and that working with his attorney.* (12-1-22; 12-5-22) *Return phone call from applicant and obtain property access information from him, if viewers are sent out to examine any fence constructed by either party. Leave message with applicant's attorney's office staff to call me back.* (12-5-22) *Prepare for BOCC public meeting of 12-8-22.* (12-7-22)

Budget and Planning Committee: Attend meeting: 8-23-22; Prepare for meeting scheduled on 8-6-22. (8-2-22) Attend committee meetings. (9-13-22) Attend meeting. (10-25-22) Work with B & P on development of contracts for transfers to small cities for loss of funds as countywide ½ cent sales tax sunsets 12/31/22. (11-15-22) Review material for BOCC presentation to be made by Budget and Planning during the next BOCC public meeting. (11-28-22) Attend and participate in Committee meeting. (11-29-22)

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

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

County Jail Inmate Medical Care: Discussions have begun at the staff level, with the assistance of this department, regarding putting a renewal contract in place for this service. As this Board is aware, all medical expenses incurred by prisoners while in custody at the Riley County Law Enforcement Center's jail are the sole responsibility of Riley County—and not of the City of Manhattan or State of Kansas. Staff discussion scheduled for 8-27-21. Staff discussion

rescheduled for 9-22-21. Staff discussion held—research history—recommendation accepted by staff. (9-22-21) Review state of current arrangement. (9-22-21) Send proposed inmate medical care contract to vendor. (5-28-22) Review and approve as to form final contract. Communicate with vendor; communicate with working group; notify working group of proposed presentation for agenda. (6-3-22); Schedule presentation of contract for signature during 6-9-22 BOCC public meeting. (6-5-22) Draw and submit CAR for final contract, to be presented to BOCC during June 9, 2022, public meeting. (6-7-22) Provide signed final contract to CEO of vendor, RCPD, County Clerk's office and working group members. (6-12-22)

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

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

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

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

First Christian Church: Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure. Asbestos removal is likely the next “project.” I will provide any necessary notice of that “project” to the State Preservation Officer. I presented a CAR to the Board 8/12/21 and discussed with the BOCC the primary controlling statute. Legal research 8-24-2021. BOCC decides during open meeting to cancel pending contract offer to remove asbestos from Church for approximately \$18,000. Majority of BOCC states premature to remove asbestos before later decision by BOCC what is

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

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

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

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

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

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

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

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

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

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

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

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

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

Riley County Annual Legislative Conference: Confirm with BOCC during public meeting 9-9-21 following available dates for annual meeting with county's legislative delegation: November 1, 4 and 18, 2021. (Date of 11- 18 removed because it conflicts with county official's luncheon; Date of 11-15 removed because it conflicts with Law Board meeting.) Legislative Conference has been scheduled for Thursday, November 4, 2021. (9-17-21) All delegation members were notified of the date and time of the legislative conference. Work on agenda for legislative conference. (10-14-21; 10-15-21) Present draft agenda for legislative conference to BOCC and obtain approval of final draft. (10-21-21) Work with staff on discussion of revised spreadsheet for use as attachment to conference agenda. (10-27-21) Cancel November 4, 2021, legislative conference and reschedule to December 2, 2021, following individual discussions with BOCC members, members of legislative delegation and county officials participating in presentation. (11-3-21; 11-4-21) *Discussion with County Treasurer regarding statewide Treasurer's association pending legislation to increase fees but thereby reduce ad valorem property tax support of state function (motor vehicle registration).* (11-30-22) *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)

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

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

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

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

DEPARTMENTAL LIST

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

Riley County Appraiser's Office: Voicemail to Department head requesting call back on signed appointing resolution. (5-26-22) Forward to Department head copy of signed resolution appointing her. (5-27-22) Deputy County Counselor Craig Cox and I have an initial meeting with Department Head. (5-31-22) Work to schedule discussion of Johnson County

“Walmart” opinion between Department Head and Mike Montoya (BOTA) counsel. (7-10-22) Schedule zoom for 7-14-22 with Anna Burson, Steve Schurle, Mike Montoya. (7-12-22) Attend zoom with Anna Burson, Steve Schurle, Mike Montoya. (7-13-22) Assist with proposed public statement on property tax matter. (7-14-22) Assist with proposed KORA statement on damage estimates. (7-14-22;7-15-22) Review and approve as to form Appraiser’s Office web agreement with customer. (7-20-22) Answer Dept. Head inquiry on exemption process. (8-5-22) Conversation with Department Head on issue. (8-23-22). Work with Department head on legal issue. (9-14-22) Work on 2 separate issues involving property tax liability. (11-17-22;11-18-22) Review materials provided by Department Head. Schedule discussion with me, Craig and Department Head. (11-29-22) Assist with legal issue. (12-1-22) (Discuss with County Appraiser separate legal issue. (12-2-22) Assist Department Head with legal issue and prepare for executive session on same. (12-1-22; 12-7-22) Discuss legislative conference matter with Department Head. (12-7-22)

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

Riley County Clerk: Advise on .02 countywide retailers’ sales tax election project (8-24-21). Legal research on project involving sign. (9-20-21) On same issue discussion with Planning and Development staff. (9-21-21) Work with county staff and PIO on separate project involving potential vendor of software. Contact potential vendor. (9- 20-21) Review documents for BOCC signature on totaled Noxious Weed Vehicle. Scheduled for presentation to BOCC during 2-24-22 meeting. (2-22-22) Vehicle documents signed by BOCC during public meeting. (2-24-22) Zoom discussion with Clerk and Budget and Finance Officer to obtain their input on several unrelated matters involving 2023 county budget. (6-13-22) Review information forwarded on electioneering monitoring project of ACLU. (7-13-22) Assist staff with licensing issue and 2022 legislative amendments. (8-22-22; 8-23-22; 8-24-22;8- 25-22; 8-26-22) Assist on KORA issues. (8-25-22;8-26-22;8-28-22;8-29-22;8-30-22) Participate in zoom with Clerk and staff on KORA issues. (8-31-22) Work on KORA issues. (9-1-22; 9-2-22;9-5-22;9-6-22;9-7-22) (9-8-22;9-9-22) Advise staff on abandoned vehicle in RCOB lot. (9-9-22) Assist with KORA issue. (9-16-22) Assist with KORA issue. (10-14-22; 10-18-22) Assist with certification of records for pending district court appeal. (11-28-22) Review form of license application and its requirements at request of Clerk’s staff. (12-7-22)

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

Riley County Emergency Management: Provide legal advice on 1 project. Advise on open record issue. (1-18-22) Prepare Local Emergency Declaration; obtain approval of Declaration from Department Head; Obtain BOCC Chairman’s signature; email final signed declaration to BOCC and PIO. (6-12-22) Meet with Department Head to discuss development of request for proposal documents. (7-8-22) Respond to question from Department Head on previous meeting. (7-10-22) _Work on countywide radio system question. (7-22-22) Zoom with Department Head and Department Head of Public Works and PW supervisor on road maintenance issue. Communicate with landowner following zoom. (7-28-22) Advise EM and HR on discovery matter in pending litigation involving third party defendant (not Riley County). Communicate with outside law firm about their request. Draft Response to their subpoena. (8-2-22) Advise EM Director

Attachment: FINAL Commission List 12.12.2022 (13033 : Clancy’s Commission List)

on road access issue raised by Evergy. Contact landowner. Relay to EM Director: landowner grants access conditional permission for Evergy to EM Director (gate must be closed by Evergy upon entering and leaving site. (Cattle on site.) (8-2-22) Work on radio tower access site and possible existing easement across adjoining property line. Assisted by Craig and Vaughn Colbert. (8-3-22) Respond to opportunity to tour CPE with RCPD on CPE security issues. (8-5-22) Advise EM and RCPW finished reviewing easement issue and advise on contacting landowners. (8-5-22) Tour CPE building with RCPD to review possible building security issues. (8-8-22) *Contacted by EM regarding a 911 service issue. Discuss with EM Director. I call resident and leave message with adult in home. (12-1-22) Return 12-5-22 call from resident. I describe to resident options as I understand and staff (EM and 911) work to this point and 911's referral of issue to state's 911 coordinating council—in hopes they can obtain solution for resident from AT & T landline provider (resident reports no cell service available his location). Encourage resident to try a number available to reach 911 as short term solution while 911's involvement with state coordinating council. Encourage resident to call me with result of his use of that landline number to reach 911. Make arrangements to speak with resident by end of this week with any results of my conversations with 911. Talk with 911 and Tyler brings me up to speed on where this is with 911 coordinating council. (12-6-22) Call back resident and inform Tyler of 911 has been told should hear back "soon" from 911 coordinating council. I relay that information by phone to resident. He verifies his test of direct line call to 911 did work today. Understands that is an interim solution while coordinating council effort plays out. Encouraged him to call me back and check on progress of state coordinating council effort, within next 2 weeks, or whenever he wants to do so. (12-6-22) Contacted by PIO for information. Provide. Review info. (12-6-22) Follow up from 911 and PIO on interim solution is working based on test by resident. (12-7-22)*

Riley County Emergency Medical Services: Will provide legal advice. (8-20-21) Conversation with Ambulance Service management, staff working group and Human Resources Manager regarding internal policy matter on education/training benefit. (2-23-22) Discuss legal issue with Department Head. (6-8-22) Assist staff working group with ambulance project. (6-24-22) Assist with plan to purchase lot and place Ambulance Station in Leonardville. (8- 28-22) *Call from Department head. He attended Leonardville City Commission meeting with Chairman recently. City Commission has asked counsel for both entities to develop a document allowing County use and potential improvements to alley providing access to lot purchased by County for North County ambulance station. I send email to counsel for City of Leonardville advising of this and inviting him to call me to discuss. (12-7-22)*

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

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

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

Riley County Health Department: Provide legal advice on projects. Zoom meeting with Julie Gibbs and Debbie Nuss regarding request from Flint Hills Wellness Coalition to place walk-in cooler/freezer on grounds of Family and Child Resource Center. Draw and submit Commission Agenda Report reflecting request—scheduled for 9-30-21 BOCC meeting. (9-28-21) Obtain BOCC approval of Flint Hills Wellness Coalition agreement in principle, presented at 9-30-21 public meeting, for future license agreement and pouring of concrete as base for outdoor "walk-in cooler/freezer at RCHD's Family and Child Resource Center. (9-30-21) Finalize and place on BOCC agenda for 10-14-21 license agreement with FHWC. (10-5-21) Present to and obtain approval from BOCC license agreement with FHWC. (10-14-21) Discuss concept of assistance from Envisage Consulting, Inc., for Community Health Improvement Plan. (10-21-21) Review vaccination matter. (10-27-21) Work on location of site for COVID testing by KDHE. (1-12-22; 1-13-22) Advise

RCHD staff on licensed day care issue. (1-14-22). Work on licensed child care inspection issue. (1-21-22; 1-23-22; 1-25-22) Work on lease for KDHE COVID testing. (1-25; 1-26) RCHD presents completed lease to BOCC and obtains approval. (1-27-22) Advise RCHD on legal matter involving department vehicle. (3-25-22) Advise Director on medical record issue. (4-5-22) Review planned “no smoking” signage for county parks (and existing resolution authorizing this) and communicate with proponent and RCHD regarding process for its approval by BOCC. (6-3-22) Assist Department Head with question on legal issue. (6-7-22) Schedule zoom conversation for this p.m. on issue. (6-15-22) Respond to question from Department Head. (6-24-21) Assist with legal matter. (7-4-22) Review matter at request of Department Head. (7-5-22) Assist RCHD staff with legal matter. (7-6-22) Provide copy of formation document creating Food and Fam Council, at request of Assistant Sedgwick County Counselor. (7-13-22) Work with Department Head and RCHD on employment issue. (8-1-22) Provide comments to county staff working group on proposed alterations to county policy guidance. (8-1-22; 8-2-22) Advise Department head after reviewing proposed grant agreement. (8-5-22) Assist staff with KSU internship process. (9-2-22)

