



**Board of Riley County
Commissioners
Regular Meeting
Agenda
December 16, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Agreement- Consultant-Client BG Consultants- Riley County Transfer Station Tipping Floor and Chute Repair
4. Action on Mobile Device Reimbursement Request Form
5. 2024 GAAP Waiver Resolution
6. Sign a Tax Roll Corrections
7. Advisory Board appointment letters and Resolution

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Dec 12, 2024 8:30 AM

Review Tentative Agenda

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

9:00 AM

Anna Burson, Appraiser

11. Appraiser's Office December Staff Report

9:15 AM

David Adams, EMS/Ambulance Director

12. Staff Update

9:30 AM

Press Conference

13. Presentation of retirement plaque to Julie Winter - John Ford (3 minutes)

- 14. Presentation of retirement plaque to Clancy Holeman - John Ford (3 minutes)
- 15. Public Notices - Evan McMillan (2 minutes)
- 16. 2024 First Half Tax Information - Shilo Heger (2-3 minutes)
- 17. Personal Property Renditions - Anna Burson (2 minutes)

9:40 AM Rich Vargo, County Clerk

- 18. Year to date budget and expenditure reports

9:50 AM Amanda Webb, Planning/Special Projects Director

- 19. Riley County Rural Economic Development Advisory Board discussion

10:10 AM Clancy Holeman, Counselor/Director of Administrative Services

- 20. Administrative Work Session
- 21. Kaw Valley Engineering Agreement Amendment

10:30 AM Board of County Commissioners

- 22. Law Board Member interview with Linda Gibbs

10:50 AM Board of County Commissioners

- 23. Law Board Appointments

11:20 AM Executive Session to discuss department head evaluation

- 24. Michael Boller, Noxious Weed/HHW Director

12:00 PM Law Enforcement Agency Meeting

- 25. Law Board Meeting Agenda

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.

PUBLIC WORKS
Contract

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

COMMISSION AGENDA REPORT

FROM: Andrea Rose, Administrative Assistant II

MEETING: December 16, 2024

SUBJECT: Agreement- Consultant-Client BG Consultants- Riley County Transfer Station Tipping Floor and Chute Repair

PRESENTER: Evan McMillan, Assistant Public Works Director

BACKGROUND

The transfer station floor and loading chute have been wearing down over the years and are ready for a rehabilitation project. BG Consultants Inc., was selected to assemble plans and specifications for the loading floor and chute. BG Consultants, Inc., has performed various projects at the transfer station, and given their familiarity with the facilities and past performance, Public Works staff is requesting to move forward with the contract from BG Consultants, Inc.

POSSIBLE MOTION(S)

Move to sign and approve the contract from BG Consultants.

Enclosures:

- BG-Cons-Riley County-LS-Final (PDF)



AGREEMENT CONSULTANT-CLIENT

THIS AGREEMENT made and entered into by and between BG CONSULTANTS, INC., party of the first part, (hereinafter called the CONSULTANT), and Riley County Public Works, party of the second part, (hereinafter called the CLIENT).

WITNESSETH:

WHEREAS, the CLIENT is authorized and empowered to contract with the CONSULTANT for the purpose of obtaining Services for the following improvement:

Riley County Transfer Station Tipping Floor and Chute Repair

WHEREAS, the CONSULTANT is licensed in accordance with the laws of the State of Kansas and is qualified to perform the Professional Services desired by the CLIENT now therefore:

IT IS AGREED by and between the two parties aforesaid as follows:

SECTION 1 – DEFINITIONS

As used in this Agreement, the following terms shall have the meanings ascribed herein unless otherwise stated or reasonably required by this contract, and other forms of any defined words shall have a meaning parallel thereto.

- 1.1 “Additional Services” means any Services requested by the CLIENT which are not covered by Exhibit 1 of this Agreement.
- 1.2 “Agreement” means this contract and includes change orders issued in writing.
- 1.3 “CLIENT” or “Client” means the agency, business or person identified on page 1 as “CLIENT” and is responsible for ordering and payment for work on this project.
- 1.4 “CONSULTANT” or “Consultant” means the company identified on page 1. CONSULTANT shall employ for the Services rendered, engineers, architects and surveyors licensed, as applicable, by the Kansas State Board of Technical Professions.
- 1.5 “Contract Documents” means those documents so identified in the Agreement for this Project, including Engineering, Architectural and/or Survey documents under this Agreement. Terms defined in General Conditions shall have the same meaning when used in this Agreement unless otherwise specifically stated or in the case of a conflict in which case the definition used in this Agreement shall prevail in the interpretation of this Agreement.
- 1.6 “Engineering Documents” or “Architectural Documents” or “Survey Documents” means plans, specifications, reports, drawings, tracings, designs, calculations, computer models, sketches, notes, memorandums or correspondence related to the work described in Exhibit 1 attached hereto.

- 1.7 “Consulting Services” or “Engineering Services” or “Architectural Services” or “Survey Services” means the professional services, labor, materials, supplies, testing and other acts or duties required of the CONSULTANT under this Agreement, together with Additional Services as CLIENT may request and evidenced by a supplemental agreement pursuant to the terms of this Agreement.
- 1.8 “Services” is a description of the required work as shown in **Exhibit 1**.
- 1.9 “Subsurface Borings and Testing” means borings, probings and subsurface explorations, laboratory tests and inspection of samples, materials and equipment; and appropriate professional interpretations of all the foregoing.

SECTION 2 – RESPONSIBILITIES OF CONSULTANT

- 2.1 **SCOPE OF SERVICES:** The CONSULTANT shall furnish and perform the various Professional Services of the Project to which this Agreement applies, as specifically provided in **Exhibit 1** for the completion of the Project.

2.2 GENERAL DUTIES AND RESPONSIBILITIES

- 2.2.1. **Personnel:** The CONSULTANT shall assign qualified personnel to perform professional Services concerning the Project. At the time of execution of this Agreement, the parties anticipate that the following individual will perform as the principal point of contact on this Project.

Name:	Johnny Eclavea
Address:	4806 Vue Du Lac Place
	Manhattan, KS 66503
Phone:	785.712.2706

- 2.2.2. **Standard of Care:** In the performance of professional Services, CONSULTANT will use that level of care and skill ordinarily exercised by reputable members of CONSULTANT’s profession currently practicing in the same locality under similar conditions. No other representation, guarantee or warranty, express or implied, is included or intended in this agreement or in any communication (oral or written) report, opinion, document or instrument of service.
- 2.2.3. **Independent Contractor:** The CONSULTANT is an independent contractor and as such is not an employee of the Client.
- 2.2.4. **Insurance:** CONSULTANT will maintain insurance for this Agreement in the following types: (i) worker’s compensation insurance as required by applicable law, (ii) comprehensive general liability insurance (CGL), (iii) automobile liability insurance and (iv) Professional liability insurance.
- 2.2.5. **Subsurface Borings and Material Testing:** If tests additional to those provided in Exhibit 1 are necessary for design, the CONSULTANT shall prepare a request for the necessary additional borings and procure at least two proposals, including cost, from Geotechnical firms who engage in providing Subsurface Borings and Testing Services. The CONSULTANT will provide this information to the Client and the Client will contract directly with the Geotechnical firm. The CONSULTANT will not charge an add-on percentage for the Geotechnical firm’s work. The Client will pay the Geotechnical firm separately from this Agreement.

- 2.2.6. **Service by and Payment to Others:** Any work authorized in writing by the Client and performed by a third party, other than the CONSULTANT or their subconsultants in connection with the proposed Project, shall be contracted for and paid for by the Client directly to the third party or parties. Fees for extra work shall be subject to negotiation between the CLIENT and the third party. Fees shall be approved by the CLIENT prior to the execution of any extra work. Although the CONSULTANT may assist the CLIENT in procuring such Services of third parties. Where any design services are provided by persons or entities not under CONSULTANT's direct control, CONSULTANT's role shall be limited to its evaluation of the general conformance with the design intent and the interface with CONSULTANT's design and portion of the project. Except to the extent it is actually aware of a deficiency, error, or omission in such design by others, CONSULTANT shall have no responsibility for such design and may rely upon its adequacy, accuracy, and completeness in all respects.
- 2.2.7. **Subcontracting of Service:** The CONSULTANT shall not subcontract or assign any of the architectural, engineering, surveying or consulting Services to be performed under this Agreement without first obtaining the approval of the Client regarding the Services to be subcontracted or assigned and the firm or person proposed to perform the Services. Neither the CLIENT nor the CONSULTANT shall assign any rights or duties under this Agreement without the prior consent of the other party.
- 2.2.8. **Endorsement:** The CONSULTANT shall sign and seal final plans, specifications, estimates and data furnished by the CONSULTANT according to Kansas Statutes and Rules and Regulations.
- 2.2.9. **Force Majeure:** Should performance of Services by CONSULTANT be affected by causes beyond its reasonable control, Force Majeure results. Force Majeure includes, but is not restricted to, acts of God; acts of a legislative, administrative or judicial entity; acts of contractors other than contractors engaged directly by CONSULTANT; fires; floods; labor disturbances; epidemics; and unusually severe weather. CONSULTANT will be granted a time extension and the parties will negotiate an equitable adjustment to the price of any affected Work Order, where appropriate, based upon the effect of the Force Majeure on performance by CONSULTANT.
- 2.2.10. **Inspection of Documents:** The CONSULTANT shall maintain Project records for inspection by the CLIENT during the contract period and for three (3) years from the date of final payment.
- 2.2.11. **No Fiduciary Duty:** The CONSULTANT shall perform its services consistent with the professional skill and care ordinarily provided by consultants practicing in the same or similar locality under the same or similar circumstances ("Standard of Care"). The CONSULTANT shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project. CONSULTANT makes no warranties or guarantees, express or implied, under this Agreement or otherwise in connection with CONSULTANT's services. Notwithstanding any other representations made elsewhere in this Agreement or in the execution of the Project, this Standard of Care shall not be modified. The CONSULTANT shall act as an independent contractor at all times during the performance of its services, and no term of this Agreement, either expressed or implied, shall create an agency or fiduciary relationship.

SECTION 3 – CLIENT RESPONSIBILITIES

3.1 GENERAL DUTIES AND RESPONSIBILITIES

- 3.1.1. **Communication:** The CLIENT shall provide to the Consultant information and criteria regarding the CLIENT's requirement for the Project; examine and respond in a timely manner to the Consultant's submissions and give notice to the Consultant whenever the CLIENT observes or otherwise becomes aware of any defect in the Services. The CLIENT represents that all information they provide is accurate. Our review and use of the information will be to the standard of care and any delays or additional costs due to inaccurate information will be the responsibility of the CLIENT.
- 3.1.2. **Access:** The CLIENT will provide access agreements for the Consultant to enter public and private property when necessary.
- 3.1.3. **Duties:** The CLIENT shall furnish and perform the various duties and Services in all phases of the Project which are outlined and designated in Exhibit 1 as the CLIENT's responsibility.
- 3.1.4. **Program and Budget:** The CLIENT shall provide full information stating the CLIENT's objectives, schedule, budget with reasonable contingencies and necessary design criteria so that Consultant is able to fully understand the project requirements.
- 3.1.5. **Testing:** Any additional tests required to supplement the Scope of Services or tests required by law shall be furnished by the CLIENT.
- 3.1.6. **Legal, Insurance, Audit:** The CLIENT shall furnish all legal, accounting and insurance counseling Services as may be necessary at any time for the Project. The CLIENT shall furnish all bond forms required for the Project.
- 3.1.7. **Project Representative:** The CLIENT will assign the person indicated below to represent the CLIENT in coordinating this Project with the CONSULTANT, with authority to transmit instructions and define policies and decisions of the CLIENT.

Name:	Evan McMillan
Address:	6215 Tuttle Creek Blvd.
	Manhattan, KS 66503
Phone:	785.537.6330

- 3.1.8. **Billing Contact:** In this section, the CLIENT will identify the billing contact and address. The CONSULTANT will submit invoices according to this contract to the CLIENT's billing contact at the address shown:

Name:	Evan McMillan
Address:	6215 Tuttle Creek Blvd.
	Manhattan, KS 66503
Phone:	785.537.6330

SECTION 4 – PAYMENT

4.1 COMPENSATION

- 4.1.1. **Fee and Expense:** The CLIENT agrees to pay the CONSULTANT a Lump Sum Fee according to **Exhibit 2** of this Agreement. The Lump Sum Fee for this project is a total of \$29,500.00 Dollars plus reimbursable expenses as outlined in **Exhibit 2** and for the Scope of Services as shown in **Exhibit 1** of this Agreement. Payment of the Lump

Sum Fee and reimbursables shall be made by the CLIENT according to the schedule and upon completion of work as shown in **Exhibit 2**. Other methods of compensation are allowed only after written approval by both parties to this Agreement. Payment is due within thirty (30) days of billing by the CONSULTANT and any late payment will incur an interest charge of one and one-half (1½) percent per month.

- 4.1.2. **Hourly Rate:** Any Additional Services which are not set forth in this Agreement will be charged on the basis of BG Consultants, Inc. standard hourly rate schedule in effect at the time of services, unless stated otherwise in a properly executed addendum to this contract for Additional Services. No Additional Services or costs shall be incurred without proper written authorization of the CLIENT.
- 4.1.3. **Annual Rate Adjustment:** The payment amounts listed in this Agreement are based on the work being performed within one year of the contract date. Because of natural time delays that may be encountered in the administration and work to be performed for the project, each value will be increased at the rate of 3%, compounded annually, beginning after one year from the date of the contract and ending when that item is approved for billing.
- 4.1.4. **Reimbursable Expenses:** An estimate of reimbursable expenses plus ten (10) percent shall be included in the total estimate of cost for this project and as shown in **Exhibit 2**. Total estimated cost is calculated as Lump Sum plus reimbursable expenses plus ten (10) percent. Reimbursable expenses include, but are not limited to, expenses of transportation in connection with the Project; expenses in connection with authorized out-of-town travel; expenses of printing and reproductions; postage; expenses of renderings and models requested by the CLIENT and other costs as authorized by the CLIENT. Reimbursable expenses will not include overhead costs or additional insurance premiums.
- 4.1.5. **Sales Tax:** Compensation as provided for herein is exclusive of any sales, use or similar tax imposed by taxing jurisdictions on any amount of compensation, fees or Services. Should such taxes be imposed, the CLIENT shall reimburse the CONSULTANT in addition to the contractual amounts provided. The CLIENT shall provide tax exempt number, if required, and if requested by the CONSULTANT.
- 4.1.6. **Billing:** CONSULTANT shall bill the CLIENT monthly for services and reimbursable expenses according to **Exhibit 2**. The bill submitted by CONSULTANT shall state the services and reimbursable expenses for which payment is requested, notwithstanding any claim for interest or penalty claimed in a CONSULTANT's invoice. The CLIENT agrees to pay within thirty (30) days of billing by the CONSULTANT and any late payment will incur an interest charge of one and one-half (1½) percent per month.
- 4.1.7. **Timing of Services:** CONSULTANT will perform the Services according to Exhibit 2. However, if during their performance, for reasons beyond the control of the CONSULTANT, delays occur, the parties agree that they will negotiate in writing an equitable adjustment of time and compensation, taking in to consideration the impact of such delays. CONSULTANT will endeavor to start its services on the anticipated start date and continue to endeavor to complete its services according to the schedule indicated in Exhibit 2. The start date, completion date and any milestone for project delivery are approximate only and CONSULTANT reserves the right to adjust its schedule and all of those dates at its sole discretion for delays caused by the CLIENT, Owner or third parties.
- 4.1.8. **Change in Scope:** For modifications in authorized scope of services or project scope and/or modifications of drawings and/or specifications previously accepted by the CLIENT, when requested by the CLIENT and through no fault of the CONSULTANT, the CONSULTANT shall be compensated for time and expense required to incorporate such modifications at

CONSULTANT's standard hourly rates. Provided, however, that any increase in contract price or contract time must be requested by the CONSULTANT and must be approved through a written supplemental agreement prior to performing such services. CONSULTANT shall correct or revise errors or deficiencies in its designs, drawings or specifications without additional compensation when due to CONSULTANT's negligence, error or omission.

- 4.1.9. **Additional Services:** The CONSULTANT shall provide, with the CLIENT's concurrence, Services in addition to those listed in Exhibit 1 when such Services are requested in writing by the CLIENT. Prior to providing Additional Services, the CONSULTANT will submit a proposal outlining the Additional Services to be provided, and an hourly or lump sum fee adjustment. Payment to the CONSULTANT, as compensation for these Additional Services, shall be in accordance with the mutually agreed adjustment to the CONSULTANT's fee. Reimbursable expenses incurred in conjunction with Additional Services shall be paid separately and those reimbursable expenses shall be paid at cost plus ten (10) percent. Records of reimbursable expenses and expenses pertaining to Additional Services and Services performed on an hourly basis shall be made available to the CLIENT if so requested in writing.
- 4.1.10. **Supplemental Agreement:** This Agreement may be amended to provide for additions, deletions and revisions in the Services or to modify the terms and conditions thereof by written amendment signed by both parties. The contract price and contract time may only be changed by a written supplemental agreement approved by the CLIENT, unless it is the result of an emergency situation, in which case the CLIENT may give verbal, e-mail or facsimile approval which shall be the same as written and approved supplemental agreement.

SECTION 5 – MUTUAL PROVISIONS

5.1 TERMINATION

- 5.1.1. **Notice:** The CLIENT reserves the right to terminate this Agreement for either cause or for its convenience and without cause or default on the part of the CONSULTANT, by providing written notice of such termination to the CONSULTANT. Such notice will be with Twenty Four (24) hours' notice.

The CONSULTANT reserves the right to terminate this Agreement based on failure of CLIENT to make payments or any material breach by the CLIENT.

If the CLIENT fails to make payments to the CONSULTANT in accordance with this Agreement or fails to meet its other material responsibilities under this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the CONSULTANT's option, cause for suspension of performance of services under this Agreement. If the CONSULTANT elects to suspend services, the CONSULTANT shall give seven (7) days' written notice to the CLIENT before suspending services. In the event of a suspension of services, the CONSULTANT shall have no liability to the CLIENT for delay or damage caused the CLIENT because of such suspension of services. Before resuming services, the CONSULTANT shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the CONSULTANT's services. The CONSULTANT's fees for the remaining services and the time schedules shall be equitably adjusted.

- 5.1.2. **Compensation for Convenience Termination:** If CLIENT shall terminate for its convenience, as herein provided, CLIENT shall compensate CONSULTANT for all Services completed to date prior to receipt of the termination notice.

- 5.1.3. **Compensation for Default Termination:** If the CLIENT shall terminate for cause or default on the part of the CONSULTANT, the CLIENT shall compensate the CONSULTANT for the reasonable cost of Services completed to date of its receipt of the termination notice. Compensation shall not include anticipatory profit or consequential damages, neither of which will be allowed.
- 5.1.4. **Incomplete Documents:** Neither the CONSULTANT, nor its subconsultant, shall be responsible for errors or omissions in documents which are incomplete as a result of an early termination under this section, the CONSULTANT having been deprived of the opportunity to complete such documents and certify them as ready for construction and/or complete.

5.2 DISPUTE RESOLUTION

- 5.2.1. If a claim, dispute or controversy arises out of or relates to the interpretation, application, enforcement or performance of Services under this Agreement, CONSULTANT and CLIENT agree first to try in good faith to settle the dispute by negotiations between senior management of CONSULTANT and CLIENT. If such negotiations are unsuccessful, CONSULTANT and CLIENT agree to attempt to settle the dispute by good faith mediation. If the dispute cannot be settled through mediation, and unless otherwise mutually agreed, the dispute shall be settled by litigation in an appropriate court in Kansas. Except as otherwise provided herein, each party shall be responsible for its own legal costs and attorneys' fees.

5.3 OWNERSHIP OF INSTRUMENTS OF SERVICE

- 5.3.1. All documents prepared or furnished by CONSULTANT pursuant to this Agreement are instruments of CONSULTANT's professional service, and CONSULTANT shall retain ownership and property interest therein, including all copyrights. Upon payment for services rendered, CONSULTANT grants CLIENT a license to use instruments of CONSULTANT's professional service for the purpose of constructing, occupying, or maintaining the project. Reuse or modification of any such documents by CLIENT, without CONSULTANT's written permission, shall be at CLIENT's sole risk, and CLIENT agrees to indemnify, defend, and hold CONSULTANT harmless from all claims, damages, and expenses, including attorneys' fees, arising out of such reuse by CLIENT or by others acting through CLIENT.

5.4 INDEMNIFY AND HOLD HARMLESS

- 5.4.1. CLIENT shall indemnify and hold CONSULTANT, its officers and employees harmless from and against any claim, judgment, demand, or cause of action to the extent caused by: (i) CLIENT's breach of this Agreement; (ii) the negligent acts or omissions of CLIENT or its employees, contractors or agents; (iii) site access or damages to any surface or subterranean structures or any damage necessary for site access.
- 5.4.2. In addition, where the Services include preparation of plans and specifications and/or construction observation activities for CLIENT, CLIENT agrees to have its construction contractors agree in writing to indemnify and hold harmless CONSULTANT from and against loss, damage, or injury attributable to personal injury or property damage to the extent caused by such contractors' performance or nonperformance of their work. The CLIENT will cause the contractor to name BG Consultants, Inc. (CONSULTANT) as additional insured on the contractor's General Liability Policy.
- 5.4.3. CONSULTANT shall indemnify and hold CLIENT and its employees and officials from loss to the extent caused or incurred by the negligence, errors or omissions of the CONSULTANT, its officers or employees in performance of Services pursuant to this Agreement.

5.5 ENTIRE AGREEMENT

- 5.5.1. This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements, whether oral or written, covering the same subject matter. This Agreement may not be modified or amended except in writing mutually agreed to and accepted by both parties to this Agreement.

5.6 APPLICABLE LAW

- 5.6.1. This Agreement is entered into under and pursuant to, and is to be construed and enforceable in accordance with laws of the State of Kansas.

5.7 ASSIGNMENT OF AGREEMENT

- 5.7.1. This Agreement shall not be assigned or transferred by either the CONSULTANT or the CLIENT without the written consent of the other.

5.8 NO THIRD PARTY BENEFICIARIES

- 5.8.1. Nothing contained herein shall create a contractual relationship with, or any rights in favor of, any third party.

5.9 LIMITATION OF LIABILITY

- 5.9.1. CLIENT's exclusive remedy for any alleged breach of standard of care hereunder shall be to require CONSULTANT to re-perform any defective Services. Notwithstanding any other provision of this Agreement, the total liability of CONSULTANT, its officers, directors and employees for liabilities, claims, judgments, demands and causes of action arising under or related to this Agreement, whether based in contract or tort, shall be limited to the total compensation actually paid to CONSULTANT for the Services. All claims by CLIENT shall be deemed relinquished unless filed within one (1) year after completion of the Services.
- 5.9.2. It is agreed to by the parties to this Agreement that the CONSULTANT's services in connection with the Project shall not subject CONSULTANT's employees, officers, or directors to any personal liability or legal exposure for risks associated with the Project. Therefore, the CLIENT agrees that the CLIENT's sole and exclusive remedy for any claim, demand or suit shall be directed and/or asserted only against the CONSULTANT, a Kansas corporation, and not against any of the CONSULTANT's individual employees, officers or directors.
- 5.9.3. CONSULTANT and CLIENT shall not be responsible to each other for any special, incidental, indirect or consequential damages (including lost profits) incurred by either CONSULTANT or CLIENT or for which either party may be liable to any third party, which damages have been or are occasioned by Services performed or reports prepared or other work performed hereunder.

5.10 COMPLIANCE WITH LAWS

- 5.10.1 CONSULTANT shall abide by known applicable federal, state and local laws, ordinances and regulations applicable to this Project until the Consulting Services required by this Agreement are completed consistent with the Professional Standard of Care. CONSULTANT shall secure occupational and professional licenses, permits, etc., from public and private sources necessary for the fulfillment of its obligations under this Agreement.

5.11 TITLES, SUBHEADS AND CAPITALIZATION

- 5.11.1 Titles and subheadings as used herein are provided only as a matter of convenience and shall have no legal bearing on the interpretation of any provision of the Agreement. Some terms are capitalized throughout the Agreement but the use of or failure to use capitals shall have no legal bearing on the interpretation of such terms.

5.12 SEVERABILITY CLAUSE

- 5.12.1. Should any provision of this Agreement be determined to be void, invalid or unenforceable or illegal for whatever reason, such provisions shall be null and void; provided, however that the remaining provisions of this Agreement shall be unaffected hereby and shall continue to be valid and enforceable.

5.13 FIELD REPRESENTATION

- 5.13.1. Unless otherwise expressly agreed to in writing, CONSULTANT shall not be responsible for the safety or direction of the means and methods at the contractor's project site or their employees or agents, and the presence of CONSULTANT at the project site will not relieve the contractor of its responsibilities for performing the work in accordance with applicable regulations, or in accordance with project plans and specifications. If necessary, CLIENT will advise any contractors that Consultant's Services are so limited. CONSULTANT will not assume the role of "prime contractor", "constructor", "controlling employer", "supervisor" or their equivalents, unless the scope of such Services are expressly agreed to in writing.

5.14 HAZARDOUS MATERIALS

- 5.14.1. The CONSULTANT and the CONSULTANT's subconsultants shall have no responsibility for the discovery, presence, handling, removal or disposal or exposure of persons to hazardous materials in any form at the Project site.

5.15 AFFIRMATIVE ACTION

- 5.15.1. The CONSULTANT agrees to comply with the provisions of K.S.A. 44-1030 in the Kansas Acts Against Discrimination.

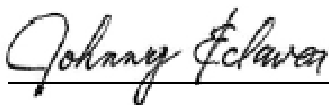
5.16 SPECIAL PROVISIONS

- 5.16.1. Special Provisions may be attached and become a part of this agreement as **Exhibit 3**.

IN WITNESS WHEREOF, the parties have executed this Agreement in duplicate this _____ day
of December, 2024.

CONSULTANT:**CLIENT:****BG Consultants, Inc.****Riley County**

By:



By:

Printed Name: Johnny EclaveaPrinted Name: John Ford, ChairTitle: PrincipalTitle: Board of County Commissioners
Riley County, Kansas

END OF CONSULTANT-CLIENT AGREEMENT

EXHIBIT 1

SCOPE OF SERVICES

Project Description:

- On June 12, 2024, BG Consultants met with Evan McMillan on-site at the Riley County Transfer Station. The concrete floor nearest the loading chute has received a lot of impact from the crane bucket and front loader bucket, wearing down the surface and exposing rebar. The steel framed chute exhibits a lot of wear and tear as the steel plates are bowing between the supports, anchors have pulled out of concrete, chute is sagging more than 2-inches and catching on the trailers.

Provided by CLIENT:

- Existing As-Built Plans for review.
- Access to Transfer Station Building for Site Investigation.
- Measurements for Full Reach of Crane Bucket (27' from Center of Pedestal).

Provided by CONSULTANT:

- Provide Site Investigation to record existing conditions and dimensions, including front and rear trailer height for chute clearance.
- Review Existing Plans.
- Review with CLIENT material selections for repair and replacement components.
- Provide Construction Documents for Repair of Concrete Slab and replacement of Steel Chute along with Technical Specifications in pdf format sealed by an Engineer licensed to practice in the State of Kansas. Repair of concrete slab is anticipated to include removing top portion of damaged slab; salvaging existing reinforcing steel; doweling in new reinforcing steel; casting a partial depth replacement of the damaged concrete; embedding steel angle edge armor at end of concrete slab; providing metallic aggregate topping (Base Bid); and embedding steel armoring plates beyond reach of crane bucket (Alternate Bid).
- Provide Engineer's Estimate of Probable Cost for Improvements.
- Bidding Services"
 - Assist CLIENT with advertising the Project bid documents.
 - Answer questions from contractors regarding the final plans. If necessary, issue requested addenda.
 - If requested by the CLIENT, attend a pre-bid meeting to overview conditions or designs and to answer questions regarding the plans.
 - Attend the bid letting, tabulate bids and provide a recommendation for award.
- CE/CA Services (Standard Hourly Rates)
 - Provide general administration of the construction contract including Resident Project Representative (part-time) to provide construction observation and Construction Engineering Services as requested by the CLIENT.
 - Participate and chair the preconstruction conference.
 - Process contractor equipment and material submittals in accordance with project documents.
 - Process applications for payment and project change orders in accordance

- with project documents.
- Process completion paperwork including substantial completion and final completion certificates.

Services Not Included:

- Site Visits beyond those indicated.
- Architectural Design Services, MEP Design Services, Surveying or Geotechnical Services.
- Under no circumstances will the CONSULTANT direct or supervise construction.
- Under no circumstances will the CONSULTANT provide Project Management to include scheduling contractors or coordinating work and activities.

End of Exhibit 1

EXHIBIT 2

COST AND SCHEDULE

CLIENT shall pay for engineering services as set forth in Exhibit 1 in the LUMP SUM FEE OF \$29,500.00. Billings will be made on a monthly basis for the prior month's work based on percent complete of scope of services. Payment for each billing shall be due and payable within 30 days of billing by the CONSULTANT. The out-of-pocket expenses, materials and mileage shall be included in the Lump Sum Fee.

1. Design and Construction/Permit Documents
= Lump Sum Fee of \$24,500.00.
2. Bidding Services
= Lump Sum Fee of \$5,000.00.
3. Construction Administration Services
= Hourly as needed at our Standard
Hourly Rates
(Not to exceed \$6,875)

Work shall begin upon receipt of the signed agreement. The Submittal Drawings will be submitted within 90 days of agreement, no later than February 28, 2025. CLIENT has the option to prioritize drawings to be submitted.

Total Lump Sum Fee = \$29,500.00.

End of Exhibit 2

2024 BG CONSULTANTS STANDARD HOURLY RATES

<u>POSITION</u>	<u>STANDARD PER HOUR 2024</u>
PRINCIPAL III	\$308.00
PRINCIPAL II	\$267.00
PRINCIPAL I	\$256.00
ENGINEER/ARCHITECT V	\$240.00
ENGINEER/ARCHITECT IV	\$201.00
ENGINEER/ARCHITECT III	\$186.00
ENGINEER/ARCHITECT II	\$176.00
ENGINEER/ARCHITECT I	\$159.00
INTERN ENGINEER/GRADUATE ARCHITECT IV	\$181.00
INTERN ENGINEER/GRADUATE ARCHITECT III	\$168.00
INTERN ENGINEER/GRADUATE ARCHITECT II	\$158.00
INTERN ENGINEER/GRADUATE ARCHITECT I	\$136.00
TECHNICIAN IV	\$156.00
TECHNICIAN III	\$141.00
TECHNICIAN II	\$122.00
TECHNICIAN I	\$110.00
TECHNICIAN	\$88.00

SENIOR CONSTRUCTION OBSERVER	\$153.00
CERTIFIED CONSTRUCTION OBSERVER	\$127.00
CONSTRUCTION OBSERVER	\$111.00
SENIOR PROJECT SURVEYOR	\$200.00
PROJECT SURVEYOR	\$197.00
ASSISTANT PROJECT SURVEYOR	\$131.00
FIELD SUPERVISOR	\$122.00
FIELD SURVEYOR II	\$99.00
FIELD SURVEYOR I	\$86.00
CLERICAL II	\$82.00
CLERICAL I	\$66.00

- Note:
- 1) The hourly rates shown above are effective for services through December 31st of the contract year and are subject to revision annually.
 - 2) For any Federal Wage and Hour Law nonexempt personnel, overtime will be billed at 1.5 times the hourly labor billing rates shown.
 - 3) Expert Witness and Depositions will be charged at 1.5 times the hourly labor billing rates shown.

EXHIBIT 3

SPECIAL PROVISIONS

By executing this AGREEMENT, CLIENT understands, acknowledges, and agrees to the following:

- CONSULTANT has had no previous design involvement with the Transfer Station Tipping Floor and Chute.
- CONSULTANT has not been asked to review construction documents for existing infrastructure on the site.
- CONSULTANT is not performing any testing (destructive and/or non-destructive) of the site, structures on the site, and/or any materials on the site.
- CLIENT, as the owner of the site and the agency having jurisdiction over code enforcement for the site, is ultimately responsible for code enforcement and safety of the site.

End of Exhibit 3

ATTACHMENT C

Attachment C to “Contract” Between Riley County, Ks (hereinafter “County”), and BG Consultants (hereinafter “Engineer”).

The undersigned parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof.

1. **TERMS HEREIN CONTROLLING PROVISIONS.** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in the contract and any other document relating to and a part of the contract in which this attachment is incorporated. All terms hereof survive termination of the contract.
2. **AGREEMENT WITH KANSAS LAW.** It is agreed by and between the undersigned that all disputes and matters whatsoever arising under, in connection with or incident to the contract shall be litigated, if at all, in and before a state Court located in the State of Kansas, County of Riley, or if in Federal Court, at a Federal Court located in Topeka, Kansas, to the exclusion of the Courts of any other states or country. All contractual promises shall be subject to, governed by, and construed according to the laws of the State of Kansas, without reference to its conflict of laws principles. Both parties submit to venue and jurisdiction in these courts. In the event an action or claim arises outside of the exclusive jurisdiction specified herein which names County as a party, Engineer agrees to initiate, consent to and/or cooperate with any and all efforts to remove the matter to the exclusive jurisdiction named herein and otherwise to take any and all reasonable actions to achieve County’s objectives of this provision.
3. **COMPLIANCE WITH APPLICABLE LAWS, SERVICE STANDARDS AND REQUIRED PROCEDURES.**
 - 3.1. **Service Standards and Procedures.** Engineer shall perform the services set forth in the Contract in compliance with applicable standards and procedures specified in the Contract.
 - 3.2. **Compliance With Law.** Engineer shall comply with all applicable local, state and federal laws and regulations, in carrying out the Contract to the industry standard of care, regardless of whether those legal requirements are specifically referenced in the Contract.
4. **CASH BASIS AND BUDGET LAWS.** The right of the County to enter into the Contract is subject to the provisions of the Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935), and other laws of the State of Kansas. The Contract shall be construed and interpreted so as to ensure that the County shall at all times stay in conformity with such laws, and as a condition of the Contract the County reserves the right to unilaterally terminate the Contract at any time if, in the opinion of its legal counsel, the Contract may be deemed to violate the terms of such laws. Any Contract for a term of more than one year shall be interpreted by the parties to provide County the sole option to renew that Contract before the end of each one year term.

5. **TERMINATION DUE TO LACK OF FUNDING APPROPRIATION.** If, in the judgment of the Riley County Commissioners, after consultation with their Budget and Finance Officer or other county officials, sufficient funds are not appropriated to continue the function performed in the contract and for the payment of the charges hereunder, County may terminate the contract at the end of its current fiscal year. Termination shall be effective 30 days after County mails written notice to Engineer. In the event of such termination, County agrees to give written notice of termination to Engineer. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the County or the Engineer.
6. **ANTI-DISCRIMINATION CLAUSE.**
 - 6.1. In carrying out the Contract, Engineer shall comply with K.S.A. 44-1001 *et seq.*
 - 6.2. Engineer shall observe the provisions of the Kansas act against discrimination and the Kansas age discrimination in employment act, and shall not discriminate against any person in the performance of work under the Contract because of race, religion, color, sex, disability, national origin, ancestry, or age.
 - 6.3. In all solicitations or advertisements for employees, Engineer shall include the phrase "equal opportunity employer" or a similar phrase to be approved by the Kansas Human Rights Commission.
 - 6.4. If Engineer fails to comply with the provisions of K.S.A. 44-1031, requiring reports to be submitted to the Kansas Human Rights Commission when requested by that Commission, Engineer shall be deemed to have breached the Contract and it may be canceled, terminated or suspended, in whole or in part, by County.
 - 6.5. If Engineer is found guilty of a violation of the Kansas act against discrimination under a decision or order of the Kansas Human Rights Commission which has become final, Engineer shall be deemed to have breached the Contract and it may be canceled, terminated or suspended, in whole or in part by County.
 - 6.6. Engineer shall include the provisions of paragraphs 6.1 through 6.5 inclusively of this section in every subcontract or purchase order so that such provisions will be binding upon such subcontractor of Engineer.
 - 6.7. Parties to the contract understand that this paragraph number 6 is not applicable if Engineer employs fewer than four employees or if Engineer's contracts with the County cumulatively total \$5,000 or less during the County's fiscal year.
7. **ACCEPTANCE OF CONTRACT.** The contract shall not be considered accepted, approved or otherwise effective until the required approvals and certifications have been given and this Contractual Provisions Attachment is signed by the Board of County Commissioners of Riley County, Kansas.
8. **ARBITRATION, DAMAGES, WARRANTIES.** Notwithstanding any language to the contrary, no interpretation shall be allowed to find the County has agreed to binding arbitration, or the payment of damages or penalties upon the occurrence of a contingency. Further, the County does not agree to pay attorney fees and late payment charges; and no provisions will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit implied warranties of merchantability and fitness for a particular purpose.

9. **REPRESENTATIVE'S AUTHORITY TO CONTRACT/REQUIRED DOCUMENTATION.** By signing the Contract, the representative of Engineer thereby represents that such person is duly authorized by Engineer to execute the document on behalf of Engineer and Engineer agrees to be bound by the provisions thereof. Engineer shall furnish evidence of authority to transact business in Kansas, in the form of a certificate signed by the Kansas Secretary of State.
10. **RESPONSIBILITY FOR TAXES.** The County shall not be responsible for, nor indemnify Engineer for, any federal, state or local taxes that may be imposed or levied upon the subject matter of the contract.
11. **NO INSURANCE PROVIDED BY COUNTY.** The County shall not be required to purchase, any insurance against loss or damage to any personal property to which the contract relates, nor shall the contract require the County to establish a "self-insurance" fund to protect against any such loss or damage. Subject to any applicable provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 *et seq.*), Engineer shall bear the risk of any loss or damage to any personal property to which Engineer holds title.
12. **TERM AND TERMINATION.**
- 12.1. **Term.** This Contractual Provisions Attachment shall be effective as of its date of execution by the parties and shall remain in effect during the term of the Contract, or until terminated either for convenience, breach or default, as set out herein. Thirty (30) days written notice to the breaching party is required.
- 12.2. **Termination for Cause.** If Engineer shall fail to fulfill in a timely and proper manner its obligations under the Contract, or if Engineer shall violate any of the terms, covenants, conditions, or stipulations of the Contract, County shall thereupon have the right to terminate the Contract by promptly giving written notice to Engineer of such termination and specifying the reasons for the termination and the effective date thereof. A breach shall include, but not be limited to, failure to comply with any or all items contained in the Contract and any appendices, exhibits or amendments thereto, if any.
- 12.3. Notwithstanding the above, Engineer shall not be relieved of liability to County by virtue of any breach of the Contract by Engineer.
- 12.4. **Termination for Convenience.** County may terminate the Contract in whole or in part, upon thirty (30) days written notice to Engineer, stating the effective date of the termination for convenience.
- 12.5. **Payment Calculation Upon Termination.** In the event of termination under the Contract by either party, any amount owed Engineer will be calculated based solely upon payment for fair value of acceptable services provided by Engineer to the point of termination, which fair value is not the subject of a good faith dispute. That determination of fair value of acceptable services shall be made solely by County.

13. **INDEPENDENT CONTRACTOR RELATIONSHIP.** It is agreed that the legal relationship between Engineer and County is of a contractual nature. Both parties assert and believe that Engineer is acting as an independent contractor in providing the services and performing the duties required by County hereunder. Engineer is at all times acting as an independent contractor and not as an officer, agent, or employee of County. As an independent contractor, Engineer, and employees of Engineer, will not be within the protection or coverage of County's worker's compensation insurance, nor shall Engineer, and employees of Engineer, be entitled to any current or future benefits provided to employees of County. Further, County shall not be responsible for withholding of social security, federal, and/or state income tax, or unemployment compensation from payments made by County to Engineer. Engineer shall supply all labor, equipment, supplies and materials necessary to complete the required services, at Engineer's sole expense.

14. **PERSONNEL.**

- 14.1. **Qualified Personnel.** Engineer represents that it has, or shall secure at its own expense, all personnel required in performing the services under the Contract. Such personnel shall not be employees of or have any other contractual relationship with County. All personnel engaged in the work shall be fully qualified according to the laws of the State of Kansas and the provisions of this Contract.
- 14.2. **Minimum Wages.** Engineer will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act.
- 14.3. **Employee Conflict of Interest.** Engineer shall establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

15. **PROHIBITION OF CONFLICTS OF INTEREST.**

- 15.1. **Interest of Public Officials and Others.** No officer or employee of Riley County, no member of its governing body, and no other public official who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of the Contract shall participate in any decision relating to the Contract which affects such person's personal interest or the interest of any corporation, partnership, or association in which such person is directly or indirectly interested; nor shall any officer or employee of Riley County or any member of its governing body or other public official have any interest, direct or indirect, in the Contract or the proceeds thereof.
- 15.2. **Interest of Engineer.** Engineer covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under the Contract.
- 15.3. **Notice to Bidders.** Requests for proposal or invitations for bid issued by Engineer to implement the Contract will provide notice to prospective bidders that Riley County's conflict of interest provision is applicable and that prospective bidders who develop or draft specifications, requirements, statements of work and/or RFPs for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement.

16. **ASSIGNMENT.** Neither the Contract nor any rights or obligations hereunder shall be assigned or otherwise transferred by either party without the prior written consent of the other.
17. **SUBCONTRACTING.** None of the work or services covered by the Contract shall be subcontracted without the prior written approval of County. All approved subcontracts must conform to all terms set forth in the Contract and the Contractual Provisions Attachment.
18. **RECORDS, REPORTS AND INSPECTION.**
- 18.1. **Documentation of Costs.** All costs incurred by Engineer for which Engineer purports to be entitled to reimbursement under the express terms of the Contract shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers, or other official documentation evidencing in proper detail the nature and propriety of charges. All checks, payrolls, invoices, contracts, vouchers, orders or other accounting documents pertaining in whole or in part to the Contract shall be clearly identified and readily accessible to both parties to the Contract.
 - 18.2. **Maintenance of Records.** Except as otherwise authorized by County, Engineer shall retain such documentation for a period of three (3) years after receipt of any applicable final expenditure report under the Contract, unless action, including but not limited to litigation or audit resolution proceedings, necessitate maintenance of records beyond this three (3) year period.
 - 18.3. **Reports.** During the term of this contract, Engineer shall furnish to County, in such form, as County may require, such statements, records, reports, data and information as County requests pertaining to matters covered by this contract. Payments to Engineer will be withheld by County if Engineer fails to provide all required reports in a timely and accurate manner, until such time as all reports are furnished to County. Incomplete reports may be considered a breach of this contract.
 - 18.4. **Audit.** Engineer shall provide for an annual independent audit of its financial records which apply to this Contract only and shall provide a copy of said audit to County, if requested.
 - 18.5. **Availability of Records.** Upon advance written notice Engineer agrees to make its records, books, papers, documents and data pertaining to this agreement available to County, or the authorized representative of a State agency with statutory oversight authority, for the purpose of assisting in litigation or pending litigation, or making audits, examinations, excerpts, copies and transcriptions at any time during the terms of this contract and for a three (3) year period following final payment under the terms of this contract.
 - 18.6. **Confidentiality.** Both parties will comply with the provisions of State and federal regulations in regard to confidentiality of eligible participant records.
 - 18.7. **Engineer's Purchasing Procedure.** Engineer certifies that it does not practice any form of discrimination based on race, ethnic origin, gender or religion or disability in its purchasing procedures. Engineer agrees to make available a written description of its purchasing procedures if requested by County.

19. **METHOD OF BILLING AND PAYMENT.**

- 19.1. **Billing Procedures.** Engineer agrees that billings and payments under the Contract shall be processed in accordance with established budgeting, purchasing and accounting procedures of Riley County, Kansas. Subject to the maximum amount of compensation prescribed herein, payment shall be made after receipt of billing, and the amount of payment shall not exceed the maximum amount allowed by the Contract.
 - 19.2. **Support Documentation.** Billing shall be supported with documentation required by County including, but not necessarily limited to, that documentation described in paragraph 18, above.
 - 19.3. **Reimbursement Restrictions.** Payments shall be made to Engineer only for items and services provided to support the Contract purpose when such items and services are specifically authorized by the Contract. County reserves the right to disallow reimbursement for any item or service billed by Engineer if County believes that such item or service was not provided to support the Contract purpose, or was not authorized by the Contract.
 - 19.4. **Pre-disbursement Requirements.** Engineer must provide to County the documentation required pursuant to the Contract prior to any disbursements being made by County to Engineer.
 - 19.5. **Mailing Address.** Payments shall be mailed to Engineer's address as set forth herein.
20. **LICENSES AND PERMITS.** Engineer shall maintain all licenses, permits, certifications, bonds, and insurance required by federal, state or local authority for carrying out the Contract. Engineer shall notify County immediately if any required license, permit, bond or insurance is canceled, suspended or is otherwise ineffective. Such cancellation, suspension, or other ineffectiveness may form the basis for immediate revocation or cancellation of the Contract by County, in County's sole discretion.
21. **PUBLIC DOCUMENTS.** It is agreed that the Contract, and all subsequent agreed amendments or addenda thereto are public documents which will be filed with the Riley County Clerk, and will be open to public inspection.
22. **LIMITATION OF LIABILITY.** It is agreed that notwithstanding any language in the Contract to the contrary, County waives no defense, immunity or limitation of liability otherwise available to County under the terms of the Kansas Tort Claims Act or other applicable law.
23. **MERGER/SALE/TRANSFER OF ENGINEER ASSETS.** Engineer will notify County in writing at least thirty (30) calendar days in advance of Engineer's merger with any other business entity, or of any sale or other transfer of Engineer's assets to any other business entity. In the event of any such merger, sale or other transfer of Engineer assets, Engineer will reasonably cooperate with County in assuring that provision of all products and services under this Contract are not disrupted before, during and after such merger, sale or other transfer of Engineer assets. After such merger, sale or other transfer of Engineer assets,

Engineer will reasonably cooperate with County in providing any documents or information necessary to establish any prior payments made by County to Engineer under this Contract.

24. **LIABILITY INSURANCE.** Engineer agrees to maintain the minimum limits of insurance coverage throughout the term of the agreement, as outlined in the Request for Proposal. Liability insurance coverage must be considered as primary and not as excess insurance (excluding Workers' Compensation and Professional Liability). Engineer shall furnish a certificate evidencing such coverage, with County named as an additional insured (excluding Workers' Compensation and Professional Liability), which shall be delivered to the Office of the Riley County Counselor for approval. Such certificate shall contain a provision that coverage afforded under the policies will not be canceled, or non-renewed until thirty (30) days after County receives notice of such change by registered mail.
25. **REMOVAL OF REPRESENTATIVE.** Should County reasonably object to an individual employed or engaged by Vendor to perform the services hereunder, Vendor agrees to promptly replace that person with an individual approved by County.
26. **MODIFICATION.** This agreement may not be modified except in writing signed by the parties hereto.
27. **SURVIVABILITY.** All terms of this Contractual Provisions Attachment shall survive termination of the Contract.

Engineer**County**

BG CONSULTANTS, INC.

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSASBy: Johnny Eclavea
Johnny Eclavea, P.E.By: _____
Commission Chairman_____
Date_____
Date

Approved as to Form

ATTEST:

By: _____
Riley County Counselor_____
County Clerk

Date _____

COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager
MEETING: December 16, 2024
SUBJECT: Action on Mobile Device Reimbursement Request Form
PRESENTER: Elizabeth Ward, Human Resource Manager

POSSIBLE MOTION(S)

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

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

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

Enclosures:

- D Creek Mobile Device Reimbursement (PDF)

Mobile Device Reimbursement Request Form

Employee Name: Diane Creek
 Job Title: Health Director Department: Health Dept.
 Cell Phone Number: 863-667-6196
 Reimbursement Amount: ☐ \$25 ☐ \$40 ☒ \$65 Data Enabled (BOCC approval needed)

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

Employee Signature: Diane Creek Date: 12/10/2024

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

Supervisor Signature: _____ Date: _____

BOCC Designation: ☐ Approved ☐ Denied

BOCC Chair Signature: _____ Date: _____

Payroll Use Only

Start Date: _____

Terminate Current Monthly Allowance effective: _____

Updated March 2023

Attachment: D Creek Mobile Device Reimbursement (15240 : Mobile Device Reimbursement Request Form)

COUNTY CLERK & ELECTIONS
Audit

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

COMMISSION AGENDA REPORT

FROM: Brittany Phillips, Budget & Finance Officer
MEETING: December 16, 2024
SUBJECT: 2024 GAAP Waiver Resolution
PRESENTER: Brittany Phillips, Budget & Finance Officer

POSSIBLE MOTION(S)

Move to approve "Resolution No. 121624-____ , A Resolution exempting Riley County, Kansas, from the provisions of KSA 75-1120a(a)" (2024 GAAP Waiver Resolution)

Move to deny

Enclosures:

- GAAP waiver 2024 (DOC)

RESOLUTION NO. 121624-

A RESOLUTION EXEMPTING RILEY COUNTY, KANSAS, FROM THE PROVISIONS OF K.S.A. 75-1120a (a).

WHEREAS, the County of Riley is now subject to the provisions of K.S.A. 75-1120a(a).

WHEREAS, the Board of County Commissioners of Riley County, Kansas, has determined that the financial statements and financial reports prepared in conformity to generally accepted accounting principles as promulgated by the National Committee on Governmental Accounting and the American Institute of Certified Public Accountants are not relevant to the requirements of the cash basis and budget laws of this State and are of no significant value to the governing body or members of the general public of Riley County, Kansas.

WHEREAS, there are no revenue bond resolutions or any other resolutions which require financial statements and financial reports to be prepared in conformity with K.S.A. 75-1120a(a) for the year ended 2024.

NOW, THEREFORE BE IT RESOLVED, BY THE BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS:

That the Riley County Commissioners shall cause the financial statements and financial reports of Riley County, Kansas to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of this State.

Dated this 16th day of December 2024

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

John Ford, Chairman

Greg McKinley, Member

Kathryn Focke, Member

ATTEST: _____
Riley County Clerk

Attachment: GAAP waiver 2024 (15238 : 2024 GAAP Waiver Resolution)

COUNTY CLERK & ELECTIONS
Tax Roll Correction

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

COMMISSION AGENDA REPORT

FROM: Joe Godown
MEETING: December 16, 2024
SUBJECT: Sign a Tax Roll Corrections
PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve the Tax Roll Corrections.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- tax roll corrections (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by JGODOWN 2024/12/12

6.a

Taxpayer ID SERV0004
Owner ID SERV0004

Control # 2024000962

Tax Year 2024
Tract # WC00022A1

SERVICEMEMBER AGRICULTURAL
VOCATION EDUCATION CORP
%TOD BUNTING
9680 N 52ND ST
RILEY, KS 66531-9811

CAMA # 165-15-0-00-00-005-00-0-01

15-9-6 SW4 LESS TRS

TU 120 Wildcat Township
Parcel 190
USD 378

Property Address N 52ND ST

APPRAISER SECTION (Value) 2024/12/12 JGODOWN APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
NR	614230		614230

Total 614230 614230

Assessed Prior to Correction:

NR		
	73708	73708

Total 73708 73708

SB41

Appraised After Correction:

CL	Land	Imp	Total
AR	24030		24030

Total 24030 24030

Assessed After Correction:

AR		
	7209	7209

Total 7209 7209

SB41

Net Change
590200-

590200-

Net Change
66499-

Total 66499-

SB41

CLERK SECTION (Tax)

2024/12/12 JGODOWN ORDER PRINTED

Tax Prior to Correction:

Levy	116.13200	Gen Tax	8559.86
SB41 Tax Dollars			8559.86

SB41 Tax Dollars 8559.86

Tax After Correction:

Levy	116.13200	Gen Tax	837.20
SB41 Tax Dollars			837.20

SB41 Tax Dollars 837.20

Net Change
7722.66-

7722.66-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

66499-

Applicable Mill Levy

116.13200

Net Change in Levied Tax Dollars

7722.66-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code TP TAX PROTEST

Rate 4.00%

Tax Statement # 27308

Comments PUP Adjustment Per Appraiser

Net Change in Total Tax Dollars

7722.66-

Owner SERV0004

SERVICEMEMBER AGRICULTURAL

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

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: tax roll corrections (15239 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by JGODOWN 2024/12/12

6.a

Taxpayer ID SERV0004
Owner ID SERV0004

Control # 2024000964

Tax Year 2024
Tract # WC00032

SERVICEMEMBER AGRICULTURAL
VOCATION EDUCATION CORP
%TOD BUNTING
9680 N 52ND ST
RILEY, KS 66531-9811

CAMA # 165-16-0-00-00-005-00-0-01

16-9-6 SE4

TU 120 Wildcat Township
Parcel 260
USD 378

Property Address 9680 N 52ND ST

APPRAISER SECTION (Value)

2024/12/12 JGODOWN APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
NR	643110	413090	1056200

Total	643110	413090	1056200
-------	--------	--------	---------

Assessed Prior to Correction:

NR			
	77173	49571	126744

Total	77173	49571	126744
-------	-------	-------	--------

SB41

Appraised After Correction:

CL	Land	Imp	Total
AR	34380		34380
NR	12180	219680	231860

Total	46560	219680	266240
-------	-------	--------	--------

Assessed After Correction:

AR			
	10314		10314
NR	1462	26362	27824

Total	11776	26362	38138
-------	-------	-------	-------

SB41

Net Change

1021820-
231860

789960-

Net Change

116430-
27824

Total	88606-
-------	--------

SB41

CLERK SECTION (Tax)

2024/12/12 JGODOWN ORDER PRINTED

Tax Prior to Correction:

Levy	116.13200	Gen Tax	14719.04
SB41 Tax Dollars			14719.04

Tax After Correction:

Levy	116.13200	Gen Tax	4429.04
SB41 Tax Dollars			4429.04

Net Change

10290.00-
10290.00-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

88606-

Applicable Mill Levy

116.13200

Net Change in Levied Tax Dollars

10290.00-

Type of Correction DECREASE

Correction Code TP TAX PROTEST

Rate 4.00%

Tax Statement # 27309

Comments FUP Adjustment Per Appraiser

Net Change in SB41 Exemption

Net Change in Total Tax Dollars

10290.00-

Owner SERV0004

SERVICEMEMBER AGRICULTURAL

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

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: tax roll corrections (15239 : Tax Roll Corrections)

COUNTY CLERK & ELECTIONS
Boards

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Senior Administrative Assistant

MEETING: December 16, 2024

SUBJECT: Advisory Board appointment letters and Resolution

PRESENTER: Cindy Kabriel, Senior Administrative Assistant

RECOMMENDATIONS

1. Public Works recommends reappointment of Patty Parker to the Hunters Island Advisory Board.
2. Katharine Hensler recommends reappointment of Marla Day and Marcia Rozell to the Museum Board of Trustees.
3. Julie Govert Walter recommends reappointment of Linda Morse to the North Central Flint Hills Area Agency on Aging.
4. Pawnee recommends reappointment of Dantia MacDonald to the Pawnee Mental Health Services Advisory Board.
5. Riley County Council on Aging recommends reappointment of Carl Treece to the Riley County Council on Aging Advisory Board.
6. Amanda Webb recommends reappointment of Rita Cassida and appointing William Burris to replace Joe Gelroth to the Riley County Planning Board\Board of Zoning Appeals.
7. John Ellermann recommends reappointment of David Beach to the Road & Bridge Advisory Board.
8. Gary Fike recommends reappointment of Kent Glasscock and Gordon Hibbard to the Rural Economic Development Advisory Board.

POSSIBLE MOTION(S)

Move to approve the following appointments and “Resolution No. 121624- , A Resolution appointing Riley County representatives to Council/Advisory Boards.”

Patty Parker Comm Dist 3	Hunters Island Water District 3 year	January 1, 2025 December 31, 2027
Marla Day Comm Dist 3	Museum Board of Trustees 3 year	January 1, 2025 December 31, 2027
Marcia Rozell Comm Dist 1	Museum Board of Trustees 3 year	January 1, 2025 December 31, 2027
Linda Morse Comm Dist 3	NCFH Area Agency on Aging 2 year	January 1, 2025 December 31, 2026
Danita MacDonald Comm Dist 2	Pawnee Mental Health 3 year	January 1, 2025 December 31, 2027
Carl Treece Comm Dist 1	Riley County Council on Aging 3 year	January 1, 2025 December 31, 2027
Rita Cassida Comm Dist	RCPB\BOZA 3 year	January 1, 2025 December 31, 2027
William Burris Comm Dist 3	RCPB\BOZA 3 year	January 1, 2025 December 31, 2027
David Beach Comm Dist 2	Road & Bridge 3 year	January 1, 2025 December 31, 2027
Kent Glasscock Comm Dist 1	Rural Economic Development 3 year	January 1, 2025 December 31, 2027
Gordon Hibbard Comm Dist 3	Rural Economic Development 3 year	January 1, 2025 December 31, 2027

Enclosures:

- apptmt letters and resolution (PDF)
- 12-16-24 adv bd reappt and appt (PDF)



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 16, 2024

Patty Parker
 1167A S. Manhattan Avenue
 Manhattan, KS 66502

Dear Patty:

This is to confirm your reappointment to the Hunters Island Water District Advisory Board. We greatly appreciate your willingness to serve on this Council/Board and know that the Hunters Island Water District Advisory Board will benefit from your contribution. Your term appointment is through December 31, 2027.

Sincerely,

Riley County Board of County Commissioners

Chair

Member

Member

Attachment: apptmt letters and resolution (15245 : 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 16, 2024

Marla Day
 3508 Big Foot Street
 Manhattan, KS 66503

Dear Marla:

This is to confirm your reappointment to the Museum Board of Trustees. We greatly appreciate your willingness to serve on this Council/Board and know that the Museum Board of Trustees will benefit from your contribution. Your term appointment is through December 31, 2027.

Sincerely,

Riley County Board of County Commissioners

Chair

Member

Member

Attachment: apptmt letters and resolution (15245 : 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: boccc@rileycountyks.gov

December 16, 2024

Marcia Rozell
 629 Houston Street
 Manhattan, KS 66502

Dear Marcia:

This is to confirm your reappointment to the Museum Board of Trustees. We greatly appreciate your willingness to serve on this Council/Board and know that the Museum Board of Trustees will benefit from your contribution. Your term appointment is through December 31, 2027.

Sincerely,

Riley County Board of County Commissioners

Chair

Member

Member

Attachment: apptmt letters and resolution (15245 : 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: boccc@rileycountyks.gov

December 16, 2024

Linda Morse
 2118 Spain Drive
 Manhattan, KS 66502

Dear Linda:

This is to confirm your reappointment to the North Central Flint Hills Area Agency on Aging. We greatly appreciate your willingness to serve on this Council/Board and know that the North Central Flint Hills Area Agency on Aging will benefit from your contribution. Your term appointment is through December 31, 2026.

Sincerely,

Riley County Board of County Commissioners

Chair

Member

Member

Attachment: apptmt letters and resolution (15245 : 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: boccc@rileycountyks.gov

December 16, 2024

Dantia MacDonald
 2714 Donna's Way Circle
 Manhattan, KS 66502

Dear Dantia:

This is to confirm your reappointment to the Pawnee Mental Health Services Board. We greatly appreciate your willingness to serve on this Council/Board and know that the Pawnee Mental Health Services Board will benefit from your contribution. Your term appointment is through December 31, 2027.

Sincerely,

Riley County Board of County Commissioners

 Chair

 Member

 Member

Attachment: apptmt letters and resolution (15245 : 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: boccc@rileycountyks.gov

December 16, 2024

Carl Treece
 2493 Big Horn Lane
 Manhattan, KS 66503

Dear Carl:

This is to confirm your reappointment to the Riley County Council on Aging Advisory Board. We greatly appreciate your willingness to serve on this Council/Board and know that the Riley County Council on Aging Advisory Board will benefit from your contribution. Your term appointment is through December 31, 2027.

Sincerely,

Riley County Board of County Commissioners

 Chair

 Member

 Member

Attachment: apptmt letters and resolution (15245 : 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: boccc@rileycountyks.gov

December 16, 2024

Rita Cassida
 11204 Briar Lane
 Manhattan, KS 66503

Dear Rita:

This is to confirm your reappointment 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, 2027.

Sincerely,

Riley County Board of County Commissioners

Chair

Member

Member

Attachment: apptmt letters and resolution (15245 : 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 16, 2024

William Burris
1612 Laramie Street, Apt #5
Manhattan, KS 66502

Dear William:

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, 2027.

Sincerely,

Riley County Board of County Commissioners

Chair

Member

Member

Attachment: apptmt letters and resolution (15245 : 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: boccc@rileycountyks.gov

December 16, 2024

David Beach
 2219 Alta Drive
 Manhattan, KS 66502

Dear David:

This is to confirm your reappointment to the Road & Bridge Advisory Board. We greatly appreciate your willingness to serve on this Council/Board and know that the Road & Bridge Advisory Board will benefit from your contribution. Your term appointment is through December 31, 2027.

Sincerely,

Riley County Board of County Commissioners

 Chair

 Member

 Member

Attachment: apptmt letters and resolution (15245 : 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 16, 2024

Kent Glasscock
 1211 Deep Creek Road
 Manhattan, KS 66502

Dear Kent:

This is to confirm your reappointment 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, 2027.

Sincerely,

Riley County Board of County Commissioners

Chair

Member

Member

Attachment: apptmt letters and resolution (15245 : 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: boccc@rileycountyks.gov

December 16, 2024

Gordon Hibbard
 5765 Blue River Hills Road
 Manhattan, KS 66503

Dear Gordon:

This is to confirm your reappointment 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, 2027.

Sincerely,

Riley County Board of County Commissioners

 Chair

 Member

 Member

Attachment: apptmt letters and resolution (15245 : Advisory Board Appointments)

RESOLUTION NO. 121624-**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 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:

Patty Parker Comm Dist 3	Hunters Island Water District 3 year	January 1, 2025 December 31, 2027
Marla Day Comm Dist 3	Museum Board of Trustees 3 year	January 1, 2025 December 31, 2027
Marcia Rozell Comm Dist 1	Museum Board of Trustees 3 year	January 1, 2025 December 31, 2027
Linda Morse Comm Dist 3	NCFH Area Agency on Aging 2 year	January 1, 2025 December 31, 2026
Danita MacDonald Comm Dist 2	Pawnee Mental Health 3 year	January 1, 2025 December 31, 2027
Carl Treece Comm Dist 1	Riley County Council on Aging 3 year	January 1, 2025 December 31, 2027
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David Beach Comm Dist 2	Road & Bridge 3 year	January 1, 2025 December 31, 2027
Kent Glasscock Comm Dist 1	Rural Economic Development 3 year	January 1, 2025 December 31, 2027
Gordon Hibbard Comm Dist 3	Rural Economic Development 3 year	January 1, 2025 December 31, 2027

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 16th day of December, 2024.

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

CHAIR

MEMBER

MEMBER

ATTEST:

RICH VARGO, Riley County Clerk

Name of Council/Board Member: Patty Parker

Board: Hunters Island Water District Advisory Board

Date of Term Expiration: December 31, 2024

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



I am interested in serving another term.



I am not interested in serving another term.



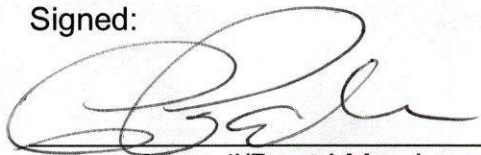
I am not eligible to serve another term.



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

FILED
 2024 NOV -4 PM 1:54
 COUNTY CLERK
 RILEY COUNTY, KANSAS

Signed:



Council/Board Member

10/29/24

Date

Attachment: 12-16-24 adv bd reappt and appt (15245 : Advisory Board Appointments)

Cindy Kabriel

From: Evelyn Clark
Sent: Thursday, November 7, 2024 7:59 AM
To: Cindy Kabriel; John Ellermann
Subject: RE: Hunters Island Water District Advisory Board

Good morning Cindy,

We do recommend the reappointment of Patty Parker to the Hunters Island advisory board.

Thank you!

Have a great day,

Eve

From: Cindy Kabriel <ckabriel@rileycountyks.gov>
Sent: Wednesday, November 6, 2024 1:06 PM
To: John Ellermann <jellermann@rileycountyks.gov>; Evelyn Clark <eclark@rileycountyks.gov>
Subject: Hunters Island Water District Advisory Board

Patty Parker returned her advisory board interest form back as being interested in being reappointed. Please let me know if she is eligible and if you recommend reappointment.

Thanks

Cindy

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

Attachment: 12-16-24 adv bd reappt and appt (15245 : Advisory Board Appointments)

Name of Council/Board Member: Marla Day

Board: Museum Board of Trustees

Date of Term Expiration: December 31, 2024

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

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

FILED
2024 OCT 25 AM 11:55
COUNTY CLERK
RILEY COUNTY, KANSAS

Signed:

Marla Day

Council/Board Member

10-22-24

Date

Attachment: 12-16-24 adv bd reappt and appt (15245 : Advisory Board Appointments)

Name of Council/Board Member: Marcia Rozell

Board: Museum Board of Trustees

Date of Term Expiration: December 31, 2024

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

☒

I am interested in serving another term.

☐

I am not interested in serving another term.

☐

I am not eligible to serve another term.

☐

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

FILED
 2024 NOV - 1 AM 11:05
 COUNTY CLERK
 RILEY COUNTY, KANSAS

Signed:

Marcia Rozell
Council/Board Member

10/29/24
Date

Attachment: 12-16-24 adv bd reappt and appt (15245 : Advisory Board Appointments)

Cindy Kabriel

Subject: FW: Online Form Submittal: Advisory Council/Board Application Form

From: Katharine Hensler <khensler@rileycountyks.gov>
Sent: Thursday, November 21, 2024 8:53 AM
To: Cindy Kabriel <ckabriel@rileycountyks.gov>
Subject: RE: Online Form Submittal: Advisory Council/Board Application Form

Thank You, Cindy,

Both Marcia and Marla are eligible for one more term so we can move forward with their reappointments.

The two applications that came through from Joyce Glasscock and Tim Weiser: both reside in District 1 and the vacancy that is open is in District 2, so unfortunately, we won't be able to consider them this year. Is it appropriate for me to reach out to them both, thank them for their applications, and let them know that while we cannot consider them this year due to the district vacancy, encourage them to apply next year?

I will continue to search for someone in District 2. Thanks!

Kind Regards,

Katharine A. Hensler

Director

Riley County Historical Museum
2309 Claflin Rd.
Manhattan, KS 66502
khensler@rileycountyks.gov
PH: 785-565-6490

Attachment: 12-16-24 adv bd reappt and appt (15245 : Advisory Board Appointments)

Name of Council/Board Member: Linda Morse

Board: North Central Flint Hills Area Agency on Aging

Date of Term Expiration: December 31, 2024

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



I am interested in serving another term.



I am not interested in serving another term.



I am not eligible to serve another term.



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

FILED
 2024 OCT 24 PM 4:21
 COUNTY CLERK
 RILEY COUNTY, KANSAS

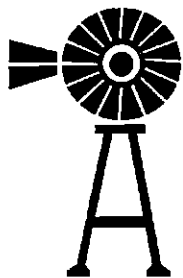
Signed:

Linda Morse
Council/Board Member

10/21/24
Date

Attachment: 12-16-24 adv bd reappt and appt (15245 : Advisory Board Appointments)

November 8, 2024



**North Central-Flint Hills
AREA AGENCY ON AGING, Inc.**

**401 Houston St.
Manhattan, KS 66502
785-776-9294**

**(In Kansas)
800-432-2703
FAX: 785-776-9479**

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www.ncfhaaa.com**



Advocacy. Action. Answers on Aging.

Greg McKinley, Chair
Riley County Board of Commissioners
414 N Main
Riley, KS 66502

Dear Commissioner McKinley,

Linda Morse will complete her second term on the North Central-Flint Hills Area Agency on Aging Board of Directors at the end of this year. We are grateful for the time and effort provided by Linda as a representative of Riley County to the North Central-Flint Hills Area Agency on Aging Board of Directors. Her interest and involvement are important to the well-being of older Kansans and caregivers in your county and the entire area.

Each county in our service area has two representatives whose terms expire in alternating years. As currently stated in our bylaws, a member is appointed for a two-year term and may serve three consecutive terms (six years). Since Linda has completed her second term she is eligible to be reappointed and has indicated her willingness to serve a third term. If this meets with your approval, we would be pleased to continue to have Linda serve on the board.

The term of this appointment will begin January 1, 2025 and expires on December 31, 2026. The Board of Directors meets every other month beginning in January. All members also serve on a standing committee. These meetings are normally held in conjunction with the regular Board meetings. The Agency offers reimbursement to Board members for mileage and meal expenses associated with meeting attendance. Enclosed you will find a description which outlines expectations of Board members.

The first meeting of the Board for 2025 will be January 28, 2025. In order to ensure continuous representation for your County; we would appreciate receiving written notice of your appointment by November 29, 2024.

Thank you for your attention to this request. Please let me know if you have any questions about the appointment procedure for NC-FH AAA Board members.

Sincerely,

Julie Govert Walter
Executive Director

cc: Linda Morse, Chair, NC-FH AAA Board of Directors
Kevin Larson, Chair, Riley County Council on Aging
Rich Vargo, Riley County Clerk
Barbara De Santo, NC-FH AAA Board Member

Attachment: 12-16-24 adv bd reappt and appt (15245 : Advisory Board Appointments)

2020/2023

JOB DESCRIPTION
MEMBER: NORTH CENTRAL-FLINT HILLS AREA AGENCY ON AGING, INC
BOARD OF DIRECTORS

The Board of Directors of the North Central-Flint Hills Area Agency on Aging, Inc. is legally and morally responsible for all activities of the Agency.

The Board of Directors is responsible for:

- Determining how the organization carries out its mission through planning and setting Agency policy
- Approving the Area Plan for Aging Services and providing fiscal oversight
- Recruiting and developing Board members
- Hiring and evaluating the performance of the Executive Director

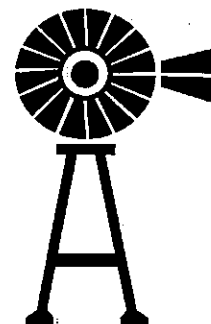
The work of the Board is accomplished through committees which meet prior to regular Board meetings. Chairs of committees and Agency Board officers meet in even number months as the Board's Executive Committee

The Board shares with staff responsibility for:

- Program development and evaluation at county levels
- Public relations and advocacy on behalf of older Kansans
- Fund raising and resource development
- Developing and enhancing partnerships with groups serving older Kansans at local and state levels
- Advocacy and Community education about aging issues and initiatives
- Orienting and developing potential Board members

Responsibilities of Directors:

- Understand and promote the Agency's mission
- Attend and actively participate in at least 75% of Board meetings
- Be familiar with the Agency's programs and operations and promote services available
- Attend meetings of their County Aging organization regularly; provide updates about work of the Agency to County Council on Aging/County Task Force on Aging
- Meet with County Board of Commissioners quarterly to update them on Agency initiatives.
- Participate in one-day orientation for new Board members – usually held in January
- Be a working member of at least one Board committee
- Participate in the assessment of at least one Friendship Meal center outside your county
- Avoid conflicts of interest



**North Central-Flint Hills
AREA AGENCY ON AGING, Inc.**

401 Houston St.
Manhattan, KS 66502
1-800-432-2703 or 785-776-9294
www.ncfhaaa.com

Attachment: 12-16-24 adv bd reappt and appt (15245 : Advisory Board Appointments)

- Participate in the annual Sunflower Fair and in the annual meeting
- Participate in resource development and fundraising, and make an annual gift to the Agency commensurate with your ability
- Keep Executive Director apprised of emerging issues affecting those served by the Agency in your county

Time Demands (approximate):

- Six bi-monthly Board meetings (6 hours): third Tuesdays of odd-numbered months (*subject to change*)
- Committee work – one to three hours per month
- Annual Senior Fair/Sunflower Seniors' Got Talent! event – one day, usually a weekday in September
- Attendance at Agency-sponsored events – time varies. Attendance at two events per year is requested
- Evaluate at least one Friendship Meals center outside your county– one day, usually in May or June
- Meetings of county aging organization –number of meetings varies (six to 12 meetings a year)

Financial and Resource Development:

- Annual gift to the Agency (100% of Board member participation is asked). Gifts from board members is significant to donor organizations and potential funders. Gifts “significant according to members circumstances” are appreciated and further our Agency’s mission.
- Solicit underwriting/donations to Agency fundraising events, including identifying event sponsors, Sunflower Fair exhibitors and Silent Auction items for the Sunflower Fair.
- Recruit participants in county to attend the Sunflower Fair and participate in other Agency initiatives.
- Identify and assist in cultivation of potential donors for Agency initiatives

Board Member Contribution Policy

Members of the North Central-Flint Hills Area Agency on Aging Board of Directors are asked to make a personal contribution in support of programs and services of the Agency.

Contributions may include cash donations and/or donations of mileage and meal costs to attend Board meetings, Agency orientation or other official North Central- Flint Hills Area Agency on Aging Board events. If a Board member chooses to donate mileage, the appropriate form must be completed so that the member’s contribution will be recorded accurately.

(Rev 1-4-23)

Name of Council/Board Member: Dantia MacDonald

Board: Pawnee Mental Health Services Board

Date of Term Expiration: December 31, 2024

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

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

FILED
2024 OCT 24 PM 4:21
COUNTY CLERK
RILEY COUNTY, KANSAS

Signed:

Council/Board Member

Date

Attachment: 12-16-24 adv bd reappt and appt (15245 : Advisory Board Appointments)

Cindy Kabriel

From: April Brothers <April.Brothers@Pawnee.org>
Sent: Thursday, October 17, 2024 2:38 PM
To: Cindy Kabriel
Subject: [noencrypt] Pawnee Mental Health Services Board of Director Term Limits

Hello Cindy,

According to our records, Dantia MacDonald's term with the Pawnee Mental Health Services Governing Board of Directors will expire on December 31, 2024. I contacted Ms. MacDonald and she stated she would like to be re-appointed to an additional term.

Would it be possible for the Commissioner's to review and approve her request to serve an additional term limit?

Thank you in advance for your assistance. Please let me know if you have any questions.

Thank you,
 April Brothers
 Executive Assistant
 Pawnee Mental Health Services
 785-587-4300
 423 Houston Street
 Manhattan, Ks 66502
 P.O. Box 747
 Manhattan, Ks 66505
april.brothers@pawnee.org
 Visit our website at: www.pawnee.org



To make a contribution to Pawnee Mental Health Services, click [HERE](#)

IMPORTANT: This communication contains information from Pawnee Mental Health Services which may be confidential and privileged and is solely for the use of the intended recipient. If it appears that this communication was addressed or sent to you in error, you may not use, copy, disclose, or distribute this communication or any information contained therein. If you have received this in error, please notify the sender immediately by reply email or by telephone.

Attachment: 12-16-24 adv bd reappt and appt (15245 : Advisory Board Appointments)

Name of Council/Board Member: Carl Treece

Board: Riley County Council on Aging Advisory Board

Date of Term Expiration: December 31, 2024

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



I am interested in serving another term.



I am not interested in serving another term.



I am not eligible to serve another term.



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

FILED
2024 OCT 25 AM 11:55
COUNTY CLERK
RILEY COUNTY, KANSAS

Signed:

Carl Treece

Council/Board Member

09/17/2024

Date

Attachment: 12-16-24 adv bd reappt and appt (15245 : Advisory Board Appointments)

Cindy Kabriel

Subject: FW: RCCOA Board RC Treece

From: Richard Pollman <s-pollman@cox.net>
Sent: Wednesday, November 6, 2024 12:21 PM
To: Cindy Kabriel <ckabriel@rileycountyks.gov>; kjarson@twinvllley.net
Subject: Re: RCCOA Board RC Treece

I have checked with Ruth Screen, who is the secretary of the group and she agrees that he is eligible and we would recommend his reappointment.

Thank you. Let me know if you have further questions.

Sharon

Sent from Yahoo Mail on Android

On Mon, Nov 4, 2024 at 9:05 AM, Cindy Kabriel
<ckabriel@rileycountyks.gov> wrote:

Attachment: 12-16-24 adv bd reappt and appt (15245 : Advisory Board Appointments)

Dis

7.b

Name of Council/Board Member: Rita Cassida

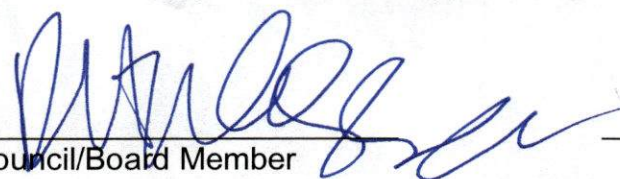
Board: Riley County Planning Board/Board of Zoning Appeals

Date of Term Expiration: December 31, 2024

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

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

FILED
2024 NOV 25 AM 11:40
COUNTY CLERK
RILEY COUNTY, KANSAS

Signed:  11/12/2024
Council/Board Member Date

Attachment: 12-16-24 adv bd reappt and appt (15245 : Advisory Board Appointments)

Cindy Kabriel

Subject: FW: RCPB/BOZA recommendation for Rita

From: Amanda Webb <awebb@rileycountyks.gov>
Sent: Wednesday, December 11, 2024 2:13 PM
To: Cindy Kabriel <ckabriel@rileycountyks.gov>
Subject: RE: RCPB/BOZA recommendation for Rita

I recommend reappointment of Rita Cassida for another term on the Riley County Planning Board/Board of Zoning Appeals.

-Amanda

Attachment: 12-16-24 adv bd reappt and appt (15245 : Advisory Board Appointments)

Name of Council/Board Member: Joe Gelroth

Board: Riley County Planning Board\Board of Zoning Appeals

Date of Term Expiration: December 31, 2024

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

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

FILED
2024 OCT 28 PM 12:54
COUNTY CLERK
RILEY COUNTY, KANSAS

Signed:

Joe Gelroth
Council/Board Member

Oct 22, 2024
Date

Attachment: 12-16-24 adv bd reappt and appt (15245 : Advisory Board Appointments)

From: Amanda Webb
To: Bob Isaac; Lisa Daily
Subject: Joe Gelroth
Date: Friday, September 6, 2024 10:07:53 AM

Joe just stopped by to let me know that he will not seek reappointment when his term ends in December. He said he's enjoyed his time on the board.

We'll start "recruiting" for his replacement soon. I appreciate that he gave us a few months' notice.

-Amanda

Amanda Webb

Director
Riley County Planning & Development
110 Courthouse Plaza
Manhattan, KS 66502
Email: awebb@rileycountyks.gov
Phone: (785) 537-6332

Riley County Comprehensive Plan 2040 - www.rileycountyks.gov/plan

Attachment: 12-16-24 adv bd reappt and appt (15245 : Advisory Board Appointments)

Cindy Kabriel

From: Amanda Webb
Sent: Monday, December 9, 2024 12:53 PM
To: Cindy Kabriel; Lisa Daily
Subject: RE: Online Form Submittal: Advisory Council/Board Application Form

Thank you, Cindy.

I would like to recommend William Burris for appointment to the Riley County Planning Board. He will take the place of Joe Gelroth who has opted not to seek reappointment.

-Amanda

From: Cindy Kabriel <ckabriel@rileycountyks.gov>
Sent: Monday, December 2, 2024 7:51 AM
To: Amanda Webb <awebb@rileycountyks.gov>; Lisa Daily <ldaily@rileycountyks.gov>
Subject: FW: Online Form Submittal: Advisory Council/Board Application Form

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

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Sunday, December 1, 2024 7:38 PM
To: Cindy Kabriel <ckabriel@rileycountyks.gov>
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
Riley County Planning Board/Board of Zoning Appeals

Attachment: 12-16-24 adv bd reappt and appt (15245 : Advisory Board Appointments)

PERSONAL INFORMATION

First Name	William
Last Name	Burris
Address1	1612 Laramie Street
Address2	#5
City	Manhattan
State	KS
Zip	66502
Phone Number	2024419643
Business Address	<i>Field not completed.</i>
Business Phone Number	<i>Field not completed.</i>
Occupation	Retired
Email Address	<u>bburris@me.com</u>
Statement of Interest	I served for 7 years as an elected member of the Amherst NH Zoning Board of Adjustment. Amherst NH is the first Historic District in the U.S. and this commensurate to many landmark zoning laws in the country. I'm now resident in Manhattan with my son and grandson (four years). I would like to contribute my fairness and experience to Riley County in this capacity, since we've recently purchased on of the County's most historic properties.

References

REFERENCES

Please submit at least one reference.

Reference Name	Monica Rickel
Reference Phone Number	7853134298
Reference Email Address	<i>Field not completed.</i>

Relationship Friend

(Section Break)

Reference Name Steve Snyder

Reference Phone Number 7854107518

Reference Email Address *Field not completed.*

Relationship Colleague

(Section Break)

Reference Name Hufnagel, Shad

Reference Phone Number 7854776160

Reference Email Address *Field not completed.*

Relationship Colleague

Sign and Submit

Type Your Name William Burris

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) 565-6202

Address: 110 Courthouse Plaza, Manhattan, Kansas 66502

Attachment: 12-16-24 adv bd reappt and appt (15245 : Advisory Board Appointments)

Name of Council/Board Member: David Beach

Board: Road & Bridge Advisory Board

Date of Term Expiration: December 31, 2024

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



I am interested in serving another term.



I am not interested in serving another term.



I am not eligible to serve another term.



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

Signed:

David Beach

Council/Board Member

11/18/24

Date

Attachment: 12-16-24 adv bd reappt and appt (15245 : Advisory Board Appointments)

Cindy Kabriel

Subject: FW: Road & Bridge reappointment

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

From: John Ellermann <jellermann@rileycountyks.gov>
Sent: Wednesday, December 11, 2024 5:14 PM
To: Cindy Kabriel <ckabriel@rileycountyks.gov>
Cc: Evan McMillan <emcmillan@rileycountyks.gov>
Subject: RE: Road & Bridge reappointment

Please reappoint David Beach to the Road & Bridge Advisory Board.

Thank you

John Ellermann, P.E.
Public Works Director/County Engineer

Riley County Public Works Dept.
6215 Tuttle Creek Blvd
Manhattan, KS 66503
Office: 785-537-6330
Fax: 785-565-6286
E-mail: jellermann@RileyCountyks.gov

Attachment: 12-16-24 adv bd reappt and appt (15245 : Advisory Board Appointments)

Name of Council/Board Member: Kent Glasscock

Board: Rural Economic Development Advisory Board

Date of Term Expiration: December 31, 2024

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

☒

I am interested in serving another term.

☐

I am not interested in serving another term.

☐

I am not eligible to serve another term.

☐

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

FILED
2024 OCT 28 PM 12:34
COUNTY CLERK
RILEY COUNTY, KANSAS

Signed:


(Council/Board Member)

Oct 24, 2024
Date

Attachment: 12-16-24 adv bd reappt and appt (15245 : Advisory Board Appointments)

Name of Council/Board Member: Gordon Hibbard

Board: Rural Economic Development Advisory Board

Date of Term Expiration: December 31, 2024

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

☒

I am interested in serving another term.

☐

I am not interested in serving another term.

☐

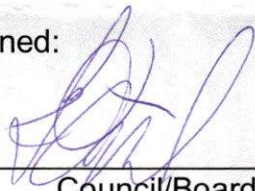
I am not eligible to serve another term.

☐

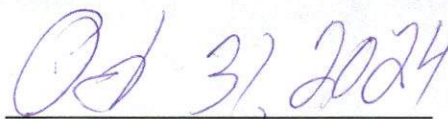
I am interested in serving on a different council, board or committee. Please send me an interest form/application.

FILED
2024 NOV -4 PM 1:54
COUNTY CLERK
RILEY COUNTY, KANSAS

Signed:



Council/Board Member



Date

Cindy Kabriel

From: Cindy Kabriel
Sent: Monday, November 18, 2024 11:45 AM
To: Gary Fike
Subject: RE: Rural Eco Devo Board

Thank you.

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

From: Gary Fike <gfike@rileycountyks.gov>
Sent: Monday, November 18, 2024 11:31 AM
To: Cindy Kabriel <ckabriel@rileycountyks.gov>
Subject: RE: Online Form Submittal: Advisory Council/Board Application Form

I recommend Gordon and Kent. I will get Jada to contact you.

Gary D. Fike
Riley County Extension Director
Riley County K-State Research and Extension
 110 Courthouse Plaza
 Manhattan, KS 66502
Office: 785-537-6350
Cell: 785-410-2608
Email: garyfike@ksu.edu

Attachment: 12-16-24 adv bd reappt and appt (15245 : Advisory Board Appointments)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
December 19, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

[District 1 – John Ford, Chair](#)

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

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

9:00 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

1. Administrative Work Session

9:50 AM

Break

10:00 AM

Gary Fike, County Extension Director

2. Staff update

10:15 AM

Brian Peete, RCPD Director

3. RCPD update

10:30 AM

Bob Isaac, Planner

4. Public hearing for Reid Lane Addition final plat

10:45 AM

Bob Isaac, Planner

5. Public hearing for Western Shore Acres Subdivision Unit Three Final Plat

11:00 AM

Bob Isaac, Planner

6. PB's Addition final plat

Attachment: 12-19-24 tentative agenda (14257 : Tentative Agenda)

11:15 AM Amanda Webb, Planning/Special Projects Director

7. School inspections

4:00 PM Joint City/County/County Meeting (at County Offices)

Adjournment

Announcements

Good Morning Manhattan will be held today 7:15 a.m. - 8:30 a.m. at the Four Points by Sheraton, 530 Richards Drive.

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: 12-19-24 tentative agenda (14257 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
December 23, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Approve payroll/accounts payables (when completed)

Review Minutes

Press Conference Topics

Review Tentative Agenda

9:00 AM

Michael Rezkalla, Pawnee Mental Health Services Director

2. Pawnee Mental Health Services update

9:30 AM

Press Conference

9:50 AM

Amanda Webb, Planning/Special Projects Director

3. Comprehensive Plan update

10:10 AM

Bryant Parker, Counselor/Director of Administrative Services

4. Administrative Work Session

10:30 AM

Megan Lewis, Community Corrections Director

5. Staff update

Adjournment

Announcement

Riley County Offices will be closed Tuesday, December 24th,
Wednesday, December 25th and Thursday, December 26th in

Attachment: 12-23-24 tentative agenda (14257 : Tentative Agenda)

observance of the Christmas Day holiday.

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: 12-23-24 tentative agenda (14257 : Tentative Agenda)

COUNTY APPRAISER'S OFFICE
Staff Update

Anna Burson
County Appraiser
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6310

STAFF REPORT

FROM: Appraiser's Office
MEETING: December 16, 2024
SUBJECT: Appraiser's Office December Staff Report
PRESENTER: Anna Burson

Enclosures:

- 12-16 Appraiser's Office Staff Update (DOCX)
- 12-16-24 BOTA Update (PDF)

Appraiser's Office Staff Report

BOCC December 16th, 2024

Personal Property

- Staff experienced an extended lockout from Komtek earlier this year. Since regaining access on November 26th, they have been processing additions, abatements, and updating records for the 2025 tax year.
- Due to the significant scope of website updates, we have enlisted the assistance of our PIO and aim to have the Personal Property Section updated by December 15th.
- We are also preparing for the rendition mailing scheduled for the end of the year. I plan to hold a press conference to inform property owners about the changes to rendition requirements for 2025.

AG Use

- Annual reinspection's of properties designated for agricultural use have been completed. We are continuing to update agricultural land boundaries and usage based on returned agricultural use maps and processing sales as they are received.

Residential

- So far in 2024, there have been approximately 922 residential home sales, with a median sale price of \$250,000 and an average sale price of \$277,274. The current sales ratio is 93%.
- The team is actively reviewing sales and building permits, with the annual review phase about 96% complete.
- All small claims hearings related to 2024 valuations have been finalized. The residential and manufactured home depreciation analysis has been completed and submitted to PVD by the December 1 deadline, and market modeling is set to begin next week.
- As noted in last month's update, the trend from 2024 sales data indicates an approximate 5% increase for 2025.

Commercial

- The commercial team is reviewing commercial building permits and assisting with the review of residential building permits. Depreciation has been completed and income analysis has begun. Additional updates on open Commercial BOTA cases are provided on the next slide.

Other Business

- All exemption applications submitted by the City of Manhattan have been sent on to BOTA.
- Employee reviews for 2024 have all been completed.
- Reviewing and reallocating resources to meet statutory deadlines.
- P-Card Changes were implemented
- Participated in several discussions and meetings relating to RHID's and CLT's.
- Reviewing and discussing improvements to our parcel search website functionality.
- Pup's and Abatements

BOTA - OPEN									
11/27/2024									
DOCKET	PARCEL NUMBER	QR#	YEAR	PROPERTY OWNER	BUSINESS NAME/SITE	COUNTY VALUE	FINAL	TAXPAYER VALUE	SCHEDULED
2024-2422-EQ	081-177-25-0-10-01-004.00-0	R5674	2024	RIVERCHASE LLC	RIVERCHASE LLC	\$5,310,090		\$4,183,683	PENDING
2024-2423-EQ	081-177-25-0-10-01-007.00-0	R5678	2024	RIVERCHASE LLC	RIVERCHASE LLC	\$20,710		\$16,317	PENDING
2024-403-PR	081-177-35-0-00-04-001.00-0	R5761	2023	MASTER TEACHER, THE	MASTER TEACHER, THE	\$137,560		\$68,780	MONDAY, JANUARY 13, 2025 @ 9:00 AM FOR TWO HOURS IN TOPEKA
2024-2424-EQ	081-189-31-0-00-00-007.00-0	R6092	2024	COLONIAL GARDENS LLC (3050 TCB)	COLONIAL GARDENS MHP OFFICE	\$396,700		\$332,339	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 06/05/2024
2024-2425-EQ	081-189-31-0-00-00-010.00-0	R6096	2024	COLONIAL GARDENS LLC (3000 TCB)	COLONIAL GARDENS	\$9,317,830		\$7,791,037	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 06/05/2024
2024-2426-EQ	081-189-31-0-00-00-017.01-0	R6104	2024	COLONIAL GARDENS LLC (0000 E MARLATT)	COLONIAL GARDENS - VACANT	\$1,870		\$1,564	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 06/05/2024
2024-1200-EQ	081-189-31-0-00-00-073.00-0	R6161	2024	THE LINKS AT MANHATTAN	THE LINKS AT MANHATTAN	\$52,657,400		\$42,000,000	THURSDAY, MARCH 13, 2025 @ 1:30 PM FOR 1/2 DAY IN TOPEKA
2024-2427-EQ	081-203-06-2-70-18-001.00-0	R7912	2024	BLUE VALLEY MHC LLC	BLUE VALLEY MHC LLC	\$4,433,750		\$3,800,000	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 06/05/2024
2023-2441-EQ	081-203-07-2-20-09-003.00-0	R8759	2023	SUNFLOWER BANK	SUNFLOWER BANK	\$4,626,910		\$2,313,455	MONDAY, DECEMBER 16, 2024 @ 1:30 PM FOR 60 MINUTES IN TOPEKA
2024-2348-EQ	081-203-07-2-20-09-003.00-0	R8759	2024	SUNFLOWER BANK	SUNFLOWER BANK	\$4,801,840		\$2,400,920	MONDAY, DECEMBER 16, 2024 @ 1:30 PM FOR 60 MINUTES IN TOPEKA
2024-5727-EQ	081-203-07-2-80-01-001.02-0	R9273	2023	BJS INC	IHOP RESTAURANT	\$1,974,000		\$1,275,570	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 08/07/2024
2020-1714-EQ	081-204-18-2-10-18-001.00-0	R9845	2020	MHTTN MARKETPLACE	A&W / NOODLES/ETC.	\$2,100,000		\$1,365,000	RESCHEDULED JUNE 5, 2025
2021-5574-EQ	081-204-18-2-10-18-001.00-0	R9845	2021	MHTTN MARKETPLACE	A&W / NOODLES/ETC.	\$1,770,000		\$1,150,500	RESCHEDULED JUNE 5, 2025
2022-1386-EQ	081-204-18-2-10-18-001.00-0	R9845	2022	MHTTN MARKETPLACE	A&W / NOODLES/ETC.	\$1,670,000		1463240	RESCHEDULED JUNE 5, 2025
2023-1154-EQ	081-204-18-2-10-18-001.00-0	R9845	2023	MHTTN MARKETPLACE	A&W / NOODLES/ETC.	\$1,570,000		\$1,402,794	RESCHEDULED JUNE 5, 2025
2024-2774-EQ	081-204-18-2-10-18-001.00-0	R9845	2024	MHTTN MARKETPLACE	A&W / NOODLES/ETC.	\$1,610,000		?	PENDING
2024-1215-EQ	081-204-18-2-10-18-001.01-0	R9846	2024	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$140,940			THURSDAY, MARCH 13, 2025 @ 9:00 PM FOR 1/2 DAY IN TOPEKA
2024-1213-EQ	081-204-18-2-10-18-002.00-0	R9847	2024	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,543,950			THURSDAY, MARCH 13, 2025 @ 9:00 PM FOR 1/2 DAY IN TOPEKA
2024-1214-EQ	081-204-18-2-10-18-011.00-0	R9848	2024	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$126,810			THURSDAY, MARCH 13, 2025 @ 9:00 PM FOR 1/2 DAY IN TOPEKA
2024-1202-EQ	081-204-18-2-10-20-004.01-0	R9854	2024	MANHATTAN MARKETPLACE SC LLC	BEST BUY	\$2,460,000			TUESDAY, FEBRUARY 11, 2025 @ 9:00 AM FOR 1 HOUR IN TOPEKA
2021-285-PR	081-204-18-2-10-20-004.02-0	R9855	2020	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,375,000		\$1,114,370	RESCHEDULED JUNE 5, 2025
2021-5575-EQ	081-204-18-2-10-20-004.02-0	R9855	2021	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,160,000		\$1,114,370	RESCHEDULED JUNE 5, 2025
2022-1387-EQ	081-204-18-2-10-20-004.02-0	R9855	2022	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,090,000		?	RESCHEDULED JUNE 5, 2025
2023-1155-EQ	081-204-18-2-10-20-004.02-0	R9855	2023	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,029,000		\$984,227	RESCHEDULED JUNE 5, 2025
2024-2777-EQ	081-204-18-2-10-20-004.02-0	R9855	2024	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,070,000		?	PENDING
2020-1713-EQ	081-204-18-2-10-20-005.00-0	R9857	2020	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$4,585,000		?	RESCHEDULED JUNE 5, 2025
2021-2046-EQ	081-204-18-2-10-20-005.00-0	R9857	2021	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$4,125,000		\$3,415,016	RESCHEDULED JUNE 5, 2025
2022-1385-EQ	081-204-18-2-10-20-005.00-0	R9857	2022	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$4,015,000		\$3,415,016	RESCHEDULED JUNE 5, 2025
2023-1153-EQ	081-204-18-2-10-20-005.00-0	R9857	2023	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$3,785,000		\$3,278,465	RESCHEDULED JUNE 5, 2025
2024-2776-EQ	081-204-18-2-10-20-005.00-0	R9857	2024	MANHATTAN MARKETPLACE SC LLC	BURLINGTON / CRUMBL	\$3,890,000		?	PENDING
2020-1715-EQ	081-204-18-2-10-20-013.00-0	R302812	2020	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$745,000		\$484,250	RESCHEDULED JUNE 5, 2025
2021-5576-EQ	081-204-18-2-10-20-013.00-0	R302812	2021	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$630,000		\$478,968	RESCHEDULED JUNE 5, 2025
2022-1388-EQ	081-204-18-2-10-20-013.00-0	R302812	2022	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$380,000		\$190,000	RESCHEDULED JUNE 5, 2025
2023-1156-EQ	081-204-18-2-10-20-013.00-0	R302812	2023	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$255,000		?	RESCHEDULED JUNE 5, 2025
2024-2775-EQ	081-204-18-2-10-20-013.00-0	R302812	2024	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$580,000		?	PENDING
2024-402-PR	081-211-02-0-00-00-001.00-0	R13450	2023	MASTER TEACHER, THE	MASTER TEACHER, THE	\$2,855,840		\$1,427,920	MONDAY, JANUARY 13, 2025 @ 9:00 AM FOR TWO HOURS IN TOPEKA
2024-2362-EQ	081-211-02-0-00-00-001.00-0	R13450	2024	MASTER TEACHER, THE	MASTER TEACHER, THE	\$2,955,540			PENDING
2024-2781-EQ	081-211-11-0-40-13-003.00-0	R15610	2024	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$24,216,200		?	PENDING
2020-915-EQ	081-211-12-0-30-11-004.01.0	R16204	2020	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,715,200		?	FRIDAY, DECEMBER 13, 2024 @ 10:00 AM FOR TWO HOURS IN TOPEKA
2021-1439-EQ	081-211-12-0-30-11-004.01-0	R16204	2021	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400	prior year value		FRIDAY, DECEMBER 13, 2024 @ 10:00 AM FOR TWO HOURS IN TOPEKA
2022-2155-EQ	081-211-12-0-30-11-004.01-0	R16204	2022	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400		?	FRIDAY, DECEMBER 13, 2024 @ 10:00 AM FOR TWO HOURS IN TOPEKA
2023-2296-EQ	081-211-12-0-30-11-004.01-0	R16204	2023	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400			FRIDAY, DECEMBER 13, 2024 @ 10:00 AM FOR TWO HOURS IN TOPEKA
2024-1201-EQ	081-211-12-0-30-11-004.01-0	R16204	2024	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,879,000			THURSDAY, MARCH 13, 2025 @ 9:00 PM FOR 1/2 DAY IN TOPEKA
2024-1501-PR	081-216-13-0-40-06-003.00-0	R19702	2023	DEBRUYN, R L & T H; TRUST	(RESIDENTIAL)	\$808,900		\$750,000	MONDAY AUGUST 5, 2024 @11:30
2024-2365-EQ	081-216-14-0-10-03-006.02-0	R19739	2024	ICON INVESTMENTS LLC	AUTO MUSEUM PARKING LOT	\$1,297,170			CONTINUANCE
2023-2393-EQ	081-216-23-0-10-08-001.00-0	R20575	2023	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS HEALTH CLUBS OF MHTTN LLC	\$8,152,300		\$4,076,150	WEDNESDAY, MARCH 5, 2025 @ 1:30PM FOR TWO HOURS IN TOPEKA
2024-2368-EQ	081-216-23-0-10-08-001.00-0	R20575	2024	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS HEALTH CLUBS OF MHTTN LLC	\$8,441,700			PENDING
2018-2047-EQ	081-216-24-0-20-01-002.00-0	R21281	2018	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$6,435,400	\$4,070,000	\$4,200,000	Oral Arguments Heard in Topeka waiting for Decision
2024-2358-EQ	081-216-24-0-20-01-002.00-0	R21281	2024	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$7,000,000		\$4,200,000	PENDING
2020-914-EQ	081-216-24-0-20-02-001.00-0	R21288	2020	TARGET CORPORATION	TARGET	\$9,850,000		?	THURSDAY & FRIDAY MAY 29 & 30 2025@ 9:00 AM IN TOPEKA FOR 2 DAYS
2021-1440-EQ	081-216-24-0-20-02-001.00-0	R21288	2021	TARGET CORPORATION	TARGET	\$9,700,000		prior year value	THURSDAY & FRIDAY MAY 29 & 30 2025@ 9:00 AM IN TOPEKA FOR 2 DAYS
2022-2157-EQ	081-216-24-0-20-02-001.00-0	R21288	2022	TARGET CORPORATION	TARGET	\$9,700,000		?	THURSDAY & FRIDAY MAY 29 & 30 2025@ 9:00 AM IN TOPEKA FOR 2 DAYS
2023-2295-EQ	081-216-24-0-20-02-001.00-0	R21288	2023	TARGET CORPORATION	TARGET	\$9,700,000		?	THURSDAY & FRIDAY MAY 29 & 30 2025@ 9:00 AM IN TOPEKA FOR 2 DAYS
2024-1203-EQ	081-216-24-0-20-02-0001.00-0	R21288	2024	TARGET CORPORATION	TARGET	\$9,700,000		?	MONDAY, JANUARY 13, 2025 @ 11:00 AM FOR ONE HOUR IN TOPEKA
Total County Value in Question						\$251,228,810			

Attachment: 12-16-24 BOTA Update (15224 : Staff Report)

EMS/AMBULANCE
Staff Update

David Adams
 EMS/Ambulance
 Director
 2011 Claflin Rd
 Manhattan, KS 66502
 Phone: 785-539-3535

STAFF REPORT

FROM: David Adams, EMS/Ambulance Director
MEETING: December 16, 2024
SUBJECT: Staff Update
PRESENTER: David Adams, EMS/Ambulance Director

Operations

Calls for service:

November- 526

911-Call volume by station:

Medic 11 located at 2011 Claflin Rd: 182

Medic 21 located at 11th & Poyntz: 143

Medic 31 located at 3060 TCB (Riley County Public Works): 82

Medic 41 located at Manhattan Regional Airport: 79

Medic 51- Leonardville: 37

The rest of the calls (if applicable) are for event standbys and supervisors writing reports.