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

Riley County Human Resources: Provide requested legal advice on multiple issues related to pandemic; zoom meeting on federal contract requirement. Work on separate project involving proposed vendor and personnel policies. (9-22-21). Review legal parameters of “long-COVID” disability as viewed by the Equal Opportunity Commission; information provided by H.R. (9-24-21) Discuss potential personnel policy change with staff working group. Scheduled for presentation to BOCC during 2-24-22 public meeting. (2-18-22; 2-22-22) Discuss potential personnel manual change with staff working group. (2-22-22) Conversation with Human Resource Manager about accommodation request. (2-23-22) Conversation with Human Resource Manager about personnel policy issue. (2-23-22) Such personnel policy presented to BOCC during public meeting 2-24-22. Discuss background check issue with Human Resource Manager. Participate in discussion with H.R. and employee. (3-1-22) Participate in staff working group on personnel policy issue. (3-1-22) Assist with interview. (3-28-22) Participate in staff working group on personnel policy issue. (3-29-22) Assist with interview. (3-30-22) Prepare for panel interviews of applicants for Department Head position. (3-29-22; 3-30-22) Prepare for panel interviews for Department Head position. (4-1-22) Participate in panel interviews for Department Head position. (4-4-22) (4-7-22) Participate in panel interview for vacant Department Head position. (4-14-22) Review proposed Contract for unrelated internal system matter. (4-14-22) Participate in staff working group on project. (4-19-22) Participate in staff working group on project. (6-1-22) Assist with contract issue. (6-1-22) Assist with contract issue. (6-2-22) Assist with contract issue. (6-10-22; 6-13-22) Advise on release of information requested. (6-14-22) Work on pending employment issue. (6-14-22) Assist with contract issue. (6-15-22) Assist HR and Department with employment issue. (6-16-22; 6-17-22) Assist HR with employment issue. (7-1-22) Review matter at request of HR. (7-5-22) Review matter at request of Department Head. (7-5-22) Assist HR on separate matter. (7-6-22) Participate in staff working group on development of employee training/recognition day. (7-12-22) Assist with employment issue. (7-15-22) Discuss with HR employment law issue. (7-20-22) Assist HR and other department with employment law issue. (7-21-22) Assist HR Manager with pending employment law litigation issue. (7-23-22) Work on separate employment issue. (7-25-22) Work with HR Manager on building security issue and begin scheduling staff meeting within CPE. (7-26-22) Communicate with staff of CPE and begin rescheduling staff meeting on building security issue. (7-27-22) Work with HR and Department head on legal issue. (7-27-22) Provide comments to county staff working group on proposed alterations to county policy guidance. (8-1-22; 8-2-22) Work with Department Head and RCHD on employment issue. (8-1-22) Advise HR and EM on discovery matter in pending litigation involving third party plaintiff (not Riley County). Communicate with outside law firm about their request. (8-2-22) Review organizational chart for department. (8-5-22) Participate in staff discussion regarding possible location for employee training day in October. (8-12-22) Participate in scheduling of staff working group discussion on existing personnel guidance. (8-12-22) Two Zooms with staff on pending Disciplinary Action Review. (8-19-22) Conversation with two department heads and HR on employment issue. (8-23-22) Late join of scheduled zoom by staff planning employee recognition/training day. (8-23-22) Work with HR and Department Head on employment law issue. (9-14-22) Work on employment law issue. (9-20-22) Assist with employment law issue. (10-18-22) Attend meeting of planning committee for discussion about completed event for 2022. (10-25-22) Work on agenda documentation issue. (11-18-22) *Discuss with Clerk’s office staff contract termination issue. (12-2-22) Follow up conversation regarding immediately preceding contract termination issue—advice provided. (12-2-22)*

Riley County Information Technology/GIS: Request for estimate (submitted to this office 8-20-21). Discuss

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

Riley County Planning & Development: Provide legal advice on 2 projects. Advise P & D Director on development of “Code of Conduct” necessary for grant close-out. (9-29-21) Discuss with P & D and H.R. departments “Code of Conduct” Commission Agenda Report to be presented by P & D 10-7-21. (10-4-21; 10-5-21) Discuss separate regulatory issue with P& D. (10-5-21) Advise department on development of contract. (1-14-22). Advise P& D staff on licensed day care issue. (1-14-22). Work on sanitary system inspection issue. (1-21-22; 1-23- 22; 1-25-22) Complete contract between GovBuilt and County; submit to P & D; sign off on presentation of contract documents to BOCC for 2-14-22 public meeting. (2-9-22;2-10-22) Discuss with P & D Director proposed separate contract for online payment of fees; and county proposed requirements for any such contract. (2-18-22;2- 22-22) Conversation with Deputy County Counselor about private wastewater system issue. (2-22-22; 2-23-22) Work on private wastewater system issue. (4-1-22; 4-3-22) Represent Planning and Development in support of variance application at evening hearing before hearing officer. (4-4-22) Prepare for RC P&D’s scheduled 4-21-22 presentation to BOCC. (4-19-22) Assist P & D with pending matter. (5-12-22) Assist P & D with temporary hire. (5-16-22; 5-17-22) Advise on pending matter. (5-19-22; 5-20-22) Discuss with Department Head pending matter. (5-20-22) Discuss with Department head pending matter. (5-23-22). Discuss with staff working group, by evening zoom, pending matter. (5-24-22) Advise Department Head on pending matter. (5-26-22) Discussion with Department Head on pending matter. (5-27-22) Provide Department Head approval of INK contract. (5-28-22) Discussion with Department head and staff on pending matter. (5-31-22;6-1-22) Assist with orderly public meeting on pending application for approval of preliminary and final development plan. (6-2-22) Assist P & D staff with question proposed on pending matter. (6-6-22) Review and approve “as to form” Planning and Development’s minute track resolution adopting Food and Farm Council “Master Plan”. Scheduled for P & D presentation to BOCC during June 9, 2022, public meeting. (6-7-22) Assist Department in arranging zoom conversation with staff and GIS. (6-15-22) Reply to attorney for recent applicant. (6-27-22) Analyze ongoing project issue. (7-1-22; 7-4-22) Review scheduled CAR. (7-6-22) Work with Department Head on possible request to landowner involving existing benefit district. (7-12-22) Schedule zoom at Department Head’s request for 7-22-22. (7-19-22) Confirm date/time for immediately preceding zoom. (7-20-22) Meet with Department Head on regulatory issue. Request record search by P& D staff. Record search by this Department’s staff completed. (7-20-22) Zoom with Dept head and Craig, discussion of possible contract issue. Work on contract issue. (7-22-22; 7-23-22) Discuss possible contract issue with Department Head and Craig. (7-27-22) Sign approval of 2 plats previously approved by BOCC and other county officials. (8-2-22) Work on Department contract issue. (8-7-22; 8-8-22) Answer P&D staff question about benefit district issue. (8-12-22) Respond to Director on pending contractual issue this office is assisting Department with. (8-12-22) Assist staff by review of pending different matter. Provide advice. (8-12-22) Approve plat. (8-12-22) Discuss contract issue with Department Head. (8-12-22) Discuss software project with Department Head. (8-23-22) Prairiewood, District Court Appeal of Liquid Art Winery BOCC approved preliminary and final development plans. Case management conference (11-1-22) Work on Record on Appeal for preceding litigation. (11-2-22; 11-3-22; 11-15;22;11-17-22) Phone conversation with USDA contact about possible funding for a project. (11-18-22) Work on Record on Appeal for District Court, as required by statute in foregoing Prairiewood matter. (11-20-22; 11-22-22) *Discuss issue with after phone call from County Sanitarian. (12-5-22) Discuss immediately preceding issue with Department Head (12-6-22) Phone conference with Department Head and County Sanitarian on previous issue. Possible solution reached based on input from Department Head and Sanitarian. County Sanitarian will speak with property owner. (12-7-22)*

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

Riley County Public Works: Provide legal advice on project. Review and approve “as to form” KDOT Local Road Safety Plan Agreement. (9-24-21) Answer question on project. (10-21-21) Review and approve as to form Transfer Station scales repair contract. (10-25-21) Review “Force Account Construction Engineering Inspection Services Agreement” for replacement of Bridge over Swede Creek. (11-2-21) Discuss with USDA final documents for Fairmont Heights closing and construction. (11-2-21) Complete review of “Force Account Construction Engineering Inspection

Services Agreement” for replacement of Bridge over Swede Creek. (11-7-21) Calendar March 9, 2022, Township Officials meeting. (1-31-22) Assist with benefit district project staff discussion. (3-29-22) Participate in discussion with outside regulatory authority. (4-1-22) Prepare CAR for EPA consent order on University Park wastewater treatment facility. (4-14-22) Review consultant agreement for University Park Wastewater project under consent order—prepare contractual provisions attachment for consulting firm’s review and approval. (4-19-22) Assist with pending EPA matter on University Park Benefit District. (5-20-22) Discuss EPA matter on University Park Benefit District with EPA counsel. (5-20-22) Schedule discussion with Dept. Head on immediately foregoing matter. (5-20-22) Discuss University Park Benefit District and EPA with Department Head. (5-24-22) Review matter involving bridge. (5-26-22) Discussion by Department Head of KDOT use of “speed trailers.” (5-26-22) Analyze potential contract. (5-28-22) Discussion with EPA counsel setting Friday, June 3, 2022, as date for my update to her on University Park “ability to pay” forms and final form of consent order. I am reviewing wing final form of consent order and have previously advised other county staff of their role in completing “ability to pay” information. I will check on progress of those items tomorrow. (5-31-22) Work on other and unrelated pending litigation. (5-31-22) Conversation with Department Head regarding unrelated proposed easements. (5-31-22) Assist with pending litigation matter. (6-1-22) Scheduled through I.T. zoom discussion on 6-10-22 with Department Head and staff. (6-5-22) Zoom discussion with Department Head and staff regarding transfer station operation. (6-10-22) Microsoft Teams Meetings discussion with and Deputy County Counselor on potential project. (6-13-22) Communication from state on potential project. (6-24-22) Analyze KDHE communication on county property. Reach out to Department Head. (6-26-22) Work on transfer station project. (6-30-22). Assist with transfer station project. (7-6-22) Zoom with Department Head, Supervisor and HR Manager, HR Staff. (7-12-22) Work on Transfer Station issue. (7-17-22) Investigate title on county property for possible KDHE project. Work to schedule zoom with Department Head and KDHE staff. Schedule zoom for 7-19-22. (7-18-22) Contact Department Head and Budget and Finance Officer about different benefit district matter. Discuss with outside agency counsel. (7-18-22) Assist staff and Department Head with pending construction project Communicate with project architect (7-18-22) Prepare for zoom with Department Head and KDHE staff. (7-19-22) Forward finance information on County and University Park Benefit District to EPA counsel as required for possible reduction of EPA administrative penalty. (7-19-22) Communicate with staff of RCPW, Clerk, P & D regarding preceding finance information. (7-20-22) Participate in 2-hour zoom meeting with Department Head and staff on potential contract discussion. Schedule additional zoom for potential contract discussion with Department Head and staff. (7-20-22) Work on transfer station issue. Participate in zoom with Dept. on transfer station issue. (7-22-22) Discuss with Department Head access road issue. (7-22-22) Work on transfer station issue. (7-24-22) Review allowance policy provided for review. (7-25-22) Work with Department Head on benefit district issue. (7-27-22) Zoom with Department Head and PW Supervisor, along with EM Department head on road maintenance issue. Communicate with landowner afterward. (7-28-22) Zoom with Department Head and Department Staff on transfer station issue. (7-29-22) Prepare CAR for Department on pending KDHE request for evaluation of 2 sites in Fairmont Park. Work with Department Head on appropriate signature block. (8-2-22) Discuss with Assistant County Engineer status of compliance plan emailed to EPA by consultant. (8-3-22) EPA advises did not receive Compliance plan emailed to them by our consultant Monday, August 1, 2022. Assist Department with documenting timely provision of Compliance Plan August 1, 2022, by email from our consultant. Phone call exchange with consultant. Forward EPA attorney consultant email of Compliance Plan and email documentation to consultant of receipt. (8-3-22) Advise RCPW and EM I’ve finished reviewing easement issue and advice on contacting landowners. (8-5-22) Work on EPA issue involving benefit district. (8-5-22; 8-8-22; 8-9-22) Work on University Park Benefit District EPA issues. (8-14-22; 8-15-22; 8-16-22; 8-17-22; 8- 18-22) Work on access agreements for KDHE in Fairmont Park. (8-15-22; 8-17-22; 8-29-22; 8-30-22) Discussion with Department Head on upcoming construction project. (8-1-22) Work on same upcoming construction project. (8-2-22) Assist with contract issue on one project. (9-19-22) Assist with contract different project. (9-19-22) Discussion with Department Head and staff to finalize our proposed changes to transfer station agreement with operator. (11-7-22) Work with Department on placing evaluation of RFQ responses before BOCC as “Construction Management at Risk” for 11-17-22 public meeting. (11-15-22) Work on litigation issue. (11-17-22) Work on KORA issue. (11-17-22; 11-18-22) Advise Department Head on CMAR process. (11-18-22) Review potential dates for CMAR phase. (11-18-22) Assist with scheduling of negotiation meeting for contract renewal. (11-28-22) *Contacted by PW staff about new owner of county park real property and continued county lease of parking space. Provide my contact information to new owner.* (12-6-22) *Follow up with Department Staff about proposed meeting in their conference room this Friday.* (12-7-22)

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

Attachment: FINAL Commission List 12.12.2022 (13033 : Clancy's Commission List)

and provide advice to Department Head. (6-9-22) Review information on recording fee. (11-18-22) *Discuss legislative conference issue with Department Head. (12-6-22; 12-7-22)*

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

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

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

PROFESSIONAL ASSOCIATION, INTERNAL STAFF COMMITTEES, CLE MATTERS & ADMINISTRATIVE MATTERS:

Administrative Matters: *Work on annual performance reviews. (12-1-22; 12-2-22; 12-3-22; 12-4-22; 12-5-22; 12-6-22; 12-7-22) Work with Clerk staff to reschedule administrative time on upcoming BOCC agenda. (12-7-22) Register for free webinar during lunch hour December 14, 2022; “Practical Law” updates from Westlaw—our computerized legal research provider. (12-7-22)*

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

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

Department Head Committee: Attend meeting regarding possible “Code of Conduct” required for state grant supporting businesses. (9-29-21) Obtain BOCC approval of “Code of Conduct.” Participate in 1 ½ hour DHC meeting. (4-20-22) Participate in 50-minute DHC meeting. (5-4-22) Attend DH Committee meeting. (6-1-22) Attend DH Committee meeting. (6-15-22) *Attend and participate in department Head Committee Meeting. Remind Department Heads of next Monday's Legislative Conference, that they are all invited; and it is an opportunity to interact for the first time with new members of our delegation. Also described I will be inviting all delegation members to contact Department Heads throughout the legislative session when they have any questions about this county's daily operation or of counties generally. (12-7-22)*

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

Road Renaming Committee: *Respond to committee member's relay of landowner's proposed rename of private road. (12-7-22)*



PUBLIC WORKS
Project Update

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

MEMORANDUM

FROM: John Ellermann, Public Works Director
MEETING: December 12, 2022
SUBJECT: Public Works Project Update
PRESENTER: John Ellermann

Update on the projects and activities by the Public Works staff and crew.

Enclosures:

- 121222 Project Update (PDF)

Project Update

Public Works Department

12/12/2022

Lakeside Heights Sewer/Water District

- Hook-up agreements from users are completed
- Plans and specifications have been approved by USDA.
- [Cancelled to look at a global solution.](#)

Keats Sewer District

- Preliminary Engineer Report – BG Consultants
- BOCC granted use of ARPA funds
- No possible lagoon site. Send to City for treatment. Looking for grants.

Kitten Creek Culvert Replacement (N.5-22.5)

- Approximately 1.5 mi N. of Anderson Ave.
- Olsson and Associates is the consultant
- Working on easements

West 32nd Ave Bridge (T.0-30.8)

- Approximately ¼ mi. N. of McDowell Creek Rd.
- Alfred Benesch & Co.
- King Const. started February 21 (150 Working Days)
- [Complete](#)

Winkler Mills Bridge (H.0-5.9)

- Approximately 0.1 mi. N. of Fancy Creek Rd.
- Bartlett & West
- Office check plans being reviewed

Fancy Creek Bridge (K.0-6.2)

- Approximately 1.25 mi. W. of Tuttle Creek Blvd.
- Schwab-Eaton
- Field check held February 2, 2021
- Considered Historic by State Historic Preservation Office
- Working easements and MOU with Corps of Engineer

Parallel Rd. Culvert (C.7-0.0)

- Approximately 0.2 mi E. of May Day Rd.
- Schwab-Eaton
- Office check plans and permits.

Flat Rock Rd. Culvert (O.3-1.3)

- Approximately 0.5 mi. W. of Swede Creek Rd.
- SMH
- Easements

Union Rd Culvert (I.0-0.9)

- Approximately 0.9 mi. S. of Green-Randolph Rd.
- SMH
- Easements

Tabor Valley Bridge

- Approximately 1 mile North of Zeandale Rd.
- Schwab-Eaton
- Easements. Utilities have been relocated

Parks:

- Clean-up yard area of excess material
- Planning tree trimming and removal projects
- Planning landscaping project for Public Works & Museum
- Repairing damaged grass from power line work from June storm.

Operations:

- Traffic crew performed night time sign inspections
- Tree trimming
- Ditch cleaning
- Inspection of small structures
- Gravel road maintenance
- Working on metal culvert bids in anticipation of a price jump after first of year.

Miscellaneous

- The dump trucks that are on order. One build date is end of February 2023, one in March 2023, and the last one is end of April of 2023. It is taking a month to build them. Then they go to the body builder for the dump bed and plow & spreader.
- RCPS Headquarters Station –Archimages shared preliminary floor plans. RFPs received. Interviews of CM@R candidates are December 15th.
- North County Station - Anderson Knight working on floor plan. Met with City of Leonardville about using alley to access the station.
- University Park Treatment Plant-SMH working on lagoon design. Will installing a flow meter to help with sizing of the lagoon.
- University Park Water Tower inspection pushed to after the first of the year.
- Open Positions: Facility & Grounds Tech I/II (Parks)-offer made, Engineer Technician, Purchasing Agent, Traffic Control Technician, As-needed Security Officer.
- Organizing a Court House courtroom carpet project and FCRC flooring project is completed.



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 12, 2022

SUBJECT: Law Board Member interview with Patricia Hudgins

PRESENTER: Board of County Commissioners

Enclosures:

- Law Board application Patricia Hudgins (PDF)

Cindy Kabriel

From: noreply@civicplus.com
Sent: Sunday, November 27, 2022 4:34 AM
To: Cindy Kabriel
Subject: Online Form Submittal: Advisory Council/Board Application Form

Advisory Council/Board Application Form

Personal Information

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

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

Select the Board, Commission, or Committee applying for
 Law Enforcement Agency Board

PERSONAL INFORMATION

First Name	Patricia
Last Name	Hudgins
Address1	3416 Westbaker Street
Address2	<i>Field not completed.</i>
City	Manhattan
State	KS
Zip	66503
Phone Number	785-313-3930
Business Address	705 N. Martin L. King Jr. Drive
Business Phone Number	785-313-3930
Occupation	Career Advisor and Business Mgr
Email Address	phudgins1@gmail.com

Attachment: Law Board application Patricia Hudgins (13040 : Law Board Interviews)

Statement of Interest

I currently serve on the Law Enforcement Agency Board and would desire to continue to serve to offer continuity on a changing board of leaders. Sometimes it takes a few months to better understand the intricacies of the daily operations and help address and support potential concerns from a community perspective.

I was an elected official and served as vice president of USD 383 Board of Education where we managed and adopted annual budgets that were several million dollars. The last two years serving on Law Enforcement Board was great training. I have completed strategic planning training for other boards I serve on. I understand the importance of holding confidential information close and tight, especially information shared in executive sessions pertaining to personnel integrity and more.

LAW BOARD
SUPPLEMENTAL
QUESTIONS

1. What is your prior experience/background with Law Enforcement?

I completed a Citizens Academy course offered by our local Law Enforcement. I previously served on hiring and promotion boards. I have been involved in the hiring of two executive directors of RCPD. I have done Ride-a-Longs with RCPD taken tours of all the facilities.

2. What do you see as your biggest strengths in helping RCPD and the Law Board if you have the opportunity to serve?

Serving a recent term, I could offer continuity, a diverse perspective, great insight and an historic perspective to bridge a new board.

3. What other boards/committees and community engagement experience do you have?

Riley County Law Board, State Board of Indigent Defense Services, KSU Credit Union Board, Crisis Pregnancy Board, USD 383 Board of Education, Flint Hills Volunteer Center Board of Directors, board of a local church.

4. In your opinion, what are the core responsibilities of board members and the Law Board itself?

Law Board has one employee, the director. The board adopts annual budgets, authorizes monthly expenditures. Attend regular and special meetings to move forth the business of RCPD.

5. What do you hope to bring to our board, in terms of your personal skills and abilities?

My budget insight and knowledge, as well as my Human Resource expertise, and a level minded fair, and insightful long-time resident and citizens point of view.

6. What are your expectations of yourself and other board members in serving on this board?

To enable the director to carry out the daily operations and the mission of RCPD.

7. How can you help our organization make connections and build relationships in the community?

I am willing to report back to the county monthly meeting information shared.

References

REFERENCES

Please submit at least one reference.

Reference Name	Dr. Be Stoney
Reference Phone Number	785-341-3140
Reference Email Address	bstoney@ksu.edu
Relationship	Colleague

Reference Name	Kathryn Focke
Reference Phone Number	785-313-0663
Reference Email Address	kfocke@rileycountyks.gov
Relationship	Friend

Reference Name	Linda Morse
Reference Phone Number	785-313-5612
Reference Email Address	littleapplevoter@yahoo.com
Relationship	Friend

Sign and Submit

Type Your Name Patricia Hudgins

Thank you for your interest in serving Riley County

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

All applications will remain on file for three years.

Questions?

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

Phone: (785) 565-6200

Address: 110 Courthouse Plaza, Manhattan, Kansas 66502

Email not displaying correctly? [View it in your browser.](#)



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 12, 2022

SUBJECT: Law Board Member interview with Rhonda Zellweger

PRESENTER: Board of County Commissioners

Enclosures:

- Law Board application Rhonda Zellweger (PDF)

Cindy Kabriel

From: noreply@civicplus.com
Sent: Monday, November 28, 2022 1:22 PM
To: Cindy Kabriel
Subject: Online Form Submittal: Advisory Council/Board Application Form

Advisory Council/Board Application Form

Personal Information

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

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

Select the Board,
 Commission, or Committee
 applying for

Law Enforcement Agency Board

PERSONAL INFORMATION

First Name	Rhonda
Last Name	Zellweger
Address1	2109 Halls Landing
Address2	<i>Field not completed.</i>
City	Manhattan
State	KS
Zip	66502
Phone Number	(315)382-4828
Business Address	<i>Field not completed.</i>
Business Phone Number	<i>Field not completed.</i>
Occupation	Retired
Email Address	rhondas941@gmail.com

Attachment: Law Board application Rhonda Zellweger (13041 : Law Board Interviews)

Statement of Interest

I have been in the area for more than three years and I adore my new community. I am a retired Deputy Sheriff Sergeant. I worked in multiple units and spent most of my career in Booking at the County Jail. While we did not have a sentenced facility or corrections officers during my tenure, we operated a pre-sentenced jail with well over 600 incarcerated persons. In addition to my regular duties, I was a Field Training Officer, and the FTO supervisor; I wrote lesson plans and instructed in the academies and in-services for deputies and supervisors; I managed the scratch schedules, leave schedules, and training schedules for my shift; I was responsible for figuring out the new computer systems we obtained, then creating lesson plans on them, and instructing our agency and other agencies in its use. I supervised sworn and civilian staff, evaluated staff, and was on the labor union board for a few years, and was also a union steward - even after being promoted. I was an instructor trainer, and a volunteer firefighter, and volunteer EMT. In 2020, I dispatched for RCPD for nine months before my mom needed a higher level of care, so I have knowledge of the units within the agency, and even got to completely tour the jail, and performed pat searches when they didn't have a female on duty. I was keenly aware of the value our taxpayers get for their dollar. I encouraged my staff to remember they are taxpayers so make sure you're getting your money's worth from your work performance. I can see both sides - that of needing to operate an agency effectively and safely, and that of the taxpayer expecting that my money is used sparingly, responsibly, and effectively.