New hires (FT and PRN) are in orientation

Working on new building construction related topics.

Annual Employee Evaluations

Updated: 12/12/2024 2:18 PM by David Adams

Page 1

Packet Pg. 81

Staff Report (ID # 15244)

Meeting of December 16, 2024

Quality Improvement and Safety Course

Participate in Mental Health Working Group (Josh) and Task Force (David)

Participate in Substance Misuse Working Group (Josh) and Task Force (David)

Hands only CPR/Stop the bleed training for county staff.

Migrating operational checklists to the new state report writing software platform.

Continuing to evaluate operational equipment needs, inventory reduction where applicable.

DEA Changes

Inventory

End of Year Purchasing

Medical Director case review with staff.

Observing field performance.

Event Standbys: 10- KSU football- 2; KSU BBall 7; KSU Commencement-1

Education

100% review of all calls.

Review of data metrics to identify trends.

Protocol book development is ongoing.

End of year training wrap up.

Building 2025 Training Plan

Community Outreach:

Car seat check lanes.

Speaking at various engagements

Enclosures:

- November 24 Stats (XLSX)
- Riley County EMS Weekly Progress Report WE 11-15-24 (PDF)
- Riley County EMS Weekly Progress Report WE 11-22-24 (PDF)
- Riley County EMS Weekly Progress Report WE 12-6-24 (PDF)

EMS RESPONSES BY DAY OF THE WEEK		
Weekday	Count	Percent
01 - Sunday	81	15%
02 - Monday	59	11%
03 - Tuesday	55	10%
04 - Wednesday	57	11%
05 - Thursday	64	12%
06 - Friday	99	19%
07 - Saturday	111	21%
TOTAL	526	

EMS RESPONSES BY HOUR OF DAY		
Hour Range	Count	Percent
00:00:00 - 00:59:59	25	5%
01:00:00 - 01:59:59	26	5%
02:00:00 - 02:59:59	13	2%
03:00:00 - 03:59:59	11	2%
04:00:00 - 04:59:59	11	2%
05:00:00 - 05:59:59	13	2%
06:00:00 - 06:59:59	12	2%
07:00:00 - 07:59:59	12	2%
08:00:00 - 08:59:59	18	3%
09:00:00 - 09:59:59	20	4%
10:00:00 - 10:59:59	28	5%
11:00:00 - 11:59:59	37	7%
12:00:00 - 12:59:59	26	5%
13:00:00 - 13:59:59	31	6%
14:00:00 - 14:59:59	23	4%
15:00:00 - 15:59:59	30	6%
16:00:00 - 16:59:59	24	5%
17:00:00 - 17:59:59	29	6%
18:00:00 - 18:59:59	24	5%
19:00:00 - 19:59:59	25	5%
20:00:00 - 20:59:59	23	4%
21:00:00 - 21:59:59	25	5%
22:00:00 - 22:59:59	20	4%
23:00:00 - 23:59:59	20	4%

EMS RESPONSES BY UNIT CALL SIGN		
CALL SIGN	COUNT	PERCENT
Medic 11	182	35%
Medic 21	143	27%
Medic 31	82	16%

Medic 41	79	15%
Medic 51	37	7%

TOP 5 EMS RESPONSES BY DISPATCH REASON		
Complaint	Count	Percent
Transfer	108	21%
Sick Person	80	15%
Fall	59	11%
Breathing Problem	41	8%
Traffic Accident	34	7%



Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd

JOB NUMBER: 24 - 104

WEEK ENDING: 11.15.24



PROJECT CURRENT STATUS REPORT

Masonry	Finished the masonry veneer on the West elevation of Area A. Started white mortar and washing down.
Roofers	Area A roof, Area B roof, and detailing on Area C roof
Framing	Had sheetrock delivered to start topping out in Area C.
Plumbing	Continued rough-in in Area A and B
Electrical	Area A and Area B rough-in
HVAC	Started rough-in in Area A and roof penetrations on Area B roof.
BHS	Window blocking, temp framing at Bay doors, building/site clean



NEXT WEEK PROJECT PROJECTIONS

Masonry	Continue white mortar around Area C and finish the East elevation of Area C. Start veneer around the East elevation of Area A.
Framing	Finish exterior framing around Area B and dens-glass.
Plumbing	Continue rough-in in Area A and Area B.
Electrical	Continue rough-in in Area A and B
HVAC	Continue rough-in in Area A
Fire Sprinkler	Rough-in in Area B.
Roofers	Finish detailing Area A and Area B roofs.

Outstanding/Hot Items:

RFI 24: Landscaping, Grading, & Footing Coordination

RFI 52: Kitchen/Dining 141 Island

RFI 55: Gas Line Routing



Riley County EMS Station 1

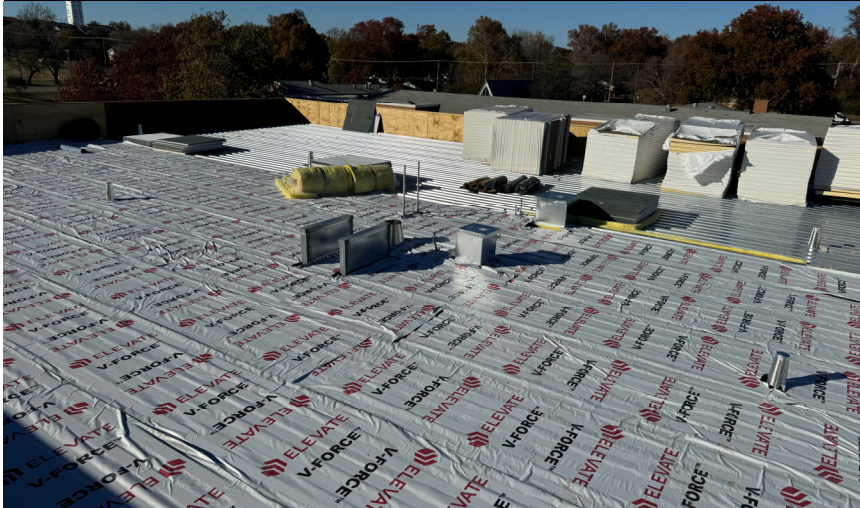
LOCATION: 1115 Charles Little Rd

JOB NUMBER: 24-104

Area A Masonry



Area B Roof



Area A Roof



Area C Windows



FLOOR PLAN GENERAL NOTES

- 1. CONSTRUCTION TO BE IN STRICT ACCORDANCE WITH ALL APPLICABLE BUILDING CODES, LOCAL RULES AND REGULATIONS, AND ALL OTHER CODES, REGULATIONS AND GOVERNING AGENCIES HAVING JURISDICTION WITH ALL APPLICABLE AMENDMENTS UNLESS ALTERED OR CHANGED THROUGH VARIANCES OF OTHER LEGAL PROCEDURES.
- 2. UNLESS OTHERWISE INDICATED, ALL MATERIALS AND EQUIPMENT ON THE DRAWINGS ARE TO BE FURNISHED AND INSTALLED BY THE CONTRACTOR.
- 3. ALL INTERIOR DIMENSIONS ARE TO FINISHED FACE OF GYP. BD. UNLESS NOTED OTHERWISE.
- 4. ALL EXTERIOR MASONRY WALLS ARE DIMENSIONED FROM EXTERIOR FACE OF MASONRY TO FINISHED FACE OF INTERIOR GYPSUM BOARD UNLESS NOTED OTHERWISE.
- 5. ALL EXTERIOR CADDIED WALLS (VINYL SIDING, CEMENT BOARD SIDING, WOOD SIDING AND METAL WALL PANELS) ARE DIMENSIONED FROM EXTERIOR FACE OF SIDING TO FINISHED FACE OF INTERIOR GYPSUM BOARD UNLESS NOTED OTHERWISE.
- 6. GENERAL CONTRACTOR TO PROVIDE AND INSTALL 20 GA. FLAT METAL BACKING STRIPS FOR ALL WALL MOUNTED ITEMS INCLUDING, BUT NOT LIMITED TO CABINETS, TV BRACKETS, SHELVING, PLUMBING FIXTURES, TOILET ACCESSORIES AND ALL OWNER SUPPLIED WALL MOUNTED ITEMS. (NOTE: 2X WOOD BLOCKING MAY BE USED IN lieu OF 20 GA. METAL).
- 7. ALL ACCESSORIES TO MEET ANSI STANDARDS AND REQUIREMENTS.
- 8. SEE SHEETS 1001 & 1002 FOR PARTITION TYPES.
- 9. CONSIDER ALL CONDUIT FOR SWITCHES, OUTLETS, OH DOOR OPERATORS, ETC. INSIDE CMU. SURFACE APPLIED CONDUIT WILL NOT BE ACCEPTED.
- 10. COORDINATE LOCATION OF ALL F.F.E. ITEMS WITH MECH., ELECTRICAL AND PLUMBING PRIOR TO INSTALLATION.

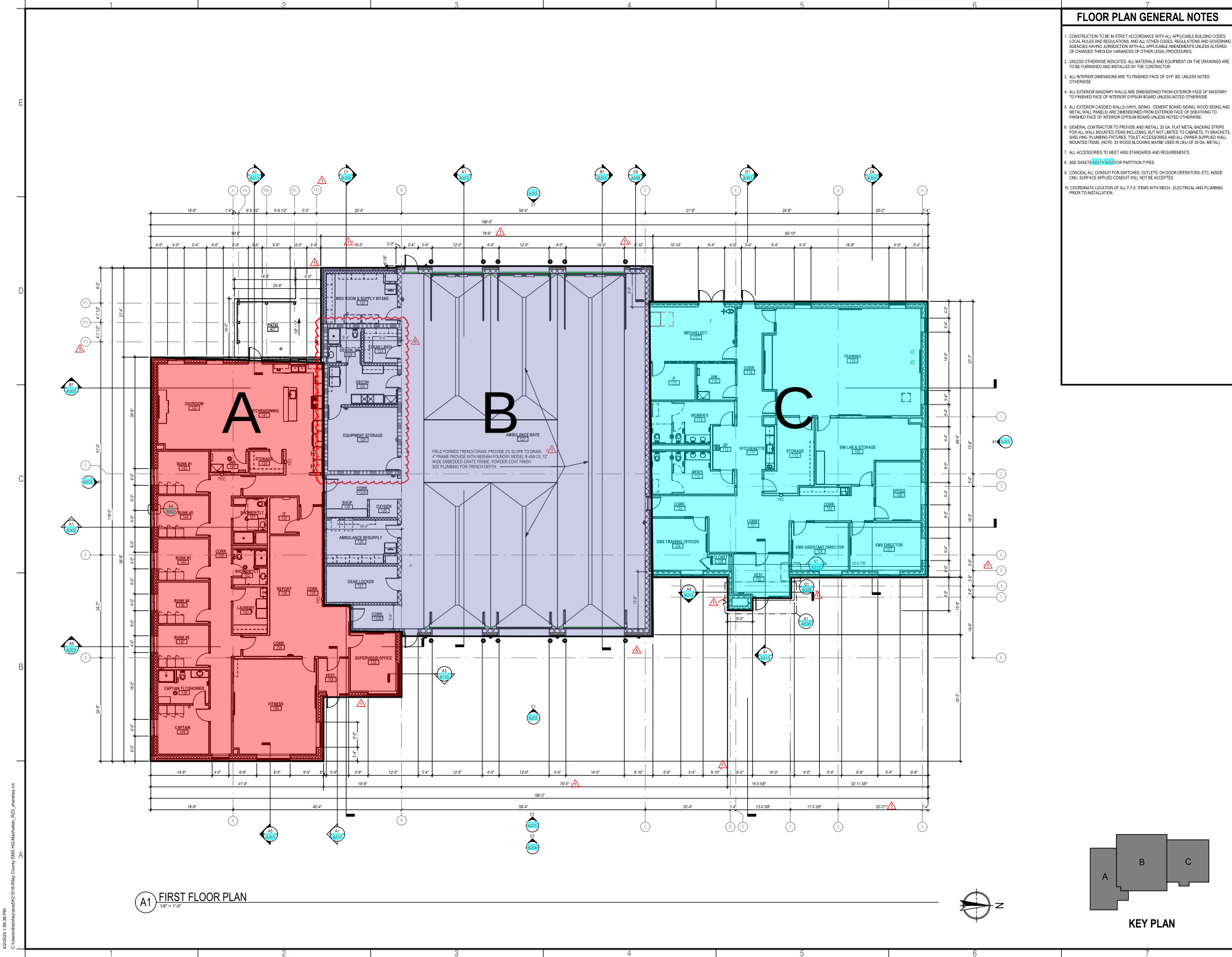


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**RILEY COUNTY EMS
STATION NO. 1**
Manhattan, KS 66502-0109
1115 CHARLES LITTLE RD
[Consultants]

FOR PERMIT
Revision
No. Date Description
1 02/29/2024 K21518.1
2 02/29/2024 K21518.2
3 02/29/2024 K21518.3 - STATION ELECTRICAL REVIEW COMMENTS RESPONSE
4 02/29/2024 K21518.4
5 02/29/2024 K21518.5
6 02/29/2024 K21518.6
7 02/29/2024 K21518.7
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Project No. K21518
Sheet No. A101
Date 02/29/2024
Packet Pg. 88



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Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd

| JOB NUMBER: 24 - 104

WEEK ENDING: 11.22.24



PROJECT CURRENT STATUS REPORT

Masonry	Finished stone veneer around Area C. Grouted and washed Area C veneer.
Roofers	Completed Area A and Area B roof with some minor detailing left to be completed
Plumbing	Finished and tested vent/storm piping in Area A
Electrical	Continued rough-in in Area A
HVAC	Continued rough-in in Area A. Had insulators insulating ductwork in Area C.
Sheetrock	Started topping out/insulating in Area C.
BHS	Continued to temp in openings in the building to start temporary heating it.



NEXT WEEK PROJECT PROJECTIONS

Masonry	Continued with stone around Area A.
Plumbing	Continue rough-in/testing in Area A
Electrical	Continue rough-in in Area A
HVAC	Continue rough-in in Area A
Fire Sprinkler	Continue rough-in in Area A
Sheetrock	Continue top-out in Area C and sheet the exterior framing around area B
BHS	Clean all of Area B and seal the floors.

Outstanding/Hot Items:

RFI 52: Kitchen/Dining 141 Island

RFI 55: Gas Line Routing

Signage to discuss city's response

Mapes Canopies



Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd

JOB NUMBER: 24-104

Area C Masonry



Area B Roof

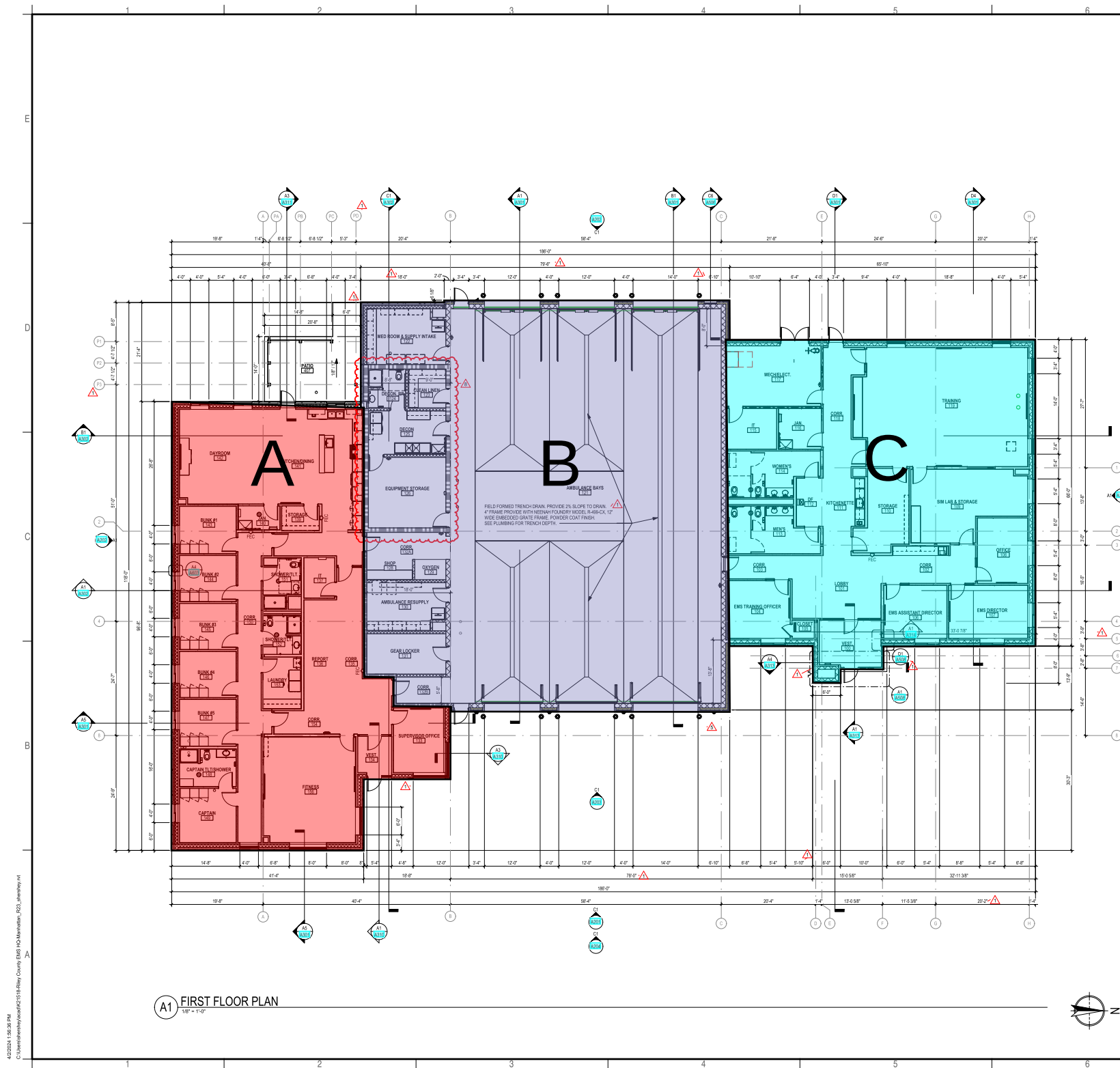


Area C Top-out



Area A Rough-in





FLOOR PLAN GENERAL NOTES

1. CONSTRUCTION TO BE INTEREST ACCORDANCE WITH ALL APPLICABLE BUILDING CODES, LOCAL RULES AND REGULATIONS, AND ALL OTHER CODES, REGULATIONS AND GOVERNMENT AGENCIES HAVING JURISDICTION WITH AN APPLICABLE AMENDMENT UNLESS ALTERED BY THE PROJECT'S SPECIFICATIONS AND/OR CONTRACT DOCUMENTS, PROCEDURES
2. UNLESS OTHERWISE INDICATED, ALL MATERIALS AND EQUIPMENT ON THE DRAWINGS ARE TO BE FURNISHED AND INSTALLED BY THE CONTRACTOR
3. ALL INTERIOR DIMENSIONS ARE TO FINISHED FACE OF FIN. OR UNFIN. UNLESS NOTED OTHERWISE
4. ALL EXTERIOR MASONRY WALLS ARE DIMENSIONS FROM EXTERIOR FACE OF MASONRY TO FINISHED FACE OF INTERIOR OPSIDA BOARD UNLESS NOTED OTHERWISE
5. ALL EXTERIOR CAVEDED WALLS (VINTS, SLOPE, CEMENT BOARD, SOUND WOOD, SOUND METAL WALL PANELS) DIMENSIONS FROM EXTERIOR FACE OF SIGHTING TO FINISHED FACE OF INTERIOR OPSIDA BOARD UNLESS NOTED OTHERWISE
6. GENERAL CONTRACTOR TO PROVIDE AND INSTALL TO 2" FLAT METAL, BACKING STRIPS FOR ALL WALL MOUNTED ITEMS INCLUDING, BUT NOT LIMITED TO: TV BRACKET, CABLE TV, SPEAKERS, ETC. (SEE SPECIFICATIONS FOR DIMENSIONS, FINISHES, AND MOUNTING TENTS. (NOTE: 2X AND SOUNDING BOARDING MEETS IN LBU @ 20 GA. METAL)
7. ALL ACCESSORIES TO MEET LOCAL STANDARDS AND REQUIREMENTS
8. SHEET SPECIFICATIONS ARE TO BE FOR PARTITION TYPES
9. CONSULT ALL CONDUIT FOR RADIATORS, OUTLETS, OH POWER OPERATORS, ETC. INSIDE ONLY. SPECIFIED APPLIED CONDUIT NOT TO BE ACCEPTED
10. COORDINATE LOCATION OF ALL F.E.E. ITEMS WITH MECH., ELECTRICAL, AND PLUMBING



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T: RILEY COUNTY EMS
STATION NO. 1

11115 CHARLES LITTLE RD

SUBJECT:

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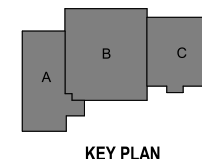
OVERALL FLOOR PLAN

Project No.
K21518

Sheet No.
A10

Date
02/29/202

Packet Pg. 91



KEY PLAN



Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd

| JOB NUMBER: 24 - 104

WEEK ENDING: 12.6.24

Attachment: Riley County EMS Weekly Progress Report WE 12-6-24 (15244 : Staff Update)

PROJECT CURRENT STATUS REPORT		NEXT WEEK PROJECT PROJECTIONS	
Masonry	Finishing the East wall of Area A	Masonry	Continue with masonry veneer around the South side of Area A.
Plumbing	Started copper rough-in in Area B	Plumbing	Rough-in/Testing in Area B.
Electrical	Finished rough-in in Area A. Started rough-in in Area B. Underground electrical for exterior equipment.	Electrical	Continue rough-in in Area B
HVAC	Continued rough-in in Area A.	HVAC	Finish rough-in in Area A and start rough-in in Area B.
Sheetrock	Finishing top out and started hanging and insulating the remainder of Area C	Sheetrock	Continue hanging and insulating in Area C and start fire taping/caulking.
Windows	Finished setting windows in Area C and started setting windows in Area A.	Windows	Start setting the storefront doors on the West elevation and continue to set windows in Area A behind the masons.
BHS	Continued interior blocking and roof blocking through-out Areas A and C.	BHS	Continue interior blocking in Area A and finish roof parapet blocking.

Outstanding/Hot Items:

Signage to discuss city's response

Mapes Canopies

RFI 60 Generator Power Requirements/Questions

Retaining Wall /Railing ROM Decision



Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd

JOB NUMBER: 24-104

Area A Masonry



Area A Windows

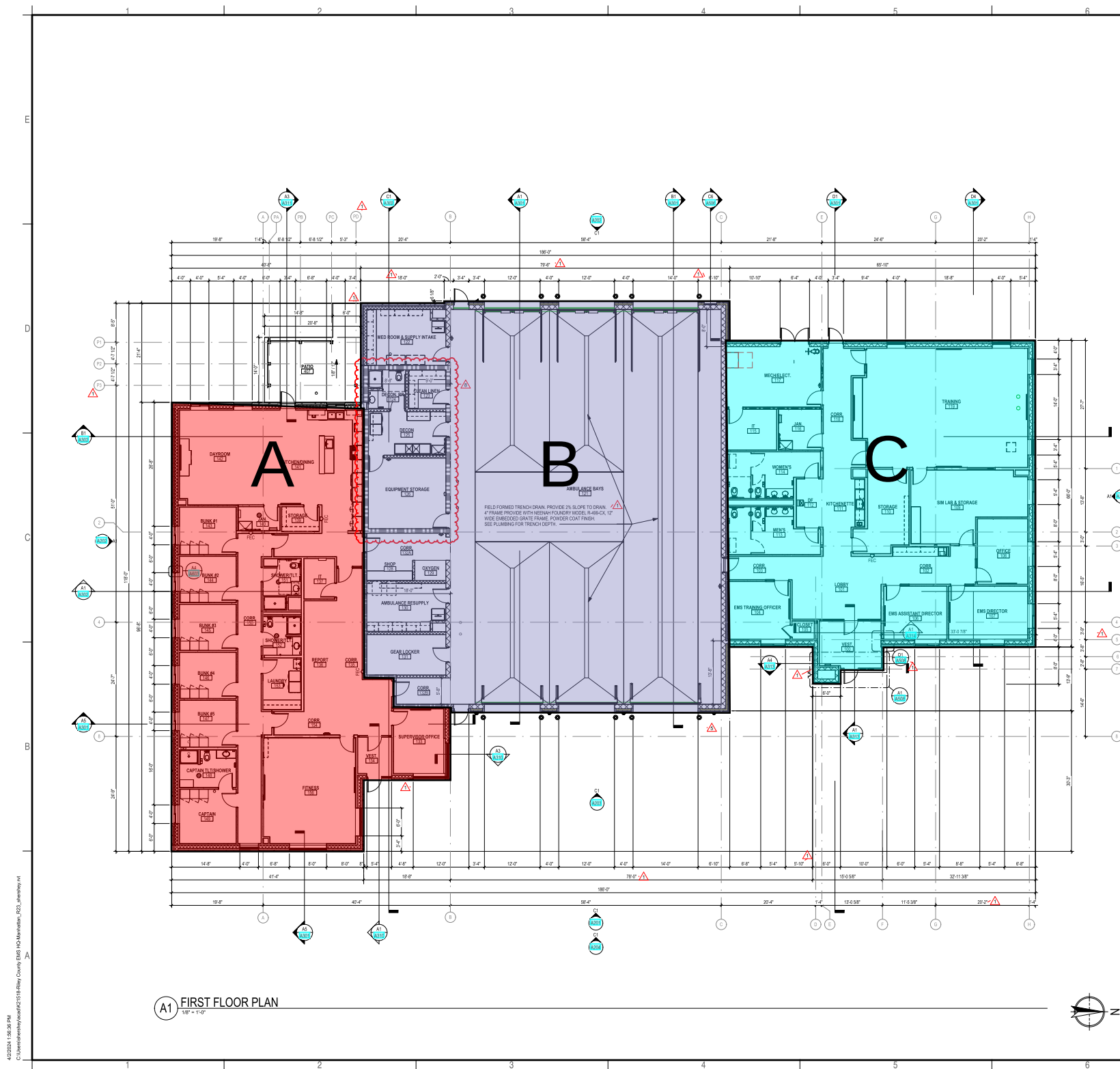


Area B Rough-in



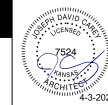
Area C Sheetrock





FLOOR PLAN GENERAL NOTES

1. CONSTRUCTION TO BE IN STRICT ACCORDANCE WITH ALL APPLICABLE BUILDING CODES, LOCAL, STATE AND FEDERAL, AND ALL OTHER CODES, REGULATIONS AND ORDINANCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND AGENCIES HAVE JURISDICTION WITH THE FOLLOWING AGREEMENTS/ORDINANCES (DATE OF ADOPTION):
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND AGENCIES HAVE JURISDICTION WITH THE FOLLOWING AGREEMENTS/ORDINANCES (DATE OF ADOPTION):
3. UNLESS OTHERWISE INDICATED, ALL MATERIALS AND EQUIPMENT ON THE ORDER SHALL BE FURNISHED AND INSTALLED BY THE CONTRACTOR.
4. ALL MATERIALS ORDERED ARE TO BE FURNISHED DATE OF ORDER, UNLESS NOTED OTHERWISE.
5. ALL EXTERIOR FINISHES ARE OBTAINED FROM EXTERIOR FACE OF WALKS TO TOP OF FACE OF INTERIOR CURB/PAVING BOARD UNLESS NOTED OTHERWISE.
6. ALL EXTERIOR CORDS SHALL BE SINKED, SLOPE CEMENT BOARD, WOOD SINK OR METAL WALL PANELS; OBTAINED FROM EXTERIOR FACE OF SIGHTING TO TOP OF FACE OF INTERIOR CURB/PAVING BOARD UNLESS NOTED OTHERWISE.
7. GENERAL CONTRACTOR TO PROVIDE AND INSTALL 20 GA. METAL, BLACK STAINLESS STEEL OR WALL MOUNTED ITEMS INCLUDING, BUT NOT LIMITED TO: CARNIES, TV, BROCKERS, SIGNAGE, ETC. WALL MOUNTED ITEMS SHALL BE 20 GA. METAL, BLACK STAINLESS STEEL OR WALL MOUNTED ITEMS. NOTE: 2X WOOD BLOCKING MAYNE USED IN LIEU OF 20 GA. METAL.
8. ALL ACCESSORIES TO MEET ACCESSORY STANDARDS AND REQUIREMENTS.
9. SEE SHEET 1000 FOR PARTITION TYPES.
10. CONCEAL ALL CONDUIT FOR SWITCHES, OUTLETS, OR DOOR OPERATORS, ETC. IN SIDE OF WALL OR CEILING UNLESS OTHERWISE NOTED, BUT NOT ACCEPTED.
11. COORDINATE ALL ELECTRICAL AND ALL F.E. ITEMS WITH ELECTRICAL AND PLUMBING CONTRACTORS.



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STATION NO. 1

PROJECT: R

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RESPONSE

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PEER REVIEW

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Date 03/29/201

02/23/2024

OVERALL FLOOR PLAN

Project No.
K21518

Sheet No.

A101

Date 03/29/201

02/23/2024

Packet Pg. 94

COUNTY TREASURER'S OFFICE
Press Release

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

MEMORANDUM

FROM: Shilo Heger

MEETING: December 16, 2024

SUBJECT: 2024 First Half Tax Information - Shilo Heger (2-3 minutes)

PRESENTER: Shilo Heger

2024 Real Estate and Personal Property Taxes

- ❖ 2024 First Half Taxes are due December 20th, 2024.
- ❖ If personal property, intangible taxes, watercraft taxes, 16/20 M taxes, or oil first half taxes are not paid by December 20th the taxes become due in full with interest accruing daily.
 - No motor vehicle transactions may be processed if any of these tax types are delinquent.
- ❖ There are many options to pay:
 - Checks may be mailed to 110 Courthouse Plaza, Manhattan 66502 and must be postmarked December 20th.
 - Use the drop box in the front of the building behind the mailbox or the drop box in the lobby.
 - Pay online at www.rileycountyks.gov.
 - Credit/Debit card payments will incur 2.5% convenience fee on the amount charged or a minimum charge of \$2.95.
 - E-Check will incur a \$1.50 convenience fee.
 - Other options include PayPal (2.5% convenience fee on the amount charged- \$2.95 minimum charge)
 - Pay by phone 785-377-5385. Have your statement information when you call.

- Pay in person.
New Office Hours Monday-Thursday 7:30-5:00, Friday 7:30-12:00.
 - Go to the Treasurer's page at www.rileycountyks.gov to make an appointment.
 - Walk-ins welcome.
- ❖ Delinquent taxes will accrue interest at the following rates
 - Real estate taxes 14% or 15% if the total outstanding for the taxpayer is more than \$10,000.
 - Personal property 9% or 10% if the total outstanding for the taxpayer is more than \$10,000.
- ❖ We offer escrow programs to assist taxpayers with paying either their current taxes or delinquent taxes.
- ❖ Call our office at 785-537-6321 if you have any questions or if you need any additional information.

Enclosures:

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 16, 2024

SUBJECT: Year to date budget and expenditure reports

PRESENTER: Rich Vargo, County Clerk

Enclosures:

- 2024 YTD Wage-Overtime Report Overview 2024-11 (PDF)
- 2024 YTD Wage-Overtime Report Detail Page 2024-11 (PDF)
- November Financial reports 2024 (PDF)

2024 YTD Wages/Overtime Compared to Budget						% of Year Used		91.67%
November	YTD Wages	Budgeted Wages	YTD OT	Budgeted Overtime	OT Spent - % of wages	Total YTD Wages & OT	2024 Total Budget	Budget Spent
Department								
1 Attorney	\$1,677,854.49	\$1,890,104.00	\$4,306.49	\$6,916.00	0.23%	\$1,682,160.98	\$1,897,020.00	88.67%
2 Clerk	\$887,991.38	\$951,551.00	\$3,942.21	\$6,433.00	0.41%	\$891,933.59	\$957,984.00	93.11%
3 Commissioners	\$156,777.12	\$174,351.00	\$0.00	\$0.00	0.00%	\$156,777.12	\$174,351.00	89.92%
4 Administrative Services	\$480,759.68	\$555,325.00	\$0.00	\$2,312.00	0.00%	\$480,759.68	\$557,637.00	86.21%
6 Register of Deeds	\$329,999.62	\$372,032.00	\$0.00	\$3,082.00	0.00%	\$329,999.62	\$375,114.00	87.97%
7 Treasurer	\$891,481.94	\$1,006,658.00	\$1,896.97	\$10,130.00	0.19%	\$893,378.91	\$1,016,788.00	87.86%
10 Emergency Mgt	\$198,304.47	\$205,200.00	\$113.67	\$792.00	0.06%	\$198,418.14	\$217,308.00	91.31%
17 Museum	\$332,447.49	\$366,479.00	\$0.00	\$0.00	0.00%	\$332,447.49	\$366,479.00	90.71%
19 Election	\$401,201.13	\$509,811.00	\$9,437.16	\$7,042.00	1.85%	\$410,638.29	\$516,853.00	79.45%
20 EMS/Ambulance	\$2,202,258.74	\$2,311,206.00	\$958,815.42	\$1,390,792.00	41.49%	\$3,161,074.16	\$3,701,998.00	85.39%
22 Appraiser	\$1,074,490.25	\$1,083,795.00	\$1,348.57	\$17,139.00	0.12%	\$1,075,838.82	\$1,290,068.00	83.39%
24 Planning & Development	\$441,665.66	\$490,685.00	\$49.53	\$1,516.00	0.01%	\$441,715.19	\$492,201.00	89.74%
29 Information Tech-GIS	\$633,690.51	\$679,298.00	\$438.06	\$8,219.00	0.06%	\$634,128.57	\$687,517.00	92.23%
30 General Serv.-Separation	\$88,368.86	\$120,000.00	\$0.00	\$0.00	0.00%	\$88,368.86	\$120,000.00	73.64%
40 Public Works	\$3,243,090.12	\$3,837,928.00	\$44,896.73	\$139,223.00	1.17%	\$3,287,986.85	\$3,977,151.00	82.67%
41 Noxious Weed	\$403,221.95	\$447,359.00	\$3,461.78	\$12,406.00	0.77%	\$406,683.73	\$459,765.00	88.45%
NON-GENERAL FUNDS								
Solid Waste payroll	\$176,327.56	\$191,080.00	\$975.19	\$16,822.00	0.51%	\$177,302.75	\$207,902.00	85.28%
Fire District #1	\$260,782.33	\$340,399.00	\$210.71	\$671.00	6.63%	\$260,993.04	\$341,070.00	76.52%
Subtotal-All County Funds	\$13,880,713.30	\$15,533,261.00	\$1,029,892.49	\$1,623,495.00	6.63%	\$14,910,605.79	\$17,357,206.00	
Health Dept.-General Fund	\$325,889.21	\$345,543.00	\$2,252.23	\$1,930.00	0.65%	\$328,141.44	\$347,473.00	94.44%
Health Dept.-Grant Funds	\$2,299,965.68	\$2,828,382.00	\$486.96	\$19,210.00	0.02%	\$2,300,452.64	\$2,847,592.00	80.79%
Community Corrections								
Adult Services	\$249,048.98	\$327,830.00	\$5,018.18	\$0.00	1.53%	\$254,067.16	\$327,830.00	77.50%
Juvenile Services	\$214,835.79	\$290,394.00	\$1,331.32	\$0.00	0.46%	\$216,167.11	\$290,394.00	74.44%
Juvenile reinvestment	\$39,072.44	\$135,766.00	\$0.00	\$0.00	0.00%	\$39,072.44	\$67,230.00	58.12%
BJA Grant	\$62,685.66	\$68,536.00	\$4,916.35	\$0.00	7.17%	\$67,602.01	\$68,536.00	98.64%
Subtotal Grant Funds	\$565,642.87	\$822,526.00	\$11,265.85	\$0.00	1.37%	\$576,908.72	\$753,990.00	
Totals	\$17,072,211.06	\$19,529,712.00	\$1,043,897.53	\$1,644,635.00	5.35%	\$18,116,108.59	\$21,306,261.00	
HD positions approved after budget published								

Attachment: 2024 YTD Wage-Overtime Report Overview 2024-11 (15209 : Year to date budget and expenditure reports)

				1st Quarter	2nd Quarter	3rd Quarter	October	November	4th Quarter	YTD 2024	2024 Budget	18.b
Dept	Department											
1	Attorney	Regular Salaries	1001	\$401,252.63	\$497,815.95	\$422,829.24	\$ 142,382.65	\$213,574.02	\$355,956.67	\$1,677,854.49	\$1,862,409.00	
		Seasonal/ASND	1003		\$0.00	\$0.00	\$ -	\$0.00	\$0.00	\$0.00	\$27,695.00	
		Overtime	1005	\$256.73	\$1,961.50	\$936.17	\$ 852.33	\$299.76	\$1,152.09	\$4,306.49	\$6,916.00	
				\$401,509.36	\$499,777.45	\$423,765.41	\$ 143,234.98	\$ 213,873.78	\$357,108.76	\$1,682,160.98	\$1,897,020.00	
2	Clerk	Regular Salaries	1001	\$216,158.59	\$256,240.25	\$219,600.03	\$ 73,237.41	\$111,388.85	\$184,626.26	\$876,625.13	\$936,551.00	
		Seasonal/ASND	1003	\$2,741.25	\$2,591.25	\$3,157.50	\$ 1,188.75	\$1,687.50	\$2,876.25	\$11,366.25	\$15,000.00	
		Overtime	1005	\$301.37	\$399.11	\$733.06	\$ 301.37	\$2,207.30	\$2,508.67	\$3,942.21	\$6,433.00	
				\$219,201.21	\$259,230.61	\$223,490.59	\$ 74,727.53	\$ 115,283.65	\$190,011.18	\$891,933.59	\$957,984.00	
3	Commissioners	Regular Salaries	1001	\$39,194.28	\$45,726.66	\$39,194.28	\$ 13,064.76	\$19,597.14	\$32,661.90	\$156,777.12	\$174,351.00	
							\$ -	\$0.00	\$0.00			
4	Administrative Svcs	Regular Salaries	1001	\$116,367.84	\$128,705.03	\$118,765.56	\$ 44,032.74	\$72,888.51	\$116,921.25	\$480,759.68	\$555,325.00	
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$ -	\$0.00	\$0.00	\$0.00	\$2,312.00	
				\$116,367.84	\$128,705.03	\$118,765.56	\$ 44,032.74	\$ 72,888.51	\$116,921.25	\$480,759.68	\$557,637.00	
6	Register of Deeds	Regular Salaries	1001	\$84,144.42	\$98,168.51	\$78,663.78	\$ 26,506.69	\$42,516.22	\$69,022.91	\$329,999.62	\$372,032.00	
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$ -	\$0.00	\$0.00	\$0.00	\$3,082.00	
				\$84,144.42	\$98,168.51	\$78,663.78	\$26,506.69	\$42,516.22	\$69,022.91	\$329,999.62	\$375,114.00	
7	Treasurer	Regular Salaries	1001	\$229,801.70	\$256,489.88	\$219,848.21	\$ 74,134.90	\$111,175.86	\$185,310.76	\$891,450.55	\$1,006,658.00	
		Seasonal/ASND	1003	\$0.00	\$0.00	\$31.39	\$ -	\$0.00	\$0.00	\$31.39	\$0.00	
		Overtime	1005	\$1,442.49	\$226.58	\$15.14	\$ 19.67	\$193.09	\$212.76	\$1,896.97	\$10,130.00	
				\$231,244.19	\$256,716.46	\$219,894.74	\$74,154.57	\$111,368.95	\$185,523.52	\$893,378.91	\$1,016,788.00	
10	Emergency Mgt	Regular Salaries	1001	\$49,598.62	\$57,830.05	\$49,568.63	\$ 16,522.86	\$24,784.31	\$41,307.17	\$198,304.47	\$216,516.00	
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$9.47	\$104.20	\$0.00	\$ -	\$0.00	\$0.00	\$113.67	\$792.00	
				\$49,608.09	\$57,934.25	\$49,568.63	\$ 16,522.86	\$ 24,784.31	\$41,307.17	\$198,418.14	\$217,308.00	
17	Museum	Regular Salaries	1001	\$77,817.69	\$90,854.25	\$78,064.19	\$ 23,007.79	\$28,957.32	\$51,965.11	\$298,701.24	\$345,029.00	
		Seasonal/ASND	1003	\$8,452.50	\$10,042.50	\$7,492.50	\$ 2,808.75	\$4,950.00	\$7,758.75	\$33,746.25	\$21,450.00	
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	
				\$86,270.19	\$100,896.75	\$85,556.69	\$ 25,816.54	\$ 33,907.32	\$59,723.86	\$332,447.49	\$366,479.00	
19	Election	Regular Salaries	1001	\$55,930.69	\$65,352.48	\$56,095.92	\$ 18,643.56	\$37,758.44	\$56,402.00	\$233,781.09	\$419,641.00	
		Seasonal/ASND	1003	\$14,946.76	\$40,524.48	\$52,250.10	\$ 5,478.75	\$54,219.95	\$59,698.70	\$167,420.04	\$90,170.00	
		Overtime	1005	\$293.49	\$1,806.31	\$2,555.43	\$ 892.70	\$3,889.23	\$4,781.93	\$9,437.16	\$7,042.00	
				\$71,170.94	\$107,683.27	\$110,901.45	\$ 25,015.01	\$ 95,867.62	\$120,882.63	\$410,638.29	\$516,853.00	
20	EMS/Ambulance	Regular Salaries	1001	\$552,139.40	\$609,066.87	\$550,362.96	\$ 175,444.10	\$267,954.39	\$443,398.49	\$2,154,967.72	\$2,311,206.00	
		Seasonal/ASND	1003	\$9,110.41	\$15,606.83	\$7,898.19	\$ 4,361.65	\$10,313.94	\$14,675.59	\$47,291.02		
		Overtime	1005	\$237,234.41	\$275,226.79	\$241,027.56	\$ 76,942.27	\$128,384.39	\$205,326.66	\$958,815.42	\$1,390,792.00	
				\$798,484.22	\$899,900.49	\$799,288.71	\$ 256,748.02	\$406,652.72	\$663,400.74	\$3,161,074.16	\$3,701,998.00	

Attachment: 2024 YTD Wage-Overtime Report Detail Page 2024-11 (15209 : Year to date budget and