LAW BOARD
SUPPLEMENTAL
QUESTIONS

1. What is your prior experience/background with Law Enforcement?

26 years as a Deputy Sheriff/13 of those as a Sergeant. I worked in multiple units, was a trainer, instructor, instructor trainer, and field training officer. I worked at 911 for nearly six months for my youngest, because we didn't have maternity leave. I worked street clothes for two years. I worked many years in the jail, although we did not have a correctional facility operated by the Sheriff while I was there. I dispatched for RCPD for less than a year before my mom had strokes on both sides. I've been a lifelong volunteer EMT, and I was a volunteer firefighter for 12 years, only quitting because I became a mom.

2. What do you see as your biggest strengths in helping RCPD and the Law Board if you have the opportunity to serve?

My biggest strengths in helping RCPD and the Law Board if I have the opportunity to serve are simple. I can see both sides because I am both sides. This is a time when many county taxpayers are struggling financially. The members of RCPD are county taxpayers. The members deserve to have the training and equipment that will best protect their mental and physical wellbeing. They deserve a fair wage, and they deserve respect. The taxpayers deserve physically and mentally well

- employees, responsible spending of taxes, and transparency in spending, and know that research and feedback were sought.
3. What other boards/committees and community engagement experience do you have?
- Onondaga Deputy Sheriff Benevolent Association - Board member
 Onondaga Deputy Sheriff Benevolent Association - Union steward
 Solvay Fire and South Bay Fire Departments - Volunteer firefighter
 Multiple agencies, both fire departments, community events - Volunteer EMT
 I was a member or chair of multiple committees in both my career and volunteer work. Some were fundraisers, some were community CPR lessons or other community education or outreach.
4. In your opinion, what are the core responsibilities of board members and the Law Board itself?
- Determining the appropriate and responsible use of funds to pay salaries and benefits, training, equipment, protective equipment; appoint skilled and experienced leadership (director); research and approve or deny budget proposals; be transparent with agency and with public; and the members of the board must conduct themselves properly as they represent the county, the agency, and the taxpayers.
5. What do you hope to bring to our board, in terms of your personal skills and abilities?
- I hope to bring a dual point of view, be open to ideas, help with research and data gathering, be an asset to the agency and the community, and build working relationships with them and the other board members.
6. What are your expectations of yourself and other board members in serving on this board?
- I expect all of us to keep our personal lives in order so we don't make the agency or the community lose trust in us. I expect us to be open to ideas and recommendations but use due diligence before making decisions.
7. How can you help our organization make connections and build relationships in the community?
- I have always worked, volunteered, and lived in the public view and understand that I am held to a higher standard because of the positions I've held throughout my life. The way I conduct myself will continue so I will not bring a negative reputé to myself, my previous agencies, or any agency I may be connected to in the future. My connection to my new community was slow due to the pandemic. However, I have fast-tracked my connection by working part-time as a news reporter. I had positive experiences at RCPD when I was briefly employed there. Director Butler told me during my exit interview that he would hire me back. I have also built connections with other members of the community. I was recently contacted to consider volunteering in a couple of other areas of community need. I am already working to secure licenses and certifications that expired during the pandemic to

be able to help. I will continue my lifelong service to community, especially in the one I specifically chose to live in.

*****The dropdown menu for references allows only one type to be chosen: Edward Salvagni has been a friend for nearly 40 years. He is also a family member, as he and I were married nearly 20 years and he's my children's father. He was also a colleague as he and I were hired together over 30 years ago, attended the academy together, worked together as deputies, and sergeants, and he was my shift commander after being promoted to lieutenant. He and I remain friends. Victoria Sacco was my colleague and became my friend, later my employee and is still a friend. David John and I have never worked together; we've known each other since 1980 when we started high school.

References

REFERENCES

Please submit at least one reference.

Reference Name	Edward Salvagni
Reference Phone Number	315-382-2661
Reference Email Address	esalvag3@gmail.com
Relationship	Supervisor

(Section Break)

Reference Name	Victoria Sacco
Reference Phone Number	315-447-8608
Reference Email Address	victoriasacco@ongov.net
Relationship	Colleague

(Section Break)

Reference Name	David John
Reference Phone Number	919-272-0722
Reference Email Address	davidjohncpa@exectaxtalent.com
Relationship	Friend

Sign and Submit

Type Your Name Rhonda Zellweger

Thank you for your interest in serving Riley County

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

All applications will remain on file for three years.

Questions?

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

Phone: (785) 565-6200

Address: 110 Courthouse Plaza, Manhattan, Kansas 66502

Email not displaying correctly? [View it in your browser.](#)



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 12, 2022

SUBJECT: Riley County Historical Museum December Staff Report

PRESENTER: Katharine Hensler, Museum Director

Riley County Historical Museum - Staff Report

December 12, 2022

1. New Activities - The staff has cleaned out and reorganized the Museum's workroom. The staff - namely Curators Dawn Munger and Melanie Highsmith have spent the better part of the last month focusing their efforts on emptying out the workroom of excessive and unnecessary items, creating a new layout of shelving and work areas, and providing a safe and comfortable environment for a staff break area. A 20 ft. dumpster has been rented until December 14 and we continue to make the most of it while it is on site.

While not a new program, this is the announcement of an old program - we will begin to put out a RCHS Newsletter again. Our As-Needed Museum Assistant Lisa Jones will be coordinating a regular newsletter as we go forward into 2023. At this time, we will offer the publication once every two months. The primary format will be digital, but we will also provide a physical copy for those whom we do not have an email address. RCHS Board Members Mary Mertz and Debbie Thompson have been working to update our membership contact list and capture emails for our constituents. The first newsletter issue will be released toward the middle or end of January 2023.

2. Visitation and Tours - In the month of November, there were 126 visitors to the Museum and 46 to the Goodnow House, 4 at the Wolf House Museum, and the Pioneer Log Cabin is now closed for the season.
3. Education and Outreach - Director Hensler and Curator Melanie Highsmith participated in the KMAN In Focus segment on Monday, November 21 to talk about Thanksgiving traditions and

historical newspaper articles from Riley County that centered around the holiday. We will be guests again on December 19. The topic has not been announced yet.

On November 22, Curators Highsmith and Munger gave a tour for Dr. Dennis Domer (and his wife) who will be providing commentary for the PBS Wichita documentary featuring the Goodnow House State Historic Site. This is the same program that interviewed Director Hensler in October. This production is tentatively set to air in the late spring of 2023 however, an exact date has not yet been released.

On the evening of Monday, December 5, Curators Highsmith and Munger hosted a group of Cub Scouts at the Museum. The scouts and their parents did a tour of the Museum and the Goodnow House and followed with an interactive museum scavenger hunt. One of our new volunteers, Katrina Radmer assisted with this group. 17 guests attended.

The Museum staff and the RCHS Board of Directors partnered with the Manhattan/Riley County Preservation Alliance (M/RCPA), City of Manhattan's Historic Resources Board (HRB) to host the bi-annual Historic Preservation Summit on November 15, 6:45pm at the Manhattan Public Library. Their topic was mid-century modern architecture in Manhattan. There were 50 attendees present.

The following evening, the RCHS hosted their annual meeting where 50 attendees also attended. The programs that evening was provided by Dr. Lauren Ritterbush about Native American peoples who resided along Wildcat Creek dating back 800 years. The RCHS membership cast their ballots for the 2023 slate of officers, and the membership committee used that event to both update current members' contact information and encourage new and renewal memberships. Eight individuals signed up or renewed their memberships that evening.

On December 18, the Museum and Society staff will host a holiday open house at the Wolf House Museum from 2-5pm. Site host Tim Sidorfsky, Board Member Allana Parker, Curators Glasgow and Highsmith, and Director Hensler will be working at the event, along with some of the RCHS Board Members. The Wolf House will be decorated in period holiday décor, and tours of the house will be offered. No food or drink will be served, however, we will send a little gift home with each visitor that will have RCHM and RCHS information on it with the hopes of encouraging them to remember to visit us during other times of the year.

4. Collections - During the last month, we had 9 new donations to the RCHS that included 123 items. Curator Dawn Munger will be reaching out to the Collections Committee to set up a meeting before the end of the year. Curator Munger also began running an inventory reconciliation of the Museum's east gallery.

She has been attempting to get an inventory conducted of the Goodnow House, but is waiting on the KHS staff to respond before she can begin. She will have our As-Needed Museum Assistant, Haileigh Jacobs assisting her.

5. Archives and Library - Research requests continue to come in through the public via phone, email, web requests, and walk-ins. In November, we had 5 patron visits, 61 email requests, 2 came in through the mails, 3 by phone for a total of 71 total research requests. Curator Linda Glasgow continues to compose articles for the monthly County's REACH newsletter. She

continues to serve on and participate in organizations and boards that advocate historic preservation in our community and the state of Kansas.

6. Building and Grounds - The Goodnow House had a light go out in the parlor in October that could not be resolved with our usual solutions. This ended up being an electrical issue that required the service of an electrician. Economy Electric performed the work and the light fixture is working again. The Kansas Historical Society covered this expense.

Bats have returned to the Goodnow House. Recently, three were found on the interior of the building. The KHS has asked us to take care of this situation. Our staff has a contact with an individual who specializes in bat removal and relocation. Museum staff will contact him first and get his recommendations. Bats are protected species in Kansas and we will take great care in the mitigation of these animals from the site. We also do not want staff to interact with bats.

The Museum is decorated for the holidays! Thank you to Curators Highsmith and Munger for this. Please stop in sometime and see it, and when your families are in town for the holidays, please put a tour at the Museum, the Goodnow House, the Wolf House Museum, etc. on your list of places to visit with them.

7. Special Projects - Saturday, August 19, 2023 the Bi-Annual Genealogy and History Fair with the RCGS is being planned and the Society and Museum staff will be participating. More to come on the theme, programming schedule, presentations, etc. Please mark your calendars and plan to join us for this free event.
8. RCHS - The roof of the Rocky Ford Schoolhouse was repaired by Danker Roofing on December 5. A storm earlier in the season blew an area of shingles off. Danker was able to use the same product as what was installed in 2009. This repair project is now complete.

The Hartford House door continues to deteriorate. With the help of As-Needed Museum Assistant, Derrick Doty, we were able to find a temporary solution to securely cover the hole that had begun as we wait until we can coordinate with a contractor. Derrick explained, after he examined the door that it did not appear to be historic and it is an interior door and never should have been installed on the building as an exterior door, which is likely the reason that it is deteriorating so quickly.

The RCHS now has a Stripe account that can be used for credit card and online payments/donations. It will take some time for Director Hensler to set up each donation and membership level, and train staff to use it, but we hope to be able to go live upon the new year. Stay tuned! We are very excited.

Brian Tesene of Outdoor Resources has begun work on the Society's website redesign. The Communications Committee requested that a draft design be put together so they can review this new layout and Director Hensler drafted an organized page map for him to follow. Brian was happy to do so, provided great feedback, and is working on the concept now. The Committee will then need to provide the content for the pages. Hensler is working with County PIO, Vivienne Uccello who is providing new photographs of our historic buildings and sites. Thank you, Vivienne!

The Membership Committee and Director Hensler have been collaborating on updates to the RCHS' membership program updates. Director Hensler has signed the RCHS up to participate in the Time Traveler's reciprocal program. This program is free to us. The other program Hensler recommended was the North American Museums Reciprocal (NARM). The cost to opt in is

\$175/year. Benefits work similarly to the Time Travelers program. It will be necessary for us to provide membership cards for members in order to utilize these programs however, this can be accomplished in a very simple manner by having them premade where we can manually enter the members' names, membership level, and reciprocal designation. This will be a collaboration between the RCHS Membership Committee, the Corresponding Secretary, and the Museum Director. The annual membership will kick off shortly.