				1st Quarter	2nd Quarter	3rd Quarter	October	November	4th Quarter	YTD 2024	2024 Budget	18.b
Dept	Department											
22	Appraiser	Regular Salaries	1001	\$256,050.52	\$316,565.71	\$269,123.81	\$ 88,605.25	\$136,022.46	\$224,627.71	\$1,066,367.75	\$1,257,929.00	
		Seasonal/ASND	1003	\$1,845.00	\$2,306.25	\$2,010.00	\$ 885.00	\$1,076.25	\$1,961.25	\$8,122.50	\$15,000.00	
		Overtime	1005	\$665.11	\$657.13	\$26.33	\$ -	\$0.00	\$0.00	\$1,348.57	\$17,139.00	
				\$258,560.63	\$319,529.09	\$271,160.14	\$ 89,490.25	\$ 137,098.71	\$226,588.96	\$1,075,838.82	\$1,290,068.00	
24	Planning & Development	Regular Salaries	1001	\$106,007.37	\$125,609.86	\$107,538.81	\$ 35,031.99	\$54,165.63	\$89,197.62	\$428,353.66	\$475,685.00	
		Seasonal/ASND	1003	\$3,164.50	4458.75	\$3,041.25	\$ 1,121.25	\$1,526.25	\$2,647.50	\$13,312.00	\$15,000.00	
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$ 49.53	\$0.00	\$49.53	\$49.53	\$1,516.00	
				\$109,171.87	\$130,068.61	\$110,580.06	\$ 36,202.77	\$ 55,691.88	\$91,894.65	\$441,715.19	\$492,201.00	
29	Information Tech-GIS	Regular Salaries	1001	\$152,491.63	\$187,132.90	\$160,399.63	\$ 53,466.54	\$80,199.81	\$133,666.35	\$633,690.51	\$679,298.00	
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$0.00	\$123.56	\$215.65	\$ 98.85	\$0.00	\$98.85	\$438.06	\$8,219.00	
				\$152,491.63	\$187,256.46	\$160,615.28	\$ 53,565.39	\$ 80,199.81	\$133,765.20	\$634,128.57	\$687,517.00	
30	General-General	Regular Salaries	1001	\$0.00	\$0.00	\$0.00	\$ -	\$0.00		\$0.00		
		Separation Payout	1005	\$10,316.86	\$19,926.47	\$11,714.49	\$ 43,790.71	\$2,620.33	\$46,411.04	\$88,368.86	\$120,000.00	
				\$10,316.86	\$19,926.47	\$11,714.49	\$43,790.71	\$2,620.33	\$46,411.04	\$88,368.86	\$120,000.00	
40	Public Works	Regular Salaries	1001	\$835,465.18	\$937,241.27	\$786,555.16	\$ 264,248.43	\$402,180.23	\$666,428.66	\$3,225,690.27	\$3,705,476.00	
		Seasonal/ASND	1003	\$228.16	\$5,217.42	\$9,834.25	\$ 663.08	\$1,456.94	\$2,120.02	\$17,399.85	\$132,452.00	
		Overtime	1005	\$25,875.82	\$9,124.67	\$7,546.38	\$ 2,190.74	\$159.12	\$2,349.86	\$44,896.73	\$139,223.00	
				\$861,569.16	\$951,583.36	\$803,935.79	\$ 267,102.25	\$403,796.29	\$670,898.54	\$3,287,986.85	\$3,977,151.00	
41	Noxious Weed	Regular Salaries	1001	\$105,670.67	\$119,503.05	\$101,198.59	\$ 31,150.14	\$45,699.50	\$76,849.64	\$403,221.95	\$447,359.00	
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$ -	0	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$2,522.24	\$285.08	\$654.46	\$ -	\$0.00	\$0.00	\$3,461.78	\$12,406.00	
				\$108,192.91	\$119,788.13	\$101,853.05	\$ 31,150.14	\$ 45,699.50	\$76,849.64	\$406,683.73	\$459,765.00	
150	Solid Waste Payroll	Regular Salaries	1001	\$47,911.12	\$49,407.87	\$42,283.46	\$13,675.52	\$23,049.59	\$36,725.11	\$176,327.56	\$191,080.00	
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$12.02	\$409.12	\$444.51	\$28.04	\$81.50	\$109.54	\$975.19	\$16,822.00	
				\$47,923.14	\$49,816.99	\$42,727.97	\$13,703.56	\$23,131.09	\$36,834.65	\$177,302.75	\$207,902.00	
183	Fire District #1	Regular Salaries	1001	\$56,459.63	\$55,254.70	\$50,779.81	\$19,996.48	\$29,994.71	\$49,991.19	\$212,485.33	\$267,949.00	
		Seasonal/ASND	1003	\$11,993.00	\$20,593.00	\$9,169.00	\$2,537.00	\$4,005.00	\$6,542.00	\$48,297.00	\$72,450.00	
		Overtime	1005	\$8.78	\$26.33	\$175.60	\$0.00	\$0.00	\$0.00	\$210.71	\$671.00	
				\$68,461.41	\$75,874.03	\$60,124.41	\$22,533.48	\$33,999.71	\$56,533.19	\$260,993.04	\$341,070.00	
400	Health Dept-General	Regular Salaries	1001	\$96,492.02	\$110,681.60	\$82,331.68	\$14,337.80	\$22,046.11	\$36,383.91	\$325,889.21	\$345,543.00	
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$362.62	\$266.63	\$241.39	\$78.98	\$1,302.61	\$1,381.59	\$2,252.23	\$1,930.00	
				\$96,854.64	\$110,948.23	\$82,573.07	\$ 14,416.78	\$ 23,348.72	\$37,765.50	\$328,141.44	\$347,473.00	
410	Health Dept-Grants	Regular Salaries	1001	\$655,476.58	\$788,969.23	\$641,923.02	\$ 205,757.16	\$0.00	\$205,757.16	\$2,292,125.99	\$2,828,382.00	
		Seasonal/ASND	1003	\$0.00	\$6,951.29	\$888.40	\$ -	\$0.00	\$0.00	\$7,839.69		

Attachment: 2024 YTD Wage-Overtime Report Detail Page 2024-11 (15209 : Year to date budget and

Dept				1st Quarter	2nd Quarter	3rd Quarter	October	November	4th Quarter	YTD 2024	2024 Budget	18.b
	Department											
		Overtime	1005	\$8.47	\$234.64	\$219.39	\$ 24.46	\$0.00	\$24.46	\$486.96	\$19,210.00	
				\$655,485.05	\$796,155.16	\$643,030.81	\$ 205,781.62	\$0.00	\$205,781.62	\$2,300,452.64	\$2,847,592.00	
520	Community Corrections	Regular Salaries	1001	\$76,012.58	\$73,249.88	\$55,351.68	\$ 16,877.35	\$27,557.49	\$44,434.84	\$249,048.98	\$327,830.00	
	-Adult	Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$ -	0	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$353.36	\$4,121.41	\$414.01	\$ 96.36	\$33.04	\$129.40	\$5,018.18	\$0.00	
				\$76,365.94	\$77,371.29	\$55,765.69	\$ 16,973.71	\$ 27,590.53	\$44,564.24	\$254,067.16	\$327,830.00	
521	Community Corrections	Regular Salaries	1001	\$62,305.45	\$51,023.24	\$39,202.74	\$ 14,618.75	\$23,270.91	\$37,889.66	\$190,421.09	\$278,928.00	
	-Juvenile	Seasonal/ASND	1003	\$5,542.03	\$6,390.69	\$6,302.18	\$ 2,876.16	3303.64	\$6,179.80	\$24,414.70	\$11,466.00	
		Overtime	1005	\$331.98	\$734.11	\$199.27	\$ 57.70	\$8.26	\$65.96	\$1,331.32	\$0.00	
				\$68,179.46	\$58,148.04	\$45,704.19	\$ 17,552.61	\$ 26,582.81	\$44,135.42	\$216,167.11	\$290,394.00	
523	Community Corrections	Regular Salaries	1001	\$9,843.98	\$11,483.79	\$9,357.79	\$ 3,192.14	\$4,788.49	\$7,980.63	\$38,666.19	\$67,230.00	
	-Juvenile reinvestment	Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$ -	0	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$168.90	\$192.26	\$0.00	\$ 45.09	\$0.00	\$45.09	\$406.25	\$0.00	
				\$10,012.88	\$11,676.05	\$9,357.79	\$ 3,237.23	\$ 4,788.49	\$8,025.72	\$39,072.44	\$67,230.00	
2003	Community Corrections	Regular Salaries	1001	\$14,723.59	\$18,754.95	\$15,816.03	\$5,372.96	\$8,018.13	\$13,391.09	\$62,685.66	\$68,536.00	
	-BJA Grant	Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$1,312.26	\$920.18	\$1,458.86	\$458.42	\$766.63	\$1,225.05	\$4,916.35	\$0.00	
				\$16,035.85	\$19,675.13	\$17,274.89	\$5,831.38	\$8,784.76	\$14,616.14	\$67,602.01	\$68,536.00	
	Totals			\$4,626,803.29	\$5,370,880.47	\$4,556,149.68	\$1,517,918.35	\$2,005,284.36	\$3,523,202.71	\$18,077,036.15	\$21,306,261.00	
										\$18,077,036.15	\$21,306,261.00	

Attachment: 2024 YTD Wage-Overtime Report Detail Page 2024-11 (15209 : Year to date budget and

2024 YTD BUDGET ACTIVITY

% of Year 91.7

18.c

	DEPARTMENT	BUDGET	1st QTR EXPENSES	2nd QTR EXPENSES	AUG EXPENSES	SEPT EXPENSES	3rd QTR EXPENSES	OCT EXPENSES	NOV EXPENSES	4TH QTR EXPENSES	TOTAL EXPENSES	AVAILABLE BUDGET	% USED
	Attorney	\$2,856,887	\$568,279	\$689,448	\$198,120	\$201,421	\$608,402	\$216,409	\$286,120	\$502,529	\$2,368,658	\$488,229	82.91%
	Clerk	\$1,440,925	\$299,716	\$370,972	\$106,872	\$103,724	\$316,619	\$101,714	\$153,097	\$254,811	\$1,242,119	\$198,806	86.20%
	County Commissioners	\$296,259	\$57,982	\$62,491	\$16,370	\$23,428	\$59,165	\$16,225	\$26,369	\$42,594	\$222,232	\$74,027	75.01%
	Admin. Svcs/Counselor	\$829,699	\$156,855	\$184,494	\$53,268	\$62,074	\$172,006	\$58,204	\$97,925	\$156,130	\$669,485	\$160,214	80.69%
	Register of Deeds	\$574,159	\$120,376	\$132,715	\$33,072	\$32,153	\$110,941	\$43,044	\$55,067	\$98,110	\$462,143	\$112,016	80.49%
	Treasurer	\$1,477,499	\$325,929	\$362,929	\$104,098	\$116,430	\$328,923	\$130,153	\$152,966	\$283,119	\$1,300,900	\$176,599	88.05%
	District Court	\$185,080	\$35,172	\$47,475	\$6,528	\$13,842	\$37,060	\$10,511	\$20,620	\$31,132	\$150,839	\$34,241	81.50%
1.00	Emergency Management	\$285,041	\$70,215	\$88,098	\$24,812	\$25,574	\$79,292	\$29,576	\$38,942	\$68,518	\$306,123	-\$21,082	107.40%
	Coroner	\$132,000	\$21,523	\$44,395	\$7,577	\$14,952	\$38,002	\$11,843	\$26,339	\$38,181	\$142,102	-\$10,102	107.65%
	Juvenile Detention	\$112,000	\$16,424	\$16,424	\$0	\$0	\$16,424	\$16,424	\$0	\$16,424	\$65,694	\$46,306	58.66%
	Fair	\$110,500	\$7,354	\$41,170	\$22,993	\$10,044	\$44,534	\$0	\$10,221	\$10,221	\$103,279	\$7,221	93.47%
1.00	Museum	\$497,666	\$112,776	\$129,904	\$37,368	\$38,484	\$113,228	\$33,114	\$44,809	\$77,923	\$433,832	\$63,834	87.17%
	Election	\$950,543	\$145,036	\$170,605	\$88,586	\$44,507	\$193,275	\$134,702	\$125,042	\$259,744	\$768,661	\$181,882	80.87%
	Ambulance	\$5,854,658	\$1,232,677	\$1,396,289	\$412,560	\$431,032	\$1,284,008	\$386,173	\$635,965	\$1,022,138	\$4,935,112	\$919,546	84.29%
	Appraiser	\$1,971,216	\$420,508	\$464,067	\$132,909	\$134,133	\$406,298	\$126,708	\$201,057	\$327,766	\$1,618,638	\$352,578	82.11%
	Planning & Development	\$744,156	\$177,211	\$177,541	\$52,390	\$50,312	\$155,032	\$49,567	\$74,457	\$124,025	\$633,809	\$110,347	85.17%
	Budget Appropriations	\$1,922,463	\$916,250	\$45,660	\$5,000	\$53,998	\$935,230	\$5,000	\$5,000	\$10,000	\$1,907,139	\$15,324	99.20%
	Insurance	\$887,340	\$341,535	\$644,097	-\$60,614	\$804	-\$53,926	-\$9,584	\$1,479	-\$8,105	\$923,601	-\$36,261	104.09%
	Information Systems	\$1,882,246	\$288,468	\$482,328	\$234,672	\$93,641	\$435,921	\$84,484	\$273,619	\$358,103	\$1,564,821	\$317,425	83.14%
	County General-General	\$5,686,207	\$255,274	\$307,708	\$105,608	\$83,080	\$294,466	\$170,468	\$148,366	\$318,834	\$1,176,282	\$4,509,925	20.69%
	Public Works	\$9,818,041	\$1,738,177	\$3,503,652	\$509,115	\$806,512	\$2,010,485	\$503,164	\$743,617	\$1,246,781	\$8,499,095	\$1,318,946	86.57%
	Noxious Weed	\$894,703	\$187,086	\$192,327	\$46,398	\$46,999	\$158,637	\$44,560	\$69,511	\$114,071	\$652,121	\$242,582	72.89%
	Juvenile Supervision	\$1,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,400	0.00%
	Payroll Clearing	\$0	\$0	\$1,045	-\$1,045	\$0	-\$1,045	\$0	\$0	\$0	\$0	\$0	0.00%
	General Fund Transfers	\$7,312,193	\$7,312,193	\$0	\$0	\$0	\$8,900,000	\$0	\$0	\$0	\$16,212,193	-\$8,900,000	221.71%
	County General subtotal	\$46,722,881	\$14,807,016	\$9,555,836	\$2,136,658	\$2,387,142	\$16,642,974	\$2,162,460	\$3,190,589	\$5,353,049	\$46,358,876	\$364,005	99.22%
	Less Budget Stabilization	\$4,000,000											
	General Fund w/out Budget Stabilization	\$42,722,881											

Attachment: November Financial reports 2024 (15209 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 91.7

18.c

	DEPARTMENT	BUDGET	1st QTR EXPENSES	2nd QTR EXPENSES	AUG EXPENSES	SEPT EXPENSES	3rd QTR EXPENSES	OCT EXPENSES	NOV EXPENSES	4TH QTR EXPENSES	TOTAL EXPENSES	AVAILABLE BUDGET	% USED
2.00	Riley County Health Dept #30	\$5,601,756	\$1,245,806	\$1,547,875	\$461,717	\$405,101	\$1,350,980	\$427,767	\$614,875	\$1,042,642	\$5,187,303	\$414,453	92.60%
	Disaster Fund #3	\$6,773,382	\$297,589	\$692,812	\$567,763	\$1,732,301	\$2,894,974	\$29,927	\$1,776,816	\$1,806,743	\$5,692,117	\$1,081,265	84.04%
	21st District Adult Drug Court #40	\$0	\$25,938	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,938	-\$25,938	#DIV/0!
	Court Tech Fund #50	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
	Court Services #51	\$0	\$0	\$300	\$0	\$0	\$150	\$150	\$387	\$537	\$987	-\$987	#DIV/0!
	EMS Grants #52	\$2,088	\$0	\$886	\$0	\$300	\$300	\$0	\$0	\$0	\$1,186	\$902	56.79%
	KS Opioid Settlement #53	\$222,546	\$22,795	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$22,795	\$199,751	10.24%
	LATCF Funds #54	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	0.00%
	Register of Deeds Tech Fund #106	\$198,870	\$5,752	\$36,072	\$670	\$41	\$2,461	\$7,764	\$420	\$8,184	\$52,469	\$146,401	26.38%
	Clerk's Tech Fund #107	\$179,871	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$179,871	0.00%
	Treasurer's Tech Fund #108	\$97,183	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$97,183	0.00%
	War Memorial #112	\$1,000	\$0	\$360	\$0	\$0	\$0	\$0	\$1,080	\$1,080	\$1,440	-\$440	144.00%
	County Auction #118	\$42,206	\$1,731	\$2,266	\$799	\$1,602	\$2,448	\$2,302	\$12,388	\$14,689	\$21,135	\$21,071	50.08%
	P.A.T.F #128	\$0	\$0	\$4,853	\$0	\$500	\$900	\$0	\$1,668	\$1,668	\$7,421	-\$7,421	0.00%
	Motor Vehicle Operations #130	\$393,298	\$5,270	\$48,752	\$9,508	\$4,127	\$17,187	\$1,428	\$3,320	\$4,747	\$75,956	\$317,342	19.31%
	Special Alcohol Programs #132	\$25,106	\$5,616	\$2,500	\$0	\$19,422	\$19,422	\$0	\$0	\$0	\$27,538	-\$2,432	109.69%
2.00	Community Corrections #144	\$1,250,832	\$310,558	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$310,558	\$940,274	24.83%
	KDOC Adult Services - 2000	\$488,857	\$122,036	\$123,587	\$44,541	\$34,117	\$118,293	\$33,141	\$55,189	\$88,330	\$452,245	\$36,612	92.51%
	KDOC Juvenile Services - 2001	\$373,864	\$90,861	\$80,266	\$28,754	\$24,175	\$77,366	\$24,368	\$52,583	\$76,950	\$325,443	\$48,421	87.05%
	KDOC Juv Reinvestment - 2002	\$117,230	\$15,332	\$24,353	\$4,802	\$5,122	\$14,727	\$5,806	\$6,912	\$12,718	\$67,129	\$50,101	57.26%
	BJA Grant - 2003	\$158,894	\$47,672	\$43,745	\$17,352	\$19,464	\$45,418	\$8,446	\$27,191	\$35,637	\$172,472	-\$13,578	108.55%
	21st Jud Dist DC ADSAP - 2004	\$25,938	\$2,233	\$568	\$26	\$1,284	\$1,835	\$0	\$1,457	\$1,457	\$6,094	\$19,844	23.49%
	Kansas Fights Addiction - 2005	\$180,601	\$24,922	\$8,464	\$3,528	\$3,528	\$14,993	\$64,989	\$4,722	\$69,711	\$118,091	\$62,510	65.39%
	City Alcohol Funds - 2006	\$27,300	\$15,064	\$4,979	\$2,584	\$1,272	\$4,037	\$153	\$2,540	\$2,693	\$26,772	\$528	98.07%
	RL County Alcohol Funds - 2007	\$0	\$4	\$6,251	\$0	\$0	-\$895	\$0	\$0	\$0	\$5,360	-\$5,360	#DIV/0!
	RL Salary Appropriations - 2008	\$87,324	\$21,831	\$21,831	\$7,277	\$7,277	\$21,831	\$7,277	\$7,277	\$14,554	\$80,047	\$7,277	91.67%
	Caroline Peine Grant - 2009	\$2,978	\$1,224	\$1,238	\$0	\$285	\$247	\$135	\$34	\$169	\$2,878	\$100	96.64%
	GMCF Grant - 2010	\$4,640	\$1,887	\$2,904	\$35	\$291	\$274	\$0	\$290	\$290	\$5,356	-\$716	115.42%
	Daniel Keating Foundation - 2011	\$4,865	\$375	\$762	\$483	\$1,000	\$1,483	\$675	\$219	\$894	\$3,513	\$1,352	72.21%
	Capital Improvements Fund #145	\$7,990,119	\$260,586	\$874,189	\$12,298	\$406,812	\$781,004	\$286,167	\$671,610	\$957,777	\$2,873,557	\$5,116,562	35.96%
	Economic Development #146	\$259,053	\$86,437	\$2,899	\$12,214	\$0	\$42,721	\$0	\$0	\$0	\$132,057	\$126,996	50.98%
	Emergency 911 #148	\$502,665	\$179,325	\$14,186	\$6,999	\$4,339	\$15,568	\$231,928	\$7,526	\$239,454	\$448,533	\$54,132	89.23%
	Solid Waste #150	\$3,672,807	\$493,581	\$855,504	\$40,072	\$617,826	\$936,354	\$266,693	\$285,159	\$551,852	\$2,837,292	\$835,515	77.25%
	County Building #152	\$430,000	\$48,982	\$86,413	\$16,749	\$18,300	\$60,553	\$17,076	\$25,631	\$42,707	\$238,654	\$191,346	55.50%
	Road & Bridge Capital Projects #157	\$6,892,240	\$56,116	\$386,463	\$101,208	\$137,928	\$239,689	\$68,703	\$167,409	\$236,112	\$918,380	\$5,973,860	13.32%
	Road & Bridge Capital Projects #188	\$3,967,650	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,967,650	0.00%
	RCPD Operations #173	\$5,745,592	\$1,422,163	\$1,437,447	\$33,699	\$26,588	\$1,428,712	\$35,621	\$65,159	\$100,780	\$4,389,102	\$1,356,490	76.39%
	Landfill Closure #180	\$52,623	\$2,223	\$7,986	\$1,553	\$2,222	\$5,742	\$3,492	\$1,442	\$4,935	\$20,886	\$31,737	39.69%
	Bond & Interest # 181	\$478,856	\$30,469	\$0	\$318,702	\$0	\$318,702	\$0	\$0	\$0	\$349,170	\$129,686	72.92%
	Riley Co Fire Dist #1 #183	\$1,368,786	\$394,267	\$344,142	\$128,004	\$43,958	\$262,227	\$56,913	\$94,216	\$151,129	\$1,151,765	\$217,021	84.14%
	Riley Co Fire Dist Cap Out #184	\$112,269	\$0	\$0	\$0	\$0	\$0	\$0	\$54,000	\$54,000	\$54,000	\$58,269	48.10%
	Fire Station Projects #185	\$513,850	\$9,428	\$173,326	\$1,457	\$0	\$48,593	\$4,680	\$0	\$4,680	\$236,028	\$277,822	45.93%

2024 YTD BUDGET ACTIVITY

% of Year 91.7

18.c

			1st QTR	2nd QTR	AUG	SEPT	3rd QTR	OCT	NOV	4TH QTR	TOTAL	AVAILABLE	
	DEPARTMENT	BUDGET	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	BUDGET	% USED
	Keats Capital Project #236	\$0	\$0	\$0	\$4,511	\$8,700	\$13,211	\$0	\$40,300	\$40,300	\$53,511	-\$53,511	0.00%
	University Park W&S #230	\$168,034	\$10,925	\$28,485	\$8,719	\$7,803	\$25,589	\$9,188	\$15,392	\$24,579	\$89,578	\$78,456	53.31%
	Univ Park W/S Reserve #284	\$173,850	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$173,850	0.00%
	Hunters Island Water #238	\$38,586	\$4,163	\$10,480	\$1,884	\$4,358	\$9,504	\$5,980	\$8,203	\$14,183	\$38,330	\$256	99.34%
	Hunters Island Reserve #241	\$11,225	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,225	0.00%
	Carson Sewer Operations #239	\$79,816	\$2,266	\$3,258	\$1,185	\$1,292	\$3,813	\$1,015	\$1,123	\$2,139	\$11,475	\$68,341	14.38%
	Carson Sewer Reserve #237	\$73,687	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$73,687	0.00%
	Deep Creek Sewer #242	\$11,349	\$605	\$2,291	\$1,678	\$518	\$2,756	\$714	\$891	\$1,605	\$7,256	\$4,093	63.94%
	Deep Creek Reserve #243	\$39,243	\$0	\$2,400	\$0	\$0	\$0	\$0	\$0	\$0	\$2,400	\$36,843	6.12%
	Moehlman Bottoms #244	\$26,565	\$1,382	\$4,012	\$390	\$2,455	\$4,082	\$2,487	\$2,986	\$5,473	\$14,949	\$11,616	56.27%
	Moehlman Bottoms Reserve #245	\$18,456	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,456	0.00%
	Terra Hts Sewer #252	\$66,245	\$2,388	\$7,382	\$4,522	\$1,396	\$7,193	\$890	\$16,267	\$17,156	\$34,120	\$32,125	51.51%
	Terra Hts Sinking #254	\$137,400	\$0	\$0	\$0	\$0	\$0	\$9,923	\$0	\$9,923	\$9,923	\$127,477	7.22%
	Konza Water Operations #256	\$121,900	\$9,368	\$27,598	\$3,666	\$7,616	\$18,493	\$7,207	\$18,165	\$25,373	\$80,831	\$41,069	66.31%
	Konza Water Reserve #257	\$157,647	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$157,647	0.00%
	Valleywood Cap Reserve #282	\$118,630	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$118,630	0.00%
	Valleywood Operations #248	\$67,029	\$1,504	\$1,600	\$2,244	\$750	\$3,244	\$2,047	\$1,152	\$3,199	\$9,547	\$57,482	14.24%
	Mertz/McGehee Drainage #322	\$6,183	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,183	0.00%
	Lakeside Heights Sewer #285	\$2,345	\$399	\$244	\$135	\$74	\$301	\$205	\$119	\$323	\$1,268	\$1,077	54.07%
	Lakeside Heights Sewer Capital #286	\$6,230	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,230	0.00%
		\$49,721,559	\$5,281,071	\$6,925,931	\$1,851,727	\$3,554,145	\$8,816,480	\$1,625,257	\$4,046,115	\$5,671,372	\$26,694,854	\$23,026,705	
	Total including General Fund	\$96,444,440	\$20,088,087	\$16,481,767	\$3,988,385	\$5,941,287	\$25,459,454	\$3,787,717	\$7,236,704	\$11,024,422	\$73,053,730	\$23,390,710	

Attachment: November Financial reports 2024 (15209 : Year to date budget and expenditure reports)

2023 to 2024 Comparison

% of Year 91.7

DEPARTMENT	OCTOBER		OCTOBER	YEAR-TO-DATE THRU OCTOBER		Y-T-D	2024
	2023	2024	DIFFERENCE	2023	2024	DIFFERENCE	BUDGET
Attorney	\$179,075	\$286,120	\$107,045	\$2,113,854	\$2,368,658	\$254,804	\$2,856,887
Clerk	\$90,059	\$153,097	\$63,038	\$1,053,464	\$1,242,119	\$188,655	\$1,440,925
County Commissioners	\$23,651	\$26,369	\$2,717	\$209,971	\$222,232	\$12,261	\$296,259
Admin. Svcs/Counselor	\$49,448	\$97,925	\$48,477	\$676,578	\$669,485	-\$7,093	\$829,699
Register of Deeds	\$35,379	\$55,067	\$19,688	\$416,620	\$462,143	\$45,523	\$574,159
Treasurer	\$124,590	\$152,966	\$28,376	\$1,198,986	\$1,300,900	\$101,914	\$1,477,499
District Court	\$13,408	\$20,620	\$7,212	\$146,773	\$150,839	\$4,066	\$185,080
Emergency Management	\$21,862	\$38,942	\$17,079	\$278,886	\$306,123	\$27,237	\$285,041
Coroner	\$10,509	\$26,339	\$15,830	\$132,335	\$142,102	\$9,767	\$132,000
Juvenile Detention	\$0	\$0	\$0	\$69,637	\$65,694	-\$3,942	\$112,000
Fair	\$4,756	\$10,221	\$5,465	\$101,910	\$103,279	\$1,369	\$110,500
Museum	\$35,471	\$44,809	\$9,338	\$408,699	\$433,832	\$25,133	\$497,666
Election	\$41,123	\$125,042	\$83,919	\$461,474	\$768,661	\$307,187	\$950,543
Ambulance	\$377,052	\$635,965	\$258,913	\$4,141,362	\$4,935,112	\$793,751	\$5,854,658
Appraiser	\$126,843	\$201,057	\$74,214	\$1,459,635	\$1,618,638	\$159,003	\$1,971,216
Planning & Development	\$50,476	\$74,457	\$23,982	\$544,198	\$633,809	\$89,611	\$744,156
Budget Appropriations	\$0	\$5,000	\$5,000	\$1,814,646	\$1,907,139	\$92,493	\$1,922,463
Insurance	\$465	\$1,479	\$1,014	\$680,763	\$923,601	\$242,838	\$887,340
Information Systems/GIS	\$92,847	\$273,619	\$180,772	\$1,251,697	\$1,564,821	\$313,124	\$1,882,246
County General-General	\$142,811	\$148,366	\$5,554	\$3,149,562	\$1,176,282	-\$1,973,280	\$5,686,207
Public Works	\$832,685	\$743,617	-\$89,068	\$7,399,146	\$8,499,095	\$1,099,949	\$9,818,041
Noxious Weed	\$48,090	\$69,511	\$21,421	\$662,167	\$652,121	-\$10,046	\$894,703
General Fund	\$2,300,602	\$3,190,589	\$889,987	\$28,372,361	\$30,146,683	\$1,774,321	\$39,409,288

Attachment: November Financial reports 2024 (15209 : Year to date budget and expenditure reports)

2023 to 2024 Comparison

% of Year 91.7

DEPARTMENT	OCTOBER		OCTOBER	YEAR-TO-DATE THRU OCTOBER		Y-T-D	2024
	2023	2024	DIFFERENCE	2023	2024	DIFFERENCE	BUDGET
Health Department - 30	\$382,270	\$614,875	\$232,605	\$4,872,582	\$5,187,303	\$314,721	\$5,601,756
Disaster Fund - 3	\$81,435	\$1,776,816	\$1,695,380	\$1,051,302	\$5,692,117	\$4,640,815	\$6,773,382
EMS Grants Fund - 52	\$0	\$0	\$0	\$833	\$1,186	\$353	\$2,088
KS Opioid Settlement - 53	\$0	\$0	\$0	\$56,656	\$22,795	-\$33,861	\$222,546
LATCF Funds - 54	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000
Register of Deeds Tech Fund - 106	\$1,443	\$420	-\$1,023	\$52,752	\$52,469	-\$283	\$198,870
Clerk's Tech Fund - 107	\$0	\$0	\$0	\$0	\$0	\$0	\$179,871
Treasurer's Tech Fund - 108	\$0	\$0	\$0	\$0	\$0	\$0	\$97,183
War Memorial - 112	\$0	\$1,080	\$1,080	\$360	\$1,440	\$1,080	\$1,000
County Auction - 118	\$210	\$12,388	\$12,178	\$4,440	\$21,135	\$16,696	\$42,206
P.A.T.F - 128	\$0	\$1,668	\$1,668	\$3,289	\$7,421	\$4,132	\$0
Motor Vehicle Operations - 130	\$1,326	\$3,320	\$1,993	\$47,620	\$75,956	\$28,336	\$393,298
Special Alcohol Programs - 132	\$0	\$0	\$0	\$5,325	\$27,538	\$22,213	\$25,106
Community Corrections - 144	\$94,826	\$0	-\$94,826	\$1,035,281	\$310,558	-\$724,723	\$1,250,832
KDOC Adult Services - 2000	\$0	\$55,189	\$55,189	\$0	\$452,245	\$452,245	\$488,857
KDOC Juvenile Services - 2001	\$0	\$52,583	\$52,583	\$0	\$325,443	\$325,443	\$373,864
KDOC Juv Reinvestment - 2002	\$0	\$6,912	\$6,912	\$0	\$67,129	\$67,129	\$117,230
BJA Grant - 2003	\$0	\$27,191	\$27,191	\$0	\$172,472	\$172,472	\$158,894
21st Jud Dist DC ADSAP - 2004	\$0	\$1,457	\$1,457	\$0	\$6,094	\$6,094	\$25,938
Kansas Fights Addiction - 2005	\$0	\$4,722	\$4,722	\$0	\$118,091	\$118,091	\$180,601
City Alcohol Funds - 2006	\$0	\$2,540	\$2,540	\$0	\$26,772	\$26,772	\$27,300
RL County Alcohol Funds - 2007	\$0	\$0	\$0	\$0	\$5,360	\$5,360	\$0
RL Salary Appropriations - 2008	\$0	\$7,277	\$7,277	\$0	\$80,047	\$80,047	\$87,324
Caroline Peine Grant - 2009	\$0	\$34	\$34	\$0	\$2,878	\$2,878	\$2,978
GMCF Grant - 2010	\$0	\$290	\$290	\$0	\$5,356	\$5,356	\$4,640
Daniel Keating Foundation - 2011	\$0	\$219	\$219	\$0	\$3,513	\$3,513	\$4,865
Capital Improvements Fund - 145	\$5,855	\$671,610	\$665,755	\$1,712,198	\$2,873,557	\$1,161,358	\$7,990,119

Attachment: November Financial reports 2024 (15209 : Year to date budget and expenditure reports)

2023 to 2024 Comparison

% of Year 91.7

DEPARTMENT	OCTOBER		OCTOBER	YEAR-TO-DATE THRU OCTOBER		Y-T-D	2024
	2023	2024	DIFFERENCE	2023	2024	DIFFERENCE	BUDGET
Economic Development - 146	\$0	\$0	\$0	\$123,830	\$132,057	\$8,228	\$259,053
Emergency 911 - 148	\$5,011	\$7,526	\$2,514	\$411,644	\$448,533	\$36,889	\$502,665
Solid Waste -150	\$251,849	\$285,159	\$33,310	\$2,523,310	\$2,837,292	\$313,982	\$3,672,807
County Building - 152	\$16,729	\$25,631	\$8,901	\$311,308	\$238,654	-\$72,654	\$430,000
Road & Bridge Capital Projects 1/2 - 157	\$182,069	\$167,409	-\$14,660	\$211,982	\$913,380	\$701,398	\$6,892,240
Road & Bridge Capital Projects 0.2	\$0	\$0	\$0	\$0	\$0	\$0	\$3,967,650
RCPD Operations - 173	\$27,057	\$65,159	\$38,102	\$4,072,003	\$4,389,102	\$317,099	\$5,745,592
Landfill Closure - 180	\$819	\$1,442	\$623	\$19,855	\$20,886	\$1,030	\$52,623
Bond & Interest - 181	\$0	\$0	\$0	\$447,553	\$349,170	-\$98,382	\$478,856
Riley Co Fire Dist #1 - 183	\$109,722	\$94,216	-\$15,506	\$884,562	\$1,151,765	\$267,203	\$1,368,786
Riley Co Fire Dist Cap Ou - 184	\$0	\$54,000	\$54,000	\$0	\$54,000	\$54,000	\$112,269
Fire Station Projects - 185	\$0	\$0	\$0	\$5,700	\$236,028	\$230,327	\$513,850
University Park W&S - 230	\$4,874	\$15,392	\$10,517	\$88,012	\$89,578	\$1,567	\$168,034
Keats Capital Project - 236	\$0	\$40,300	\$40,300	\$0	\$53,511	\$53,511	\$0
Univ Park W/S Reserve - 284	\$0	\$0	\$0	\$1,250	\$0	-\$1,250	\$173,850
Hunters Island Water - 238	\$3,662	\$8,203	\$4,541	\$28,082	\$38,330	\$10,247	\$38,586
Hunters Island Reserve -241	\$0	\$0	\$0	\$0	\$0	\$0	\$11,225
Carson Sewer Operations - 239	\$62	\$1,123	\$1,061	\$8,156	\$11,475	\$3,319	\$79,816
Carson Sewer Reserve -237	\$0	\$0	\$0	\$0	\$0	\$0	\$73,687
Deep Creek Sewer - 242	\$167	\$891	\$724	\$4,893	\$7,256	\$2,363	\$11,349
Deep Creek Reserve - 243	\$0	\$0	\$0	\$0	\$2,400	\$2,400	\$349,243
Moehlman Bottoms - 244	\$1,431	\$2,986	\$1,555	\$11,127	\$14,949	\$3,821	\$26,565
Moehlman Botoms Reserve - 245	\$0	\$0	\$0	\$0	\$0	\$0	\$18,456
Terra Hts Sewer 252	\$306	\$16,267	\$15,961	\$13,911	\$34,120	\$20,209	\$66,245
Terra Hts Sinking - 254	\$0	\$0	\$0	\$0	\$9,923	\$9,923	\$137,400
Konza Water Operations -256	\$8,522	\$18,165	\$9,643	\$61,913	\$80,831	\$18,918	\$121,900
Konza Water Reserve - 257	\$0	\$0	\$0	\$0	\$0	\$0	\$157,647
Valleywood Cap Reserve - 282	\$0	\$0	\$0	\$0	\$0	\$0	\$118,630
Valleywood Operations - 248	\$183	\$1,152	\$969	\$5,370	\$9,547	\$4,177	\$67,029
Mertz/McGehee Drainage - 322	\$0	\$0	\$0	\$0	\$0	\$0	\$6,183
Lakeside Heights Sewer - 285	\$42	\$119	\$77	\$479	\$1,268	\$789	\$2,345
Lakeside Heights Sewer Cap - 286	\$0	\$0	\$0	\$5,000	\$0	-\$5,000	\$6,230
Total Including General Fund	\$3,480,473	\$7,236,317	\$3,755,844	\$46,454,941	\$56,809,612	\$10,354,671	\$89,440,847

Attachment: November Financial reports 2024 (15209 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 91.7

			1st QTR	2nd QTR	SEPT	3rd QTR	OCT.	NOV.	4th QTR	TOTAL	AVAILABLE	
COUNTY GENERAL-GENERAL		BUDGET	EXP.	EXP.	EXP.	EXP.	EXP.	EXP.	EXP.	EXP.	BUDGET	% USED
Personnel	1000	\$141,612	\$10,317	\$21,968	\$11,026	\$12,622	\$47,207	\$ 2,822	\$50,030	\$94,937	\$46,675	67.04%
Contractual	2000	\$1,502,095	\$243,528	\$285,089	\$71,745	\$281,347	\$123,023	\$ 145,242	\$268,265	\$1,078,230	\$423,865	71.78%
Commodities	3000	\$2,500	\$400	\$651	\$310	\$496	\$238	\$ 301	\$539	\$2,085	\$415	83.41%
Misc-Budget Stabilization		\$4,000,000	\$0	\$0	\$0	\$0	\$0	\$ -	\$0	\$0	\$4,000,000	0.00%
Capital Outlay	4000	\$40,000	\$1,030	\$0	\$0	\$0	\$0	\$ -	\$0	\$1,030	\$38,970	2.57%
Transfers Out	604	\$0	\$0	\$0	\$0	\$0	\$0	\$ -	\$0	\$0	\$0	#DIV/0!
Grand Total		\$5,686,207	\$255,274	\$307,708	\$83,080	\$294,466	\$170,468	\$148,366	\$318,834	\$1,176,282	\$4,509,925	20.69%
Other Expense Totals		Year-To-Date										
Indigent Attorney		\$440,421										
Incidentals:												
Postage		\$209										
Computer Software												
Mileage		\$2,874										
Copies		\$5,860										
Misc Fees		\$0										
Meals		\$0										
		\$8,943										
Base Panel fees		\$0										
Off Panel		\$431,478										

Attachment: November Financial reports 2024 (15209 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 91.7

[illegible]

Attachment: November Financial reports 2024 (15209 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 91.7

	2020	2021	2022	2023	2024	Total
Dental	\$0	\$0	\$0	\$0	\$0	\$0
Physician	\$163,648	\$191,373	\$206,854	\$228,812	\$320,624	\$790,687
Laboratory	\$0	\$0	\$0	\$0	\$0	\$0
Hospital	\$0	\$0	\$0	\$0	\$0	\$0
Advertising/Legal	\$0	\$0	\$0	\$0	\$0	\$0
Prescriptions	\$0	\$0	\$0	\$0	\$0	\$0
Bldg Maintenance	\$103,569	\$71,043	\$60,486	\$109,933	\$55,959	\$345,031
Land Rental/Lease	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Office Space Rental	\$9,625	\$10,500	\$10,500	\$10,800	\$10,450	\$41,425
Juvenile Transport	\$2,144	\$152	\$237	\$0	\$0	\$2,533
Water, Electric	\$252	\$444	\$352	\$169	\$0	\$1,217
Storm Drainage	\$0	\$0	\$0	\$0	\$0	\$0
Other Commodities/Contractual	\$693,906	\$91,239	\$21,447	\$0	\$0	\$806,592
Budget Appropriation	\$4,420,348	\$4,391,746	\$4,597,175	\$5,000,016	\$4,002,069	\$18,409,285
Total	\$5,393,492	\$4,756,498	\$4,897,050	\$5,349,730	\$4,389,102	\$20,396,770

Attachment: November Financial reports 2024 (15209 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 91.7

RCPD									
OFF-SITE INMATE MEDICAL EXPENSES PAID BY ADVANCED CORRECTIONAL HEALTHCARE									
INCLUDED IN 2024 \$31,000 POOL									
	1st Quarter	2nd Quarter	AUG	SEPT	3rd Quarter	OCT	NOV	4th Quarter	TOTAL EXPENSES
Dental	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Physician	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Laboratory	\$0	\$406	\$0	\$0	\$1,099	\$135	\$0	\$135	\$1,639
Hospital	\$3,428	\$14,953	\$256	\$2,738	\$6,442	\$6,015	\$64	\$6,079	\$30,902
Prescriptions	\$16,737	\$19,394	\$8,025	\$8,763	\$23,253	\$8,049	\$7,665	\$15,713	\$75,097
Supplies	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0
TOTAL	\$20,164	\$34,753	\$8,280	\$11,500	\$30,794	\$14,198	\$7,729	\$21,927	\$107,638
Savings from Medicaid Rate	\$0	\$0			\$0			\$0	\$0
\$31,000 Pool Balance			-\$43,211	-\$54,711		-\$68,909	-\$76,638		-\$76,638
Quarterly ADP: (Contract)									
County Inmate (72 base census)	311	319	119	123.7	358	124.5	130	255	
Non-County Inmate (0 base census)	0		0	0					
Billing Adjustments for prior years	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Attachment: November Financial reports 2024 (15209 : Year to date budget and expenditure reports)

PLANNING & DEVELOPMENT
Discussion

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

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director

MEETING: December 16, 2024

SUBJECT: Riley County Rural Economic Development Advisory Board discussion

PRESENTER: Amanda Webb, Planning Director

BACKGROUND

The Commission created the Riley County Rural Economic Development Advisory Board (REDAB) in December 2021 by Resolution #120921-50 (attached). Since that time, Gary Fike, Extension Director, has successfully led the charge, facilitating many valuable topics and discussions, and collaborating with the small cities and other local/regional agencies. I have attended many of these meetings and have been included on discussions.

DISCUSSION

Commissioner Ford asked to explore the possibility of transferring REDAB responsibility to Planning & Development.

It makes sense for this board to be under Planning & Development and it's especially timely as we're working on the Comprehensive Plan Update. Several of the REDAB members are also on the Comprehensive Plan Update Committee. We will have a chapter dedicated to economic development; something that is mostly lacking now.

There are currently no bylaws for this board. The resolution outlines the charge and membership.

I've spoken with legal counsel and should the board want to make this transfer, the only formal change needed is to modify the resolution to indicate Planning Director instead of Extension

Director. If the BOCC is supportive of the transfer, an updated resolution will be brought back at a future meeting for formal action.

We are seeking the board's direction in transferring REDAB to Planning & Development. We ask that if the transfer is made, the make up of the board remain in place - meaning that Extension would still be a part of this board.

Enclosures:

- Res# 120921-50 (PDF)

RESOLUTION NO. 120921-50

A RESOLUTION OF RILEY COUNTY, KANSAS ESTABLISHING A RURAL ECONOMIC DEVELOPMENT ADVISORY BOARD FOR RILEY COUNTY STATING THE MEMBERSHIP, PURPOSE, FUNCTIONS AND POWERS

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Riley County, Kansas:

Section 1: A Rural Economic Development Advisory Board (hereinafter “Advisory Board” is hereby established.

Section 2: The Advisory Board shall consist of nine members and all members shall be residents of Riley County, Kansas, except those staff positions identified in Section 3.

Section 3: The members of the Advisory Board shall be appointed by the Board of County Commissioners and have the following qualifications:

- Six members shall reside in either Cities of Riley County other than Manhattan, or in the unincorporated area of Riley County
- One member shall be the County Extension Director of the Riley County K-State Research and Extension Office; This member shall not be required to be a resident of Riley County; This member shall not be subject to the term limitations of Section 4.
- One member shall be a staff member of the Riley County K-State Research and Extension Office as appointed by the County Extension Director. This member shall not be required to be a resident of Riley County; This member shall not be subject to the term limitations of Section 4.
- One member shall be a staff member of the Manhattan Area Chamber of Commerce; This member shall not be required to be a resident of Riley County; This member shall not be subject to the term limitations of Section 4.

Section 4: In the sole discretion of the Board of Riley County Commissioners, three members of the Advisory Board shall be appointed for a term of one year; three members of the Advisory Board shall be appointed for a term of two years; and three members of the Advisory Board shall be appointed for a term of three years. Thereafter, all appointments shall be made by the Board of Riley County Commissioners for three-year terms. But members of the Advisory Board who no longer qualify for appointment under Section Three herein, shall vacate their position immediately. In the event of such vacancies, the Board of Riley County Commissioners shall make appointments for the unexpired terms of the member(s) who no longer qualify for appointment under Section Three herein. All members of the Advisory Board shall serve without compensation. In its sole discretion, the Board of Riley County Commissioners may dissolve the Advisory Board at any time, and may also remove members from the Advisory Board at any time.

Section 5: The Rural Economic Development Advisory Board shall meet monthly. A quorum of the Committee is established by a quorum of the Committee in attendance at any monthly meeting. Meetings of the Committee are subject to the requirements of the Kansas Open Meetings Act and shall be open to the public. Minutes shall be kept of all monthly Committee meetings.

Section 6: The Rural Economic Development Advisory Board shall provide policy recommendations to the Board of County Commissioners but shall not discuss or negotiate any development agreements. Any inquiry to the Advisory Board regarding pending or proposed development agreements shall be referred to the Board of County Commissioners.

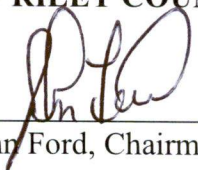
Section 7: The Rural Economic Development Advisory Board shall serve in an advisory capacity to the Board of County Commissioners and shall have the following duties:

- (1) Review and provide recommendations to the Board of Riley County Commissioners on Rural Economic Development Strategies and possible Economic Development Incentive Policies;
- (2) Advise the Board of County Commissioners on the attraction and expansion of business, retail, industrial, agricultural and commercial development which is consistent with the County's comprehensive plan;
- (3) Review and provide recommendations to the Board of Riley County Commissioners regarding Economic Development policies, rules, regulations, and other matters relating to the economic development program of Riley County, as directed by the Board of County Commissioners; and
- (4) Collaborate with other governmental agencies, non-profit, and for-profit organizations in the advancement of economic development programs and projects, as directed by the Board of County Commissioners.

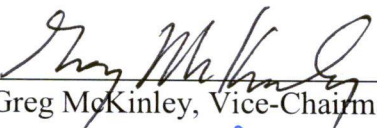
Section 8: This Resolution shall take effect and be in full force from and after its adoption by the Board of County Commissioners of Riley County, Kansas.

ADOPTED AND APPROVED on this 9th day of December, 2021.

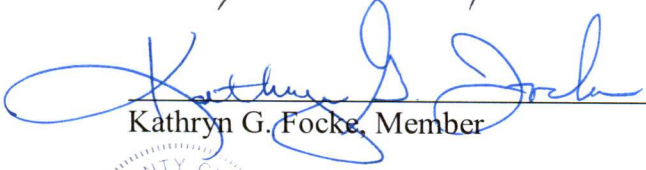
**BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS**



John Ford, Chairman



Greg McKinley, Vice-Chairman



Kathryn G. Focke, Member

ATTEST:



Rich Vargo, Riley County Clerk



PUBLIC WORKS
Agreement

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, PE Public Works Director
MEETING: December 16, 2024
SUBJECT: Kaw Valley Engineering Agreement Amendment
PRESENTER: John Ellermann

BACKGROUND

The construction of the new EMS Station/Headquarters is well underway. Kaw Valley Engineering (KVE) was the consultant selected to perform the inspection and testing of the construction. The contract with KVE is to provide services at an hourly rate, and was estimated by KVE to cost \$12,729.40. The construction methods used caused an extra number of on-site inspections hours and testing, resulting in a current amount billed by KVE of almost double the original estimate at \$24,884.55. There is still inspection work to be performed by KVE as the EMS Station/Headquarters is completed.

Reasons for the Increased Costs

Typically grout pours are done with pump trucks allowing to place more cmu block before filling with grout. This method was used to estimate the hours needed for inspection and testing. The contractor used hand mixing and placing techniques of the grout causing a drastically increased need for inspections and testing.

The majority of the inspection work has been completed to date. The remaining items needing inspection and testing have to do with the preparing and placing the pavement on the site.

While KVE estimates that the inspection and testing work performed to date, along with the remaining work to be completed, will total \$28394.00, KVE has agreed to complete the inspection and testing as planned and only charge for the work completed and billed to date, totaling \$24,884.85. Letter from KVE is attached.

DISCUSSION

Discussion of the construction methods and its demand on inspection and testing. Proposed contract amendment.

FISCAL IMPACT

Original agreement was estimated at \$12,729.40. Work completed to date is \$24,884.55.

RECOMMENDATION(S)

Staff recommends approving the agreement amendment.

POSSIBLE MOTION(S)

Move to approve the KVE Agreement Amendment.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Agreement Amendment_Riley County EMS 2024_1212 (PDF)



KAW VALLEY ENGINEERING, INC.

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

December 12, 2024
 A23T1749

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

**RE: Contract Amendment
 Riley County EMS – Manhattan, Kansas**

Dear Mr. Ellermann:

Per our phone conversation held earlier today, concerning the above referenced project, Kaw Valley Engineering, Inc. (KVE) would like to provide the following change to the Agreement signed on January 26, 2024.

To date, per the signed Agreement, services have been invoiced at the stated hourly rates for actual work completed totaling \$24,884.55. KVE agrees to complete all required inspection and testing per the contract stated scope of services at no additional cost. When all required inspection and testing are complete, the current outstanding balance of \$9,864.43 shall be paid to KVE in full.

If you have any questions regarding this matter or if you would like additional information, please feel free to contact me at 785-762-5040.

Your signature below will serve as our agreement to the above stated change.

Respectfully Submitted,

Randy Purdue, P.E.
 Office Manager

RCP:bt

\\VMJC-FILE\Projects\A23_1749_Proposal\24-1210\Agreement Amendment_Riley County EMS 2024_1212.Docx

Riley County EMS – Manhattan, KS

A23T1749

Page 2 of 2

AUTHORIZATION

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

Contractor**County**

KAW VALLEY ENGINEERING, INC.

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSASBy: Randy Purdue, P.E.
Office Manager

By: _____

John Ford, Chairman

Date

12/12/2024

Date

ATTEST:

(seal)

Approved as to Form

Rich Vargo, County Clerk

By: _____

Bryant Parker
Deputy Riley County Counselor_____
Date

Attachment: Agreement Amendment_Riley County EMS 2024_1212 (15246 : Kaw Valley Engineering Agreement Amendment)

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 16, 2024

SUBJECT: Law Board Member interview with Linda Gibbs

PRESENTER: Board of County Commissioners

Enclosures:

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 16, 2024
SUBJECT: Law Board Appointments
PRESENTER: Board of County Commissioners

DISCUSSION

The Board of Riley County Commissioners have two positions that have terms expire December 31, 2024.