Director Hensler has met with a graphic designer concerning a redesign of the RCHS' logo. Much thought from the Communications Committee and staff has gone into the discussion about what should be included in this new marketing tool. The RCHS will decide whether to proceed forward and if so, they will cover the cost of the logo redesign.

Volunteer recruitment is beginning to take off. Our new As-Needed Museum Assistant, V. Marie Martin has been tasked with volunteer coordinating and over the past month, she has been gathering contact information from past volunteers, organizing this data into a usable spreadsheet format, coordinating with the Curators to set up projects and tasks for volunteers, communicating with current volunteers, recruiting new, and generating interest and awareness in this program.

Enclosures:



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Luncheon Agenda

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

MEMORANDUM

FROM: Jill Seaton

MEETING: December 12, 2022

SUBJECT: The 2023 Legislative Session Riley County Priorities

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- Legislative Conference Agenda 2022 (PDF)
- Exhibit 1 (PDF)
- Exhibit 2 (PDF)
- Exhibit 3 (PDF)
- Exhibit 4 (PDF)



RILEY COUNTY LEGISLATIVE CONFERENCE AGENDA

Monday, December 12, 2022
12:00 p.m. - 2:00 p.m.
County Commission Meeting Room
115 North Fourth Street - First Floor

THE 2023 LEGISLATIVE SESSION RILEY COUNTY PRIORITIES

12:00 p.m. Catered Lunch

12:30 p.m. Welcome and Introductions

Greg McKinley, Chairman
Kathryn Focke, Vice Chair
John Ford, Member

**12:35 p.m.
The Priorities**

Clancy Holeman, Riley County Counselor

A. Riley County Priorities are Supported Statewide by the Kansas Association of Counties

1. Elimination Statewide of “Dark Store” Hypothetical-Based Property Tax Appraisals of Real Property (See attached Exhibit 1)
 - a. The Statewide Problem
 - b. The Legislative Solution (SB 222)
 - c. Discussion by Commissioners and Delegation

12:55 p.m.

2. Constitutional Protection Statewide of Existing County Home Rule (See attached Exhibit 2)
 - a. The Statewide Problem
 - b. The Legislative Solution (SCR No. 1606)
 - c. Discussion by Commissioners and Delegation

1:10 p.m.

3. County Nuisance Abatement Authority Statewide (See attached Exhibit 3)
 - a. The Statewide Problem
 - b. The Legislative Solution (SB 52)
 - c. Discussion by Commissioners and Delegation

1: 25 p.m.

4. Missing Demand Transfers to Counties Statewide (See attached Exhibit 4)
 - a. The Statewide Problem
 - b. The Legislative Solution

1:40 p.m.

- B. Long Term Negative Impact on Riley County of State Legislative Action
 1. Loss of the Mortgage Registration Fee
 2. Impact on Riley County
- C. Potential Long Term Positive Impact on Riley County of Treasurer Motor Vehicle Bill
 1. Fee Increase
 2. Benefit to Riley County Property Taxpayers
- D. General Discussion by Commissioners and Delegation.

2.p.m.

Closing Remarks

Board of Riley County Commissioners

ADJOURNMENT

Attachment: Legislative Conference Agenda 2022 (13034 : Legislative Conference Agenda)



KANSAS ASSOCIATION OF COUNTIES

Legislative Request Form | 2023 Legislative Session

Instructions: Three entities are eligible to submit a policy request. They are: (1) a member county, (2) a KAC affiliate organization, or (3) a KAC associate organization. Any county official submitting a request must have support from the official's respective county or affiliate/associate organization before submission. It is preferred that all requests also include a prior discussion with a Kansas legislator before submission. Please submit requests typed on this form. Do not submit handwritten forms. Deadline for submitting this request form: **Friday, July 22, 2022.**

1. Contact Information

Name:	Clancy Holeman
Title:	County Counselor
Entity:	Riley County
Telephone:	785-317-3733
Email:	choleman@rileycountyks.gov

2. Describe the legislative issue.

"Dark Store" real property tax appraisals presented to BOTA rely upon a "hypothetical leased fee" in order to determine "fair market value." Riley County's SB 222 (Attachment A) clarifies the current statutory definition of "fair market value" by stating a nationally accepted mass appraisal principle: a hypothetical value is not lawfully part of any real property's "fair market value."

3. Describe any history on the issue.

SB 222 died in committee at the end of the 2022 legislative session. Most recently, it had been introduced in the 2021 legislative session.

4. Why does the issue need legislative resolution?

BOTA is required to follow the statutory definition of "fair market value." Passage of SB 222 would mean no "Dark Store" appraisal could lawfully be used by BOTA to determine any real property's "fair market value."

Legislation is essential, because the "Dark Store" argument for "hypothetical" valuation of real property has begun to spread beyond commercial "big box" retail businesses.

5. Who will support the legislation? Who will oppose it?

The Kansas Chamber of Commerce will likely oppose SB 222. (Over the years this issue has been in play, their representatives have occasionally stated privately that they “support” SB 222. But they have made no effort to do so.) Local Chambers of Commerce, like ours, support the goal of SB 222. That is because local chambers realize the primary users of “Dark Store” principles are national retail chain stores. So those local chambers understand the “Dark Store” approach operates to the property tax value disadvantage of local “mom and pop” retailers, with their significantly reduced wholesale buying power.

6. Do other counties support or oppose the legislation? Why or why not?

Riley County held a “legislative summit” in 2019, attended by several other counties. Some of those counties voiced their support of this type of legislation. Other counties have, in the past, argued it is a better tactic to rely upon litigating “Dark Store” county losses on appeal. The goal of that latter tactic is to allow the appellate courts in Kansas to “correct” adverse BOTA “Dark Store” decisions.

A good faith argument can be made in favor of both of the above approaches. But why not pursue both?

Johnson County achieved a major victory in the Kansas Supreme Court, recently winning its appeal of its own “Dark Store” loss at BOTA. The Kansas Supreme Court reversed the long-standing “Prieb” decision (often used at BOTA by “Dark Store” proponents), and sent the case back to BOTA for further consideration.

And Riley County is currently appealing to the Kansas Court of Appeals its own “Dark Store” BOTA loss involving a national “big box” retailer.

Support of SB 222 does not prevent any county from litigating its own appeals of adverse BOTA decisions. Even if both Johnson County and Riley County each win final victories in the above two cases, those victories do not clarify the current statutory definition of “fair market value.” SB 222 accomplishes that and lays the legal groundwork for all counties to possibly succeed **before BOTA** when facing a “Dark Store” value argument.

7. Does this issue or problem have statewide effects and why?

Property tax value reductions based the “Dark Store” theory may spread across the state’s property tax base. That can result in a significant difference statewide between those properties with an artificially low appraised value, based upon a hypothetical, and those similar un-appealed properties which have an appraised value determined according to the local market. That distinction in values of similar properties could lead to a non-uniform and unequal rate of assessment. If that happens, the statewide reappraisal of all real property, such as last occurred in 1989, could be required. And that will be, as it was in 1989 a tremendous drain on county resources across the state.

8. Has this legislation had previous introductions at the Legislature? If so, when?

Introduced during the 2021 legislative session, SB 222 (Attachment A) was accompanied by Riley County's HB 2402. No hearing was held on either bill in either 2021 or 2022.

As in the past, further education of all legislators, and of the general public, is necessary to push passage of SB 222 (Attachment A). A joint effort of counties to do so stands the best chance of success.

9. Which legislator did you approach and what was the response? Who will champion this bill during the legislative session?

Our Senator Tom Hawk introduced SB 222 (Attachment A). We believe our delegation will support the bill again. We will confirm that fact during Riley County's annual Fall legislative conference with our delegation.

10. When (specific date) did your county, affiliate, or associate approve this proposal?

The Board of Riley County Commissioners approve this proposal during its July 21, 2022 public meeting.

11. Will you be present at the KAC Annual Conference during the legislative policy discussion to advocate for, and answer questions relating to, this legislation?

Yes.

12. Attach any helpful documentation.

See Attachment A.

**PLEASE ANSWER ALL QUESTIONS TO ENSURE THAT THE COMMITTEE GIVES
THOROUGH CONSIDERATION OF YOUR REQUEST**

Please return to: Jay Hall, KAC Deputy Director and General Counsel
hall@kansascounties.org

Kansas Association of Counties, 715 SW 10th Avenue, Topeka, Kansas 66612

Deadline for Submission: July 22, 2022

Session of 2021

SENATE BILL No. 222

By Committee on Ways and Means

2-11

1 AN ACT concerning property taxation; relating to valuation of property;
2 excluding hypothetical leased fee in the determination of fair market
3 value; amending K.S.A. 79-503a and repealing the existing section.
4

5 *Be it enacted by the Legislature of the State of Kansas:*

6 Section 1. K.S.A. 79-503a is hereby amended to read as follows: 79-
7 503a. "Fair market value" means the amount in terms of money that a well
8 informed buyer is justified in paying and a well informed seller is justified
9 in accepting for property in an open and competitive market, assuming that
10 the parties are acting without undue compulsion. *A hypothetical leased fee*
11 *shall not be included in the determination of fair market value of any*
12 *property.* In the determination of fair market value of any real property
13 *which that* is subject to any special assessment, such value shall not be
14 determined by adding the present value of the special assessment to the
15 sales price. For the purposes of this definition it will be assumed that
16 consummation of a sale occurs as of January 1.

17 Sales in and of themselves shall not be the sole criteria of fair market
18 value but shall be used in connection with cost, income and other factors
19 including, but not by way of exclusion:

- 20 (a) The proper classification of lands and improvements;
- 21 (b) the size thereof;
- 22 (c) the effect of location on value;
- 23 (d) depreciation, including physical deterioration or functional,
- 24 economic or social obsolescence;
- 25 (e) cost of reproduction of improvements;
- 26 (f) productivity taking into account all restrictions imposed by the
- 27 state or federal government and local governing bodies, including, but not
- 28 limited to, restrictions on property rented or leased to low income
- 29 individuals and families as authorized by section 42 of the federal internal
- 30 revenue code of 1986, as amended;
- 31 (g) earning capacity as indicated by lease price, by capitalization of
- 32 net income or by absorption or sell-out period;
- 33 (h) rental or reasonable rental values or rental values restricted by the
- 34 state or federal government or local governing bodies, including, but not
- 35 limited to, restrictions on property rented or leased to low income
- 36 individuals and families, as authorized by section 42 of the federal internal

ATTACHMENT A

Attachment: Exhibit 1 (13034 : Legislative Conference Agenda)

SB 222

2

1 revenue code of 1986, as amended;

2 (i) sale value on open market with due allowance to abnormal
3 inflationary factors influencing such values;

4 (j) restrictions or requirements imposed upon the use of real estate by
5 the state or federal government or local governing bodies, including
6 zoning and planning boards or commissions, and including, but not limited
7 to, restrictions or requirements imposed upon the use of real estate rented
8 or leased to low income individuals and families, as authorized by section
9 42 of the federal internal revenue code of 1986, as amended; and

10 (k) comparison with values of other property of known or recognized
11 value. The assessment-sales ratio study shall not be used as an appraisal
12 for appraisal purposes.

13 *Fair market value pursuant to this section does not apply to land*
14 *devoted to agricultural use.*

15 The appraisal process utilized in the valuation of all real and tangible
16 personal property for ad valorem tax purposes shall conform to generally
17 accepted appraisal procedures and standards which are consistent with the
18 definition of fair market value unless otherwise specified by law.