John Ford
Patricia Hudgins

Karen McCulloh's current position (a City of Manhattan representative, City Commissioner) that expires December 31, 2024 is a City-County Alternate position and will be appointed by the Riley County for the next two year term, January 1, 2025 - December 31, 2026.

Therefore, there are three open positions, County Commissioner, Alternate Position (County Commissioner), and County Resident.

John Ford's position is a County Commission position and he is interested in being reappointed.

Patricia Hudgins' position is a County Resident and she is not eligible. There are six applicants for consideration for appointment: Gary Olds, Mickey Tener, Orville "Wes" Maupin, Bradley Harrison, Craig Beardsley, and Linda Gibbs.

POSSIBLE MOTION(S)

Move to approve _____ to fill the County Commission position, _____ to fill the alternate position (a county commissioner), and _____ to fill the County Resident position on the Law Board as Riley County representatives.

Move to deny

Move to modify

Move to table

Enclosures:

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Ave.
Manhattan, KS
December 16, 2024 12:00 p.m.
Agenda**

I. ESTABLISH QUORUM- Chairperson Matta

II. PLEDGE OF ALLEGIANCE- Director Peete

III. CONSENT AGENDA

[Items on the Consent Agenda are those of a routine and housekeeping nature or those items which have previously been reviewed by the Law Board. A Law Board member may request an item be moved to the end of the General Agenda.]

- | | |
|-------------|---|
| Pages 3-12 | A. Approve November 18, 2024 Law Board Meeting Minutes |
| Pages 13-24 | B. Approve 2024 Expenditures/Credits |
| Pages 25-26 | C. 2024 Adjusted Financial Journal Entries- <i>(Review)</i> |
| Pages 27-30 | D. RCPD Related County Expenditures- <i>(Review)</i> |
| Page 31 | E. Riley County Jail Average Daily Inmate Population- <i>(Review)</i> |
| Pages 32-47 | F. Monthly Crime Report - <i>(Review)</i> |

IV. GENERAL AGENDA

- | | |
|--------------|--|
| | G. Additions or Deletions |
| | H. Public Comment |
| | I. Fraternal Order of Police Lodge #17 Comments |
| | J. Board Member Comments |
| | K. Community Advisory Board Update- CAB Chairperson Kirk Crabtree- <i>(Discussion)</i> |
| | L. Promotion Announcement- Director Peete & Assistant Director Freidline |
| Page 48 | 1. Corporal Garrett Lloyd |
| Page 49 | 3. Sergeant Joseph Ehrlich |
| Page 50 | 4. Sergeant Jayson Hubbard |
| Page 51 | M. RCLEA 2025 Meeting Resolution- Director Peete- <i>(Vote Required)</i> |
| Page 52 | N. Aggieville Substation Lease Agreement Renewal- Director Peete- <i>(Discussion)</i> |
| Pages 53-91 | O. Special Traffic Enforcement Program (STEP) Grant- Captain Hajek- <i>(Vote Required)</i> |
| Pages 92-94 | P. 2023 RCPD Audit-Board & Director Peete- <i>(Discussion)</i>
Report by James Gordon & Associates CPA, PA |
| Page 95 | Q. GAAP Waiver- Director Peete- <i>(Vote Required)</i> |
| Pages 96-100 | R. Memorandum of Understanding between the RCPD and the United States Department of Agriculture National Bio and Agro-Defense Facility- Director Peete & Board- <i>(Vote Required)</i> |
| | S. Strategic Planning & Budgeting Input/Expectations from Law Board- Director Peete & Board- <i>(Discussion)</i> |
| | T. Executive Session- <i>(Vote Required)</i> |
| | 1. Non-Elected Personnel Matters |
| | 2. Annual Performance Evaluation of Director Brian Peete |
| | 3. Attorney Client Privilege |
| | U. Authorize the Chair to execute an extension to the Employment Agreement between the Riley County Law Enforcement Agency and Director Brian Peete, beginning with the first pay period of 2025- <i>(Possible Vote)</i> |

- V. Affirmation or Revocation of Discipline- *(Vote Required)*
- W. Adjournment

Riley County Law Enforcement Agency (Law Board) Meetings are open to the public. Agenda items may be viewed on the Riley County Police Department website at <http://rileycountypolice.org/law-board>. In order to comply with provisions of the Americans with Disabilities Act (ADA), the Riley County Law Enforcement Agency will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact Executive Offices Manager Nichole Glessner at (785) 537-2112, ext. 2468, for assistance.

The Meeting of the Riley County Law Enforcement Agency will be televised live on local Cox Cable Channel 3, on the City of Manhattan's website at <http://cityofmhk.com/tv>, and also on the RCPD website at <http://rileycountypolice.org/law-board>. A recording will be made available on the RCPD and City websites after the meeting.



RILEY COUNTY POLICE DEPARTMENT

To reduce crime and improve the quality of life for the citizens we serve

Riley County Law Enforcement Agency Law Board Meeting

**Monday, December 16, 2024
12:00 p.m.**

City Commission Chambers
1101 Poyntz Avenue
Manhattan, Kansas

Contact Director Peete with any questions
(785) 537-2112 ext. 2468

RILEY COUNTY POLICE DEPARTMENT MONTHLY BUDGET STATUS REPORT

November 30, 2024		Budget	Current Actual	Actual-YTD	% to date	Last YTD	Remaining	% Balance
		Authorization	November	11 Months	91.67%	Actual	1 Month	8.33%
01	Salaries-Full Time	17,089,553.45	1,373,144.23	14,983,158.11	87.67%	13,458,965.13	2,106,395.34	12.33%
02	Salaries-Part Time	125,000.00	5,987.04	100,365.08	80.29%	74,793.89	24,634.92	19.71%
03	Salaries-Overtime	471,762.00	82,376.37	586,165.66	124.25%	632,613.81	-114,403.66	-24.25%
TOTAL SALARIES		17,686,315.45	1,461,507.64	15,669,688.85	88.60%	14,166,372.83	2,016,626.60	11.40%
36	Kansas Police & Fire	2,380,794.61	201,857.27	2,082,046.35	87.45%	1,952,752.21	298,748.26	12.55%
37	KPERS	798,707.30	59,613.91	661,768.15	82.85%	560,226.28	136,939.15	17.15%
38	Social Security	709,538.16	55,115.78	606,149.17	85.43%	546,989.89	103,388.99	14.57%
39	Health Insurance	1,537,150.00	120,000.00	1,320,000.00	85.87%	1,520,000.00	217,150.00	14.13%
40	Workers Compensation Insurance	380,000.00	598.85	86,441.00	22.75%	208,777.00	293,559.00	77.25%
41	Unemployment Compensation	17,686.65	1,398.27	14,958.40	84.57%	13,567.92	2,728.25	15.43%
TOTAL EMPLOYEE BENEFITS		5,823,876.72	438,584.08	4,771,363.07	81.93%	4,802,313.30	1,052,513.65	18.07%
TOTAL PERSONNEL COSTS		23,510,192.17	1,900,091.72	20,441,051.92	86.95%	18,968,686.13	3,069,140.25	13.05%
04	Utilities	205,000.00	22,025.40	186,988.16	91.21%	221,708.84	18,011.84	8.79%
05	Insurance	320,000.00	720.00	512,691.00	160.22%	476,145.00	-192,691.00	-60.22%
06	Legal & Accounting	85,000.00	4,790.00	88,436.66	104.04%	76,416.89	-3,436.66	-4.04%
07	Training & Travel	108,000.00	8,549.13	141,680.93	131.19%	113,362.23	-33,680.93	-31.19%
08	Postage	7,400.00	145.77	7,898.13	106.73%	6,829.83	-498.13	-6.73%
09	Printing	7,500.00	0.00	6,463.66	86.18%	5,994.80	1,036.34	13.82%
10	Rentals-Maint Agreements	60,000.00	5,372.07	49,404.39	82.34%	48,575.40	10,595.61	17.66%
11	Building & Grounds	30,000.00	1,075.15	32,725.31	109.08%	27,827.46	-2,725.31	-9.08%
12	Equipment Repair & Maintenance	85,000.00	4,704.32	21,114.51	24.84%	26,199.83	63,885.49	75.16%
13	Vehicle Maintenance	90,000.00	8,150.23	100,472.76	111.64%	119,787.26	-10,472.76	-11.64%
14	Telephone Service	62,000.00	377.76	60,969.11	98.34%	68,744.36	1,030.89	1.66%
16	Medical Fees	15,000.00	610.00	10,792.89	71.95%	18,852.35	4,207.11	28.05%
19	Contractual Services-Computers	690,000.00	43,870.05	734,901.77	106.51%	646,039.19	-44,901.77	-6.51%
20	Other Contractual Services	314,000.00	39,847.76	463,686.79	147.67%	558,423.59	-149,686.79	-47.67%
TOTAL CONTRACTUAL SERVICES		2,078,900.00	140,237.64	2,418,226.07	116.32%	2,414,907.03	-339,326.07	-16.32%
17	Prisoner Food & Care	195,000.00	41,993.77	407,614.02	209.03%	359,196.73	-212,614.02	-109.03%
21	Community Services	17,500.00	0.00	5,034.95	28.77%	8,957.92	12,465.05	71.23%
22	Books, Subscriptions, Memberships	10,000.00	179.95	4,111.27	41.11%	8,449.69	5,888.73	58.89%
23	Uniforms & Accessories	40,000.00	16,905.52	52,617.93	131.54%	40,179.51	-12,617.93	-31.54%
25	Maintenance Supplies	29,500.00	1,031.81	14,951.88	50.68%	13,118.92	14,548.12	49.32%
26	Fuel & Lubrication	163,000.00	21,484.67	205,340.36	125.98%	230,729.85	-42,340.36	-25.98%
27	Vehicle Tires	17,000.00	4,272.66	14,966.77	88.04%	10,432.70	2,033.23	11.96%
28	Office Supplies	24,000.00	3,112.99	33,389.41	139.12%	25,380.17	-9,389.41	-39.12%
29	Replenishment Supplies	45,000.00	2,347.00	68,989.89	153.31%	31,235.85	-23,989.89	-53.31%
TOTAL COMMODITIES		541,000.00	91,328.37	807,016.48	149.17%	727,681.34	-266,016.48	-49.17%
30	Communications Equipment	10,000.00	0.00	622.59	6.23%	696.63	9,377.41	93.77%
31	Guns & Crime Equipment	60,000.00	203.80	10,775.03	17.96%	74,993.35	49,224.97	82.04%
32	Furniture	15,000.00	441.98	6,103.09	40.69%	7,020.16	8,896.91	59.31%
33	Office Equipment	452,000.00	3,265.69	159,792.40	35.35%	80,126.63	292,207.60	64.65%
34	Vehicles and Equipment	270,000.00	0.00	225,997.23	83.70%	248,406.34	44,002.77	16.30%
TOTAL CAPITAL OUTLAY		807,000.00	3,911.47	403,290.34	49.97%	411,243.11	403,709.66	50.03%
TOTAL NON-PERSONNEL COSTS		3,426,900.00	235,477.48	3,628,532.89	105.88%	3,553,831.48	-201,632.89	-5.88%
TOTAL EXPENDITURES		26,937,092.17	2,135,569.20	24,069,584.81	89.35%	22,522,517.61	2,867,507.36	10.65%

Attachment: 12-16-2024 Law Board Packet (14026 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT REPORT OF AVAILABLE BUDGET

November 30, 2024		Budget	Budget	Total	Spent-YTD	Encumbered	Total Used	% Used	Remaining
		Authorization	Credits	Spendable	11 Months		To Date	To Date	Available
01	Salaries-Full Time	17,089,553.45	162,008.67	17,251,562.12	14,983,158.11	0.00	14,983,158.11	86.85%	2,268,404.01
02	Salaries-Part Time	125,000.00	0.00	125,000.00	100,365.08	0.00	100,365.08	80.29%	24,634.92
03	Salaries-Overtime	471,762.00	65,314.52	537,076.52	586,165.66	0.00	586,165.66	109.14%	-49,089.14
TOTAL SALARIES		17,686,315.45	227,323.19	17,913,638.64	15,669,688.85	0.00	15,669,688.85	87.47%	2,243,949.79
36	Kansas Police & Fire	2,380,794.61	0.00	2,380,794.61	2,082,046.35	0.00	2,082,046.35	87.45%	298,748.26
37	KPERS	798,707.30	0.00	798,707.30	661,768.15	0.00	661,768.15	82.85%	136,939.15
38	Social Security	709,538.16	0.00	709,538.16	606,149.17	0.00	606,149.17	85.43%	103,388.99
39	Health Insurance	1,537,150.00	0.00	1,537,150.00	1,320,000.00	0.00	1,320,000.00	85.87%	217,150.00
40	Workers Compensation Insurance	380,000.00	0.00	380,000.00	86,441.00	0.00	86,441.00	22.75%	293,559.00
41	Unemployment Compensation	17,686.65	0.00	17,686.65	14,958.40	0.00	14,958.40	84.57%	2,728.25
TOTAL EMPLOYEE BENEFITS		5,823,876.72	0.00	5,823,876.72	4,771,363.07	0.00	4,771,363.07	81.93%	1,052,513.65
TOTAL PERSONNEL COSTS		23,510,192.17	227,323.19	23,737,515.36	20,441,051.92	0.00	20,441,051.92	86.11%	3,296,463.44
04	Utilities	205,000.00	0.00	205,000.00	186,988.16	0.00	186,988.16	91.21%	18,011.84
05	Insurance	320,000.00	0.00	320,000.00	512,691.00	0.00	512,691.00	160.22%	-192,691.00
06	Legal & Accounting	85,000.00	100.00	85,100.00	88,436.66	0.00	88,436.66	103.92%	-3,336.66
07	Training & Travel	108,000.00	22,931.15	130,931.15	141,680.93	0.00	141,680.93	108.21%	-10,749.78
08	Postage	7,400.00	521.98	7,921.98	7,898.13	0.00	7,898.13	99.70%	23.85
09	Printing	7,500.00	0.00	7,500.00	6,463.66	0.00	6,463.66	86.18%	1,036.34
10	Rentals-Maint Agreements	60,000.00	0.00	60,000.00	49,404.39	0.00	49,404.39	82.34%	10,595.61
11	Building & Grounds	30,000.00	185.49	30,185.49	32,725.31	0.00	32,725.31	108.41%	-2,539.82
12	Equipment Repair & Maintenance	85,000.00	0.00	85,000.00	21,114.51	0.00	21,114.51	24.84%	63,885.49
13	Vehicle Maintenance	90,000.00	6,368.07	96,368.07	100,472.76	0.00	100,472.76	104.26%	-4,104.69
14	Telephone Service	62,000.00	1,735.38	63,735.38	60,969.11	0.00	60,969.11	95.66%	2,766.27
16	Medical Fees	15,000.00	0.00	15,000.00	10,792.89	0.00	10,792.89	71.95%	4,207.11
19	Contractual Services-Computers	690,000.00	3,610.10	693,610.10	734,901.77	0.00	734,901.77	105.95%	-41,291.67
20	Other Contractual Services	314,000.00	48,313.77	362,313.77	463,686.79	0.00	463,686.79	127.98%	-101,373.02
TOTAL CONTRACTUAL SERVICES		2,078,900.00	83,765.94	2,162,665.94	2,418,226.07	0.00	2,418,226.07	111.82%	-255,560.13
17	Prisoner Food & Care	195,000.00	82,733.43	277,733.43	407,614.02	0.00	407,614.02	146.76%	-129,880.59
21	Community Services	17,500.00	0.00	17,500.00	5,034.95	0.00	5,034.95	28.77%	12,465.05
22	Books, Subscriptions, Memberships	10,000.00	0.00	10,000.00	4,111.27	0.00	4,111.27	41.11%	5,888.73
23	Uniforms & Accessories	40,000.00	16,146.90	56,146.90	52,617.93	0.00	52,617.93	93.71%	3,528.97
25	Maintenance Supplies	29,500.00	0.00	29,500.00	14,951.88	0.00	14,951.88	50.68%	14,548.12
26	Fuel & Lubrication	163,000.00	0.00	163,000.00	205,340.36	0.00	205,340.36	125.98%	-42,340.36
27	Vehicle Tires	17,000.00	0.00	17,000.00	14,966.77	0.00	14,966.77	88.04%	2,033.23
28	Office Supplies	24,000.00	55.07	24,055.07	33,389.41	0.00	33,389.41	138.80%	-9,334.34
29	Replenishment Supplies	45,000.00	21,865.20	66,865.20	68,989.89	0.00	68,989.89	103.18%	-2,124.69
TOTAL COMMODITIES		541,000.00	120,800.60	661,800.60	807,016.48	0.00	807,016.48	121.94%	-145,215.88
30	Communications Equipment	10,000.00	3,269.69	13,269.69	622.59	0.00	622.59	4.69%	12,647.10
31	Guns & Crime Equipment	60,000.00	0.00	60,000.00	10,775.03	0.00	10,775.03	17.96%	49,224.97
32	Furniture	15,000.00	0.00	15,000.00	6,103.09	0.00	6,103.09	40.69%	8,896.91
33	Office Equipment	452,000.00	91,925.69	543,925.69	159,792.40	0.00	159,792.40	29.38%	384,133.29
34	Vehicles and Equipment	270,000.00	10,000.00	280,000.00	225,997.23	0.00	225,997.23	80.71%	54,002.77
TOTAL CAPITAL OUTLAY		807,000.00	105,195.38	912,195.38	403,290.34	0.00	403,290.34	44.21%	508,905.04
TOTAL NON-PERSONNEL COSTS		3,426,900.00	309,761.92	3,736,661.92	3,628,532.89	0.00	3,628,532.89	97.11%	108,129.03
TOTALS		26,937,092.17	537,085.11	27,474,177.28	24,069,584.81	0.00	24,069,584.81	87.61%	3,404,592.47

Attachment: 12-16-2024 Law Board Packet (14026 : Law Board Meeting Agenda)

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Avenue
November 18, 2024 12:00 p.m.
Minutes**

Members Present: Chairperson John Matta Vice Chairperson John Ford
Secretary Barry Wilkerson Member Patricia Hudgins
Member Kaleb James Member Betty Mattingly-Ebert
Member Karen McCulloh

Absent: Assistant Director Kurt Moldrup

Staff Present: Director Brian Peete Assistant Director Erin Freidline
Captain Mark French Captain Scott Hajek
Captain Brad Ingalls Captain Brad Jager
Captain Greg Steere

Recorder: Executive Offices Manager Nichole Glessner, Riley County Police Department
(RCPD or Department)

I. Establish Quorum: By Chairperson Matta at 12:00 p.m.

II. Pledge of Allegiance: Director Peete led the Riley County Law Enforcement Agency (Law Board or Board) in the Pledge of Allegiance.

III. Consent Agenda:

- A. Approve October 21, 2024 Law Board Meeting Minutes
- B. Approve 2024 Expenditures/Credits
- C. 2024 Adjusted Financial Journal Entries
- D. RCPD Related County Expenditures (*Review*)
- E. Riley County Jail Average Daily Inmate Population- (*Review*)
- F. Reports: Synopsis- (*Review*)
 - 1. Monthly Crime Report
 - 2. Quarterly
 - a) 3rd Quarter Uniform Crime Report (82.1.4)
 - b) 3rd Quarter Traffic Accident & Enforcement Analysis (61.1.1 A&C)
 - c) 3rd Quarter Seizure & Forfeiture Report (84.1.8)

Member McCulloh commented that the inmate housing expenses for last month were nearly \$5,000. This includes costs associated with housing inmates in locations like Waubonsie and Washington County. She simply stated that it is a significant figure to keep in mind moving forward.

Vice Chairperson Ford asked the Director and Captain French to clarify, noting his understanding that most of the increase was due to the rise in the female inmate population.

Director Peete stated that was correct.

Member Hudgins moved to approve the consent agenda as presented. Vice Chairperson Ford seconded the motion. Chairperson Matta polled the board and the motion passed with Ford, Hudgins, James, Matta, Mattingly-Ebert, McCulloh, and Wilkerson voting in favor, and no one voting against. The motion passed 7-0.

IV. General Agenda:

G. Additions or Deletions: None.

H. Public Comment: Dennis Cook, Executive Director, Aggieville Business Association (ABA), addressed the Law Board to express his gratitude to the RCPD. He mentioned that the ABA and RCPD have established a good working relationship. Cook extended his appreciation to everyone from RCPD who worked last weekend, especially Lieutenant Luke Breault. He explained that they had the U.S. Army Drill Team performing in Aggieville, and it was a situation that changed every ten minutes over the course of the days leading up to the event. Since the team was traveling in from Washington, D.C., they didn't arrive until Thursday afternoon, which required a walkthrough that evening, followed by another walkthrough on Friday morning to finalize plans. Throughout it all, the police department worked well with the ABA. It was a great event, and Cook sincerely appreciated everyone's efforts.

Gary Olds, Manhattan resident, addressed the Law Board to share concerns related to the Kansas Open Meetings Act (KOMA). He acknowledged the possibility of inaccuracies in his information and welcomed corrections. Olds discussed his understanding of the board's operations relative to Kansas statutes and referenced attending a Riley County Board meeting earlier that day. He commented on the alleged Kansas KOMA violations by the Crawford County Commission, emphasizing the need for the Law Board to ensure compliance during executive sessions by providing sufficient specificity, as required by law. He shared with the board a document that includes a state matrix detailing how specific the board needs to be, and an example of a similar challenge faced by Junction City.

Additionally, Olds examined his 2023 property taxes, noting that 80% of the property taxes that the city levies went to RCPD and 20% from the county. For his household, this amounted to \$1,100 in 2023, increasing to \$1,500 in 2024. He urged the board to carefully evaluate these figures during the 2026 budget process and consider comparisons with similar agencies in other jurisdictions. Olds concluded by emphasizing the importance of financial scrutiny and balance given the rising costs of law enforcement services.

I. Fraternal Order of Police Lodge #17 Comments: None.

J. Board Member Comments: None.

K. Captain Scott Hajek, Graduate of the Southern Police Institute Administrative Officers Course through the University of Louisville: Assistant Director Freidline highlighted Captain Hajek's

successful completion of the Southern Police Institute's Administrative Officers Course at the University of Louisville, Kentucky, a 10-week command school. She expressed the department's pride in Captain Hajek, who not only achieved the honor of Valedictorian but was also nominated by his peers for the Meritorious Service Award. This honor reflects his dedication to supporting his classmates, helping them study, and working collaboratively throughout the program. It's a highly prestigious award, achieved by very few, and a testament to Captain Hajek's exceptional commitment and leadership.

Assistant Director Freidline also conveyed the department's excitement to welcome Captain Hajek back, noting that he was greatly missed during his time away. Captain Hajek will now assume his new role as Patrol Division Commander.

Captain Hajek expressed his gratitude to the Director and Assistant Director for granting him the opportunity to attend the course, acknowledging the significant commitment it requires from the department. He also extended a heartfelt thank you to each member of the command staff, recognizing that his absence meant additional responsibilities for them. He appreciated their efforts in covering his duties and supporting his professional development.

L. Promotion Announcement:

1. Lieutenant Patrick Tiede: Director Peete recognized the promotion of Patrick "Pat" Tiede to the rank of Lieutenant. Pat began his career with the RCPD on October 8, 1999. From the outset, Pat demonstrated exceptional skill and dedication, earning roles that showcased his versatility and leadership. Throughout his career, Pat has influenced department policies, mentored recruits, advanced physical fitness standards, and provided critical peer support to his colleagues. His dedication has earned him numerous accolades, including Supervisor of the Year (2015, 2018), commendation for heroic action (2011), the KACP Silver Award (2011), the RCPD Purple Heart (2018), and the KACP Gold Award for Uncommon Valor (2019).

Pat holds a Bachelor's degree in Sociology and Criminology from Kansas State University and has completed an array of prestigious training programs. These include Crisis Intervention, Reality-Based Instruction, multiple mental health awareness courses, Basic and Intermediate SWAT Team Training, Driver Instructor Training, FBI-LEEDA, and certification as an instructor with the Police Society for Problem-Based Learning.

Patrick Tiede was presented a lieutenant's badge. He was joined by his wife, Andrea, and was pinned by their three children, TJ, Eric, and Jacie Tiede.

2. Captain Bradley Ingalls: Director Peete recognized the promotion of Bradley "Brad" Ingalls to the rank of Captain. Brad began his service with RCPD on September 7, 2004. Throughout his career, Brad has influenced department policy, instructed courses on Intelligence-Led Policing, Repeat Offender training, and Taser certification, and earned numerous accolades. His recognitions include Supervisor of the Year, RCPD Commendation Award, DEA Midwest HIDTA Award for Outstanding Overdose Investigative Effort, KACP Bronze Unit Citation, and the Core Value Award for Integrity.

Brad holds a Bachelor's degree in Sociology from Emporia State University and has completed numerous prestigious training programs, including Leadership Manhattan, various FBI-LEEDA courses, and the International Law Enforcement Educators and Trainers Association. Brad was recently selected to attend the FBI National Academy; a ten-week competitive command level training program held at the FBI Academy in Quantico, VA. He has also contributed to the profession as a published author in the *Journal of Intelligence & Analysis* and as a presenter at the annual International Association of Chiefs of Police (IACP) Conference.

Brad Ingalls was presented a captain's badge, and was pinned by his wife Kristi.

3. Assistant Director Erin Freidline: Director Peete recognized the promotion of Erin Freidline to the rank of Assistant Director. Erin joined RCPD in June 2000 as a Patrol Officer. Erin has had a distinguished career with the department, serving in various roles and progressively advancing through the ranks.

Erin is a graduate of the 264th session of the FBI National Academy and is a LEADS scholar through the National Institute of Justice. She was a recipient of the 40 Under 40 award from the IACP because of her leadership and commitment to the policing profession, and is the recipient of the Young Alumni award from Kansas State University for her service to the community.

Erin was raised on a farm in Illinois and then attended Kansas State University where she earned a bachelor's degree in Sociology. She later earned a Master's degree in Executive Leadership from Liberty University.

Erin Freidline was presented an assistant director's badge. She was pinned by her husband, Travis, and family friend, Fred Gibbs. Joining in the audience were her children, Paige, Jordan, and Bryce, as well as her sister, Kristin Anderson.

M. Kansas Office of the Governor Federal Victims of Crime Act Grant Program Renewal:

Assistant Director Freidline shared that department was recently notified that it has been approved to receive the Victims of Crime Act (VOCA) grant. This grant operates on a three-year cycle, ensuring that the victim advocacy program and the grant-funded victim advocate coordinator position it supports will continue for the next three years.

The victim advocate coordinator position, structured as an 80/20 role within the police department, plays a crucial part in providing victim services, offering substantial aid before any court proceedings begin. Assistant Director Freidline expressed the department's satisfaction with being awarded this grant and noted that with the three-year cycle, there is no immediate need for renewal, putting the program in a strong position moving forward.

N. Memorandum of Understanding between the RCPD and the United States Department of Agriculture National Bio and Agro-Defense Facility:

Director Peete addressed the board regarding a Memorandum of Understanding (MOU) between the RCPD and the National Bio and Agro-Defense Facility (NBAF). NBAF has requested mutual aid from RCPD, which is essentially the focus of the memorandum. To his understanding, this agreement has been in place since the facility's construction began and is intended to continue moving forward.

Director Peete noted that some language within the memorandum raised questions, particularly regarding routine patrols and the associated expectations, as well as references the department's governing body, the Law Board. Director Peete turned the discussion over to Law Board Attorney Michael Gillespie for any questions the board might have regarding the MOU.

Member McCulloh inquired of Mr. Gillespie whether there are any concerns regarding dangerous diseases, vaccines, or related matters. She asked if local emergency responders would be burdened in handling such incidents or if an internal group at NBAF would manage those situations. Additionally, she sought clarification on whether additional training would be required for staff to address these potential challenges.

Gillespie responded that questions regarding additional training would be better directed to the heads of the respective emergency services, such as the Fire Department and EMS Directors. He also noted that he had provided materials on the proposed agreement late last week for the board's review.

Director Peete explained that the department has conducted several facility tours at NBAF and has established and maintained excellent relations with them. He noted that, regarding potential exposure risks, the hazardous materials team (hazmat) from the Fire Department and the joint law enforcement response team are prepared to take all necessary steps to ensure the safety of their personnel, NBAF staff, and the public.

Director Peete explained that NBAF has several built-in procedures designed to safeguard both their staff and the community. From the department's perspective, the focus is primarily on addressing criminal or terrorist-related threats, such as handling incidents involving external agitators or internal crimes, including physical altercations or domestic related incidents. The department and NBAF want to ensure that all potential scenarios are covered as they move forward.

Vice Chairperson Ford explained that he recently participated in one of the final public tours of the NBAF facility before its completion. Members of emergency management and other staff were present for the tour. He explained that NBAF is currently refining its system controls and protocols, which means some changes are likely as they finalize their strategy for full operation, particularly for the DSL-2 and DSL-3 labs.

Vice Chairperson Ford added that these systems are designed with a robust checks-and-balances approach. As NBAF progresses through these evaluations, they will collaborate closely with the appropriate local, state, and federal agencies to integrate these adjustments into their procedures. Ford acknowledged that there will likely be work to do over the next two to four years but expressed confidence that the process will be thorough and inclusive, ensuring everything is done correctly with input from all stakeholders.

Member McCulloh inquired whether the department has a memorandum of agreement with the Pat Roberts Lab, noting that it is a Level 2 facility and has not yet been fully accredited.

Director Peete responded, stating that he did not have an answer at the moment, but would check on it and report back.

Member James asked how the department defines "routine patrol" and if it includes both interior and exterior areas.

Director Peete stated that he believes the primary focus would be on exterior security. For interior security, NBAF has an on-site security team that is equipped to handle situations. However, if additional assistance is needed, the department would be available to enforce state and local laws. In such cases, the department would handle arrests, housing, and similar responsibilities.

Chairperson Matta commented that Mr. Gillespie had sent some suggested changes to the MOU to the department's counsel. He asked if an agreement had been reached to incorporate those changes or where the process currently stands.

Gillespie responded that he has had very limited communication with the RCPD counsel regarding the proposed revisions and has not yet received a substantive response to those suggested changes.

Chairperson Matta stated that he believed they just needed to work out the details so they would know which document needs to be approved. He also asked if there is any specific timing required to have it signed off by the next meeting for approval.

Director Peete responded that he believes the next meeting should be sufficient. He added that the main goal is to ensure everyone is fully aware of the details. Until then, the previous MOU will remain in effect, but he doesn't anticipate any disagreements over the recommended changes.

Secretary Wilkerson asked if the Kansas Highway Patrol or other law enforcement agencies such as the Kansas Bureau of Investigations and Kansas State University Police Department have an MOU with NBAF.

Director Peete responded that, to his knowledge, only RCPD has an MOU with NBAF. He clarified that under this MOU, RCPD would assist in facilitating any coordinated law enforcement response.

O. Strategic Planning & Budgeting Input/Expectations from Law Board: Director Peete wanted to ensure that as the department prepares for the upcoming year and begins its strategic planning process, he receives input from the board (incoming and outgoing members) regarding the direction they would like to take. This includes any priorities, particularly related to budgeting, that the board may have for the department. He acknowledged that the board has been clear about the importance of RCPD doing everything possible to alleviate fiscal stress on the community, and this remains one of their top priorities. Additionally, he invited the board to suggest other areas they would like the department to focus on as part of the strategic planning process, so they can develop actionable steps to meet those goals.

Chairperson Matta stated that this year will see the formation of a new board, so they will need to assess what direction the new members want to take. He noted that on the city side, there have been discussions about gaining more control over finances due to the significant budget challenges the community is facing. One particular topic that has been discussed—both by himself and Vice Chairperson Ford, as well as with the director—is the issue of school resource officers. During their conversation, the three of them agreed it would be valuable to look at how other police departments handle their funding for school resource officers, as this could provide helpful insights for the new board when the discussion takes place.

Secretary Wilkerson agreed and stated that this is a conversation that should begin with USD 383 and the other school districts in Riley County. He suggested exploring whether they can help supplement or contribute funding for school resource officers. He noted that this idea was discussed years ago when then Director Watson was in charge, so it is not a new concept for the school districts. However, he believes it is time to revisit this discussion.

Vice Chairperson Ford agreed, stating that the community needs to work together on this issue to determine the best approach for utilizing school resource officers. He emphasized the importance of considering both the law enforcement perspective and the schools' needs, with the goal of finding a balanced solution.

Member McCulloh suggested it might be helpful to revisit a study conducted years ago, where they looked at the cost of police services per capita in other communities. She noted that, at that time, they found that Riley County was much lower per capita compared to most places in Kansas, including Reno County, Hutchinson, South Hutchinson, Pratt, and surrounding areas. She proposed that the Treasurer's office or another department could assist in updating or conducting a similar study.

Member McCulloh noted that many people are surprised by the cost when they receive their property tax bills and may not fully understand the value of policing, especially if they have little contact with law enforcement. She stated that it can be difficult for residents to evaluate the cost and importance of policing in their community. She expressed that while people may not directly experience severe crimes, it's important for the public to understand the cost and value of police services.

Member McCulloh also mentioned that, in her opinion, Riley County is seeing more serious crimes and that, if anything, there is a need for more police presence. She suggested a basic explanation of the costs involved in policing would help the public better understand its value, noting that while policing is expensive, the service is essential, especially knowing that if they call 911, help will arrive quickly, whereas some other areas experience much longer response times.

Director Peete explained that the department will continue its discussions with the board and USD 383 regarding the SRO program, which remains a key priority as they move forward. He noted that in light of the topic just raised, it is clear that the department must focus on both internal professional standards and community relations and outreach. The goal is to find ways to blend these efforts, ensuring that the community understands why RCPD is requesting specific resources.

Director Peete mentioned that part of this process will involve a deliberate effort as they begin fiscal planning again, with a focus on evaluating internal allocations. The department will look for opportunities to reallocate funds where necessary and streamline operations as much as possible. He emphasized the

importance of having open discussions with the city manager and the county clerk, ensuring that budgetary decisions and requests are not made in a vacuum.

Director Peete added the department has already conducted cost comparisons and reviewed studies from both this year and last year's budget planning. As part of the community outreach effort, Director Peete noted the importance of taking their message directly to the community, rather than having individual members of the board relay concerns to him. He suggested that the department needs to be more proactive in reaching out and engaging with the public.

Vice Chairperson Ford said it is important to consider both the correctional and administrative sides in order to determine the numbers, as Riley County has the only model of its kind. He suggested that a more detailed analysis is needed, separating the two components to better understand the financials. Comparing Riley County's model to other sheriff's departments and municipal police departments across the state would provide a more accurate and comprehensive outlook. He noted that such a comparison would help the department better assess its standing in relation to surrounding communities.

Director Peete stated that as part of the study, which will be presented to the board next month and made public, the department will look at what they believe the cost savings would be for consolidation and how much it would save the community.

Member James raised a concern that consolidation is intended to be a more efficient model, and when comparing per capita policing expenditures with tax dollars, the natural inefficiency of non-consolidated counties becomes apparent. These areas often fund dual administrative tasks, unlike the consolidated model. He expressed interest in seeing a study conducted when consolidation first occurred to evaluate the cost savings. He also wished to know whether the technology investments made over the past one to two years have helped increase efficiency. James acknowledged that one of the challenges in justifying year-over-year budget increases is that citizens may see these increases alongside a rise in crime, potentially leading them to question the effectiveness of the funding. He noted the importance of demonstrating how investments are contributing to improved efficiency and the reduction of crime.

Secretary Wilkerson explained that it's important to understand the root causes behind the crime spikes, highlighting that factors like the rise of fentanyl and related fatalities are driving increases in other criminal activity. He pointed out that drug addiction often leads to crimes such as robberies, burglaries, or even homicides, as individuals seek to support their habits. He stressed that the rise in crime isn't a result of increased law enforcement spending, but rather due to the influx of illicit substances into the community, which drives criminal behavior.

Secretary Wilkerson also addressed the significant changes in law enforcement over the past two decades, particularly in the area of data mining. With the vast amount of information stored on phones today, investigating major crimes now requires downloading and reviewing extensive digital data. This is not only a technological challenge but also a human resource one, as officers have to sift through massive amounts of information. He gave an example of an investigation involving a high school student and a suspected trafficker, which involved 7,000 pages of communication between the two over just a few months. The rise of social media and the increasing volume of digital communication adds to this burden, as officers are now expected to download and analyze more data than ever before, often under the pressure of potential scrutiny in court. Wilkerson concluded that the volume of information law enforcement must process has

significantly increased the pressure on officers, making investigations more time-consuming than they were two decades ago

Member McCulloh said that she believes RCPD has a level of education and ability that many small may counties lack. She pointed to incidents in other places where shootings keep occurring, and highlighted the significant costs involved, particularly once a case goes to trial and results in lawsuits. She noted that such costs are often underestimated.

Member James expressed a desire to see not only the investments made in technology and their returns but also to identify the key challenges where additional technological solutions could streamline processes. This could include improving the devices used, upgrading programs to increase download speeds, or integrating AI tools to search for keywords, especially when reviewing large volumes of messaging. He would like to know how technology could be leveraged to make investigations faster, reduce paperwork, and alleviate the manual effort involved in combing through digital information.

Vice Chairperson Ford emphasized the importance of maintaining existing processes while integrating new technology. He highlighted the agency's innovation in utilizing advanced tools, systems, training, and education to support law enforcement efforts. However, he acknowledged that there are costs associated with this, and the need to continually work on streamlining these processes.

Vice Chairperson Ford pointed out that one major challenge faced is the rising cost of insurance, which affects not only law enforcement but also other sectors. The limited number of agencies offering these types of insurance is making it increasingly difficult, especially when it comes to inmate and medical coverage and ensuring proper protection for both the department and its personnel. He stressed the need for creative solutions and prioritization of insurance. In addition, he discussed the importance of strategic planning for the 2026 budget, focusing on identifying and prioritizing facility and space tools. He proposed that these discussions begin as part of the planning process for the upcoming budget.

P. Executive Session: At 12:53 p.m. Secretary Wilkerson moved to recess into Executive Session until 12:58 p.m. to discuss a non-elected personnel matter. Member McCulloh seconded the motion. Chairperson Matta polled the board and the motion passed with Ford, Hudgins, James, Matta, Mattingly-Ebert, McCulloh, and Wilkerson voting in favor, and no one voting against. The motion passed 7-0.

At 12:58 p.m. the open meeting reconvened.

At 12:58 p.m. Secretary Wilkerson moved to recess into Executive Session until 1:18 p.m. to discuss a non-elected personnel matter. Member Hudgins seconded the motion. Chairperson Matta polled the board and the motion passed with Ford, Hudgins, James, Matta, Mattingly-Ebert, McCulloh, and Wilkerson voting in favor, and no one voting against. The motion passed 7-0.

At 1:20 p.m. the open meeting reconvened.

Chairperson Matta explained that an executive session for the annual performance evaluation of Director Peete was not needed.

Q. Affirmation or Revocation of Discipline: No action was taken by the board.

R. Adjournment: Vice Chairperson Ford moved to adjourn the meeting. Member McCulloh seconded the motion. Chairperson Matta polled the board and the motion passed with Ford, Hudgins, James, Matta, Mattingly-Ebert, McCulloh, and Wilkerson voting in favor, and no one voting against. The motion passed 7-0. The November 18, 2024 Law Board Meeting adjourned at 1:22 p.m.

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<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
12001	American Jail Association	22	Annual Membership	300.00	300.00
12002	Anunta Tech Inc	19	Annual support	14,400.00	14,400.00
12003	Arthur-Green Attorneys at Law	06	Legal Retainer	2,750.00	2,750.00
12004	Bob Barker Co Inc	17	Inmate Clothing	232.20	
		17	Inmate Clothing	155.00	
		17	Inmate Clothing	28.60	
		17	Inmate Mattresses	1,230.00	1,645.80
12005	CBS Manhattan, LLC	11	Aggieville Door/Electric Repair	5,005.00	5,005.00
12006	Clark, Mize, & Linville	06	Legal Fees	42.00	42.00
12007	DeepRoots	11	Irrigation Repair	654.32	
		11	Sept Landscaping	1,208.98	
		11	Oct Landscaping	1,208.98	
		11	Nov Landscaping	1,208.98	4,281.26
12008	Dickinson County Jail	17	Inmate Housing	1,350.00	1,350.00
12009	EMC Risk Services LLC	40	Stop Loss Fund	1,850.82	1,850.82
12010	Empower Flex	06	Admin Fees	1,287.10	1,287.10
12011	Evco Wholesale Food Corp	17	Inmate Food	3,240.06	
		17	Inmate Supplies	51.97	
		17	Inmate Food	3,860.54	
		17	Inmate Supplies	245.23	
		17	Inmate Food	1,564.74	
		17	Inmate Supplies	145.66	9,108.20
12012	Flint Hills Chrysler Dodge Jeep Ram	13	Vehicle Repairs	1,230.30	
		13	Vehicle Repairs	376.00	
		13	Vehicle Repairs	792.25	
		13	Vehicle Repairs	0.00	
		13	Vehicle Repairs	387.50	
		13	Vehicle Repairs	104.40	2,890.45

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<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
12013	Fuelman	26	Fuel	68.33	68.33
12014	Law Office of Michael Gillespie	06	Law Board Legal	1,500.00	1,500.00
12015	Hobart Service	12	Jail Equipment Repair	354.00	
		12	Jail Equipment Repair	87.00	441.00
12016	Easy Ice LLC	20	Rental	368.00	368.00
12017	INAalert	20	Camera Contract	150.00	
		12	Jail Equipment Repair	634.50	784.50
12018	Dustin Johnson	06	Legal Consulting	2,350.00	2,350.00
12019	Citizen	13	Vehicle Repairs	1,252.11	1,252.11
12020	Ka-Comm, Inc	20	Contract	100.00	
		33	Speaker Microphones	441.00	
		13	Vehicle Repairs	5.28	
		13	Vehicle Repairs	288.00	
		13	Vehicle Repairs	155.60	
		13	Vehicle Repairs	41.25	
		13	Vehicle Repairs	431.00	
		13	Vehicle Repairs	219.95	
		11	Fence Repair	115.00	
		12	Equipment Repair	473.50	
		12	Equipment Repair	30.00	
		13	Vehicle Repairs	428.00	
		12	Jail Equipment Repair	351.00	
		12	Equipment Repair	95.00	
		12	Jail Equipment Repair	460.00	
		12	Contract	100.00	3,734.58
12021	Kansas Gas Service	04	LEC - Gas	2,614.42	
		04	Garage - Gas	42.63	
		04	Aggieville - Gas	105.09	2,762.14
12022	Kansas Sheriffs Association	22	Membership	25.00	
		07	Conf Registration	75.00	100.00

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<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
12023	Konza Lab Inc	16	Employee Testing	330.00	
		16	Employee Testing	275.00	
		16	Pre-Employment Testing	90.00	695.00
12024	Language Line Services	20	Language Services	414.75	414.75
12025	LDV Custom Specialty Vehicles	34	Mobile Specialty Team Vehicle	440,000.00	
		34	Delivery	1,671.00	441,671.00
12026	Manhattan Mercury	22	Mercury Subscription	332.83	332.83
12027	Manhattan Wrecker Service Inc	20	Towing	50.00	
		20	Towing	50.00	
		20	Towing	50.00	
		20	Towing	50.00	
		20	Towing	129.00	
		20	Towing	50.00	
		20	Towing	50.00	
		20	Towing	50.00	
		20	Towing	420.00	899.00
12028	Marta's & Son, Inc	20	Cleaning contract	2,466.00	2,466.00
12029	Midwest Rehabilitation Services Ltd	16	Pre-Employment Testing	125.00	
		16	Employee Testing	375.00	500.00
12030	MKC Headquarters	26	Fuel	14,259.70	14,259.70
12031	Kim (Hank) Nelson	20	Pre-Employment	2,000.00	2,000.00
12032	Net@Work, Inc	19	Monthly Contract	499.00	499.00
12033	Optiv Security Inc	33	Annual Firewall	707.00	
		28	Computer Supplies	859.27	1,566.27
12034	Pawnee Mental Health Services	20	Monthly Co-Responder	10,497.62	10,497.62
12035	Petty Cash	26	Fuel	10.00	10.00

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<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
12036	Pfeifley's	23	Uniforms	111.00	111.00
12037	Pitney Bowes Reserve Acct	08	Postage	1,000.00	1,000.00
12038	Pottawatomie County Sheriff	17	Inmate Housing	720.00	720.00
12039	Pro Lock Emergency Service	20	Patrol - suspect vehicle unlock service	50.00	50.00
12040	Quaker State Express Lube	26	Oil Change	37.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	37.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	34.95	
		26	Oil Change	42.95	
		26	Oil Change	37.00	398.90
12041	Riley County Community Corrections	21	Phone Refund	8.10	8.10
12042	Riley County EMS	20	Ambulance-child in Protective Custody	1,063.50	1,063.50
12043	Riley County General Fund	14	SW Bell Plexar	187.00	187.00
12044	Riley County Public Works	26	Fuel	364.30	
		26	Fuel	377.84	
		26	Fuel	421.67	
		26	Fuel	243.37	1,407.18
12045	RCPD Health Plan	39	December Insurance	120,000.00	120,000.00
12046	RCPD IT Reserve Fund	35	Increase Reserve Fund Balance	250,000.00	250,000.00
12047	RCPD Medical Reserve Fund	39	Increase Reserve Fund Balance	400,000.00	400,000.00
12048	Carla Swartz	20	Pre-Employment	1,500.00	
		20	Pre-Employment	1,000.00	
		20	Pre-Employment	2,100.00	4,600.00

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<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>2024 EXPENDITURES DESCRIPTION</u>	<u>DECEMBER 2024 AMOUNT</u>	
12049	Sysco Kansas City, Inc	17	Inmate Food	3,109.57	
		17	Inmate Supplies	331.97	
		17	Inmate Supplies	224.17	
		17	Inmate Supplies	675.26	
		17	Inmate Food Return	-241.42	
		17	Inmate Food	2,751.67	
		17	Inmate Supplies	81.60	
		17	Inmate Supplies	171.68	
		29	Inmate Supplies	1,013.59	
		17	Inmate Supplies	971.67	
		17	Inmate Milk Return	-34.96	
		17	Inmate Food	3,812.26	
		17	Inmate Supplies	216.23	
		29	Inmate Supplies	18.57	
		17	Inmate Food return	-13.29	
		17	Inmate Milk Return	-53.76	
		17	Inmate food return	-19.50	
		17	Inmate Food	3,873.22	
		17	Inmate Supplies	54.25	
		17	Inmate Supplies	54.55	
		17	Inmate Milk Return	-8.95	16,988.38
12050	Konza Sign	13	Vehicle Repairs	988.95	
		13	Vehicle Repairs	100.00	1,088.95
12051	T-Mobile USA, Inc	20	Investigation	515.00	515.00
12052	Travelers Insurance	06	Legal Fees	838.50	838.50
12053	UCG Technologies	19	Licenses	2,750.00	2,750.00
12054	US Foodservice	17	Inmate Food	-22.85	
		17	Inmate Food	1,130.15	
		17	Inmate Food Return	-32.45	
		17	Inmate Food	68.50	
		17	Inmate Food	50.14	
		17	Inmate Food	1,539.62	
		17	Inmate Food	1,860.13	
		17	Inmate Food	201.45	
		17	Inmate Food	798.82	
		17	Inmate Food	99.13	
		17	Inmate Food	-105.60	5,587.04
12055	Wabaunsee RWD #2	04	Range - Water	41.50	41.50

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12056	Wage Works Inc	06	Cobra	312.38	312.38
12057	Washington County Sheriff's Office	17	Inmate Housing	2,880.00	2,880.00
12058	Waters True Value	25	Maintenance Supplies	8.39	
		25	Maintenance Supplies	17.42	25.81
12059	Evergy	04	Garage - Electric	32.39	
		04	LEC - Electric	13,146.48	
		04	Aggieville - electric	58.80	13,237.67
12060	Xerox Financial Services	10	Records Copier	602.28	
		10	Patrol Copier	266.00	
		10	Jail Copier	349.12	
		10	Evidence Copier	349.12	1,566.52
			Subtotal	1,359,459.89	
12201	Adobe Systems Inc	19	Monthly Adobe	21.82	21.82
12202	Aimpoint	31	Glock Supplies	58.00	58.00
12203	Allegiant Technology	14	November IP Flex Plan	1,036.02	
		14	December IP Flex Plan	1,036.02	
		14	IPOSS Renewal	528.00	2,600.04
12204	Amazon.com	28	Office Supplies	18.98	
		29	Replenishment Supplies	335.79	
		28	Office Supplies	18.61	
		28	Computer Supplies	110.52	
		28	Office Supplies	29.67	
		29	Replenishment Supplies	36.98	
		28	Office Supplies	39.66	
		28	Computer Supplies	35.12	
		28	Office Supplies	27.01	
		28	Computer Supplies	242.36	
		28	Office Supplies	63.71	
		28	Computer Supplies	79.85	
		25	Maintenance Supplies	43.81	
		31	Glock Supplies	-21.82	
		28	Office Supplies	32.70	1,092.95

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12205	American Association of Notaries	28	Office Supplies	51.85	51.85
12206	Apple iTunes Store	19	Monthly iCloud storage	9.99	9.99
12207	Arrowhead Forensic Products, Inc	29	Replenishment Supplies	334.25	
		29	Replenishment Supplies	136.64	470.89
12208	Best Buy	28	Computer Supplies	59.96	
		28	Computer Supplies	89.99	
		28	Computer Supplies	58.96	208.91
12209	Bluestem Electric Co-op Inc	04	Range - electric	314.05	314.05
12210	Briggs	13	Vehicle Repairs	400.42	
		13	Vehicle Repairs	2,435.36	
		13	Vehicle Repairs	331.31	
		13	Vehicle Repairs	199.80	
		27	Tires	111.84	
		26	Oil Change	80.77	
		27	Tires	98.42	
		13	Vehicle Repairs	271.98	
		13	Vehicle Repairs	137.59	
		13	Vehicle Repairs	106.98	
		27	Tires	111.84	
		13	Vehicle Repairs	342.94	
		13	Vehicle Repairs	245.84	
		13	Vehicle Repairs	311.64	5,186.73
12211	Burnett Automotive	27	Tires	1,755.00	1,755.00
12212	Chewy.com	20	Animal Care	59.84	59.84
12213	City of Manhattan, Utilities	04	LEC - Water	4,126.12	
		04	LEC - Water Fee	2.48	
		04	Aggieville - Water fee	2.48	
		04	Aggieville - Water	53.11	4,184.19
12214	Coller Industries Incorporated	23	Uniforms	28.56	28.56
12215	CopQuest, Inc	31	Pepperball Supplies	37.45	37.45
12216	Cox Communications, Inc	19	LEC Internet and Cable	2,355.65	
		19	Inmate Cable	210.95	2,566.60
12217	Curran Engineering Co	11	LEC - door repair	163.33	163.33

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<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
12218	Detectachem	29	Replenishment Supplies	355.69	355.69
12219	Underground Vaults	20	Shredding	50.00	
		20	Shredding	50.00	100.00
12220	Dollar Tree Stores	17	Inmate Supplies	5.00	
		17	Inmate Supplies	25.02	30.02
12221	Ekos	11	Annual Fuel site module	2,148.00	2,148.00
12222	Federal Express	09	Poster Printing	82.94	82.94
12223	Foam Factory	29	Replenishment Supplies	20.19	20.19
12224	Gall's Inc.	23	Uniforms	7.99	7.99
12225	Godfrey's	23	Uniforms	116.60	
		23	Uniforms	812.89	
		23	Uniforms	164.07	
		23	Uniforms	259.01	
		23	Uniforms	116.60	1,469.17
12226	GT Distributors Inc	23	Uniforms	12.00	12.00
12227	Hertz - LAG Rentals LLC	20	HIDTA car	650.00	650.00
12228	Home Depot	25	Maintenance Supplies	23.96	
		25	Maintenance Supplies	7.97	
		25	Maintenance Supplies	5.98	
		25	Maintenance Supplies	31.52	
		25	Maintenance Supplies	9.97	
		17	Inmate Supplies	49.85	
		29	Replenishment Supplies	10.97	
		25	Maintenance Supplies	2.76	
		29	Replenishment Supplies	3.98	146.96
12229	Howie's Trash Service	20	Trash	843.00	
		20	Trash	843.00	1,686.00
12230	Insight Public Sector Inc	19	VDI Renewal	-102.32	
		33	Annual VMWare Renewal	-1,231.40	
		28	Computer Supplies	146.75	
		28	Computer Supplies	304.32	-882.65

Attachment: 12-16-2024 Law Board Packet (14026 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		DECEMBER 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
12231	Kansas Peace Officers' Assoc	22	KPOA Membership	3,330.00	3,330.00
12232	Kansas Turnpike Authority	07	Tolls	48.31	48.31
12233	Lexmark	29	Replenishment Supplies	90.58	90.58
12234	Lexis Nexis Risk Solutions	20	User Fee	145.67	145.67
12235	Manh Area Chamber of Commerce	07	Good Morning Manhattan	25.00	25.00
12236	Menards	11	building repairs	27.96	42.56
		12	Equipment Repair	14.60	
12237	Military Names	23	Uniforms	32.00	103.25
		23	Uniforms	33.00	
		23	Uniforms	22.25	
		23	Uniforms	16.00	
12238	NAWLEE Conference	22	NAWLEE Annual Membership	100.00	100.00
12239	1000Bulbs.com	25	Maintenance Supplies	95.10	95.10
12240	Optics Planet, Inc	23	Uniforms	-151.41	1,654.80
		31	Holsters	1,806.21	
12241	P-Card Misc Vendors	07	LELA Command School	76.00	10,375.55
		07	Southern Police Admin Officer	388.13	
		07	Juvenile Transport	44.83	
		20	Extradition	2,251.25	
		07	CPS Cert	48.88	
		07	CALEA Conference	944.29	
		07	CALEA Conf	4,166.41	
		07	Report Writing	100.00	
		07	Law Enforce.Torch Run Int'l Conf	202.57	
		07	KS Sheriffs Conf	348.77	
		07	Taser Instruct. Course	91.55	
		07	Taser Instruct. Course	183.11	
		07	KSU Parking	3.95	
		07	Western States Sheriff Conference	225.00	
		07	Intergovernmental Luncheon	14.73	
		07	Intergovernmental Luncheon	14.72	
		07	K9 Maintenance Training	61.35	
		20	Membership	10.00	
		07	KU Law Enfor. Leadership Academy	1,000.00	
		20	Investigation Contract	200.01	

Attachment: 12-16-2024 Law Board Packet (14026 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		DECEMBER 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
12242	Pro Copy Inc	10	Copies	1,000.52	1,000.52
12243	Reconyx	20	Cell Phone and images	40.00	40.00
12244	reMarkable	33	Monthly Service	5.98	5.98
12245	Riley County Treasurer	13	Vehicle Maintenance	147.34	147.34
12246	Sharps Compliance	17	Sharps disposal	77.25	77.25
12247	Staples Advantage	28	Office Supplies	39.28	
		28	Computer Supplies	538.86	
		28	Computer Supplies	48.02	
		28	Office Supplies	76.79	
		28	Office Supplies	42.10	
		28	Office Supplies	41.12	
		28	Office Supplies	47.96	
		28	Office Supplies	138.58	
		28	Office Supplies	53.98	
		28	Computer Supplies	186.81	
		28	Office Supplies	290.05	
		28	Office Supplies	111.62	
		29	Replenishment Supplies	131.82	
		28	Colored ink	63.87	1,810.86
12248	T38 Fax	14	Monthly Civil Process Fax	14.53	14.53
12249	Target	17	Inmate Supplies	42.98	
		17	Inmate Supplies	15.91	
		17	Inmate Supplies	58.93	117.82
12250	Terminix	11	LEC Pest Control	69.00	69.00
12251	TLOxp	20	Access	304.00	304.00
12252	T-Mobile US Inc	14	Patrol Car Phones	43.65	43.65
12253	Twin Valley Telephone, Inc	14	Riley Substation - Phone	50.98	
		14	Riley Substation - Internet	82.99	133.97

Attachment: 12-16-2024 Law Board Packet (14026 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		DECEMBER 2024	
V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
12254	ULINE	29	Replenishment Supplies	118.32	
		32	Office Furniture	1,288.77	1,407.09
12255	UPS	08	Shipping	12.12	
		08	Shipping	11.85	
		08	Shipping	9.98	
		08	Shipping	0.87	
		08	Shipping	10.76	
		08	Shipping	1.14	
		08	Shipping	16.16	
		08	Shipping	19.14	
		08	Shipping	9.98	92.00
12256	Verizon Wireless	14	MDT's and staff wireless	1,305.06	1,305.06
12257	VisiPak	29	Replenishment Supplies	163.18	163.18
12258	Wal-Mart	29	Replenishment Supplies	74.86	
		31	Bomb Team Supplies	38.57	
		29	Replenishment Supplies	11.98	
		29	Replenishment Supplies	37.68	
		31	Computer Supplies	77.26	
		29	Replenishment Supplies	20.32	260.67
12259	Walson Ink LLC	23	Uniforms	270.00	270.00
12260	WTC	19	Downtown - Internet	80.00	
		19	LEC - Internet	335.95	
		19	Aggieville - Internet	80.00	
		19	LEC - Internet	335.95	
		19	Aggieville - Internet	80.00	
		19	Downtown - Internet	80.00	991.90
12261	Zoom	19	Tax Credit	-13.71	-13.71
			Subtotal	48,888.44	
			Total	1,408,348.33	

Chair, Riley County Law Enforcement Agency

Attachment: 12-16-2024 Law Board Packet (14026 : Law Board Meeting Agenda)

Riley County Police Department
Net Changes from 11/1/2024 to 11/30/2024
Cash Receipts

From Year-Period [2024 - 11] To [2024 - 11]
From Account No. [600100-00] To [640902-00]

Account Number	Description	November	YTD
600100-00	Manhattan	1,778,697.00	19,565,667.00
600200-00	Riley County	0.00	4,002,069.00
610110-00	Copy Fees-Discovery, etc.	0.00	2,582.00
610112-00	Copy Fees-Records	557.07	6,259.17
610113-00	Fingerprint Fees-Records	953.84	12,899.91
Budget:		1,780,207.91	23,589,477.08
610220-03	KSU Contracts-Overtime	0.00	32,191.00
620900-01	Misc Reimbursements-salaries	0.00	94,515.67
620900-06	Misc Reimbursements-legal fees	0.00	100.00
620900-07	Misc Reimbursements-training	0.01	11,763.15
620900-07-490	VAWA Grant-training	0.00	11,168.00
620900-08	Misc Reimbursements-postage	42.61	521.98
620900-11	Misc Reimbursements-building & grounds	87.51	185.49
620900-13-130	Misc Reimbursements-vehicles	0.00	6,368.07
620900-14	Misc Reimbursements-phone	41.51	1,735.38
620900-17-170	Misc Reimbursements-jail	417.37	82,733.43
620900-19	Misc Reimbursements-Computer svc	0.00	3,610.10
620900-20	Misc Reimbursements-Cont Svc	0.00	42,466.34
620900-20-400	Misc Reimbursements-Car Lease HIDTA	0.00	5,847.43
620900-23	Misc Reimbursements-Uniforms	0.00	3,866.01
620900-28	Misc Reimbursements-Office Sup	0.00	55.07
620900-29	Misc Reimbursements-Supplies	0.00	21,865.20
620900-30	Misc Reimbursements-comm eq	108.00	3,269.69
620900-33	Misc Reimbursements-equip	0.00	42,747.00
620900-33-300	Misc Reimbursements-comp equip	0.00	200.69
620900-34-130	Misc Reimbursements-vehicles	0.00	10,000.00
630650-33	JAG-equipment	0.00	48,978.00
631500-23	Bulletproof Vest Program	0.00	12,280.89
632500-03	JTTF Grant-OT	0.00	5,278.74
632600-03	HIDTA Grant-OT	1,654.80	17,022.48
632700-03	STEP Grant-OT	0.00	10,822.30
632800-01-415	VOCA 2024 Grant Reimb	0.00	67,493.00
Budget Credits:		2,351.81	537,085.11
640900-00	Misc Non-Budget Credit Reimb	0.00	1,518.35
640901-00	Prior Year Reimbursements	1,485.58	1,485.58
640902-00	Prior year Restitution	379.99	2,568.71
Non-Budget Credits:		1,865.57	5,572.64
Totals:		<u>1,784,425.29</u>	<u>24,132,134.83</u>

Attachment: 12-16-2024 Law Board Packet (14026 : Law Board Meeting Agenda)

Riley County Police Department Journal Entries

From Account No. [] To [ZZZZZZZZZZ]
From Fiscal Period [2024-11] To [2024-11]
For Source Code [GL-JE]

Acct #/ Ref	Description	Date	Year	Prd. Code	Debits	Credits
700101-01-456	Salaries-Full Time VOCA Grant 2025 Match					
Salary Nov	M Mosher	11/30/2024	2024	11 GL-JE	1,372.00	
	Total: Salaries-Full Time VOCA Grant 2025 Match				1,372.00	0.00
700120-01	Regular Salaries-----INVEST'N					
Salary Nov	M Mosher	11/30/2024	2024	11 GL-JE		6,860.00
	Total: Regular Salaries-----INVEST'N				0.00	6,860.00
700122-01-416	VOCA Grant Salaries 2025					
Salary Nov	M Mosher	11/30/2024	2024	11 GL-JE	5,488.00	
	Total: VOCA Grant Salaries 2025				5,488.00	0.00

Adjust VAC Salary entires per VOCA Grant Reporting Requirements:

Completed by:

Approved by:

743700-37	KPERS					
Nov KPERS	M Mosher	11/30/2024	2024	11 GL-JE		704.00
	Total: KPERS				0.00	704.00
743700-37-416	KPERS - VOCA Grant 2025					
Nov KPERS	M Mosher	11/30/2024	2024	11 GL-JE	563.00	
	Total: KPERS - VOCA Grant 2025				563.00	0.00
743700-37-456	KPERS - VOCA Grant Match 2025					
Nov KPERS	M Mosher	11/30/2024	2024	11 GL-JE	141.00	
	Total: KPERS - VOCA Grant Match 2025				141.00	0.00

Adjust VAC KPERS entires per VOCA Grant Reporting Requirements:

Completed by:

Approved by:

743800-38	Social Security					
Nov SS	M Mosher	11/30/2024	2024	11 GL-JE		425.00
	Total: Social Security				0.00	425.00
743800-38-416	Social Security - VOCA Grant 2025					
Nov SS	M Mosher	11/30/2024	2024	11 GL-JE	340.00	
	Total: Social Security - VOCA Grant 2025				340.00	0.00
743800-38-456	Social Security - VOCA Grant Match 2025					
Nov SS	M Mosher	11/30/2024	2024	11 GL-JE	85.00	
	Total: Social Security - VOCA Grant Match 2025				85.00	0.00

Adjust VAC SS entires per VOCA Grant Reporting Requirements:

Completed by:

Approved by:

743810-38	Medicare Tax					
Nov Medicare	M Mosher	11/30/2024	2024	11 GL-JE		100.00
	Total: Medicare Tax				0.00	100.00
743810-38-416	Medicare Tax- VOCA Grant 2025					
Nov Medicare	M Mosher	11/30/2024	2024	11 GL-JE	80.00	
	Total: Medicare Tax- VOCA Grant 2025				80.00	0.00

Attachment: 12-16-2024 Law Board Packet (14026 : Law Board Meeting Agenda)

Riley County Police Department Journal Entries

From Account No. [] To [ZZZZZZZZZZ]
From Fiscal Period [2024-11] To [2024-11]
For Source Code [GL-JE]

Acct #/ Ref	Description	Date	Year	Prd. Code	Debits	Credits
743810-38-456	Medicare Tax- VOCA Grant Match 2025					
Nov Medicare	M Mosher	11/30/2024	2024	11 GL-JE	20.00	
	Total: Medicare Tax- VOCA Grant Match 2025				20.00	0.00

Adjust VAC Medicare entires per VOCA Grant Reporting Requirements:

Completed by:

Approved by:

743900-39	Health Insurance					
Nov Health Ins	M Mosher	11/30/2024	2024	11 GL-JE		611.00
	Total: Health Insurance				0.00	611.00

743900-39-416	Health Insurance - VOCA Grant 2025					
Nov Health Ins	M Mosher	11/30/2024	2024	11 GL-JE	489.00	
	Total: Health Insurance - VOCA Grant 2025				489.00	0.00

743900-39-456	Health Insurance - VOCA Grant Match 2025					
Nov Health Ins	M Mosher	11/30/2024	2024	11 GL-JE	122.00	
	Total: Health Insurance - VOCA Grant Match 2025				122.00	0.00

Adjust VAC Health Insurance entires per VOCA Grant Reporting Requirements:

Completed by:

Approved by:

744000-40	Workers Comp Insured deductibles					
Nov WC	M Mosher	11/30/2024	2024	11 GL-JE		161.00
	Total: Workers Comp Insured deductibles				0.00	161.00

744000-40-416	Workers Comp - VOCA Grant 2025					
Nov WC	M Mosher	11/30/2024	2024	11 GL-JE	129.00	
	Total: Workers Comp - VOCA Grant 2025				129.00	0.00

744000-40-456	Workers Comp - VOCA Grant Match 2025					
Nov WC	M Mosher	11/30/2024	2024	11 GL-JE	32.00	
	Total: Workers Comp - VOCA Grant Match 2025				32.00	0.00

Adjust VAC Workers Comp Insurance entires per VOCA Grant Reporting Requirements:

Completed by:

Approved by:

744100-41	Unemployment Compensation					
Nov Unemployment Ins	M Mosher	11/30/2024	2024	11 GL-JE		6.00
	Total: Unemployment Compensation				0.00	6.00

744100-41-416	Unemployment Compensation - VOCA Grant 2025					
Nov Unemployment Ins	M Mosher	11/30/2024	2024	11 GL-JE	5.00	
	Total: Unemployment Compensation - VOCA Grant 2025				5.00	0.00

744100-41-456	Unemployment Compensation - VOCA Grant Match 2025					
Nov Unemployment Ins	M Mosher	11/30/2024	2024	11 GL-JE	1.00	
	Total: Unemployment Compensation - VOCA Grant Match 2025				1.00	0.00

Adjust VAC Unemployment Compensation entires per VOCA Grant Reporting Requirements:

Completed by:

Approved by:

Attachment: 12-16-2024 Law Board Packet (14026 : Law Board Meeting Agenda)

Program Name-GLLT34 Thru NOVEMBER
Version Date- 3/21 Year 2024

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 91.7%

Date.12/03/24 Page. 162
Time.13.43.26

DISBURSEMENTS/REVENUES/TRANSFERS - Fund.. 168 RCPD Federal Seizure Fund

Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	%	Remaining
Department.142 Riley Co Police Dept								
402		Investment Interest	R	.00	.00	6,562.90		.00
		Department Revenue.. #142		.00	.00	6,562.90 *		.00
		Total Revenue Fund.... 168		.00	.00	6,562.90 **		
		Total Trans. IN Fund.. 168		.00	.00	.00 **		
		Total Rev. & Trans. .. 168		.00	.00	6,562.90 **		
		Total Disbursements... 168		.00	.00	.00 **		

BUDGETARY EXPENDITURES - Fund.. 168 RCPD Federal Seizure Fund

Obj	Prj	Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance	Available
Total	Expenditures	Fund 168	.00	.00	.00		.00	.00	.00 **

SUMMARY for - Fund 168 RCPD Federal Seizure Fund

Beginning Year Balance.....	116,018.19
YTD Revenue.....	6,562.90
YTD Reported Expenses.....	.00
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements.	.00
YTD Transfers In.....	.00
YTD Transfers Out.....	.00
Prior Year Voided Checks....	.00
Prior Year Expenses	.00
Prior Year Revenues	.00
Prior Year Corrections.....	.00
Ending Fund Balance.....	122,581.09 ***

Program Name-GLLT34 Thru NOVEMBER
Version Date- 3/21 Year 2024

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 91.7%

Date.12/03/24 Page. 163
Time.13.43.26

DISBURSEMENTS/REVENUES/TRANSFERS - Fund.. 169 RCPD State Seizure Fund

Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	%	Remaining
Department.142 Riley Co Police Dept								
875		Misc. Expenses	D	.00	.00	12,824.42-		.00
402		Investment Interest	R	.00	.00	9,639.07		.00
		Department Revenue.. #142		.00	.00	9,639.07 *		.00
		Department Dsbmnts.. #142		.00	.00	12,824.42-*		
		Total Revenue Fund.... 169		.00	.00	9,639.07 **		
		Total Trans. IN Fund.. 169		.00	.00	.00 **		
		Total Rev. & Trans. .. 169		.00	.00	9,639.07 **		
		Total Disbursements... 169		.00	.00	12,824.42-**		

BUDGETARY EXPENDITURES - Fund.. 169 RCPD State Seizure Fund

Obj	Prj	Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance	Available
Total	Expenditures	Fund 169	.00	.00	.00		.00	.00	.00 **

SUMMARY for - Fund 169 RCPD State Seizure Fund

Beginning Year Balance.....	176,457.01
YTD Revenue.....	9,639.07
YTD Reported Expenses.....	.00
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements.	12,824.42-
YTD Transfers In.....	.00
YTD Transfers Out.....	.00
Prior Year Voided Checks....	.00
Prior Year Expenses	.00
Prior Year Revenues	.00
Prior Year Corrections.....	.00
Ending Fund Balance.....	173,271.66 ***

This report is generated by Riley County. It shows RCPD's State Seizure Activity throughout the last month.

Program Name-GLLT34 Thru NOVEMBER
Version Date- 3/21 Year 2024

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 91.7%

Date.12/03/24 Page. 166
Time.13.43.26

DISBURSEMENTS/REVENUES/TRANSFERS - Fund.. 173 RCPD Levy/Op								
Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	%	Remaining
Department. 0 Not Designated								
180		Distr - Real Current	R	5,219,242.00	.00	5,165,836.11	98.98	53,405.89
182		Distr - Oil & Gas Curr.	R	.00	.00	734.71		.00
184		Distr - P.P. Current	R	.00	.00	49,277.98		.00
190		Distr - 16/20M Trucks Cur	R	2,896.00	.00	2,850.15	98.42	45.85
193		Distr - Watercraft Cur	R	3,022.00	.00	2,979.21	98.58	42.79
181		Distr - Real Delq.	R	.00	.00	56,294.70		.00
183		Distr - Oil & Gas Delinq	R	.00	.00	2.27		.00
185		Distr - P.P. Delq.	R	.00	.00	4,924.33		.00
192		Distr - 16/20M Trucks Del	R	.00	.00	271.37		.00
194		Distr - Watercraft Del	R	.00	.00	620.49		.00
102		Distr - Motor Vehicle Tax	R	385,401.00	.00	414,410.56	107.53	29,009.56-
103		Vehicle Rental Excise Tax	R	8,690.00	.00	8,443.26	97.16	246.74
113		Distr - RV Tax	R	3,781.00	.00	3,704.08	97.97	76.92
130		Distr - Commercial Veh	R	16,285.00	.00	16,670.08	102.36	385.08-
191		Distr - TIF Adjustment	R	.00	.00	136,669.40-		.00
Department Revenue.. # 0				5,639,317.00	.00	5,590,349.90 *		24,423.55
Department.171 RCPD Operations								
Department.416 HD-KCCTF								
Total Revenue Fund.... 173				5,639,317.00	.00	5,590,349.90 **	99.13	
Total Trans. IN Fund.. 173				.00	.00	.00 **		
Total Rev. & Trans. .. 173				5,639,317.00	.00	5,590,349.90 **		
Total Disbursements... 173				.00	.00	.00 **		

BUDGETARY EXPENDITURES - Fund.. 173 RCPD Levy/Op									
Obj	Prj	Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance	Available
<u>Department. 0</u> Not Designated									
<u>Department.171</u> RCPD Operations									
2200		Office Equipment Rental		.00	1,900.00		1,900.00-	.00	1,900.00-
2220		Building Space Rental	12,000.00	950.00	8,550.00	71.25	3,450.00	.00	3,450.00
2330		Transportation Servic	6,000.00	.00	.00		6,000.00	.00	6,000.00
2480		Repair/Maint Build/Gr	140,000.00	1,980.49	55,958.92	39.97	84,041.08	.00	84,041.08
2650		Physician Fees	240,000.00	62,228.83	320,623.87	133.59	80,623.87-	.00	80,623.87-
2655		Hospital Fees	10,000.00	.00	.00		10,000.00	.00	10,000.00
2900		Budget Appropriations	5,336,092.00	.00	4,002,069.00	75.00	1,334,023.00	.00	1,334,023.00

This report is generated by Riley County. It shows the County's Expenditures on the Riley County Police Department including contributions towards their budget obligation and payments on RCPD's facilities. For further information please refer to the County's Finance and Bud

Program Name-GLLT34 Thru NOVEMBER
Version Date- 3/21 Year 2024

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 91.7%

Date.12/03/24 Page. 167
Time.13.43.26

BUDGETARY EXPENDITURES - Fund.. 173 RCPD Levy/Op								
Obj	Prj Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance	Available
Department.171 (continued)								
	Total Contractual Expenses	5,744,092.00	65,159.32	4,389,101.79	76.41	1,354,990.21	.00	1,354,990.21
3010	Office Supplies	500.00	.00	.00		500.00	.00	500.00
3060	Medical Supplies	500.00	.00	.00		500.00	.00	500.00
3070	Prescriptions	500.00	.00	.00		500.00	.00	500.00
	Total Commodities Expense	1,500.00	.00	.00		1,500.00	.00	1,500.00
	Department Expense # 171	5,745,592.00	65,159.32	4,389,101.79	76.39	1,356,490.21	.00	1,356,490.21 *
	Expense & Transfers# 171	5,745,592.00	65,159.32	4,389,101.79				
Department.416 HD-KCCTF								
Total Expenditures Fund	173	5,745,592.00	65,159.32	4,389,101.79	76.39	1,356,490.21	.00	1,356,490.21 **

SUMMARY for - Fund 173 RCPD Levy/Op		
Beginning Year Balance.....	137,841.73	
YTD Revenue.....	5,590,349.90	
YTD Reported Expenses.....	4,389,101.79-	
YTD Non-Reported Expenses...	.00	
YTD Treasurer Disbursements.	.00	
YTD Transfers In.....	.00	
YTD Transfers Out.....	.00	
Prior Year Voided Checks....	.00	
Prior Year Expenses	13,252.42-	
Prior Year Revenues	.00	
Prior Year Corrections.....	.00	
Ending Fund Balance.....	1,325,837.42 ***	

This report is generated by Riley County. It shows the County's Expenditures on the Riley County Police Department including contributions towards their budget obligation and payments on RCPD's facilities. For further information please refer to the County's Finance and Budget Section.

RILEY COUNTY POLICE DEPARTMENT

Report Submission

Assigned Tracking # **24-325**

To:	Director Peete		
Thru:	Assistant Director Freidline	<i>Noted. EKF 12/9/24</i>	
From:	Cpt. Mark French		
Position:	Commander	Division:	Jail
Report Title:	Monthly Inmate Population Report		
Rpt Freq./Year:	2024		
Policy #:	N/A		
Date:	December 5, 2024		

Presented below is a summary of Average Daily Population (ADP) for the Riley County Jail. This report is being submitted monthly at the request of the Law Board.

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
JAN	73.7	70.2	87.0	75.0	72.6	84.8	71.6	67.3	100.1	102.3	104.2
FEB	68.9	74.3	93.1	82.9	68.4	85.5	64.8	67.1	111.5	109.5	104.1
MAR	66.2	71.8	91.9	73.2	75.2	88.4	68.6	78.6	112.1	115.0	103.2
APR	62.0	74.2	89.1	74.1	81.0	81.6	58.9	80.4	114.6	117.5	100.1
MAY	68.9	80.3	81.9	77.4	87.5	79.4	47.4	74.2	104.6	113.4	106.2
JUN	63.9	82.0	87.8	73.1	88.5	78.4	50.0	66.0	100.5	115.6	113.0
JUL	68.8	77.8	83.6	80.0	83.8	71.9	53.7	71.5	99.5	121.0	115.6
AUG	74.5	72.7	75.7	82.4	80.6	82.3	55.8	85.2	95.7	123.5	119.0
SEPT	61.7	73.6	75.8	84.3	81.2	74.6	61.3	90.2	109.0	123.6	123.7
OCT	76.3	73.5	73.4	74.3	72.8	76.2	60.0	91.5	115.9	125.9	124.5
NOV	77.0	76.7	73.0	76.2	78.3	71.3	69.3	96.0	106.1	112.5	130.0
DEC	71.0	77.4	69.6	78.9	79.9	72.9	69.4	97.9	99.4	106.7	
YADP	64.2	75.4	81.8	77.7	79.15	78.9	60.9	80.5	105.8	115.5	113.1

Attachment: 12-16-2024 Law Board Packet (14026 : Law Board Meeting Agenda)



Monthly Report

November 2024

Chris Mould, Crime Analyst
Criminal Intelligence Unit
Riley County Police Department

To **reduce crime** and
improve the quality
of life for
the **citizens we serve**

For the purposes of this report, data is extracted from the RMS using specific parameters. The results may differ slightly from other reports, such as Uniform Crime Reports (UCR), which measure the same variables but have slightly different search parameters, filters, and/or methods. The following summarizes the most common attributes of this report that result in differences in reporting:

- The data in the report reflects what was available at the time of extraction. It is common for numbers to change over time for various reasons. Most commonly:
 - Final data entry by records can be delayed due to the RTO status of a case.
 - Clerical errors can be discovered, leading to corrections being made at a later date.
- Some categories in this report use a hierarchy rule. This means that the offense with the highest offense code number in an incident is the only offense counted. Other reports may apply the hierarchy rule to certain offenses. For instance, UCR counts every occurrence of Part I violent crimes in an incident (murder, rape, robbery, aggravated battery). Each slide should notate the method used.
- This report includes the property crime of arson which is excluded from other reporting.
- Crimes are extracted based on the date and time they were reported. Other reports may use the earliest and/or latest date and time the crime may have occurred.

Monthly and yearly projections are calculated using different methods. Projections will have a higher degree of error when the time period used to project is small (i.e. projecting an entire year based off the first two weeks of that year).

Part I Crime

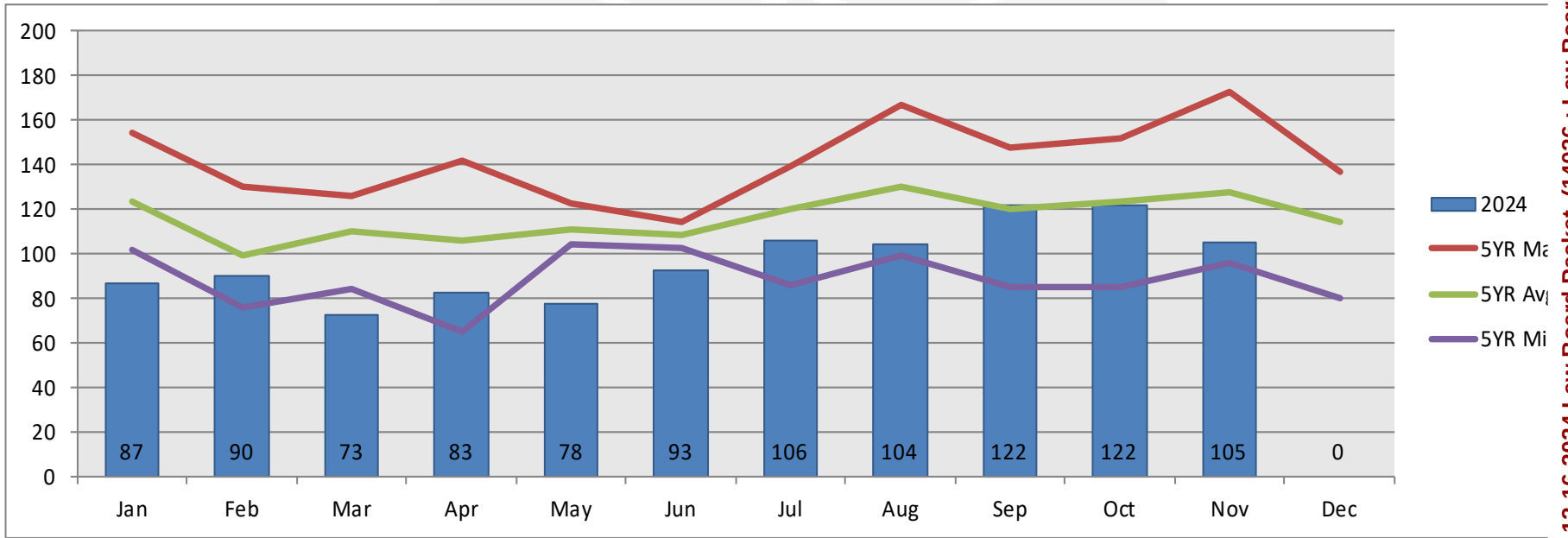
Offense Codes: 0100-0810

All Data As Of: 12/1/24 12:00 AM

25.a

- Part I crime in November 2024 was 18.0% below the 5 year average.
- Year to date 2024 is down 17.0% from the 5 year average.
- Part I crime is projected to be down 17.1% from the 5 year average at the end of 2024.
- In November, Part I violent crime and Part I property crime were both below the 5 year average.

	Nov	Year to Date	Yearly Total
2019	116	1446	1583
2020	173	1366	1493
2021	156	1307	1420
2022	96	1074	1154
2023	99	1214	1327
2024	105	1063	
% Change	+6.1%	-12.4%	-12.8%
Yearly Total Projection:			1157



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	154	77	124	142	123	114	138	167	148	143	116	133
2020	130	130	84	65	113	107	139	125	148	152	173	127
2021	121	76	120	111	104	106	114	149	127	123	156	111
2022	102	106	95	100	108	103	86	99	94	85	96	80
2023	112	109	126	113	107	111	123	113	85	116	99	113
2024	87	90	73	83	78	93	106	104	122	122	105	0

Attachment: 12-16-2024 Law Board Packet (14026 : Law Board Meeting Agenda)

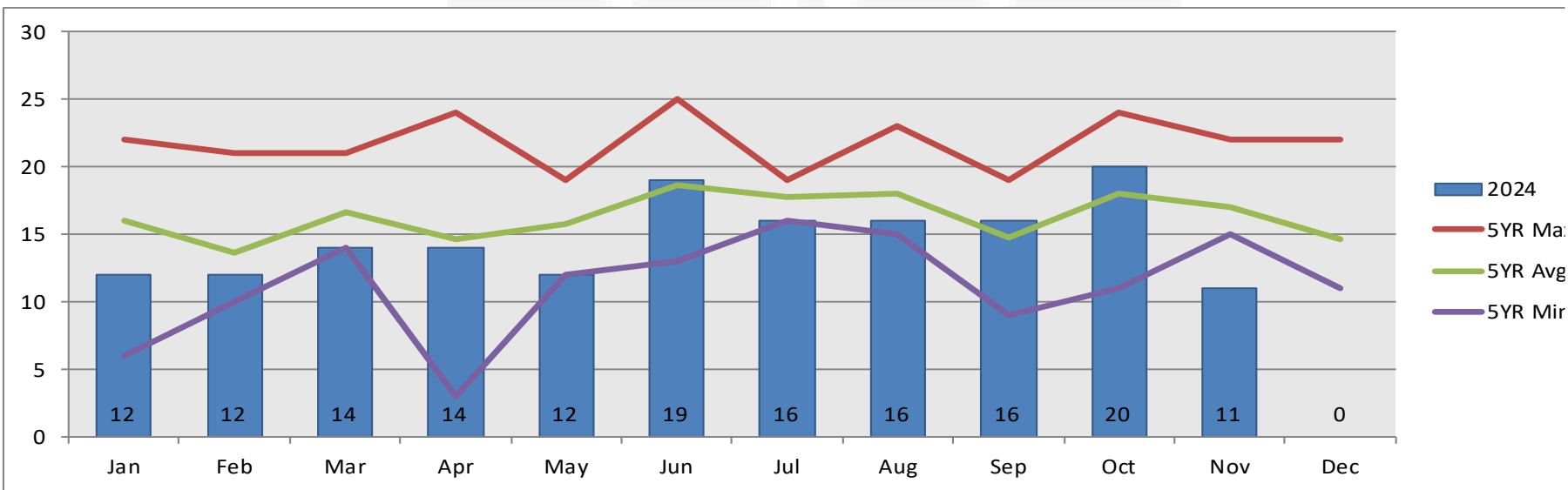
Part 1 Violent Crimes

Offense Codes: 0100-0440

All Data As Of: 12/1/24 12:00 AM

- November 2024 was 35.3% below the 5 year average for Part I violent crime.
- Year to date Part I violent crime is down 10.4% from the 5 year average.
- There were 8 aggravated assaults / batteries, 1 rape, 1 robbery, and 1 homicide reported during November 2024.

	Nov	Year to Date	Year to Date % Change
2019	17	195	217
2020	16	186	197
2021	22	184	198
2022	15	171	183
2023	15	168	182
2024	11	162	
% Change	-26.7%	-3.6%	-3.9%
Yearly Total Projection:			175



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	16	10	14	24	12	25	18	23	18	18	17	22
2020	18	21	14	3	15	20	19	20	18	22	16	11
2021	18	16	16	18	19	20	16	15	9	15	22	14
2022	6	11	21	19	18	15	19	17	19	11	15	12
2023	22	10	18	9	15	13	17	15	10	24	15	14
2024	12	12	14	14	12	19	16	16	16	20	11	0

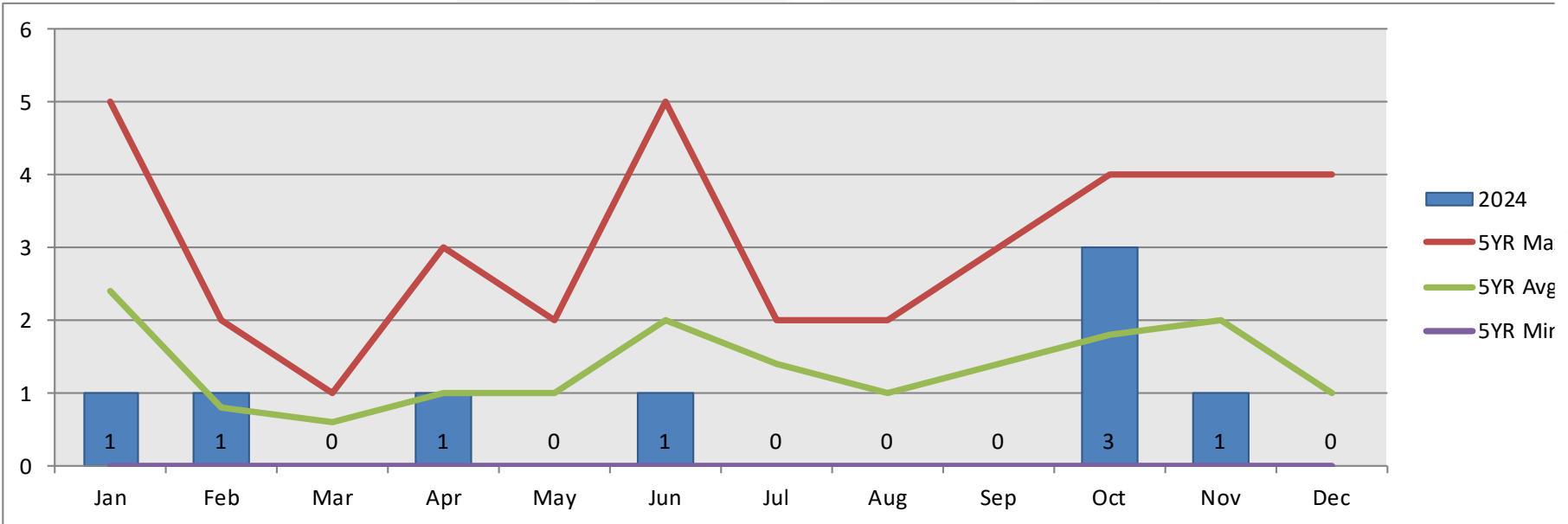
Robbery

Offense Codes: 0310

All Data As Of: 12/1/24 12:00 AM

	Nov	Year to Date	Year
2019	4	22	26
2020	0	17	17
2021	2	17	18
2022	1	11	11
2023	3	10	10
2024	1	8	
% Change	-66.7%	-20.0%	-16.5%
Yearly Total Projection:			8

- There was 1 robbery reported in November 2024 which is 50.0% below the 5 year average.
- Year to date, 2024 is down 48.1% from the 5 year average.
- There was an arrest for this robbery as of 12/6/2024.



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	5	2	0	0	0	5	1	0	2	3	4	4
2020	2	1	1	1	2	3	2	1	0	4	0	0
2021	2	1	0	3	2	2	2	2	1	0	2	1
2022	0	0	1	1	1	0	2	2	3	0	1	0
2023	3	0	1	0	0	0	0	0	1	2	3	0
2024	1	1	0	1	0	1	0	0	0	3	1	0

Attachment: 12-16-2024 Law Board Packet (14026 : Law Board Meeting Agenda)

Aggravated Assault and Battery

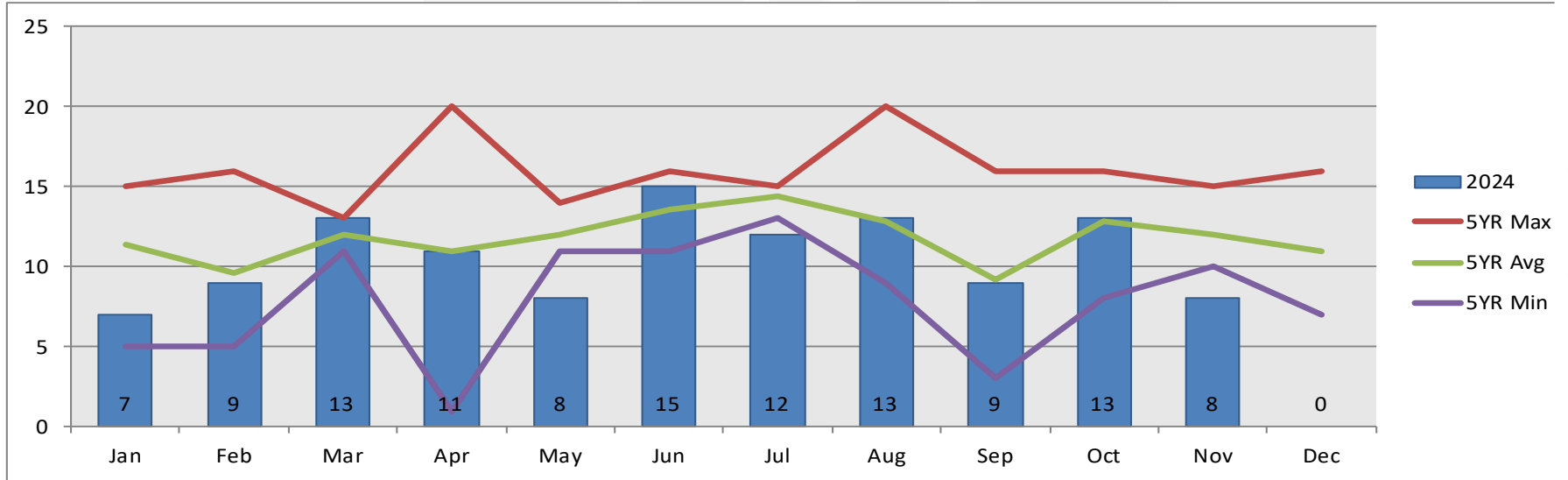
Offense Codes: 0410-0440

All Data As Of: 12/1/24 12:00 AM

25.a

- There were 4 aggravated batteries and 4 aggravated assaults reported during the month of November. This is 33.3% below the 5 year average.
- Aggravated assaults and batteries are down 9.8% from the 5 year average year to date.
- 2 of the incidents in November were domestic.
- As of 12/6/2024, there were arrests in 2 of the incidents.

	Nov	Year to Date	Yearly Total
2019	13	139	155
2020	10	138	145
2021	15	135	145
2022	11	119	130
2023	11	123	134
2024	8	118	
% Change	-27.3%	-4.1%	-4.5%
Yearly Total Projection:			128



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	8	5	11	20	11	14	15	20	11	11	13	16
2020	15	16	12	1	11	13	14	14	16	16	10	7
2021	14	12	13	13	14	16	13	9	3	13	15	10
2022	5	6	11	17	11	14	15	10	11	8	11	11
2023	15	9	13	4	13	11	15	11	5	16	11	11
2024	7	9	13	11	8	15	12	13	9	13	8	0

Includes aggravated assaults and battery crimes that were the primary offense only.

Packet Pg. 162

Attachment: 12-16-2024 Law Board Packet (14026 : Law Board Meeting Agenda)

Part I Property Crime

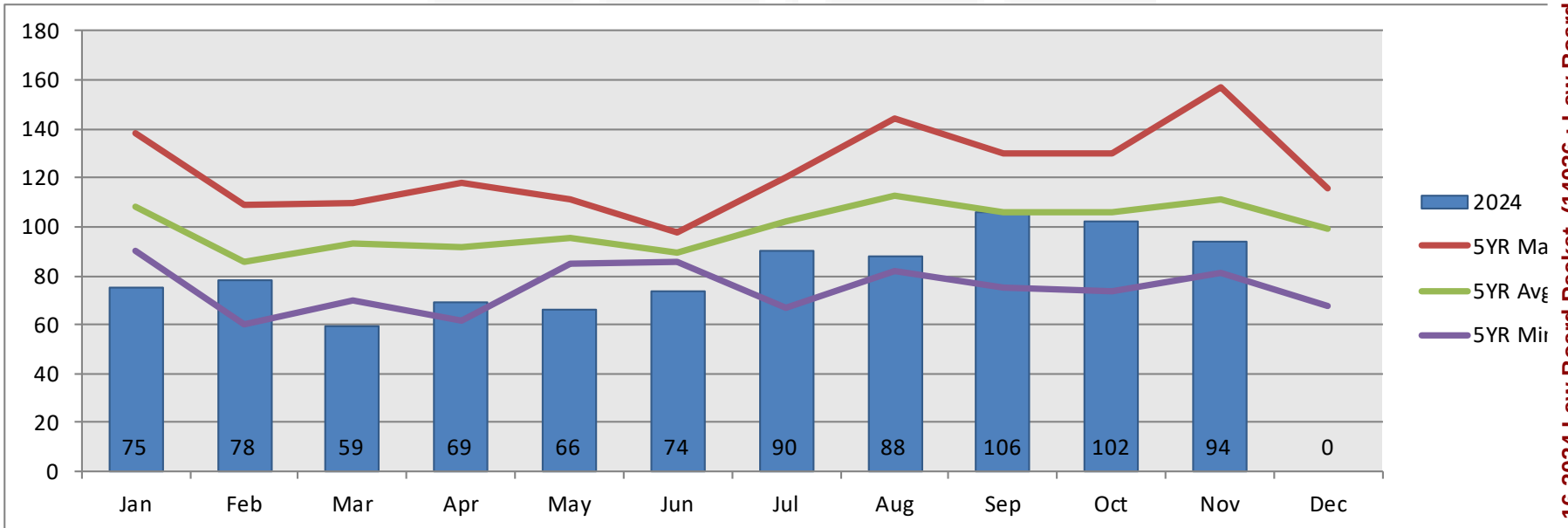
Offense Codes: 0500-0810

All Data As Of: 12/1/24 12:00 AM

25.a

- For November, Part I property crime was 15.3% below the 5 year average.
- Part I property crime year to date is 18.1% below the 5 year average.
- The property crime for November 2024 included 12 burglaries, 11 larcenies from motor vehicle, 5 auto thefts, and 0 arson incidents. The rest of the incidents were larcenies (66 incidents).