19 Sec. 2. K.S.A. 79-503a is hereby repealed.

20 Sec. 3. This act shall take effect and be in force from and after its
21 publication in the statute book.



KANSAS ASSOCIATION OF COUNTIES

Legislative Request Form | 2023 Legislative Session

Instructions: Three entities are eligible to submit a policy request. They are: (1) a member county, (2) a KAC affiliate organization, or (3) a KAC associate organization. Any county official submitting a request must have support from the official's respective county or affiliate/associate organization before submission. It is preferred that all requests also include a prior discussion with a Kansas legislator before submission. Please submit requests typed on this form. Do not submit handwritten forms. Deadline for submitting this request form: **Friday, July 22, 2022.**

1. Contact Information

Name:	Clancy Holeman
Title:	County Counselor
Entity:	Riley County
Telephone:	785-317-3733
Email:	choleman@rileycountyks.gov

2. Describe the legislative issue.

All counties have had **statutory** home rule since 1974.

All Cities have had **constitutionally protected** home rule since 1960.

The sole purpose of SCR 1606 (Attachment A) is to provide counties **constitutionally protected** home rule—no more and no less home rule than all counties already have. It provides all Kansas counties the same **constitutionally protected** home rule Kansas cities have enjoyed for the past 60 years.

Kansas Counties have had their home rule authority increasingly limited by the legislature since 1974. That has been easy for the legislature to do. The legislature simply amends the county home rule statute during any legislative session. The legislature has done so nearly 40 times since 1974.

Kansas Cities have not had their home rule authority limited by the legislature even once, since 1960. The legislature is powerless to do so, unless a constitutional amendment is placed on a statewide ballot, then passed by a majority of Kansas citizens.

EXHIBIT 2

3. Describe any history on the issue.

Riley County introduced House Concurrent Resolutions (then with text virtually identical to current SCR 1606) in the 2017 and 2019 legislative sessions. But those HCRs were not worked in their respective committees.

Riley County introduced SCR 1606 (Attachment A) during the 2021 legislative session. A hearing was held on SCR 1606 during that session, and a unanimous Riley County Commission testified in support by both zoom and in writing (Attachments B, C & D). See also testimony in support from KAC. (Attachment E)

4. Why does the issue need legislative resolution?

Without constitutional protection of county home rule, all counties can lose all their current home rule authority during any legislative session. It could be accomplished by a simple majority vote in each chamber to repeal the county home rule statute, followed by the governor's signature, or the legislature's override of the governor's veto of that repeal.

5. Who will support the legislation? Who will oppose it?

In the past, this legislation has been opposed by KLA, KFB and the Pork Producers. It can be argued their opposition is short-sighted. The population of Kansas is becoming increasingly urban. So, it is generally accepted that urban interests will eventually have a significant numbers advantage in both the Kansas House and Senate.

If that trending shift of legislative power continues, rural voices will likely have a reduced ability to pass legislation important to rural Kansas.

6. Do other counties support or oppose the legislation? Why or why not?

During the Riley County 2019 legislative summit, several counties in this region supported **constitutional protection** of county home rule. They agreed that the Kansas population shift may provide a limited window of opportunity to provide **constitutional protection** to any county's ability to legislate locally on local issues.

7. Does this issue or problem have statewide effects and why?

The current absence of **constitutional protection** of county home rule has allowed the legislature to consistently restrict local authority since the 1974 statutory grant. Initially, county legislative authority passed with only 8 statutory exceptions to local legislative power. There are now 38 such restrictions.

8. Has this legislation had previous introductions at the Legislature? If so, when?

This legislation has been introduced by Riley County in the 2017, 2019 and 2021 legislative sessions. It died in committee at the end of the 2022 legislative session.

9. Which legislator did you approach and what was the response? Who will champion this bill during the legislative session?

We have not yet discussed this legislation with our delegation. We expect to confirm their support during Riley County's annual Fall legislative conference.

10. When (specific date) did your county, affiliate, or associate approve this proposal?

The Board of Riley County Commissioners approved this proposal during its public meeting of July 21, 2022.

11. Will you be present at the KAC Annual Conference during the legislative policy discussion to advocate for, and answer questions relating to, this legislation?

Yes.

12. Attach any helpful documentation.

See Attachments A—E.

**PLEASE ANSWER ALL QUESTIONS TO ENSURE THAT THE COMMITTEE GIVES
THOROUGH CONSIDERATION OF YOUR REQUEST**

Please return to: Jay Hall, KAC Deputy Director and General Counsel

hall@kansascounties.org

Kansas Association of Counties, 715 SW 10th Avenue, Topeka, Kansas 66612

Deadline for Submission: July 22, 2022

Session of 2021

Senate Concurrent Resolution No. 1606

By Committee on Local Government

2-4

1 A PROPOSITION to amend article 9 of the constitution of the state of
2 Kansas by adding a new section thereto; concerning home rule for
3 counties.

4
5 *Be it resolved by the Legislature of the State of Kansas, two-thirds of the*
6 *members elected (or appointed) and qualified to the Senate and two-*
7 *thirds of the members elected (or appointed) and qualified to the*
8 *House of Representatives concurring therein.*

9 Section 1. The following proposition to amend the constitution of
10 the state of Kansas shall be submitted to the qualified electors of the state
11 for their approval or rejection: Article 9 of the constitution of the state of
12 Kansas is hereby amended by adding a new section to read as follows:

13 "§ 6. Counties' power of home rule. (a) Counties are
14 hereby empowered to determine their local affairs and
15 government including the levying of taxes, excises, fees,
16 charges and other exactions, except when and as the levying of
17 any tax, excise, fee, charge or other exaction is limited or
18 prohibited by enactment of the legislature applicable uniformly
19 to all counties of the same class. The legislature may establish
20 not to exceed four classes of counties for the purpose of
21 imposing all such limitations or prohibitions. Counties shall
22 exercise such determination by resolution passed by the
23 governing body with referendums only in such cases as
24 prescribed by the legislature, subject only to enactments of the
25 legislature of statewide concern applicable uniformly to all
26 counties, to other enactments of the legislature applicable
27 uniformly to all counties, to enactments of the legislature
28 applicable uniformly to all counties of the same class limiting or
29 prohibiting the levying of any tax, excise, fee, charge or other
30 exaction and to enactments of the legislature prescribing limits
31 of indebtedness. All enactments relating to counties now in
32 effect or hereafter enacted and as later amended and until
33 repealed shall govern counties, except as counties shall exempt
34 themselves by charter resolutions as herein provided for in
35 subsection (b).

36 (b) (1) Any county may by charter resolution elect in the

ATTACHMENT A

Attachment: Exhibit 2 (13034 : Legislative Conference Agenda)

SCR 1606

2

1 manner prescribed in this section that the whole or any part of
2 any enactment of the legislature applying to such county, other
3 than enactments of statewide concern applicable uniformly to
4 all counties, other enactments applicable uniformly to all
5 counties, and enactments prescribing limits of indebtedness,
6 shall not apply to such county.

7 (2) A charter resolution is a resolution which exempts a
8 county from the whole or any part of any enactment of the
9 legislature as referred to in this section and which may provide
10 substitute and additional provisions on the same subject. Such
11 charter resolution shall be so titled, shall designate specifically
12 the enactment of the legislature or part thereof made
13 inapplicable to such county by the adoption of such resolution
14 and contain the substitute and additional provisions, if any, and
15 shall require a two-thirds vote of the members-elect of the
16 governing body of such county. Every charter resolution shall
17 be published once each week for two consecutive weeks in the
18 official county newspaper or, if there is none, in a newspaper of
19 general circulation in the county.

20 (3) No charter resolution shall take effect until 60 days
21 after its final publication. If, within 60 days of its final
22 publication, a petition signed by a number of electors of the
23 county equal to not less than 10% of the number of electors who
24 voted at the last preceding regular county election shall be filed
25 in the office of the clerk of such county demanding that such
26 resolution be submitted to a vote of the electors, it shall not take
27 effect until submitted to a referendum and approved by a
28 majority of the electors voting thereon. An election, if called,
29 shall be called within 30 days and held within 90 days after the
30 filing of the petition. The governing body shall pass a resolution
31 calling the election and fixing the date, which resolution shall
32 be published once each week for three consecutive weeks in the
33 official county newspaper or, if there be none, in a newspaper of
34 general circulation in the county, and the election shall be
35 conducted as elections for officers and by the officers handling
36 such elections. The proposition shall be: "Shall charter
37 resolution No. _____, entitled (title of resolution) take
38 effect?" The governing body may submit any charter resolution
39 to a referendum without petition by the same publication of the
40 charter resolution, and the same publication of the resolution
41 calling the election as for resolutions upon petition and such
42 charter resolution shall then become effective when approved
43 by a majority of the electors voting thereon. Each charter

SCR 1606

3

1 resolution becoming effective shall be recorded by the county
2 clerk in a book maintained for that purpose with a statement of
3 the manner of adoption, and a certified copy shall be filed with
4 the secretary of state, who shall keep an index of the same.

5 (4) Each charter resolution enacted shall control and
6 prevail over any prior or subsequent act of the governing body
7 of the county, and may be repealed or amended only by charter
8 resolution or by enactments of the legislature applicable to all
9 counties.

10 (c) Powers and authority granted to counties pursuant to
11 this section shall be liberally construed for the purpose of giving
12 to counties the largest measure of self-government.

13 (d) This amendment shall be effective on and after July 1,
14 2023."

15 Sec. 2. The following statement shall be printed on the ballot with
16 the amendment as a whole:

17 "*Explanatory statement.* This amendment would provide a
18 constitutional basis for county home rule. A county could
19 enact a charter resolution to exempt itself from non-uniform
20 state laws that apply to the county and provide substitute or
21 additional provisions to that law. The legislature could
22 preempt counties from exercising home rule powers by the
23 passage of uniform state laws that apply to all counties in the
24 exact same manner. Counties could pass home rule
25 resolutions to legislate locally on matters not covered by
26 state law.

27 "A vote for this proposition would empower counties to
28 determine their local affairs and government with a
29 constitutional grant of power that could only be preempted
30 by enactments of the legislature that apply uniformly to all
31 counties in the exact same way.

32 "A vote against this proposition would retain the present law
33 granting counties home rule power and other both uniform
34 and non-uniform laws pertaining to counties that can be
35 readily amended by the legislature to restrict home rule
36 powers by statute."

37 Sec. 3. This resolution, if approved by two-thirds of the members
38 elected (or appointed) and qualified to the Senate and two-thirds of the
39 members elected (or appointed) and qualified to the House of
40 Representatives, shall be entered on the journals, together with the yeas
41 and nays. The secretary of state shall cause this resolution to be published
42 as provided by law and shall cause the proposed amendment to be
43 submitted to the electors of the state at the general election in November

SCR 1606

4

- 1 in the year 2022, unless a special election is called at a sooner date by
- 2 concurrent resolution of the legislature, in which case it shall be
- 3 submitted to the electors of the state at the special election.



BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
 Manhattan, Kansas 66502
 Phone: 785-565-6844
 Fax: 785-565-6847
 Email: boccc@rileycountyks.gov

February 16, 2021

Carolyn McGinn, Chair
 Senate Local Government Committee
 State Capitol, Room 142-S
 Topeka, KS 66612

Re: Written Testimony in Support of SCR 1606
 John Ford, Riley County Commission Chairman

Dear Chair McGinn and Members of the Committee:

The Board of Riley County Commissioners has introduced SCR 1606.

The goal of SCR 1606 is to provide constitutional protection to the home rule authority all Kansas counties currently have. This is, first, a matter of simple fairness to county commissions across Kansas. Home rule is the authority to legislate locally. Counties use their legislative authority every day to address local demands for service quickly and efficiently. That happens whenever county roads and bridges must be constructed or maintained; when ambulance service is provided; when the county health department distributes COVID-19 vaccine; when emergency management takes action to protect life and property during a flood or tornado; when volunteer firefighters respond to a call. But unlike cities, county authority to make legislative decisions about providing and funding these critical local services is not protected by our Kansas constitution. That is unfair.

Without constitutional protection of county home rule, it can end during any legislative session by repeal of the county home rule statute. In contrast, city home rule cannot end without a constitutional amendment. But the current constitutional protection of city home rule does not grant cities unlimited legislative authority. Cities remain subject to all state law which applies uniformly throughout Kansas. And SCR 1606 reads identically to the constitutional grant of home rule authority given cities. So passage of SCR 1606 does not expand the legislative authority of counties. Counties, like cities, would remain subject to all uniform state laws passed by the legislature.

Riley County trusts the voters of Kansas will, if given the opportunity, grant counties the same constitutional protection of local legislative authority which cities now have. We encourage this committee to give Kansas voters that opportunity.

Sincerely,

A handwritten signature in black ink, appearing to read "John Ford", is written over a horizontal line.

John Ford, Chairman
 Board of Riley County Commissioners

ATTACHMENT B

Attachment: Exhibit 2 (13034 : Legislative Conference Agenda)



BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
 Manhattan, Kansas 66502
 Phone: 785-565-6844
 Fax: 785-565-6847
 Email: bocc@rileycountyks.gov

February 23, 2021

Carolyn McGinn, Chair
 Senate Local Government Committee
 State Capitol, Room 142-S
 Topeka, KS 66612

Re: Written Testimony in Support of SCR 1606
 Kathryn Focke, Riley County Commissioner

Dear Chair McGinn and Members of the Committee:

The Riley County Commission unanimously believes county home rule deserves constitutional protection.

The governing body closest to local issues is uniquely suited to respond immediately, creatively and effectively to citizens. The ongoing pandemic and the local public health response to it, provide excellent examples.

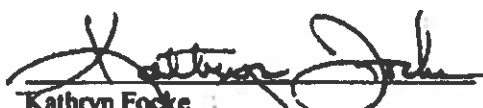
When some local businesses told this Board they believed our Board of Health and Local Health Officer COVID-19 restrictions were too strict, the Riley County Commission took action. Now a formalized advisory group made up of business representatives provides input for consideration by our Local Health Officer. This benefits both business and public health.

When the state of Kansas passed along CARES funding to Riley County, with a mandate to fairly address local COVID-19 needs, the Riley County Commission was not overwhelmed by the task. Instead, the County quickly created a staff committee to develop fair grant application standards and to review the requests from small businesses for COVID-19 assistance. Thereafter, the County Commissioners authorized distribution of grants to small businesses totaling \$2,589,055.24. Those grants provided essential assistance to 186 struggling local small businesses.

Without the local authority of home rule, the Riley County Commission would not have been able to take either of the foregoing actions without first obtaining legislative approval. That would have slowed local response in both of the above situations. That kind of delay would have reduced this County's ability to quickly meet the critical local needs of its citizens.

This kind of local authority deserves constitutional protection—the identical constitutional protection Kansas cities already have for their home rule authority.

Sincerely,


 Kathryn Focke
 Riley County Commissioner

ATTACHMENT C

Attachment: Exhibit 2 (13034 : Legislative Conference Agenda)


BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
 Manhattan, Kansas 66502
 Phone: 785-565-6844
 Fax: 785-565-6847
 Email: boc@rileycountyks.gov

February 16, 2021

Carolyn McGinn, Chair
 Senate Local Government Committee
 State Capitol, Room 142-S
 Topeka, KS 66612

Re: Oral Testimony in Support of SCR 1606
 Greg McKinley, Riley County Commission Vice Chairman

Dear Chair McGinn and Members of the Committee:

The Board of Riley County Commissioners has introduced SCR 1606.

Home rule is necessary for counties. It allows county commissions to react quickly and effectively to local events and conditions. For example, the extreme cold affecting Kansas in the past week has disrupted some portion of the COVID-19 testing taking place in Riley County. Riley County had made available one of its outdoor facilities (normally used during the county fair) as a testing site. The private company providing this testing is under a contract with the State of Kansas. But the cold weather has made it impossible for the company's staff to continue their work outdoors. It is important such testing continue. Good data helps the Riley County Health Department accurately determine the rate of COVID-19 infections in our community. Knowing the rate of infection helps our local health officer and our Board make health policy decisions which protect our citizens and businesses.

Our County Commission had already leased a building from a local church. We will use that building as an "Alternate Care Site" for COVID-19 patient treatment, if it becomes necessary. During a commission meeting last week, we quickly approved staff's development of an amendment to the existing lease. We took legislative action in that public meeting to authorize our Chairman to sign such an amendment, once it's prepared, without waiting for our next regular public meeting. If that amendment is acceptable to the owner, the testing company and this Board, our hope is to have free and warm indoor space available to the company this week. Then testing will continue.

This kind of quick response by our Board to a local problem is possible because we have lawful authority to take quick legislative action and alter our existing contract. Home rule gives Riley County that authority.

SCR 1606 protects existing Riley County home rule. It gives constitutional protection to our ability to solve local problems, at the local level.

Thank you for allowing our Board to ask your support of SCR 1606.

Sincerely,


 Greg McKinley, Vice Chairman
 Board of Riley County Commissioners

ATTACHMENT D

Attachment: Exhibit 2 (13034 : Legislative Conference Agenda)



KANSAS
ASSOCIATION OF
COUNTIES

715 SW 10th Avenue • Topeka, KS 66612
785-272-2585 • www.kansascounties.org

**Senate Local Government Committee
February 16, 2021
SCR 1606**

**Kansas Association of Counties
Proponent Testimony**

Chairwoman McGinn and members of the Committee:

Thank you for allowing the Kansas Association of Counties to offer testimony in support of SCR 1606, which would grant constitutional protection for county home rule authority.

Home rule is an important to KAC and its member counties. Home rule is limited autonomy of self government authority for local governmental units. Cities in Kansas have enjoyed constitutionally protected home rule since 1961. While counties in Kansas have home rule authority, it is statutory authority only.

County home rule is self-executing in the same manner as city home rule. Counties do not need to adopt any special resolution or charter to have home rule authority. The power is there for all 105 counties to use. The major difference is that county home rule can change at any given time during the legislative session because it is statutory and therefore subject to legislative change. This introduces a level of uncertainty for counties, and the residents and businesses that make up those communities.

It is important to remember that without home rule, counties would have to come to the legislature for every issue of local importance. This is incredibly inefficient for both counties and the legislature, as it slows down the legislative process here, and is often too slow to react to be beneficial to local communities in our 105 counties. Home rule is a necessary policy. Without it, the legislature would be overrun with local issues, rather than matters of statewide concern. The necessity of home rule as a policy argues strongly in favor of that policy being enshrined in the Kansas constitution.

Let us also remember that home rule, whether constitutional or statutory, is not absolute. Any statute that is uniform is not subject to home rule authority. This means that statutes that apply equally across all 105 counties cannot be chartered out of. They are binding upon all counties. When necessary, the state has established rules for matters of statewide concern. In those instances, legislative authority would override county home rule whether constitutional or statutory.

It has been recognized, particularly recently, that one size does not fit all here in Kansas. There are certainly some areas where a uniform policy is necessary, and those are the matters that the legislature should focus their efforts on. Local matters, however, often get lost in the legislative process, as lawmakers from across the state find it difficult to focus attention on issues that may only affect one county, or even one small portion of a county.

Remember, also, that the decision of this Senate committee does not grant constitutional protection for county home rule authority immediately. Because this is a constitutional amendment, it requires a two thirds majority in both the Senate and House, as well as a majority vote in a popular vote. Even if the legislature were to grant constitutional protections unanimously, counties would still need to make their case to their constituents across the state before county home rule enjoyed constitutional protection.

Thank you for the opportunity to provide this information to the committee. KAC stands ready to answer questions at the appropriate time.

Jay Hall
Legislative Policy Director and General Counsel
Kansas Association of Counties
hall@kansascounties.org
(785)272-2585, Ext. 307



KANSAS ASSOCIATION OF COUNTIES

Legislative Request Form | 2023 Legislative Session

Instructions: Three entities are eligible to submit a policy request. They are: (1) a member county, (2) a KAC affiliate organization, or (3) a KAC associate organization. Any county official submitting a request must have support from the official's respective county or affiliate/associate organization before submission. It is preferred that all requests also include a prior discussion with a Kansas legislator before submission. Please submit requests typed on this form. Do not submit handwritten forms. Deadline for submitting this request form: **Friday, July 22, 2022.**

1. Contact Information

Name:	Clancy Holeman
Title:	County Counselor
Entity:	Riley County
Telephone:	785-317-3733
Email:	choleman@rileycountyks.gov

2. Describe the legislative issue.

Kansas case law prohibits counties from abating public nuisance properties by cleaning them up and imposing those costs on the property owner. But doing so may be the best way to achieve nuisance abatement. (Unlike counties, cities have authority to do such nuisance abatements and cost recovery.)

3. Describe any history on the issue.

Sedgwick County successfully obtained passage of SB No. 52 during the 2021 legislative session. It is titled the "Sedgwick County **Urban Area** Nuisance Abatement Act." (Attachment A)

4. Why does the issue need legislative resolution?

There are nuisance properties within the **unincorporated area** of Riley County. Our experience has been the abatement tools currently available to counties are ineffective.

5. Who will support the legislation? Who will oppose it?

Any county with nuisance properties should support this concept. They, like Riley County, may have found that fines, and even district court injunctive actions, can be unsuccessful in solving nuisances on some nuisance properties.

Opposition is possible from those who do not believe agricultural properties are exempt from this proposed legislation. Agricultural properties are exempt from this legislation.

6. Do other counties support or oppose the legislation? Why or why not?

We are confident most counties will be open to this type of expanded authority to resolve nuisances in their unincorporated area. Currently, the appellate courts have determined that only fines and/or jail time are available remedies, pursuant to the "Code for Enforcement of County Resolutions."

7. Does this issue or problem have statewide effects and why?

These nuisances have been a statewide problem, according to comments from various counties in past KAC annual conferences.

8. Has this legislation had previous introductions at the Legislature? If so, when?

This proposal has not been introduced in the legislature previously.

9. Which legislator did you approach and what was the response? Who will champion this bill during the legislative session?

We have not yet discussed this legislation with our delegation. We expect to confirm their support during Riley County's annual Fall legislative conference.

10. When (specific date) did your county, affiliate, or associate approve this proposal?

The Board of Riley County Commissioners approved this proposal during its public meeting of July 21, 2022.

11. Will you be present at the KAC Annual Conference during the legislative policy discussion to advocate for, and answer questions relating to, this legislation?

Yes.

12. Attach any helpful documentation.

See Attachments A and B.

**PLEASE ANSWER ALL QUESTIONS TO ENSURE THAT THE COMMITTEE GIVES
THOROUGH CONSIDERATION OF YOUR REQUEST**

**Please return to: Jay Hall, KAC Deputy Director and General Counsel
hall@kansascounties.org**

Kansas Association of Counties, 715 SW 10th Avenue, Topeka, Kansas 66612

Deadline for Submission: July 22, 2022

SEDGWICK COUNTY URBAN AREA NUISANCE ABATEMENT ACT

SENATE BILL No. 52 AN ACT establishing the Sedgwick county urban area nuisance abatement act. Be it enacted by the Legislature of the State of Kansas:

Section 1. (a) Sections 1 through 6, and amendments thereto, shall be known and may be cited as the Sedgwick county urban area nuisance abatement act. (b) Sedgwick county has been declared an urban area under K.S.A. 19-2654, and amendments thereto, as permitted by section 17 of article 2 of the constitution of the state of Kansas. (c) Before any nuisance abatement process shall be commenced under this act, Sedgwick county first shall have obtained a conviction for a county code violation resulting from such nuisance within the 12-month period prior to the issuance of any order as provided in section 2, and amendments thereto. (d) (1) The board of county commissioners may order the removal or abatement of any nuisance from any lot or parcel of ground within the unincorporated area of the county. The board may order the repair or demolition of any structure, or the removal or abatement of any other type of nuisance. (2) The order shall provide that all costs associated with the abatement shall be paid by the owner of the property on which the nuisance is located.