	Nov	Year to Date	Yearly Total
2019	99	1251	1366
2020	157	1180	1296
2021	134	1123	1222
2022	81	903	971
2023	84	1046	1145
2024	94	901	
% Change	+11.9%	-13.9%	-14.3%
Yearly Total Projection:			982



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	138	67	110	118	111	89	120	144	130	125	99	115
2020	112	109	70	62	98	87	120	105	130	130	157	116
2021	103	60	104	93	85	86	98	134	118	108	134	99
2022	96	95	74	81	90	88	67	82	75	74	81	68
2023	90	99	108	104	92	98	106	98	75	92	84	99
2024	75	78	59	69	66	74	90	88	106	102	94	0

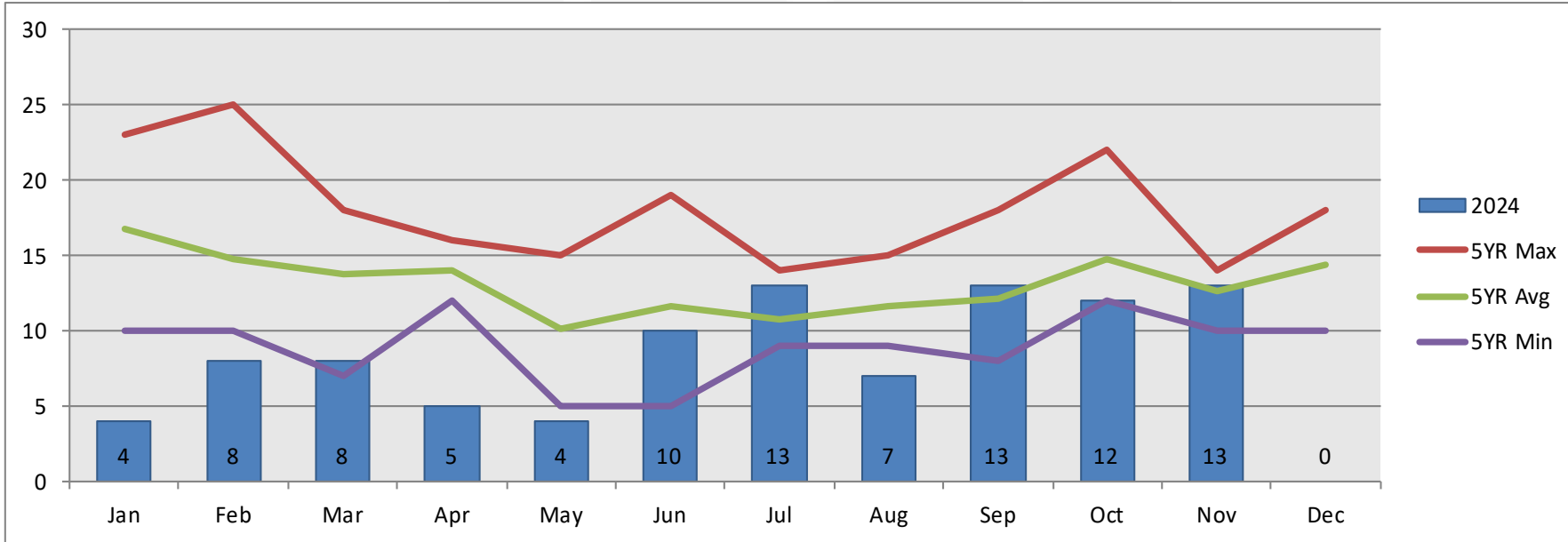
Structural Burglary

Offense Code: 0510

All Data As Of: 12/1/24 12:00 AM

- Structural burglaries were 3.2% above the 5 year average for November.
- Year to date burglaries are down 32.3% from the 5 year average.
- 6 of the burglaries were non-residential and 7 were residential.
- 12 of the burglaries occurred in Manhattan and 1 occurred in Riley.

	Nov	Year to Date	Year
2019	14	155	171
2020	14	156	174
2021	10	139	157
2022	12	140	150
2023	13	126	136
2024	13	97	
% Change	0.0%	-23.0%	-21.6%
Yearly Total Projection:			107



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	15	10	18	15	11	11	14	15	18	14	14	16
2020	18	25	14	12	7	5	11	13	15	22	14	18
2021	18	10	18	16	15	10	9	9	11	13	10	18
2022	23	18	7	15	5	19	11	10	8	12	12	10
2023	10	11	12	12	13	13	9	11	9	13	13	10
2024	4	8	8	5	4	10	13	7	13	12	13	0

Attachment: 12-16-2024 Law Board Packet (14026 : Law Board Meeting Agenda)

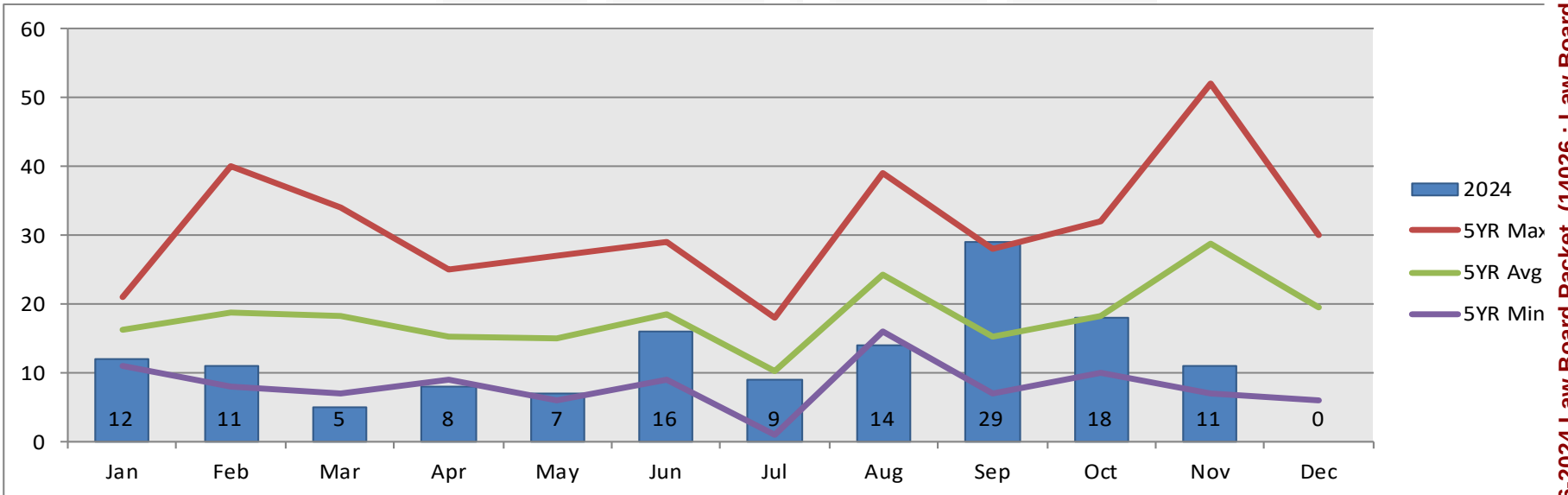
Vehicle Burglary

Offense Code: 0640

All Data As Of: 12/1/24 12:00 AM

- November 2024 was 61.8% below the 5 year average for vehicle burglary.
- Year to date vehicle burglaries are down 29.6% from the 5 year average.
- There was a forced entry noted in 5 of the reports.

	Nov	Year to Date	Yearly Total
2019	15	200	228
2020	52	225	255
2021	51	238	255
2022	7	115	121
2023	19	217	234
2024	11	140	
% Change	-42.1%	-35.5%	-34.6%
Yearly Total Projection:			153



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	13	8	13	16	27	14	17	34	23	20	15	28
2020	18	13	7	9	20	29	1	16	28	32	52	30
2021	19	14	27	18	6	22	18	39	11	13	51	17
2022	11	19	10	9	11	9	6	16	7	10	7	6
2023	21	40	34	25	11	19	9	16	7	16	19	17
2024	12	11	5	8	7	16	9	14	29	18	11	0

Attachment: 12-16-2024 Law Board Packet (14026 : Law Board Meeting Agenda)

Motor Vehicle Thefts

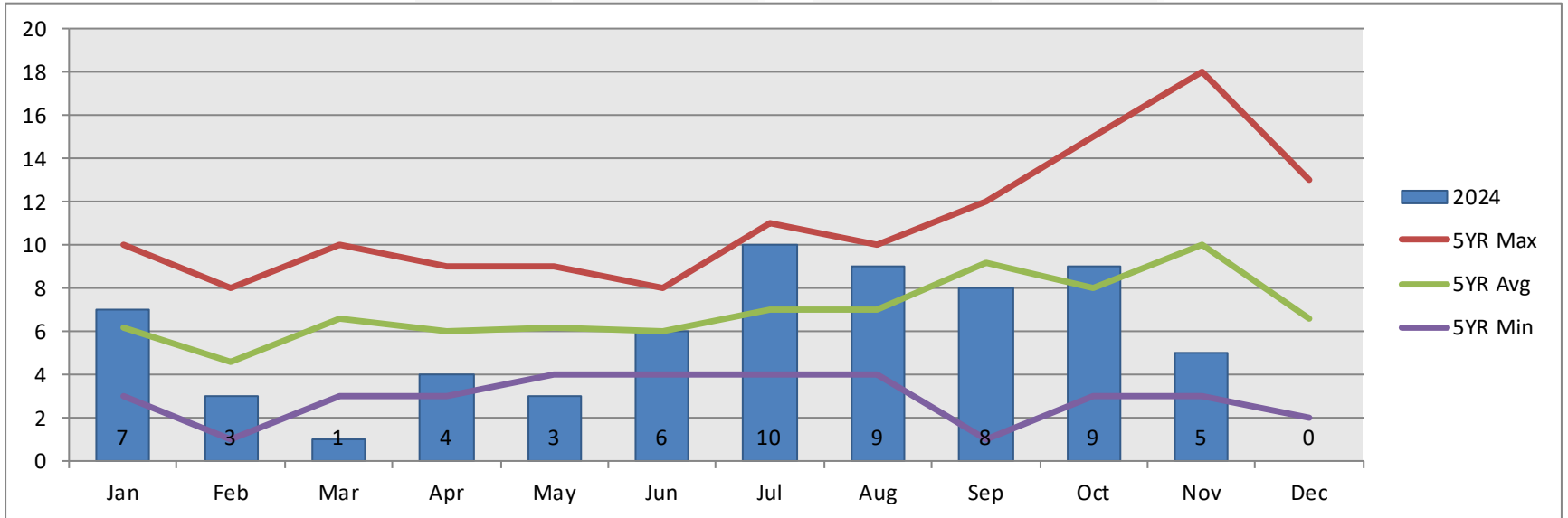
Offense Code: 0710

All Data As Of: 12/1/24 12:00 AM

25.a

- Motor vehicle thefts were down 50.0 % from the 5 year average in November.
- Year to date motor vehicle thefts were down 15.4%.
- 2 of the 5 vehicles have been recovered as of 11/11/2024 and one of the incidents was an attempted motor vehicle theft.

	Nov	Year to Date	Yearly
2019	11	100	104
2020	18	83	96
2021	13	79	85
2022	5	65	67
2023	3	57	65
2024	5	65	
% Change	+66.7%	+14.0%	+8.6%
Yearly Total Projection:			71



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	8	4	10	9	7	8	7	9	12	15	11	4
2020	3	7	3	5	9	7	4	6	10	11	18	13
2021	7	3	6	3	4	4	11	10	11	7	13	6
2022	10	1	8	7	4	4	5	6	12	3	5	2
2023	3	8	6	6	7	7	8	4	1	4	3	8
2024	7	3	1	4	3	6	10	9	8	9	5	0

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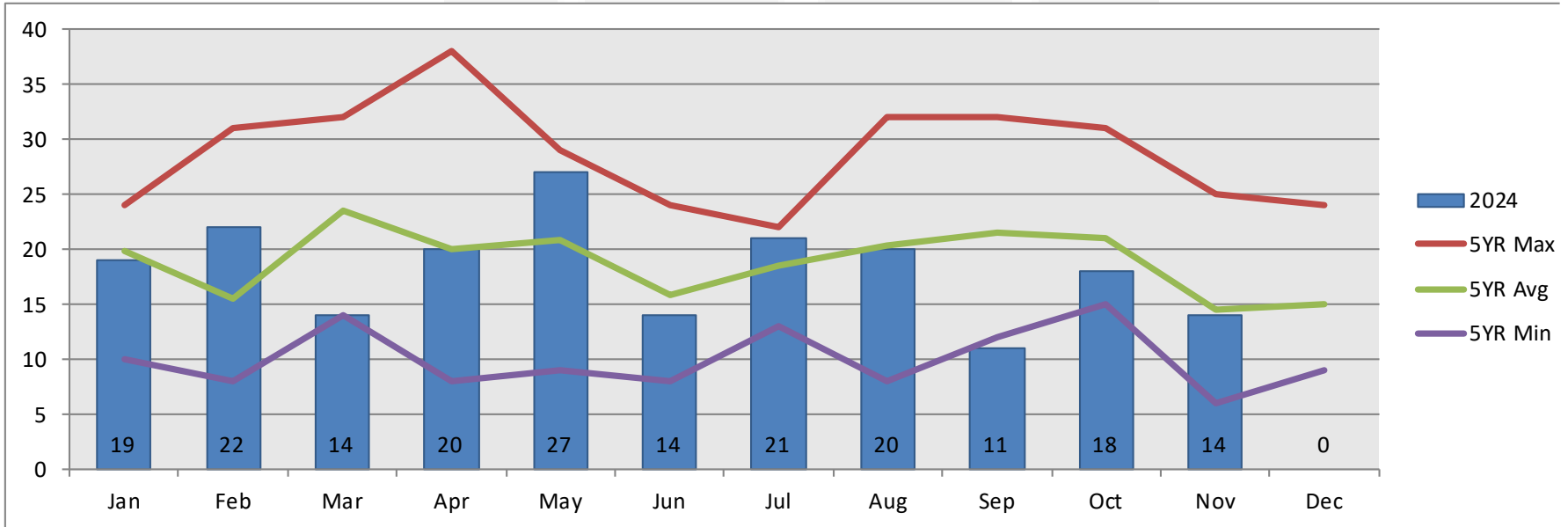
DUIs

Offense Code: 2110

All Data As Of: 12/1/24 12:00 AM

	Nov	Year to Date	Year
2019	16	266	265
2020	12	159	168
2021	6	181	191
2022	25	195	208
2023	14	258	282
2024	14	200	
% Change	0.0%	-22.5%	-24.2%
Yearly Total Projection:			214

- The number of DUIs for November 2024 was 4.1% below the 5 year average for November.
- DUIs year to date are 5.6% below the 5 year average.



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	24	8	32	38	26	24	20	32	26	20	16	19
2020	22	12	14	8	9	15	19	17	16	15	12	9
2021	10	17	26	25	20	14	22	8	12	21	6	10
2022	19	10	18	13	20	8	13	16	22	31	25	13
2023	24	31	28	16	29	18	19	29	32	18	14	24
2024	19	22	14	20	27	14	21	20	11	18	14	0

Attachment: 12-16-2024 Law Board Packet (14026 : Law Board Meeting Agenda)

Traffic Accidents

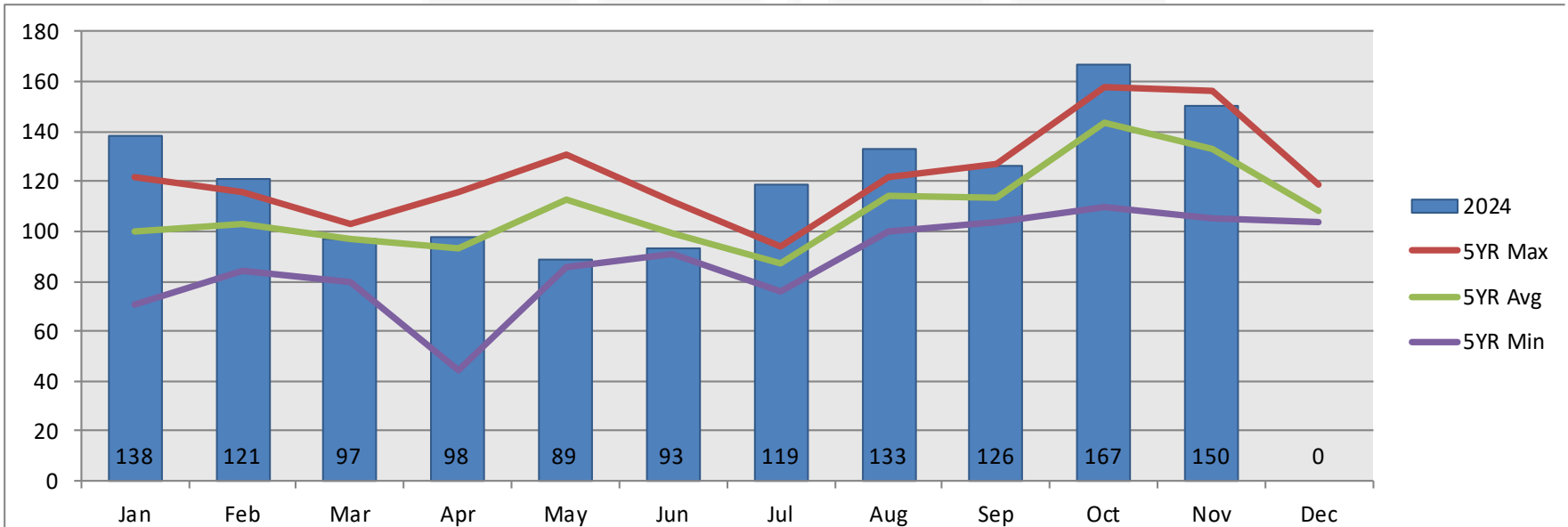
Offense Codes: 5000-5139

All Data As Of: 12/1/24 12:00 AM

25.a

- The number of traffic accidents in November 2024 was 12.8% above the 5 year average.
- Year to date accidents are up 11.4% from the 5 year average.

	Nov	Year to Date	Yearly Total
2019	143	1317	1436
2020	105	1115	1220
2021	156	1208	1314
2022	134	1176	1283
2023	127	1159	1263
2024	150	1331	
% Change	+18.1%	+14.8%	+14.9%
Yearly Total Projection:			1452



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	119	116	103	116	131	99	94	121	117	158	143	119
2020	122	109	96	44	86	91	90	111	114	147	105	105
2021	71	84	103	100	107	91	91	122	127	156	156	106
2022	96	104	103	105	127	102	76	115	104	110	134	107
2023	90	102	80	100	112	112	84	100	106	146	127	104
2024	138	121	97	98	89	93	119	133	126	167	150	0

Attachment: 12-16-2024 Law Board Packet (14026 : Law Board Meeting Agenda)

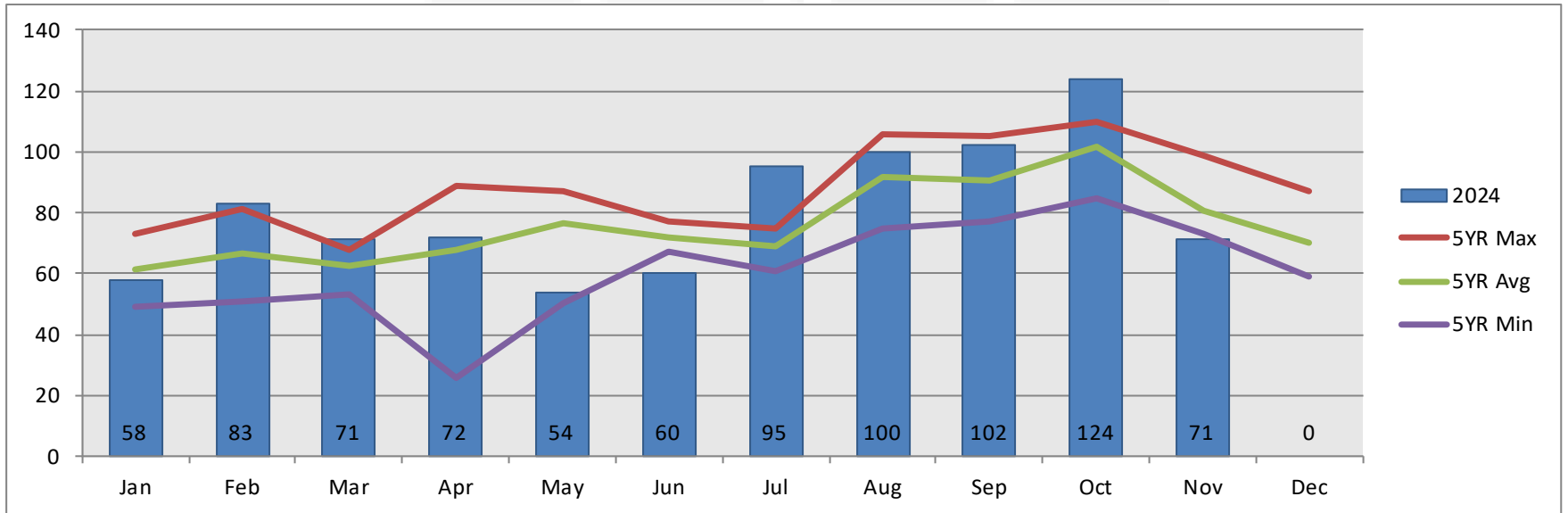
Preventable Traffic Accidents

Offense Codes: 5000-5139

All Data As Of: 12/1/24 12:00 AM

- The number of preventable traffic accidents in November 2024 was 11.9% below the 5 year average.
- Year to date preventable accidents are up 5.9%.
- Numbers may change as data entry corrections continue.

	Nov	Year to Date	Yearly Total
2019	76	870	945
2020	73	789	855
2021	99	878	965
2022	82	834	897
2023	73	832	891
2024	71	890	
% Change	-2.7%	+7.0%	+8.2%
Yearly Total Projection:			964



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	60	51	66	89	84	77	74	93	102	98	76	75
2020	73	81	60	26	50	71	69	92	89	105	73	66
2021	49	54	67	71	76	67	75	106	105	109	99	87
2022	65	67	68	77	87	67	65	94	77	85	82	63
2023	61	80	53	77	86	77	61	75	79	110	73	59
2024	58	83	71	72	54	60	95	100	102	124	71	0

Riley County Police Department

1001 South Seth Child Road
Manhattan, Kansas 66502

(785) 537-2112

www.RileyCountyPolice.org



RILEY COUNTY POLICE DEPARTMENT

To reduce crime and improve the quality of life for the citizens we serve

In the FBI's Uniform Crime Reporting (UCR) Program, Part I offenses are broken down into two categories (Violent Crimes and Property Crimes):

Part I Violent Crime Definition

In the FBI's Uniform Crime Reporting (UCR) Program, violent crime is composed of four offenses: murder and nonnegligent manslaughter, rape, robbery, and aggravated assault. Violent crimes are defined in the UCR Program as those offenses that involve force or threat of force.

Murder and nonnegligent manslaughter: the willful (nonnegligent) killing of one human being by another.

Forcible rape: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Simple assaults are excluded.

Part 1 Property Crime Definition

In the FBI's Uniform Crime Reporting (UCR) Program, property crime includes the offenses of burglary, larceny-theft, motor vehicle theft, and arson. The object of the theft-type offenses is the taking of money or property, but there is no force or threat of force against the victims. The property crime category includes arson because the offense involves the destruction of property; however, arson victims may be subjected to force.

Burglary: Unlawful entry of a structure to commit a felony or theft. To classify an offense as a burglary, the use of force to gain entry need not have occurred. The UCR Program has three subclassifications for burglary: forcible entry, unlawful entry where no force is used, and attempted forcible entry. The UCR definition of "structure" includes an apartment, barn, house trailer, or houseboat when used as a permanent dwelling, office, railroad car (but not automobile), stable, or vessel (i.e., ship).

Larceny-theft: (except motor vehicle theft)—The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Examples are thefts of bicycles, motor vehicle parts and accessories, shoplifting, pocket-picking, or the stealing of any property or article that is not taken by force and violence or by fraud. Attempted larcenies are included. Embezzlement, confidence games, forgery, check fraud, etc., are excluded.

Motor vehicle theft: The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on land surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Traffic Related Definitions

In the Kansas Legislature uniform act regulating traffic; rules of the road, 8-1567 DUI is the following: (a) Driving under the influence is operating or attempting to operate any vehicle within this state while:

- (1) The alcohol concentration in the person's blood or breath as shown by any competent evidence, including other competent evidence, as defined in paragraph (1) of subsection (f) of K.S.A. 8-1013, and amendments thereto, is .08 or more;
- (2) the alcohol concentration in the person's blood or breath, as measured within three hours of the time of operating or attempting to operate a vehicle, is .08 or more;
- (3) under the influence of alcohol to a degree that renders the person incapable of safely driving a vehicle;
- (4) under the influence of any drug or combination of drugs to a degree that renders the person incapable of safely driving a vehicle; or
- (5) under the influence of a combination of alcohol and any drug or drugs to a degree that renders the person incapable of safely driving a vehicle.

Traffic Accidents: All accidents.

Preventable Traffic Accidents: Accidents that are not weather and/or animal related.

RILEY COUNTY POLICE DEPARTMENT

CERTIFICATE OF PROMOTION

PRESENTED TO
CORPORAL GARRETT LLOYD

I do solemnly declare upon my honor and conscience that I will act at all times to the best of my ability and knowledge in a manner befitting a Police Officer. I will preserve the dignity and will respect the rights of all individuals. I will discharge my duties with integrity and will promote understanding and conciliation. I will exercise my authority as a Police Officer in the manner intended by the law. I will faithfully obey the orders of my superiors and will be ready to confront danger in the line of duty. I will act with honesty, courtesy and regard for the welfare of others, and will endeavor to develop the Esprit De Corps. I will act justly and impartially and with propriety towards my fellow officers. I will constantly strive to honor this oath in my service as a Police Officer.



PROMOTED THIS
1ST DAY OF DECEMBER 2024

[Signature]

Presented by Director Brian R. Peete



RILEY COUNTY POLICE DEPARTMENT

CERTIFICATE OF PROMOTION

PRESENTED TO
SERGEANT JOSEPH EHRLICH

I do solemnly declare upon my honor and conscience that I will act at all times to the best of my ability and knowledge in a manner befitting a Police Officer. I will preserve the dignity and will respect the rights of all individuals. I will discharge my duties with integrity and will promote understanding and conciliation. I will exercise my authority as a Police Officer in the manner intended by the law. I will faithfully obey the orders of my superiors and will be ready to confront danger in the line of duty. I will act with honesty, courtesy and regard for the welfare of others, and will endeavor to develop the Esprit De Corps. I will act justly and impartially and with propriety towards my fellow officers. I will constantly strive to honor this oath in my service as a Police Officer.



PROMOTED THIS
15TH DAY OF NOVEMBER 2024

[Signature]

Presented by Director Brian R. Peete



RILEY COUNTY POLICE DEPARTMENT

CERTIFICATE OF PROMOTION

PRESENTED TO
SERGEANT JAYSON HUBBARD

I do solemnly declare upon my honor and conscience that I will act at all times to the best of my ability and knowledge in a manner befitting a Police Officer. I will preserve the dignity and will respect the rights of all individuals. I will discharge my duties with integrity and will promote understanding and conciliation. I will exercise my authority as a Police Officer in the manner intended by the law. I will faithfully obey the orders of my superiors and will be ready to confront danger in the line of duty. I will act with honesty, courtesy and regard for the welfare of others, and will endeavor to develop the Esprit De Corps. I will act justly and impartially and with propriety towards my fellow officers. I will constantly strive to honor this oath in my service as a Police Officer.



PROMOTED THIS
1ST DAY OF DECEMBER 2024

[Signature]

Presented by Director Brian R. Peete



RESOLUTION PURSUANT TO K.S.A 19-4428

Resolution No. 25-01

NOW, on this 16th day of December, 2024, at a monthly meeting of the Riley County Law Enforcement Agency, a quorum being present and a majority of the quorum present desiring to set the regular meeting time and place for 2025. It is approved that the monthly meeting of the Riley County Law Enforcement Agency shall be held at 12:00 noon on the third Monday of each month, provided that if Monday is a legal holiday or on a holiday specified by the Agency, the regular meeting shall be held on the following day at the same hour.

It is further resolved that such meeting shall be held in the City Commission Chambers at 1101 Poyntz Avenue in Manhattan, Kansas.

It is further resolved that any regular meeting may be adjourned to another time and place.

It is further resolved that special meetings may be called at any time by the chair of the Agency, provided that written notice stating that the time and place of any special meeting and the purpose for which the meeting is called shall be given to each member at least two days in advance of said meeting, unless such notice is waived by all other members of the Agency.

WHEREFORE, I set my hand this 16th day of December, 2024.

John Matta, Chairperson
Riley County Law Enforcement Agency

2025 Schedule of Law Board Meetings

January 21, 2025 (Tuesday)	July 21, 2025
February 18, 2025 (Tuesday)	August 18, 2025
March 17, 2025	September 15, 2025
April 21, 2025	October 20, 2025
May 19, 2025	November 17, 2025
June 16, 2025	December 15, 2025

Attachment: 12-16-2024 Law Board Packet (14026 : Law Board Meeting Agenda)

LEASE RENEWAL AGREEMENT

This agreement made this 29th day of October 2024 by and between GJL Real Estate Limited Partnership (Lessor) and Riley County (Lessee).

The parties do hereby agree and stipulate that they have previously entered into a lease agreement dated the 22nd of September 1993 for the property describe as follows:

Approximately 612 +/- square feet of space (the leased premises) comprising a portion of the premises commonly known as 1113 Moro Street, Manhattan, Kansas 66502 and herein by reference (the premises).

The parties do hereby mutually covenant and agree that the term of the lease described above is hereby extended for the period of one (1) year, said extension to commence the 1st day of January 2025 and shall terminate on the 31st day of December 2025. Lessee shall have the right to terminate the lease by providing a written 30-day notice to Lessor of said intent to terminate the lease. This extension shall be subject to all the terms, conditions, covenants, restrictions and agreements of the original lease fully repeated herein.

Exceptions to original terms:

- The rental amount for the year of the extension will be Eleven Thousand Seven Hundred Dollars and 00/100 (\$11,700.00) with equal monthly installments of Nine Hundred Fifty Dollars and 00/100 (\$975.00).
- The original Lessor under the Lease was GJL Real Estate, a Kansas general partnership. On December 29, 1999, the general partnership was converted to a limited partnership under the name and style of GJL Real Estate Limited Partnership, a Kansas limited partnership.

LESSOR:

GJL Real Estate Limited Partnership

By: 

Date: 10/29/24

LESSEE:

Board of Commissioners of

Riley County, Kansas

By: 

Date: 11-14-24

Attachment: 12-16-2024 Law Board Packet (14026 : Law Board Meeting Agenda)

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PROJECT NO. SP-1300-25
 SPECIAL TRAFFIC ENFORCEMENT PROGRAM (STEP)
 RILEY COUNTY LAW ENFORCEMENT AGENCY

SUBAWARD AGREEMENT

This Subaward Agreement (“**Agreement**”) is entered into by and between the **Secretary of Transportation (the “Secretary”)**, Kansas Department of Transportation (“**KDOT**”), and the **Riley County Law Enforcement Agency (“Subrecipient”)**, collectively referred to as the “Parties.” This **Agreement** shall govern certain activities and responsibilities to be carried out by the **Subrecipient** on behalf of the **Secretary**, a grantee of the National Highway Traffic Safety Administration (“**NHTSA**”).

RECITALS:

- A. The **Secretary** operates a highway safety program (the “Program”) and has been awarded funds to implement the Program by the **NHTSA**, (the “Prime Award”), pursuant to the provisions of chapter 4 of title 23 of the United States Code (23 U.S.C. § 401, *et seq.*) and the regulations promulgated thereunder. The funding period, Federal Award Identification No., and Catalog of Federal Domestic Assistance for the Prime Award are indicated in the “**Agency Information & Contract Summary Attachment**.”
- B. The **Subrecipient** seeks an award of federal highway safety program funds for a highway safety **Project** and has been determined by the **Secretary** to be eligible for such an award.
- C. The **Secretary** desires to grant a subaward of the Prime Award (the “Subaward”) to the **Subrecipient** to reimburse the costs incurred in the performance of this **Agreement** and **Approved Activities** for a maximum **Total Contract Funds** during the **Contract Period** and in accordance with **federal, state, and local laws** and guidelines promulgated thereunder.
- D. Certain information required by 2 CFR 200.332(a)(1) to be included in this **Agreement** with respect to the Subaward is set forth in the “**Agency Information & Contract Summary Attachment**” which is attached to and incorporated by this reference.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and for other good and valuable consideration, the Parties hereby agree as follows:

ARTICLE I: DEFINITIONS

The terms as defined in this Article when written in bold text in this **Agreement** shall have the following designated meanings:

1. “**Agreement**” means this written document, including all Attachments and Exhibits, evidencing the legally binding terms and conditions of the agreement between the Parties.

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2. **“Approved Activities”** means the **Project** specific expectations set forth in the **“Agency Information & Contract Summary Attachment,”** which is attached to and made a part of this **Agreement**.
3. **“Continuation Award”** means an extension or renewal of existing **Project** funding for an additional one-year period based on the availability of **Project** funds and the **Subrecipient’s** adequate performance of **Approved Activities**.
4. **“Contract Period”** means the one-year period of performance of this **Project** as indicated in the **“Agency Information & Contract Summary Attachment.”**
5. **“Effective Date”** means the date this **Agreement** is signed by the **Secretary** or the **Secretary’s** designee.
6. **“Federal, state, and local laws”** means all applicable statutes, rules, regulations, executive orders, directives, and other laws, including all laws as presently in effect and as may be amended or otherwise altered during the term of this **Agreement**, and all such laws which may be enacted or otherwise become effective during the term of this **Agreement**. The term “federal, state, and local laws” shall include the following:
 - a. Authorizations. Moving Ahead for Progress in the 21st Century (P.L. 112-141), Title I- Motor Vehicle and Highway Safety Improvement Act of 2012, Section 31105; Title Fixing America's Surface Transportation Act (FAST Act), Public Law 114-94, 23 U.S.C. § 402; Title Fixing America's Surface Transportation Act (FAST Act), Public Law 114-94, 23 U.S.C. § 405; applicable provisions of the Bipartisan Infrastructure Law (BIL), enacted as Infrastructure Investment and Jobs Act (IIJA), Public Law 117-58; and K.S.A. § 75-5023.
 - b. Policy Requirements. The following subparts of 2 CFR policy requirements: Subpart B, General provisions; Subpart C, Pre-Federal Award Requirements and Contents of Federal Awards; Subpart D, Post Federal; Award Requirements; Subpart E, Cost Principles; Subpart F, Audit Requirements. *See also* the **“Federal Award Compliance Requirements Attachment.”**
 - c. Regulations, Guidelines, and Literature. 23 CFR Chapter II, State and Community Highway Safety Grant Program; Manual on Uniform Traffic Control Devices; Handbook of Highway Safety Design and Operating Practice, available from Government Publishing Office, Washington, DC 20402; 23 U.S.C. § 402 as amended by the Fixing America's Surface Transportation Act (FAST Act), Pub. L. 114-94; and 23 U.S.C. § 405 as amended by the Fixing America's Surface Transportation Act (FAST Act), Pub. L. 114-94; and applicable provisions of the Bipartisan Infrastructure Law (BIL), enacted as Infrastructure Investment and Jobs Act (IIJA), Public Law 117-58.

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7. “**KDOT**” means the Kansas Department of Transportation, an agency of the State of Kansas, with its principal place of business located at 700 SW Harrison Street, Topeka, KS, 66603-3745.
8. “**NHTSA**” means the National Highway Traffic Safety Administration, a federal agency of the United States.
9. “**Notice to Proceed**” means a written notification from the **Secretary** that the **Subrecipient** is authorized to proceed with performing the **Approved Activities** for the **Project**.
10. “**Project**” means the execution of defined countermeasure strategies targeted to increase occupant protection and to reduce driving under the influence, speeding, and distracted driving, and carried out in accordance with the state’s Highway Safety Plan.
11. “**Secretary**” means the **Secretary** of Transportation of the State of Kansas, and the **Secretary’s** successors and assigns, and **KDOT**, individually and collectively. The **Secretary** may also be referred to as Pass Through Entity “PTE” in this **Agreement**.
12. “**Subrecipient**” means the **Riley County Law Enforcement Agency** with its place of business as indicated in the “**Agency Information & Contract Summary Attachment**.” The **Subrecipient** may also be referred to as “Participant” or “Lower-Tier Participant” in this **Agreement**.
13. “**Total Contract Funds**” means the maximum dollar amount the **Subrecipient** may be reimbursed by the **Secretary** during the **Contract Period** for the **Subrecipient’s** performance of **Project Approved Activities** in accordance with this **Agreement**. The **Total Contract Funds** is to be determined annually before the end of the previous fiscal year and is indicated in the “**Agency Information & Contract Summary Attachment**.”

ARTICLE II: FUNDING

1. Payment of Funds. The **Secretary** agrees to reimburse the **Subrecipient** for costs actually incurred and paid by **Subrecipient** in the performance of **Approved Activities** under this **Agreement** in an amount not to exceed the **Total Contract Funds** and in accordance with Article III, paragraph 2.

2. Adjustment of Funds. The amount of **Total Contract Funds** is subject to adjustment by the **Secretary** if a change is made in the **Approved Activities** due to data driven problem identification that affects this **Agreement** or if this **Agreement** is terminated prior to the expiration of the **Agreement**.

3. Costs Incurred; Expenditure of Funds. **Project** funds shall not be expended prior to the **Effective Date** or following the earlier of the expiration or termination of this **Agreement**. Costs incurred shall only be as necessary and allowable to carry out the purposes and activities of

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the **Approved Activities** and may not exceed the **Total Contract Funds**. Expenses charged against the **Total Contract Funds** shall be incurred in accordance with the Prime Award, and the authorizations, restrictions, and requirements contained in the notice of Prime Award and any amendments thereto and other applicable laws, regulations, grant terms and conditions, and policies.

4. Contingency. The payment of funds to the **Subrecipient** under the terms of this **Agreement** shall be contingent on the receipt of such funds by the **Secretary** from applicable state and federal funding sources and shall be subject to **Subrecipient's** continued eligibility to receive funds under the applicable provisions of state and federal laws and the Notice of Prime Award. If the amount of funds that the **Secretary** receives from state and federal funding sources is reduced, the **Secretary** reserves the right to reduce the amount of funds awarded under, or to terminate, this **Agreement**. The **Secretary** also reserves the right to deny payment for the **Subrecipient's** expenditures where invoices and/or other reports are not submitted in accordance with this **Agreement**.

5. Continuation of Award. The **Secretary** may grant the **Subrecipient** a **Continuation Award** of **Project** funds upon expiration of the current **Contract Period**. Any such grant of a **Continuation Award** by the **Secretary** shall be based on the availability of **Project** funds and the **Subrecipient's** adequate performance of **Approved Activities** as determined by the **Secretary**.

6. Indirect Cost Rate. The "Agency Information & Contract Summary Attachment" contains information on the indirect cost rates, if any, for the **Secretary** and **Subrecipient**.

7. Unallowable Costs. Federal funds cannot be used to supplant the **Subrecipient's** regular operating expenditures.

ARTICLE III: SECRETARY'S RESPONSIBILITIES

1. Authorization to Proceed. The **Secretary** will issue a written **Notice to Proceed** to the **Subrecipient** regarding the approved date for the **Subrecipient** to begin work.

2. Grant Payment. The **Secretary** agrees to reimburse the **Subrecipient** in accordance with this **Agreement** only after receipt of proper billing from the **Subrecipient**.

3. Monitoring and Evaluation. The **Secretary** shall monitor, evaluate, and provide guidance and direction to the **Subrecipient** in the conduct of performance under this **Agreement**. The **Secretary** has the responsibility to determine whether the **Subrecipient** has spent funds in accordance with applicable laws, regulations, including the federal audit requirements and agreements and shall monitor the activities of the **Subrecipient** to ensure that the **Subrecipient** has met such requirements. The **Secretary** may require the **Subrecipient** to take corrective action if deficiencies are found.

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ARTICLE IV: SUBRECIPIENT'S RESPONSIBILITIES

In executing this **Agreement**, the **Subrecipient** acknowledges and agrees to comply with the following:

1. Scope of Services. The **Subrecipient** shall furnish the necessary personnel, facilities, and such other professional services as may be required to perform the **Approved Activities**.
2. Authorization to Proceed. The **Subrecipient** may begin performance of the **Approved Activities** upon receipt of the **Secretary's** written **Notice to Proceed**.
3. Limitation on Incurred Expenditures. The **Subrecipient** shall not incur **Project** expenditures prior to the **Effective Date** of this **Agreement** and receipt of the **Notice to Proceed**.
4. Reimbursement of Costs. This is a reimbursement grant for which, after submitting a reimbursement claim to the **Secretary**, the **Subrecipient** may be reimbursed with **Project** funds for its payment of any actual **Project** costs. Reimbursement of actual **Project** costs incurred by the **Subrecipient** shall be made in accordance with this **Agreement**.
5. Salary Expenditures. The **Subrecipient** shall not supplant any salary expenditure provided for by the **Subrecipient's** current budget with any funds provided under this **Agreement**.
6. Retention of Records. The **Subrecipient** shall maintain records relating to this **Agreement** and performance of the **Approved Activities** for a period of five (5) years from the end date of the **Contract Period**. The **Subrecipient** shall make all records, books, papers, and other documents that relate to this **Agreement** available at all reasonable times for inspection, review, and audit by the **Secretary**, the United States Department of Transportation, **NHTSA**, the U.S. Government Accountability Office, the Office of Inspector General, the Comptroller General of the United States, or each of their authorized representatives.
7. Improper Payments. Any item of expenditure by the **Subrecipient** under the terms of this **Agreement** found by auditors, investigators, or other authorized representatives of the **Secretary**, **NHTSA**, the U.S. Government Accountability Office, or the Comptroller General of the United States to be improper, unallowable, in violation of federal or state law, the terms of the Prime Award, or this **Agreement**, or involving any fraudulent, deceptive, or misleading representations or activities of the **Subrecipient**, shall become the **Subrecipient's** liability, to be paid by the **Subrecipient** from funds other than those provided by the **Secretary** under this **Agreement** or any other agreements between the **Secretary** and the **Subrecipient**. This provision shall survive the expiration or termination of this **Agreement**.
8. Closeout. Final payment request(s) under this **Agreement** must be received by the **Secretary** within thirty (30) days from the earlier of the expiration of the **Contract Period** or

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termination date of this **Agreement**. Untimely payment requests will not be accepted by the **Secretary** without authorization from the **Secretary**. The **Subrecipient's** acceptance of final payment from the **Secretary** shall constitute an agreement by the **Subrecipient** to release and forever discharge the **Secretary**, and the **Secretary's** agents, employees, representatives, affiliates, successors and assigns from any and all claims, demands, damages, liabilities, actions, causes of action, or suits of any nature whatsoever, which the **Subrecipient** has at the time of acceptance of final payment or may have thereafter, arising out of or in any way relating to any and all injuries and damages of any kind as a result of or in any way relating to this **Agreement**. The **Subrecipient's** obligations to the **Secretary** under this **Agreement** shall not terminate until all closeout requirements are completed to the satisfaction of the **Secretary**. Such requirements include submitting final reports to the **Secretary** and providing any close-out-related information requested by the **Secretary** by the deadlines specified by the **Secretary**. This provision shall survive the expiration or termination of this **Agreement**.

9. Prior Approval for Changes. The **Subrecipient** shall not transfer allocated funds among cost categories within a budgeted program account or make any changes, directly or indirectly, in program design or the **Approved Activities** without the prior written approval of the **Secretary**.

10. Cooperation in Monitoring and Evaluation. The **Subrecipient** shall permit the **Secretary** to carry out monitoring and evaluation activities, including any performance measurement system required by applicable law, regulation, funding sources guidelines, or by the terms and conditions of the Prime Award. The **Subrecipient** shall ensure, to the greatest extent possible, the cooperation of its agents, employees and board members in such monitoring and evaluation efforts. This provision shall survive the expiration or termination of this **Agreement**.

11. Audit.

- a. Audit Requirements for Federal Awards. The **Subrecipient** shall comply with the Federal-Aid Transportation Act and the requirements of 2 C.F.R. Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (commonly known as the "Supercircular"). The Audit Standards set forth in 2 C.F.R. Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," and specifically the requirements in Subpart F, 2 C.F.R. §200.500 *et seq.*, require either a single or program specific audit be performed by an independent certified public accountant in accordance with these standards. All information audited and audit standards and procedures shall comply with 2 C.F.R. §200.500 *et seq.*
- b. Agency Audit. If the Audit Standards set forth in 2 C.F.R. Part 200 do not apply, the **Secretary** and/or the **NHTSA** may request, in their sole discretion, to conduct an audit of the **Project**. Upon the request of the **Secretary** and/or the **NHTSA** for an audit, the **Subrecipient** shall participate and cooperate with any reviews or audits of the activities under this **Agreement**; make its records and books available

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to representatives of the requesting agency for a period of five (5) years from the date of final payment under this **Agreement**; and ensure to the extent possible the cooperation of its agents, employees, and board members in any such reviews and audits. If an audit reveals the **Subrecipient** has expended grant funds in any manner not authorized under this **Agreement**, the **Subrecipient** shall promptly reimburse the **Secretary** for such funds upon notification by the **Secretary**.

12. Compliance with Prime Award and Subaward. The **Subrecipient** shall perform all activities funded by this **Agreement** in accordance with this **Agreement** and cooperate fully with the **Secretary** in efforts to comply with the requirements of the Prime Award, including any amendments thereto.

13. Licenses, Certifications, Permits, Accreditation. The **Subrecipient** shall procure and keep current any license, certification, permit, or accreditation required by federal, state, or local law and shall submit to the **Secretary** proof of any licensure, certification, permit, or accreditation upon request.

14. Safety Belt Usage. The **Subrecipient** has and operates under, or within one year of this **Agreement**, shall have in place and operate under, a policy which requires its employees to comply with the Kansas Safety Belt Use (K.S.A. § 8-2501, *et seq.*) and Child Passenger Safety (K.S.A. § 8-1343, *et seq.*) Acts when engaged in official travel by public or private vehicle. The **Subrecipient** may request a model policy from the **Secretary**.

15. System for Award Management. The **Subrecipient** shall maintain current registrations in the System for Award Management (<http://www.sam.gov>) at all times during which it has active federal awards.

16. Certification Regarding Sexual Harassment. The **Subrecipient** shall comply with Executive Order 18-04 (February 5, 2018), by signing the “**Policy Regarding Sexual Harassment Attachment**,” which is attached to and made a part of this **Agreement**.

17. Certifications and Assurances. The “**Certifications and Assurances Attachment**” is reviewed and signed by the **Secretary** annually as part of the **Secretary’s** annual grant application for federal grant funds under 23 U.S.C. Chapter 4 or Section 1906. The **Subrecipient** shall comply with the provisions found in the most recent “**Certifications and Assurances Attachment**” that apply to subrecipients. The current “**Certifications and Assurances Attachment**” is attached to and made a part of this **Agreement**. Annual updates can be found at <https://www.ksdot.gov/bureaus/burTrafficSaf/default.asp>.

18. Federal Award Compliance Requirements. The **Subrecipient** shall comply with the applicable provisions of 2 C.F.R. Part 200 listed on the “**Federal Award Compliance Requirements Attachment**,” which is attached to and made a part of this **Agreement**.

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19. Confidentiality; Protection of Personally Identifiable Information. The **Subrecipient** shall maintain as confidential all information and records relating to this **Agreement** and shall not disclose or otherwise release the same unless authorized under the Kansas Open Records Act (K.S.A. 45-215, *et seq.*), the Freedom of Information Act (5 U.S.C.A. § 552), or a current and valid court order.

20. Prohibited Use of Certain Technologies. The **Subrecipient** shall comply with 2 CFR 200.216 and 2 CFR 200.471, which prohibit recipients and subrecipients of federal funds from obligating or expending loan or grant funds, if any, to 1) procure or obtain; 2) extend or renew a contract to procure or obtain, or; 3) or enter into a contract to procure or obtain telecommunication or video surveillance equipment, services, or systems produced by: Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities); and Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities). Any expenditures for such telecommunication or video surveillance equipment, services or systems are unallowable costs and will not be reimbursed.

21. Covenant Against Contingent Fees. The **Subrecipient** represents and warrants that no person or entity has been employed or retained to solicit or secure this **Agreement** upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee. In the event of a breach or violation of this representation and warranty, the **Secretary** shall have the right to annul this **Agreement** without liability or, in its discretion, to offset against amounts it owes the **Subrecipient** under this **Agreement** or otherwise recover from the **Subrecipient** the full amount of such commission, percentage, brokerage, or contingent fee, and to seek any other legal remedies available to it as a result of such breach. The “Covenant Against Contingent Fees Attachment,” is attached to and made a part of this **Agreement**.

22. No Assignment. The **Approved Activities** to be performed under the terms of this **Agreement** shall be performed by the **Subrecipient** and shall not be assigned, sublet, or transferred to any other party without the written consent of the **Secretary**.

23. Accounting. Upon the **Secretary’s** request, the **Subrecipient** shall provide the **Secretary** with an accounting of all actual **Project** costs to enable the **Secretary** to report all costs of the **Project** to the legislature.

ARTICLE V: GENERAL PROVISIONS:

1. Acceptance. No contract provision or use of items by the **Secretary** shall constitute acceptance or relieve the **Subrecipient** of liability in respect to any expressed or implied warranties.

2. Amendment. Any amendment to this **Agreement** shall be in writing and signed by the Parties.

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3. Binding Agreement. This **Agreement** and all contracts entered into under the provisions of this **Agreement** shall be binding upon the **Secretary** and the **Subrecipient** and their successors in office.

4. Civil Rights Act. The “**Civil Rights Act Attachment**” pertaining to the implementation of the Civil Rights Act of 1964, is attached and made a part of this **Agreement**.

5. Contract Summary. The “**Agency Information & Contract Summary**” is attached and made a part of this **Agreement**.

6. Contractual Provisions. The provisions found in the current version of the “**Contractual Provisions Attachment (Form DA-146a)**,” which is attached hereto, are hereby incorporated into this **Agreement**, and made a part thereof.