Section 2. (a) Whenever the board of county commissioners or other agency designated by the board files with the Sedgwick county clerk a statement in writing describing a nuisance and declaring that such nuisance is a menace and dangerous to the health of the inhabitants of the county, the board of county commissioners, by resolution, may make such determination and issue an order requiring the nuisance be removed or abated. (b) Except as provided by subsection (c), the board of county commissioners shall order the owner of the property to remove and abate the nuisance within not less than 10 days, to be specified in the order. The board or its designated representative may grant extensions of the time period indicated in the order. The order shall state that before the expiration of the waiting period or any extension, the recipient may request a hearing before the board or its designated representative. The order shall be served on the owner by personal service in accordance with K.S.A. 60-303, and amendments thereto. (c) If the owner of the property has failed to accept delivery or otherwise failed to effectuate receipt of a notice sent pursuant to this section during the preceding 24-month period, the board of county commissioners may provide notice of the issuance of any further orders to abate or remove a nuisance from the property in the manner provided by subsection (d) or as provided in this subsection. The board may provide notice of the order by such methods including, but not limited to, door hangers conspicuously posting notice of the order on the property, personal notification, telephone communication or first class mail. If the property is unoccupied and the owner is a nonresident, notice provided by this section shall be given by telephone communication or first class mail. (d) If the owner of the property fails to comply with the order for a period longer than that named in the order or any extensions of such time period, the board of county commissioners may proceed to order the repair or demolition of any structure and have the items described in the order removed and abated from the lot or parcel of ground. If the county abates or removes the nuisance, the county shall give notice to the owner by certified mail, return receipt requested, of the total cost of the abatement or removal incurred by the county. The notice also shall state that payment of the cost is due and payable within 60 days

ATTACHMENT A

following the mailing of the notice. SENATE BILL No. 52—page 2 (e) If the cost of the removal or abatement is not paid within the 60-day period, the cost shall be assessed and charged against the lot or parcel of land on which the nuisance was located. If the cost is to be assessed, the county clerk, at the time of certifying other county taxes, shall certify the costs, and the county clerk shall extend the cost on the tax roll of the county against the lot or parcel of land. Such cost shall be collected by the county treasurer. (f) In assessing the cost of removal and abatement of a nuisance, the county shall subtract from the total cost of the abatement or removal incurred by the county the value of the property removed or abated. If the value of the property removed or abated is greater than the cost of the removal or abatement incurred by the county, the county shall pay the owner the difference. If the value of the property is contested, the property owner may request a hearing before the board or its designated representative prior to the 60 days following receipt of notice of costs due and payable under subsection (d). (g) All orders and notices shall be served on the owner of record or, if there is more than one owner of record, then on at least one such owner. (h) Any decision of the board of county commissioners or its designated representative is subject to review in accordance with the Kansas judicial review act.

Section 3. Sedgwick county may remove and abate from property, other than public property or property open to the use by the public, a motor vehicle determined to be a nuisance. Disposition of such vehicles shall be in compliance with the procedures for impoundment, notice and public auction provided by K.S.A. 8-1102(a)(2), and amendments thereto. Following any sale by public auction of a vehicle determined to be a nuisance, the purchaser may file proof with the division of vehicles, and the division shall issue a certificate of title to the purchaser of the motor vehicle. If a public auction is conducted, but no responsible bid is received, the county may file proof with the division of vehicles, and the division shall issue a certificate of title of the motor vehicle to the county. Any person whose motor vehicle has been disposed of pursuant to this section shall be eligible for a refund of the tax imposed pursuant to K.S.A. 79-5101 et seq., and amendments thereto. The amount of the refund shall be determined in the manner provided by K.S.A. 79-5107, and amendments thereto.

Section 4. The board of county commissioners may adopt a resolution to establish any policies, procedures, designated body or other related matters for hearings that property owners or their agents may request pursuant to this act.

Section 5. Nothing in the Sedgwick county urban area nuisance abatement act shall apply to land, structures, machinery and equipment or motor vehicles used for an agricultural activity. For purposes of this section, the term "agricultural activity" means the same as defined in K.S.A. 2-3203, and amendments thereto, except such term shall also include real and personal property, machinery, equipment, stored grain and agricultural input products owned or maintained by commercial grain elevators and agribusiness facilities.

Section 6. The Sedgwick county urban area nuisance abatement act, sections 1 through 6, and amendments thereto, shall expire on July 1, 2024.

RILEY COUNTY UNINCORPORATED AREA NUISANCE ABATEMENT ACT

Be it enacted by the Legislature of the State of Kansas:

Section 1. (a) Sections 1 through 6, and amendments thereto, shall be known and may be cited as the Riley county unincorporated area nuisance abatement act. (b) Before any nuisance abatement process shall be commenced under this act, Riley county first shall have obtained a conviction for a county code violation resulting from such nuisance within the 12-month period prior to the issuance of any order as provided in section 2, and amendments thereto. (d) (1) The board of county commissioners may order the removal or abatement of any nuisance from any lot or parcel of ground within the unincorporated area of the county. The board may order the repair or demolition of any structure, or the removal or abatement of any other type of nuisance. (2) The order shall provide that all costs associated with the abatement shall be paid by the owner of the property on which the nuisance is located.

Section 2. (a) Whenever the board of county commissioners or other agency designated by the board files with the Riley county clerk a statement in writing describing a nuisance and declaring that such nuisance is a menace and dangerous to the health of the inhabitants of the county, the board of county commissioners, by resolution, may make such determination and issue an order requiring the nuisance be removed or abated. (b) Except as provided by subsection (c), the board of county commissioners shall order the owner of the property to remove and abate the nuisance within not less than 10 days, to be specified in the order. The board or its designated representative may grant extensions of the time period indicated in the order. The order shall state that before the expiration of the waiting period or any extension, the recipient may request a hearing before the board or its designated representative. The order shall be served on the owner by personal service in accordance with K.S.A. 60-303, and amendments thereto. (c) If the owner of the property has failed to accept delivery or otherwise failed to effectuate receipt of a notice sent pursuant to this section during the preceding 24-month period, the board of county commissioners may provide notice of the issuance of any further orders to abate or remove a nuisance from the property in the manner provided by subsection (d) or as provided in this subsection. The board may provide notice of the order by such methods including, but not limited to, door hangers conspicuously posting notice of the order on the property, personal notification, telephone communication or first class mail. If the property is unoccupied and the owner is a nonresident, notice provided by this section shall be given by telephone communication or first class mail. (d) If the owner of the property fails to comply with the order for a period longer than that named in the order or any extensions of such time period, the board of county commissioners may proceed to order the repair or demolition of any structure and have the items described in the order removed and abated from the lot or parcel of ground. If the county abates or removes the nuisance, the county shall give notice to the owner by certified mail, return receipt requested, of the total cost of the abatement or removal incurred by the county. The notice also shall state that payment of the cost is due and payable within 60 days following the mailing of the notice. (e) If the cost of the removal or abatement is not paid within the 60-day period, the cost shall be assessed and charged against the lot or parcel of land on which the nuisance

ATTACHMENT B

was located. If the cost is to be assessed, the county clerk, at the time of certifying other county taxes, shall certify the costs, and the county clerk shall extend the cost on the tax roll of the county against the lot or parcel of land. Such cost shall be collected by the county treasurer. (f) In assessing the cost of removal and abatement of a nuisance, the county shall subtract from the total cost of the abatement or removal incurred by the county the value of the property removed or abated. If the value of the property removed or abated is greater than the cost of the removal or abatement incurred by the county, the county shall pay the owner the difference. If the value of the property is contested, the property owner may request a hearing before the board or its designated representative prior to the 60 days following receipt of notice of costs due and payable under subsection (d). (g) All orders and notices shall be served on the owner of record or, if there is more than one owner of record, then on at least one such owner. (h) Any decision of the board of county commissioners or its designated representative is subject to review in accordance with the Kansas judicial review act.

Section 3. Riley county may remove and abate from property, other than public property or property open to the use by the public, a motor vehicle determined to be a nuisance. Disposition of such vehicles shall be in compliance with the procedures for impoundment, notice and public auction provided by K.S.A. 8-1102(a)(2), and amendments thereto. Following any sale by public auction of a vehicle determined to be a nuisance, the purchaser may file proof with the division of vehicles, and the division shall issue a certificate of title to the purchaser of the motor vehicle. If a public auction is conducted, but no responsible bid is received, the county may file proof with the division of vehicles, and the division shall issue a certificate of title of the motor vehicle to the county. Any person whose motor vehicle has been disposed of pursuant to this section shall be eligible for a refund of the tax imposed pursuant to K.S.A. 79-5101 et seq., and amendments thereto. The amount of the refund shall be determined in the manner provided by K.S.A. 79-5107, and amendments thereto.

Section 4. The board of county commissioners may adopt a resolution to establish any policies, procedures, designated body or other related matters for hearings that property owners or their agents may request pursuant to this act.

Section 5. Nothing in the Riley county unincorporated area nuisance abatement act shall apply to land, structures, machinery and equipment or motor vehicles used for an agricultural activity. For purposes of this section, the term "agricultural activity" means the same as defined in K.S.A. 2-3203, and amendments thereto, except such term shall also include real and personal property, machinery, equipment, stored grain and agricultural input products owned or maintained by commercial grain elevators and agribusiness facilities.

Section 6. The Riley county unincorporated area nuisance abatement act, sections 1 through 6, and amendments thereto, shall expire on July 1, 2025.



KANSAS ASSOCIATION OF COUNTIES

Legislative Request Form | 2023 Legislative Session

Instructions: Three entities are eligible to submit a policy request. They are: (1) a member county, (2) a KAC affiliate organization, or (3) a KAC associate organization. Any county official submitting a request must have support from the official's respective county or affiliate/associate organization before submission. It is preferred that all requests also include a prior discussion with a Kansas legislator before submission. Please submit requests typed on this form. Do not submit handwritten forms. Deadline for submitting this request form: **Friday, July 22, 2022.**

1. Contact Information

Name:	Clancy Holeman
Title:	County Counselor
Entity:	Riley County
Telephone:	785-317-3733
Email:	choleman@rileycountyks.gov

2. Describe the legislative issue.

In December, 2018 an article appeared in the Kansas Government Journal titled "The Impact of Demand Transfer Losses." It described revenue losses to Kansas counties and cities resulting from the state's failure to fund for distribution the following 3 demand transfer sources: Local Ad Valorem Tax Reduction Fund (LAVTRF); County City Revenue Sharing (CCRS); and Special City-County Highway Fund (SCCHF).

According to the above article, through state fiscal year 2018, losses to counties and cities from the above missing promised dollars totaled over \$2.5 billion dollars.

3. Describe any history on the issue.

None of the above funding sources have returned to cities and counties since the above article was written.

4. Why does the issue need legislative resolution?

The above-described "demand transfer funds" represent legislative promises to Kansas citizens the that the state would support county operating costs in order to help keep property taxes low.

5. Who will support the legislation? Who will oppose it?

We know from experience that some legislators are comfortable leaving these statutes unfunded.

6. Do other counties support or oppose the legislation? Why or why not?

We believe counties will generally support any effort for the resumption of state demand transfers. That is based upon feedback Riley County received from other counties during its 2019 legislative summit.

7. Does this issue or problem have statewide effects and why?

This issue has statewide effects because the state continues to place unfunded mandates upon counties, while at the same time claiming counties are not financially responsible.

8. Has this legislation had previous introductions at the Legislature? If so, when?

Riley County has not introduced such legislation.

9. Which legislator did you approach and what was the response? Who will champion this bill during the legislative session?

We believe our delegation will approve this proposal. We will confirm that fact during Riley County's annual Fall legislative conference.

10. When (specific date) did your county, affiliate, or associate approve this proposal?

The Board of Riley County Commissioners approved this proposal during its public meeting of July 21, 2022.

11. Will you be present at the KAC Annual Conference during the legislative policy discussion to advocate for, and answer questions relating to, this legislation?

Yes.

12. Attach any helpful documentation.

N/A

PLEASE ANSWER ALL QUESTIONS TO ENSURE THAT THE COMMITTEE GIVES
THOROUGH CONSIDERATION OF YOUR REQUEST

Please return to: Jay Hall, KAC Deputy Director and General Counsel

hall@kansascounties.org

Kansas Association of Counties, 715 SW 10th Avenue, Topeka, Kansas 66612

Deadline for Submission: July 22, 2022