7. Correspondence. Any notice required or submitted under this **Agreement** shall be deemed given if personally delivered or mailed by registered or certified mail, return receipt requested and postage prepaid, to the addresses of the Parties as specified in section 2 of the “**Agency Information & Contract Summary**.”

8. Counterparts. This **Agreement** may be executed in several counterparts, each of which shall be an original and all of which shall constitute one and the same agreement.

9. Entire Agreement. This **Agreement**, with all attached exhibits, expresses the entire agreement between the Parties with respect to the **Subrecipient’s** participation in the **Project**. No representations, promises, or warranties have been made by the Parties that are not fully expressed or incorporated by reference in this **Agreement**.

10. Headings. All headings in this **Agreement** have been included for convenience of reference only and are not to be deemed to control or affect the meaning or construction or the provisions herein.

11. Independent Contractor Relationship. The relationship of the **Subrecipient** to the **Secretary** is that of an independent contractor and not of an employee/employer. It is expressly understood that any individual performing services under this **Agreement** on behalf of the **Subrecipient** shall not be deemed to be an employee or independent contractor of the **Secretary**, and such individual shall not be entitled to tax withholding, workers’ compensation, unemployment compensation or any employee benefits, statutory or otherwise, from the **Secretary**. The **Subrecipient** agrees that it is solely responsible for the reporting and payment of income, social security, and other employment taxes due to the proper taxing authorities with respect to such personnel. The **Subrecipient** agrees to indemnify, defend and hold harmless the **Secretary** and its directors, officers, employees, and agents from and against any and all costs, losses, damages, liabilities, expenses, demands, and judgments, including court costs and attorney’s fees, relating to the reporting and payment of income, social security, and other employment taxes and the provision of employee benefits (including but not limited to workers’

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compensation, unemployment insurance, and health insurance coverage or assessable payments required under state or federal) with respect to such individual performing services under this **Agreement** on behalf of the **Subrecipient**. This provision shall survive the expiration or termination of this **Agreement**.

12. Integration. This **Agreement** supersedes all oral agreements, negotiations, and representations between the Parties pertaining to the subject matter of this **Agreement**.

13. No Third-Party Beneficiaries. No third-party beneficiaries are intended to be created by this **Agreement** and nothing in this **Agreement** authorizes third parties to maintain a suit for damages pursuant to the terms or provisions of this **Agreement**.

14. Nondiscrimination and Workplace Safety. The **Subrecipient** shall comply with all **federal, state, and local laws**, and rules and regulations prohibiting discrimination in employment and controlling workplace safety. Any violations of applicable laws, rules, or regulations may result in termination of this **Agreement**.

15. Restriction on State Lobbying. Funds provided by the **Secretary** under this **Agreement** shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this **Agreement** shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.

16. Retainage. In the event the **Subrecipient** is awarded \$100,000.00 or more by the **Secretary** under this **Agreement**, the **Subrecipient** acknowledges and agrees the **Secretary** may retain up to five percent (5%) of the **Total Contract Funds** by executing this **Agreement**. Any such retainage will be deducted from the first reimbursement voucher and returned to the **Subrecipient** upon submission of all activity and financial supporting documentation at the end of the fiscal year.

17. Severability. If any provision of this **Agreement** is determined by a court of competent jurisdiction to be invalid or unenforceable to any extent, the remainder of this **Agreement** shall not be affected, and each provision of this **Agreement** shall be enforced to the fullest extent permitted by law.

18. Technical Advice and Assistance; Limitations. Technical advice, assistance, or both, provided by the **Secretary** under this **Agreement** shall not be construed as an undertaking by the **Secretary** of the duties of the **Subrecipient** or any other individual or entity, or the duties of any Consultant, Contractor, licensed professional engineer, or inspector hired by the **Subrecipient**.

19. Termination by Either Party. Either Party may terminate this **Agreement** upon thirty (30) days written notice to the other party for any reason; provided, however, the

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Subrecipient shall not be paid more than it would receive under the terms of this **Agreement** for that portion of **Approved Activities** rendered to the date of termination. In the event of termination of this **Agreement**, the **Secretary** will reimburse the **Subrecipient** for any non-cancellable expenses so long as such expenses were previously approved by the **Secretary**.

20. Termination by the Secretary. If, in the judgment of the **Secretary**, sufficient funds are not appropriated to continue the function performed in this **Agreement** and for the payment of the charges hereunder, the **Secretary** may terminate this **Agreement**. The **Secretary** will participate in all costs approved by the **Secretary** incurred prior to the termination of the **Agreement**.

21. Waiver. A Party's failure to exercise or delay in exercising any right, power, or privilege under this **Agreement** shall not operate as a waiver. Further, no single or partial exercise of any right, power, or privilege shall preclude any other or further exercise thereof.

IN WITNESS WHEREOF the Parties have caused this **Agreement** to be signed by their duly authorized officers as of the **Effective Date**.

SUBRECIPIENT
Riley County Law Enforcement Agency

 Signature of authorizing official

Print Name: _____

Title: _____

Date: _____

Attachment: 12-16-2024 Law Board Packet (14026 : Law Board Meeting Agenda)

Agreement No. 1007-24
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Kansas Department of Transportation
 Secretary of Transportation

Form Approved By _____ Legal Dept. KDOT

By: _____
 Greg M. Schieber, P.E. (Date)
 Deputy Secretary and
 State Transportation Engineer

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Bureau of Transportation Safety

Agency Information & Contract Summary / Highway Safety Project Detailed Plan

Kansas Department of Transportation, Bureau of Transportation Safety

Revision: 08/23/2024

Project Title	SPECIAL TRAFFIC ENFORCEMENT PROGRAM (STEP)		
Project Agency:	RILEY COUNTY LAW ENFORCEMENT AGENCY		
Funding Agency: NHTSA - federal funds	Eligible Use of Funds:	Countermeasure Strategies:	
Funding Source:	Law Enforcement (Local and State Law Enforcement)	High Visibility Enforcement	
<i>BIL 402 PT</i>			
Program Area: Police Traffic Services			

SECTION 1 – PROJECT AGENCY INFORMATION	
Agency Head Information (optional):	
Name:	Brian Peete
Title:	Director
Phone:	785-473-2468
Email:	bpeete@rileycountypolice.org
Financial Contact Person's Information (optional):	
Name:	Jennifer Reifschneider
Title:	Finance Manager
Phone:	785-473-2307
Email:	jreifschneider@rileycountypolice.org
Will this grant potentially generate program income?	
Yes ☐ No ☒	
Location for Project Implementation (Activities):	
Statewide: ☐ Local (County): ☒ Local (City): ☐	
Preferred Payment Method: Direct Deposit: ☒ Interfund Voucher: ☐	
Federal Employer Identification Number:	48-0802343
Unique Entity Identifier (UEI)	XWQNJG1FGPG5
System for Award Management Expiration Date:	11/7/2025
Name & Title of Person Authorized to commit Agency to contracts (Board of Directors, Chair, City Manager, Chief, etc.):	
John Matta, Chair of Riley County Law Enforcement Agency Law Board	

SECTION 3 – AWARD DATA ELEMENTS¹ (Federally Funded Project Only)	
Federal Award Identification Number (FAIN):	69A37523300004020KSO
Date of Award to KDOT:	11/30/2022
Subaward Performance Start Date:	10/1/2022
Subaward Performance End Date:	9/30/2026
Name of Pass-Through Entity:	The Secretary
CFDA Number and Name:	# 20.600 – State and Community Highway Safety
Contact Information for Federal Awarding Official:	
Robert Eichkorn,	
NHTSA Regional Program Manager	Robert.Eichkorn@dot.gov
Contract Information for Secretary Authorizing Official:	
Greg Schieber,	
Deputy Secretary	Greg.Schieber@ks.gov
Contact Information for Secretary Project Director:	
Gary Herman,	
KDOT Behavioral Section Manager	Gary.Herman@ks.gov

SECTION 2 – CORRESPONDENCE / NOTIFICATION (Art. V, para. 7)	
Project Agency's Information:	
Riley County Law Enforcement Agency	
ATTN: Daniel Bortnick, Lieutenant	
1001 S Seth Child Rd	
Manhattan, KS 66502	
Project Contact Person's Information:	
Phone: 785-473-2349	Email: dbortnick@rileycountypolice.org
Secretary's Information:	
Kansas Department of Transportation	
Bureau of Transportation Safety	
ATTN: Amy Sims-Shonka, Behavioral Coordinator	
700 SW Harrison Street	
Topeka, KS 66603	
Contact Information of Secretary's Program Coordinator:	
Phone: 785-296-0296	Email: amy.sims-shonka1@ks.gov

KDOT Fiscal Coding			
Index:	3030	Program:	72021
Agency Use:	5590	Sub:	550100
AWP#:	035-25-0996	Fund:	4100
Project Number:	SP-1300-25	Contract Number:	PT-0996-25

SECTION 4 – FOR KDOT USE ONLY			
Identification of Whether Subaward is R&D:		N/A	
% Local Benefit		N/A	
Recipient Match Required (Yes/No)		No	If Yes: Enter \$
Indirect Cost Rate and Amount:			
Secretary	N/A	/	N/A
Subrecipient	N/A	/	N/A
Full Project			
Project Period:	10/01/2024 to 09/30/2027		
Total Project Funds:	\$54,000.00		
Number of Contract Years in Full Project: #			
Current Contract / Subaward			
Contract Period:	10/01/2024 to 09/30/2025		
Total Contract Funds:	\$18,000.00		
Is this a Continuation of Award: No			

¹ 2 CFR 200.332(a)(1)

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SECTION 5 – BUDGET DETAILS

Category	Line-Item	FY25	FY26	FY27
Personnel	Reimbursement of overtime hours	\$18,000.00	\$18,000.00	\$18,000.00
	Annual Totals	\$18,000.00	\$18,000.00	\$18,000.00
	Grand Total			\$54,000.00

SECTION 6 – SAFETY ISSUE & PROPOSED ACTION

1. Describe the traffic safety issue to be addressed (Problem Statement):

Every year in Kansas, about 50% of traffic fatalities are unbelted, 25% of crashes are directly due to inattentive driving and/or speeding, and 20% of crashes involve alcohol.

Kansas provides four federally funded Special Traffic Enforcement Program (STEP) enforcement opportunities. While all Kansas Traffic Laws are enforced in a STEP mobilization, each campaign has a primary focus:

1. Thanksgiving Safe Arrival – Primary Focus: Occupant Protection
2. Taking Down DUI (Christmas to New Year's) – Primary Focus: DUI/DUID
3. Click It or Ticket (2 weeks straddling Memorial Day) – Primary Focus: Occupant Protection
4. You Drink. You Drive. You Lose. (Labor Day) – Primary Focus: DUI/DUID

2. Describe the project intended to address these issues (The Proposed Solution):

Our agency shall make every effort to engage in *Click It or Ticket*, *You Drink. You Drive. You Lose.* and at least one of the winter holiday campaigns for a minimum of 3 of the 4 STEP campaigns annually. We will tailor the location of our STEP enforcements utilizing a data-driven approach. Using data-driven analysis will ensure that our mobilizations target the areas in our locale where traffic safety infractions are a serious issue. Special attention shall be made to the Primary Focus as outlined in each individual campaign while increasing compliance with all Kansas Traffic Safety laws.

3. Describe the expected outcomes, benefits, or results (Performance Objectives):

Over the course of the Federal Fiscal year, through our agency's participation in the STEP program and enforcement efforts, we will contribute to the state's target of reducing traffic fatalities by 2% annually.

SECTION 7 – DEFINITIONS AND INSTRUCTIONS:

1. **"Preferred Payment Method"** KDOT strongly encourages direct deposit. Any questions, please contact the Secretary's Program Coordinator identified above in Section 2 – Correspondence / Notification.
2. **"UEI"** means the Unique Entity Identifier, which is the authoritative identifier for all entities doing business with the federal government.
3. **"SAM Expiration"** Your financial office should know the date of the most recent registration in System for Award Management (SAM). This is the central registry that the federal government has established to record the UEI and other information.

SECTION 8 – PROGRAM SPECIFICS

1. **Additional Terms & Conditions:**

- A. **Additional Funds.** The Subrecipient may be provided additional funds for equipment and/or training to support enforcement efforts if all STEP expectations are met.
- B. **Reimbursement.** No incurred expenditures, including those for which reimbursement would be requested, may take place prior to the completion of a fully executed agreement. A fully executed agreement is a legal contract that has become effective as a result of the signatures of authorized representatives of the Parties to the agreement.

2. **Approved Services and Expectations:**

- The Kansas Special Traffic Enforcement Program (STEP) brings together our Law Enforcement partners in a high-visibility program that is a vital part of our Safe Systems Approach. Law Enforcement presence is proven to encourage safer, more responsible driving behavior as well as promoting safer speeds by all people who use our roads.
- Subrecipient will make every reasonable effort to participate in at least three (3) scheduled STEP enforcements per Federal Fiscal Year. This will include at least one (1) of the winter holiday campaign as well as *Click It or Ticket* and *You Drink. You Drive. You Lose.* Other enforcement opportunities may become available.
- Over the term of the STEP year, a Subrecipient will average a minimum of two (2) contacts/stops per hour of reimbursed STEP enforcement.
- Subrecipient will adhere to the dates posted on the STEP schedule and to the requirements included on the STEP Fact Sheet.
- No STEP expenditures may be incurred prior to the completion of a fully executed agreement and the receipt of a Notice to Proceed letter.
- All enforcement must be done utilizing overtime hours. Instructions can be found on the STEP Fact Sheet, which is available from KDOT.

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FEDERAL AWARD COMPLIANCE REQUIREMENTS ATTACHMENT

The following provisions of 2 C.F.R. Part 200 shall apply to this Agreement:

1. Subpart A – Acronyms and Definitions (2 C.F.R. § 200.0, *et seq.*).
2. Subpart B – General Provisions (2 C.F.R. § 200.100, *et seq.*).
3. Subpart C – Pre-Federal Award Requirements and Contents of Federal Awards (2 C.F.R. § 200, *et seq.*).
4. Subpart D – Post Federal Award Requirements (2 C.F.R. § 300, *et seq.*).
5. Subpart E – Cost Principles (2 C.F.R. § 200.400, *et seq.*).
6. Subpart F – Audit Requirements.

Attachment: 12-16-2024 Law Board Packet (14026 : Law Board Meeting Agenda)

Policy Regarding Sexual Harassment

WHEREAS, sexual harassment and retaliation for sexual harassment claims are unacceptable forms of discrimination that must not be tolerated in the workplace; and

WHEREAS, state and federal employment discrimination laws prohibit sexual harassment and retaliation in the workplace; and

WHEREAS, officers and employees of the State of Kansas are entitled to working conditions that are free from sexual harassment, discrimination, and retaliation; and

WHEREAS, the Governor and all officers and employees of the State of Kansas should seek to foster a culture that does not tolerate sexual harassment, retaliation, and unlawful discrimination.

NOW THEREFORE, pursuant to the authority vested in me as Governor of the State of Kansas, I hereby order as follows:

1. All Executive Branch department and agency heads shall have available, and shall regularly review and update at least every three years or more frequently as necessary, their sexual harassment, discrimination, and retaliation policies. Such policies shall include components for confidentiality and anonymous reporting, applicability to intern positions, and training policies.
2. All Executive Branch department and agency heads shall ensure that their employees, interns, and contractors have been notified of the state's policy against sexual harassment, discrimination, or retaliation, and shall further ensure that such persons are aware of the procedures for submitting a complaint of sexual harassment, discrimination, or retaliation, including an anonymous complaint.
3. Executive Branch departments and agencies shall annually require training seminars regarding the policy against sexual harassment, discrimination, or retaliation. All employees shall complete their initial training session pursuant to this order by the end of the current fiscal year.
4. Within ninety (90) days of this order, all Executive Branch employees, interns, and contractors under the jurisdiction of the Office of the Governor shall be provided a written copy of the policy against sexual harassment, discrimination, and retaliation, and they shall execute a document agreeing and acknowledging that they are aware of and will comply with the policy against sexual harassment, discrimination, and retaliation.
5. Matters involving any elected official, department or agency head, or any appointee of the Governor may be investigated by independent legal counsel.
6. The Office of the Governor will require annual mandatory training seminars for all staff, employees, and interns in the office regarding the policy against sexual harassment, discrimination, and retaliation, and shall maintain a record of attendance.
7. Allegations of sexual harassment, discrimination, or retaliation within the Office of the Governor will be investigated promptly, and violations of law or policy shall constitute grounds for disciplinary action, including dismissal.
8. This Order is intended to supplement existing laws and regulations concerning sexual harassment and discrimination, and shall not be interpreted to in any way diminish such laws and regulations. The Order provides conduct requirements for covered persons, and is not intended to create any new right or benefit enforceable against the State of Kansas.
9. Persons seeking to report violations of this Order, or guidance regarding the application or interpretation of this Order, may contact the Office of the Governor regarding such matters.

Agreement to Comply with the Policy Against Sexual Harassment, Discrimination, and Retaliation.

I hereby acknowledge that I have received a copy of the State of Kansas Policy Against Sexual Harassment, Discrimination, and Retaliation established by Executive Order 18-04 and agree to comply with the provisions of this policy.

Signature and Date

Printed Name

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CERTIFICATIONS AND ASSURANCES ATTACHMENT²
23 U.S.C. CHAPTER 4 PASS-THROUGH FUNDING
FFY 2025

By applying for a position/financial assistance funded with 23 U.S.C. Chapter 4 funds, the State Highway Safety Office acknowledges and agrees to the following conditions and requirements:

General Requirements

The State will comply with applicable statutes and regulations including, but not limited to:

- 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended;
- Sec. 1906, Public Law 109-59, as amended by Sec. 25024, Public Law 117-58;
- 23 CFR Part 1300—Uniform Procedures for State Highway Safety Grant Programs;
- 2 CFR Part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- 2 CFR part 1201—Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Intergovernmental Review of Federal Programs

The State has submitted appropriate documentation for review to the single point of contact designated by the Governor to review Federal programs, as required by Executive Order 12372 (Intergovernmental Review of Federal Programs).

Federal Funding Accountability and Transparency Act (FFATA)

The State will comply with FFATA guidance, OMB Guidance on FFATA Subaward and Executive Compensation Reporting, August 27, 2010, by reporting to FSRS.gov for each sub-grant awarded;³

- Name of the entity receiving the award;
- Amount of the award;
- Information on the award including transaction type, funding agency, the North American Industry Classification System code, or Catalog of Federal Domestic Assistance number (where applicable), program source;

²See C.F.R. § 1300, App. A.

³https://www.fsrs.gov/documents/OMB_Guidance_on_FFATA_Subaward_and_Executive_Compensation_Reporting_08272010.pdf

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- Location of the entity receiving the award and the primary location of performance under the award, including the city, state, congressional district, and country; and an award title descriptive of the purpose of each funding action;
- Unique entity identifier (generated by SAM.gov);
- The names and total compensation of the five most highly compensated officers of the entity if:
 - (i) the entity in the preceding fiscal year received—
 - (I) 80 percent or more of its annual gross revenues in Federal awards;
 - (II) \$25,000,000 or more in annual gross revenues from Federal awards; and
 - (ii) the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 ([15 U.S.C. 78m\(a\)](#), [78o\(d\)](#)) or [section 6104 of the Internal Revenue Code](#) of 1986;
- Other relevant information specified by OMB guidance.

Nondiscrimination (Applies to Subrecipients as Well as States)

The State highway safety agency [and its subrecipients] will comply with all Federal statutes and implementing regulations relating to nondiscrimination (“Federal Nondiscrimination Authorities”). These include but are not limited to:

- **Title VI of the Civil Rights Act of 1964** ([42 U.S.C. 2000d et seq.](#), 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (entitled Non-discrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964);
- [28 CFR 50.3](#) (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
- **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, ([42 U.S.C. 4601 et seq.](#)), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- **Federal-Aid Highway Act of 1973**, ([23 U.S.C. 324 et seq.](#)), and Title IX of the Education Amendments of 1972, as amended ([20 U.S.C. 1681–1683](#) and [1685–1686](#)) (prohibit discrimination on the basis of sex);
- **Section 504 of the Rehabilitation Act of 1973**, ([29 U.S.C. 794 et seq.](#)), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;

- **The Age Discrimination Act of 1975**, as amended, ([42 U.S.C. 6101 et seq.](#)), (prohibits discrimination on the basis of age);
- **The Civil Rights Restoration Act of 1987**, ([Pub. L. 100-209](#)), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- **Titles II and III of the Americans with Disabilities Act** ([42 U.S.C. 12131–12189](#)) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;
- **[Executive Order 12898](#), Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations** (preventing discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations);
- **[Executive Order 13166](#), Improving Access to Services for Persons with Limited English Proficiency** (requiring that recipients of Federal financial assistance provide meaningful access for applicants and beneficiaries who have limited English proficiency (LEP));
- **[Executive Order 13985](#), Advancing Racial Equity and Support for Underserved Communities through the Federal Government** (advancing equity across the Federal Government); and
- **[Executive Order 13988](#), Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation** (clarifying that sex discrimination includes discrimination on the grounds of gender identity or sexual orientation).

The preceding statutory and regulatory cites hereinafter are referred to as the “Acts” and “Regulations,” respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including NHTSA.”

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI of the Civil Rights Act of 1964 and other non-discrimination requirements (the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Highway Safety Grant Program:

1. The Recipient agrees that each “activity,” “facility,” or “program,” as defined in [§ 21.23\(b\)](#) and [\(e\) of 49 CFR](#) part 21 will be (with regard to an “activity”) facilitated, or will be (with regard to a “facility”) operated, or will be (with regard to a “program”) conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.

2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Highway Safety Grant Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

“The [name of Recipient], in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, [42 U.S.C 2000d](#) to [2000d-4](#)) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”

3. The Recipient will insert the clauses of appendix A and E of this Assurance (also referred to as DOT Order 1050.2A)¹ in every contract or agreement subject to the Acts and the Regulations.

4. The Recipient will insert the clauses of appendix B of DOT Order 1050.2A, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.

5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.

6. That where the Recipient receives Federal financial assistance in the form of, or for the acquisition of, real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.

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7. That the Recipient will include the clauses set forth in appendix C and appendix D of this DOT Order 1050.2A, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:

a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and

b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.

8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or

b. the period during which the Recipient retains ownership or possession of the property.

9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the State highway safety agency also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing NHTSA's access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by NHTSA. You must keep records, reports, and submit the material for review upon request to NHTSA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law, or detailed in program guidance.

The State highway safety agency gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S.

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Department of Transportation under the Highway Safety Grant Program. This ASSURANCE is binding on the State highway safety agency, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Highway Safety Grant Program. The person(s) signing below is/are authorized to sign this ASSURANCE on behalf of the Recipient.

The Drug-Free Workplace Act of 1988 (41 U.S.C. 8103)

The State will provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace, and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing a drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs;
 4. The penalties that may be imposed upon employees for drug violations occurring in the workplace;
 5. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- c. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 1. Abide by the terms of the statement;
 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- d. Notifying the agency within ten days after receiving notice under subparagraph (c)(2) from an employee or otherwise receiving actual notice of such conviction;
- e. Taking one of the following actions, within 30 days of receiving notice under subparagraph (c)(2), with respect to any employee who is so convicted—
 1. Taking appropriate personnel action against such an employee, up to and including termination;

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2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

Political Activity (Hatch Act) (Applies to Subrecipients as Well as States)

The State will comply with provisions of the Hatch Act ([5 U.S.C. 1501–1508](#)), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

Certification Regarding Federal Lobbying (Applies to Subrecipients as Well as States)

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of their knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form–LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions;

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Restriction on State Lobbying (Applies to Subrecipients as Well as States)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., “grassroots”) lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

Certification Regarding Debarment and Suspension (Applies to Subrecipients as Well as States)**Instructions for Primary Tier Participant Certification (States)**

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

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6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate the transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters
Primary Tier Covered Transactions

(1) The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;

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(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Lower Tier Participant Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled “Instructions for Lower Tier Participant Certification” including the “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Buy America Act (Applies to Subrecipients as Well as States)

The State and each subrecipient will comply with the Buy America requirement ([23 U.S.C. 313](#)) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United

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States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

Certification on Conflict of Interest (Applies to Subrecipients as Well as States)**General Requirements**

No employee, officer or agent of a State or its subrecipient who is authorized in an official capacity to negotiate, make, accept or approve, or to take part in negotiating, making, accepting or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from an entity considered for a subaward. Based on this policy:

1. The recipient shall maintain a written code or standards of conduct that provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.
 - a. The code or standards shall provide that the recipient's officers, employees, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential subawardees, including contractors or parties to subcontracts.
 - b. The code or standards shall establish penalties, sanctions, or other disciplinary actions for violations, as permitted by State or local law or regulations.
2. The recipient shall maintain responsibility to enforce the requirements of the written code or standards of conduct.

Disclosure Requirements

No State or its subrecipient, including its officers, employees or agents, shall perform or continue to perform under a grant or cooperative agreement, whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in organizations regulated by NHTSA or in organizations whose interests may be substantially affected by NHTSA activities. Based on this policy:

1. The recipient shall disclose any conflict of interest identified as soon as reasonably possible, making an immediate and full disclosure in writing to NHTSA. The disclosure shall include a description of the action which the recipient has taken or proposes to take to avoid or mitigate such conflict.

2. NHTSA will review the disclosure and may require additional relevant information from the recipient. If a conflict of interest is found to exist, NHTSA may (a) terminate the award, or (b) determine that it is otherwise in the best interest of NHTSA to continue the award and include appropriate provisions to mitigate or avoid such conflict.

3. Conflicts of interest that require disclosure include all past, present, or currently planned organizational, financial, contractual, or other interest(s) with an organization regulated by NHTSA or with an organization whose interests may be substantially affected by NHTSA activities, and which are related to this award. The interest(s) that require disclosure include those of any recipient, affiliate, proposed consultant, proposed subcontractor, and key personnel of any of the above. Past interest shall be limited to within one year of the date of award. Key personnel shall include any person owning more than a 20 percent interest in a recipient, and the officers, employees or agents of a recipient who are responsible for making a decision or taking an action under an award where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

Prohibition on Using Grant Funds to Check for Helmet Usage

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

Policy on Seat Belt Use

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employers, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives at www.trafficsafety.org. The NHTSA website (www.nhtsa.gov) also provides information on statistics, campaigns, and program evaluations and references.

Policy on Banning Text Messaging While Driving

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or rented vehicles, Government-owned, leased or rented vehicles, or privately-owned vehicles when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size

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of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

Section 402 Requirements

1. To the best of my personal knowledge, the information submitted in the annual grant application in support of the State's application for a grant under 23 U.S.C. 402 is accurate and complete.

2. The Governor is the responsible official for the administration of the State highway safety program, by appointing a Governor's Representative for Highway Safety who shall be responsible for a State highway safety agency that has adequate powers and is suitably equipped and organized (as evidenced by appropriate oversight procedures governing such areas as procurement, financial administration, and the use, management, and disposition of equipment) to carry out the program. (23 U.S.C. 402(b)(1)(A))

3. At least 40 percent of all Federal funds apportioned to this State under 23 U.S.C. 402 for this fiscal year will be expended by or on behalf of political subdivisions of the State in carrying out local highway safety programs (23 U.S.C. 402(b)(1)(C)) or 95 percent by and on behalf of Indian tribes (23 U.S.C. 402(h)(2)), unless this requirement is waived in writing. (This provision is not applicable to the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.)

4. The State's highway safety program provides adequate and reasonable access for the safe and convenient movement of physically handicapped persons, including those in wheelchairs, across curbs constructed or replaced on or after July 1, 1976, at all pedestrian crosswalks. (23 U.S.C. 402(b)(1)(D))

5. As part of a comprehensive program, the State will support a data-based traffic safety enforcement program that fosters effective community collaboration to increase public safety, and data collection and analysis to ensure transparency, identify disparities in traffic enforcement, and inform traffic enforcement policies, procedures, and activities. (23 U.S.C. 402(b)(1)(E))

6. The State will implement activities in support of national highway safety goals to reduce motor vehicle related fatalities that also reflect the primary data-related crash factors within the State, as identified by the State highway safety planning process, including:

- Participation in the National high-visibility law enforcement mobilizations as identified annually in the NHTSA Communications Calendar, including not less than 3 mobilization campaigns in each fiscal year to—

- ☐ Reduce alcohol-impaired or drug-impaired operation of motor vehicles; and

- ☐ Increase use of seat belts by occupants of motor vehicles;

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- Sustained enforcement of statutes addressing impaired driving, occupant protection, and driving in excess of posted speed limits;
 - An annual statewide seat belt use survey in accordance with 23 CFR part 1340 for the measurement of State seat belt use rates, except for the Secretary of Interior on behalf of Indian tribes;
 - Development of statewide data systems to provide timely and effective data analysis to support allocation of highway safety resources;
 - Coordination of triennial Highway Safety Plan, data collection, and information systems with the State strategic highway safety plan, as defined in 23 U.S.C. 148(a); and
 - Participation in the Fatality Analysis Reporting System (FARS), except for American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, or the United States Virgin Islands. (23 U.S.C. 402(b)(1)(F))
7. The State will actively encourage all relevant law enforcement agencies in the State to follow the guidelines established for vehicular pursuits issued by the International Association of Chiefs of Police that are currently in effect. (23 U.S.C. 402(j))
8. The State will not expend Section 402 funds to carry out a program to purchase, operate, or maintain an automated traffic enforcement system, except in a work zone or school zone. (23 U.S.C. 402(c)(4))

Definitions

1. **“Covered transaction”** means a nonprocurement or procurement transaction, as defined in the nonprocurement common rule for exclusion. A covered transaction may be a transaction at the primary tier between a federal agency and a person; or at a lower tier between a participant in a covered transaction and another person. (exclusion term, See 2 C.F.R. § 180.200).
2. **“NHTSA”** means the National Highway Traffic Safety Administration.
3. **“Participant”** means a person who submits a proposal for, or who enters into, a covered transaction, including an agent or representative of a participant. (exclusion term, See 2 C.F.R. § 180.980).
4. **“Pass-through entity”** means a non-federal entity that provides a subaward to a Subrecipient to carry out part of a federal program. (See 2 C.F.R. § 200.1; OMB Cir. A-133, §__3).

Agreement No. 1007-24

Contract No. PT-0996-25

Project No. SP-1300-25

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5. **“Pass-through funding”** means funds issued by a federal agency to a recipient, which funds are then transferred to another recipient (“Subrecipient”) in a subaward.
6. **“Subaward”** means an award provided by a pass-through entity to a Subrecipient for the Subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers, or labels as, a contract. (See 2 C.F.R. § 200.1; 2 C.F.R. § 200.331(a); T, § __.2(ff)).
7. **“Subrecipient”** means a non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program but does not include an individual that is a beneficiary of such program. A Subrecipient may also be a recipient of other federal awards directly from a federal awarding agency. (See 2 C.F.R. § 200.1; OMB Cir. A-110, § __.2(gg)).
8. **“US DOT”** means the United States Department of Transportation.

COVENANT AGAINST CONTINGENT FEES ATTACHMENT

I hereby certify that I am _____ and duly authorized representative of _____ (CONTRACTOR) and that neither I nor the above agency I here represent has:

- (a) employed or retained for the payment of a commission, percentage, brokerage, contingent fee, or other consideration, any person (other than a bona fide employee working solely for me or the CONTRACTOR) to solicit or secure this Agreement,
- (b) agreed, as an express or implied condition for obtaining this Agreement, to employ or retain the services of any firm or person in connection with carrying out the agreement, or
- (c) paid, or agreed to pay, to any firm, organization of persons (other than a bona fide employee working solely for me or the CONTRACTOR) any fee, contribution, donation, or consideration of any kind, for, or in connection with, procuring or carrying out the Agreement;

except as here expressly stated (if any):

I acknowledge that this certificate is to be furnished to the Secretary of Transportation of the State of Kansas in connection with this Agreement and is subject to applicable State and Federal laws, both criminal and civil.

(Date)

Name: _____
Title: _____

Attachment: 12-16-2024 Law Board Packet (14026 : Law Board Meeting Agenda)

KANSAS DEPARTMENT OF TRANSPORTATION CIVIL RIGHTS ACT ATTACHMENT

PREAMBLE

The Secretary of Transportation for the State of Kansas, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. § 2000d to 2000d-4) and other nondiscrimination requirements and the Regulations, hereby notifies all contracting parties that it will affirmatively ensure that this contract will be implemented without discrimination on the grounds of race, color, national origin, sex, age, disability, income-level or Limited English Proficiency (LEP).

CLARIFICATION

The term “Contractor” is understood to include the Contractor, the Contractor’s assignees and successors in interest, consultants, and all other parties to contracts or agreements with the Secretary of Transportation, Kansas Department of Transportation. This Attachment shall govern should this Attachment conflict with provisions of the Document to which it is attached.

ASSURANCE APPENDIX A

During the performance of this contract, the Contractor, for itself, its assignees and successors in interest, agrees as follows:

1. **Compliance with Regulations:** The Contractor will comply with the Acts and the Regulations relative to nondiscrimination in its Federally-assisted programs of the U.S. Department of Transportation, the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA) or the Federal Aviation Administration (FAA) as they may be amended from time to time which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontractors, Including Procurements of Material and Equipment:** In all solicitations, either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor will be notified by the Contractor of the Contractor’s obligations under this contract and the Acts and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FHWA, FTA, or FAA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the Recipient or, the FHWA, FTA, or FAA as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of the Contractor’s noncompliance with the nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FHWA, FTA, or FAA may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the Contractor under the contract until the Contractor complies; and/or
 - b. cancelling, terminating or suspending a contract, in whole or in part.

6. **Incorporation of Provisions:** The Contractor will include the provisions of the paragraphs one (1) through six (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the Recipient or the FHWA, FTA, or FAA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

ASSURANCE APPENDIX E

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- The Federal Aid Highway Act of 1973 (23 U.S.C. § 324 et. seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 et. seq.) as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et. seq.), prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 U.S.C. § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987 (PL No. 100-259), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and Contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, (prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities), (42 U.S.C. §§12131-12189as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38);
- The Federal Aviation Administration’s nondiscrimination statute (49 U.S.C. § 47123), (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, (ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations);
- Executive Order 13166, Improving Access to Services for Persons with LEP, and resulting agency guidance, national origin discrimination includes discrimination because of LEP. To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended (prohibits you from discriminating because of sex in education programs or activities), (20 U.S.C. § 1681).

State of Kansas
 Department of Administration DA-146a
 (Rev. 07-19)

CONTRACTUAL PROVISIONS ATTACHMENT

Important: This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 07-19), which is attached hereto, are hereby incorporated in this contract and made a part thereof.

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the _____ day of _____, 20____.

1. **Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.
2. **Kansas Law and Venue:** This contract shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this contract shall reside only in courts located in the State of Kansas.
3. **Termination Due To Lack Of Funding Appropriation:** If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least thirty (30) days prior to the end of its current fiscal year and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to ninety (90) days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of the State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
4. **Disclaimer Of Liability:** No provision of this contract will be given effect that attempts to require the State of Kansas or its agencies to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas is defined under the Kansas Tort Claims Act (K.S.A. 75-6101, *et seq.*).
5. **Anti-Discrimination Clause:** The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001, *et seq.*) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111, *et seq.*) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101, *et seq.*) (ADA), and Kansas Executive Order No. 19-02, and to not discriminate against any person because of race, color, gender, sexual orientation, gender identity or expression, religion, national origin, ancestry, age, military or veteran status, disability status, marital or family status, genetic information, or political affiliation that is unrelated to the person's ability to reasonably perform the duties of a particular job or position; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to

comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) Contractor agrees to comply with all applicable state and federal anti-discrimination laws and regulations; (g) Contractor agrees all hiring must be on the basis of individual merit and qualifications, and discrimination or harassment of persons for the reasons stated above is prohibited; and (h) if it is determined that the contractor has violated the provisions of any portion of this paragraph, such violation shall constitute a breach of contract and the contract may be canceled, terminated, or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.

6. **Acceptance of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
7. **Arbitration, Damages, Warranties:** Notwithstanding any language to the contrary, no interpretation of this contract shall find that the State or its agencies have agreed to binding arbitration, or the payment of damages or penalties. Further, the State of Kansas and its agencies do not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to the State of Kansas or its agencies at law, including but not limited to, the implied warranties of merchantability and fitness for a particular purpose.
8. **Representative's Authority to Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.
9. **Responsibility for Taxes:** The State of Kansas and its agencies shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
10. **Insurance:** The State of Kansas and its agencies shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require them to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101, *et seq.*), the contractor shall bear the risk of any loss or damage to any property in which the contractor holds title.
11. **Information:** No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101, *et seq.*
12. **The Eleventh Amendment:** "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."
13. **Campaign Contributions / Lobbying:** Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.

**CERTIFICATION BY PARTICIPANTS AS TO CURRENT HISTORY
REGARDING DEBARMENT, ELIGIBILITY, INDICTMENTS, CONVICTIONS, OR
CIVIL JUDGMENTS**

By signing this certificate, the Participant certifies that neither it nor its principals (owner, partner, director, officer, principal investigator, project director, manager, auditor, or any other position involving the administration of federal funds) is:

- (1) not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
- (2) has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three years;
- (3) does not have a proposed debarment pending;
- (4) and has not been indicted, convicted, or had a civil judgment rendered against (it) by a court of competent jurisdiction in any manner involving fraud or official misconduct within the past three years.

List any exceptions here: _____

Exceptions will not necessarily result in denial of award, but will be considered in determining bidder or respondent responsibility. For any exceptions noted, indicate below to whom it applies, initiating agency, and dates of action.

Providing false information may result in criminal prosecution or administrative sanctions.

Participant/Firm's Name: _____

Address: _____

City/State/Zip: _____

Authorized Company Official's Name and Title: _____
(Typed or Printed)

Signature of Authorized Representative: _____
(Date)

Attachment: 12-16-2024 Law Board Packet (14026 : Law Board Meeting Agenda)

Director and Law Board
 Riley County Police Department
 Manhattan, KS 66502

We have audited the financial statement of the Riley County Police Department (the Department) for the year ended December 31, 2023. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated April 9, 2024. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Department are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2023. We noted no transactions entered into by the Department during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole. Attached is the listing of corrected misstatements made during the audit.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated November ____, 2024.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the Department’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Department’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the summary of expenditures – actual and budget – and the schedule of receipts and expenditures – actual and budget, which are regulatory required supplementary information (RRSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statement or to the financial statement themselves.

We were engaged to report on Composition of Cash, which accompanies the financial statement but is not RRSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with the Kansas Municipal Audit and Accounting Guide, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statement or to the financial statements themselves.

We were not engaged to report on the Schedule of Fixed Assets, which accompany the financial statement but are not RRSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Restriction on Use

This information is intended solely for the information and use of Director and Lar Board and management of the Department and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

James Gordon & Associates CPA, P.A.
Manhattan, Kansas
November ____, 2024

DRAFT

RESOLUTION 25-02

WHEREAS the Riley County (Kansas) Law Enforcement Agency, has determined that the financial statements and financial reports for the year ended December 31, 2024, to be prepared in conformity with the requirements of K.S.A. 75-1120a(a) are not relevant to the requirements of the cash basis and budget laws of this state and are of no significant value to the Riley County Law Enforcement Agency or the members of the general public of Riley County, Kansas; and

WHEREAS there are no revenue bond ordinances or resolutions, or other ordinances or resolutions of the Riley County Law Enforcement Agency which require financial statements and financial reports to be prepared in conformity with K.S.A. 75-1120a(a) for the year ended December 31, 2024;

NOW, THEREFORE BE IT RESOLVED by the Riley County (Kansas) Law Enforcement Agency in regular meeting duly assembled this 16th day of December, 2024 that the Riley County Law Enforcement Agency waives the requirements of K.S.A. 75-1120a(a) as they apply to the Riley County Law Enforcement Agency of Riley County, Kansas for the year ended December 31, 2024.

BE IT FURTHER RESOLVED that the Riley County Law Enforcement Agency shall cause the financial statements and financial reports of the Riley County Law Enforcement Agency to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of this state.

Wherefore I set my hand this 16th day of December, 2024.

John Matta, Chair
Riley County Law Enforcement Agency

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is entered into this _____ day of _____, 202__, by and between the **RILEY COUNTY LAW ENFORCEMENT AGENCY, also known as the Riley County Law Board ("Agency")** **RILEY COUNTY POLICE DEPARTMENT ("RCPD")** and **THE UNITED STATES DEPARTMENT OF AGRICULTURE ("USDA")**. The parties agree as follows:

WHEREAS KSA 19-4429 mandates that Agency is "responsible for the enforcement of law and the providing of police protection throughout" Riley County, Kansas, and is vested by Kansas law with responsibility for the RCPD, and RCPD is a county law enforcement department having jurisdiction throughout Riley County, Kansas;

WHEREAS, USDA owns a certain real property (the "Property") located within the corporate city limits of Manhattan, Kansas, which is situated in Riley County, Kansas, and thus within the law enforcement jurisdiction of RCPD;

WHEREAS USDA intends to establish on the Property, and own, the National Bio and Agro-Defense Facility ("NBAF") and desires that the Property be served by appropriate law enforcement services.

WHEREAS, legislative jurisdiction on the Property is concurrent, meaning that local and federal law enforcement agencies each have jurisdiction to enforce their respective laws thereon.

AND, WHEREAS USDA expressly desires that RCPD provide law enforcement services to the Property;

NOW, THEREFORE, the parties to this MOU agree as follows:

I. SUBJECT AND PURPOSE OF THE MOU

The parties acknowledge and agree that the subject and purpose of this MOU is to promote the safety, security, and welfare of the Property and persons thereon by securing the services of RCPD to provide Special Attention Patrol based on criminal and safety trends and to enforce the laws of the State of Kansas and the City of Manhattan, Kansas on the Property.

II. SERVICES TO BE PROVIDED BY RCPD

RCPD agrees that it will (1) respond to calls for law enforcement services on the Property from USDA, NBAF, and their personnel and other persons; (2) provide Special Attention patrol based on criminal and safety trends and concerns on the Property based on the availability of RCPD staff and to the extent such patrol is requested by USDA/NBAF; and (3) enforce the traffic and criminal laws of the State of Kansas and City of Manhattan, Kansas on the Property. RCPD will, in accordance with KSA 22-2401a, have the right to request the assistance of such other Kansas state or local law enforcement agencies and

officers as RCPD deems necessary, and such agencies and officers will have, pursuant to KSA 22-2401a, the same jurisdiction as RCPD officers while responding to RCPD's request for assistance. However, the parties to this MOU acknowledge and agree that RCPD will have primary responsibility for the provision of law enforcement service on the Property; *provide, however*, that USDA/NBAF acknowledge that from time to time, another law enforcement agency may assume primary responsibility to investigate incidents involving RCPD, such as accidents involving RCPD vehicles/officers, and use of force incidents involving RCPD officers. Nothing in this paragraph should be construed as affecting, limiting, or hindering the authority of federal law enforcement agencies from enforcing federal law(s).

III. RECORDS

To the extent federal, state and/or local laws, or their respective policies and procedures may require, the parties will each make and maintain their own records related to the services to be performed pursuant to this MOU, costs and expenses associated therewith, and the performance of such services.

IV. STATUS AND CONTROL OF EMPLOYEES

RCPD and USDA/NBAF acknowledge and agree that for no reason are any of their respective employees the employees of the other, and that for no reason will any of their respective employees be considered employees of the other; *by way of illustration*, RCPD employees are not employees of USDA/NBAF and USDA/NBAF employees are not employees of RCPD.

The parties also acknowledge and agree that USDA/NBAF does not have authority to direct, manage, or supervise any RCPD employee, and that the authority and responsibility for RCPD employee direction, management, and supervision belongs solely to RCPD. Similarly, the parties acknowledge that RCPD has no authority to direct the work of, manage, or supervise any USDA/NBAF employees, and that the authority and responsibility for USDA/NBAF employee direction, management, and supervision belongs solely to USDA/NBAF; *provided, however*, that USDA/NBAF employees are subject to the same responsibility to obey lawful orders of sworn RCPD employees as that of all other persons.

The parties also acknowledge and agree that each of them is solely responsible for payment of only their own respective employee-related obligations for payment if and/or withholding from employee compensation those amounts attributable to federal and state withholding, workers compensation taxes/payments, unemployment taxes, health/medical/dental insurance and expenses, social security, union dues, and all other employee-related expenses, obligations, and costs.

Notwithstanding any other provision of this section or this MOU, the parties acknowledge and agree that some RCPD employees, pending RCPD approval, may be directly employed by USDA as USDA employees when such RCPD employees are in off-duty status with respect to RCPD. At such times, USDA may supervise and direct such persons as it deems necessary and USDA shall be solely responsible for payment of and/or withholding from employee compensations those amounts attributable federal and state withholding, workers compensation taxes/payments, unemployment taxes, health/medical/dental insurance and expenses, social security, union dues, and all other employee-related expenses, obligations,

and costs and USDA shall be solely liable and responsible for such persons' acts and/or omissions.

V. LIABILITY

Agency and/or RCPD shall not be liable for the acts or omissions of USDA/NBAF, its officers employees, agents, representatives, and/or any other person or entities acting at the direction, behest, or behalf, and USDA/NBAF shall not be liable for the acts or omissions of RCPD, their officers, employees, agents, representatives, and/or any other persons or entities acting at their respective or collective direction, behest, or behalf.

This MOU is not intended to, and does not create, any right, benefit, or trust responsibility, substantive or procedural, enforceable at law or equity, by a party against the United States, its agencies, its officers, or any person.

VI. COUNTERPARTS

This MOU may be executed in multiple counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument and MOU.

VII. HEADINGS

The descriptive headings of the provisions of this MOU are formulated and used for convenience only and do not affect the meaning and construction of any such provision.

VIII. COMPLETE MOU

This MOU constitutes the entire MOU between the parties with respect to the provision of the law enforcement services on the Property. There are no verbal understandings, contracts, MOUs, representations, or warranties between the parties which are not expressly set forth herein. This MOU supersedes all prior written and/or oral agreements/MOUs and understandings between the parties.

IX. REASONABLENESS

The parties acknowledge and agree that all provisions of this MOU are terms and conditions which are reasonable, and which reflect their intentions with respect to the subject matter thereof.

X. AGENCY CONSENT REQUIRED

The parties each acknowledge and agree that none of the terms and provisions of this MOU shall be binding unless and until this MOU is approved by a majority vote of Agency's qualified members at a regular and public meeting thereof *and* it has thereafter been executed by the Agency Chairperson.

XI. WARRANTIES OF AUTHORITY

The parties each hereby warrant, one to the other, that the signatories hereto have been authorized to act on and for their behalf and have the full power and authority to bind their respective principals to the obligations and duties created hereunder.

XII. FUNDING

USDA/ NBAF, Agency, and RCPD and their respective agencies and offices will handle their own activities and utilize their own resources, including the expenditure of their own funds, in the performance of this MOU. Each party will carry out its separate activities in a coordinated and mutually beneficial manner.

Nothing in this MOU shall obligate USDA/ NBAF, Agency, or RCPD to obligate or transfer any funds. Specific work projects or activities that involve the transfer of funds, services, or property among the various agencies and offices of the Department of Agriculture and will require execution of separate agreements and be contingent upon the availability of appropriated funds. Such activities must be independently authorized by appropriate statutory authority. This MOU does not provide such authority. Negotiation, execution, and administration of each such agreement must comply with all applicable statutes and regulations.

Application of Kansas Cash Basis Law. Agency and RCPD are subject to applicable provisions of the *Kansas Cash Basis Law* and, as such, USDA/NBAF, Agency, and RCPD acknowledge and agree that any payments that Agency and/or RCPD may become liable to make to USDA/NBAF hereunder are expressly contingent and dependent upon (1) funds to facilitate such payments and benefits being budgeted by Agency, and (2) funds actually being available to fund such payments. If at any time such funding is not budgeted or becomes unavailable, Agency and/or RCPD obligations to continue this MOU and to make any and all such payments shall immediately cease and Agency and RCPD shall have no further obligations to USDA/NBAF whatsoever.

XIII. Effective Date

This MOU takes effect upon the signatures of USDA/ NBAF, Agency, and RCPD and shall remain in effect for five years from the date of execution. This MOU may be extended or amended upon written request of either USDA/ NBAF, Agency, and RCPD and the subsequent written concurrence of the other(s). USDA/ NBAF, Agency and/or RCPD may terminate this MOU with a 60-day prior written notice to the other(s).

IN WITNESS WHEREOF, the parties have entered into and executed this MOU the day and year indicated.

RILEY COUNTY LAW ENFORCEMENT AGENCY

By: John Matta, Chairperson

Date _____

RILEY COUNTY POLICE DEPARTMENT

By: Brian Peete, Director

Date _____

USDA/NBAF

By: Alfonso Clavijo, Director

Date _____