



**Board of Riley County
Commissioners
Regular Meeting
Agenda
December 18, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Vice Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Highway Use Permit, WTC Communications Inc.
4. Sign Tax Roll Corrections
5. Sign Riley County Employee Action Form(s)

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Dec 14, 2023 8:30 AM

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM

Robbin Cole, Pawnee Mental Health Services Director

9. Pawnee Mental Health Services update

9:15 AM

David Adams, EMS/Ambulance Director

10. Staff Update

9:30 AM

Press Conference

11. Dark Store Clarification - Anna Burson (2-3 minutes)
12. Presentation of retirement plaque to Linda King - Kathryn Focke (3 minutes)

- 9:40 AM Elizabeth Ward, Human Resources Director**
13. Executive session to discuss a performance matter involving non-elected personnel
- 10:00 AM Brittany Phillips, Budget and Finance Officer**
14. 2023 Budget Amendment Hearing
- 10:10 AM Clancy Holeman, Counselor/Director of Administrative Services**
15. Administrative Work Session
16. Executive session for preliminary discussions relating to the acquisition of real property
- 10:30 AM Amanda Webb, Planning/Special Projects Director**
17. Comprehensive Plan Update Year-to-Date Report
- 11:30 AM David Adams, EMS/Ambulance Director**
18. Station Project Update
- 12:00 PM Law Enforcement Agency Meeting**
19. 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
Permit

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 18, 2023

SUBJECT: Highway Use Permit, WTC Communications Inc.

PRESENTER: John Ellerman, Director of Public Works

BACKGROUND

WTC Communications Inc, has requested permission to bore/plow fiber optic cable according to the details and route shown on the attached map.

RECOMMENDATION(S)

Staff recommends approval of Highway Use Permit as presented.

POSSIBLE MOTION(S)

Move to approve the Highway Use Permit granting WTC Communications Inc, permission to complete work as outlined in permit

Enclosures:

- Pillsbury Highway Use Permit (PDF)

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

Project Number:
Requesting Party:

Processing Procedure: Date and initial completed steps.

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

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

Signature: _____

[Handwritten Signature] *12/8/23*

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

Comments: *Sent to Township 12/8/23*

Manhattan Township

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

Date _____ by _____

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

Date _____ by _____

Submitted by: _____

Date Submitted: _____

Attachment: Pillsbury Highway Use Permit (14363 : Highway Use Permit-WTC Communications Inc)

Permit No. _____

APPLICATION FOR HIGHWAY USE PERMIT

Riley County, Kansas

Applicant Name WTC Communications Inc. Type of Construction New Fiber Optic Cable
 Applicant Mailing Address 1009 Lincoln Ave City Wamego State KS Zip 66547

Applicant hereby requests permission to bore/ plow fiber optic cable along and/or across the public roads of Riley County, Kansas, according to the details and route shown on the attached plans and standards for said construction.

A \$100 Application Fee and a detailed map of location (include an aerial when possible) are required.

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

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

Submitted by: _____

Submitter's signature

Date

Shawn Smith OSP Manager
 Printed Name & Title

785-456-1022
 Submitter's Telephone Number

ssmith@wtcks.com
 Submitter's Email Address

12/18/2023
 Proposed Date of Construction

Bob Hull Construction
 Contractor Name

785-292-4858
 Contractor Telephone Number

180 Days
 Estimated Duration of Construction

RECOMMENDED BY: _____

Riley County Engineer

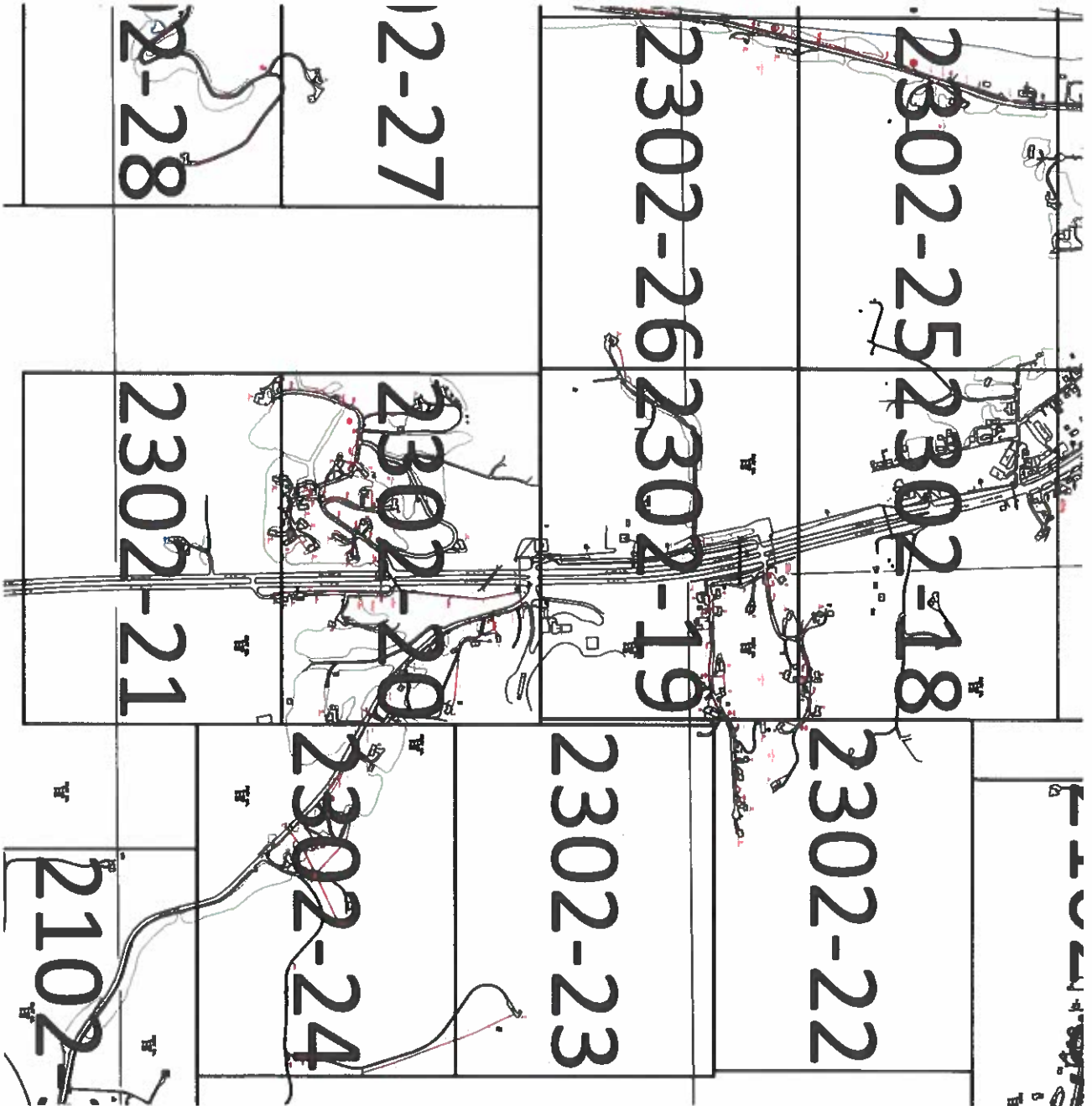
Permit granted this _____ day of _____, 20____.

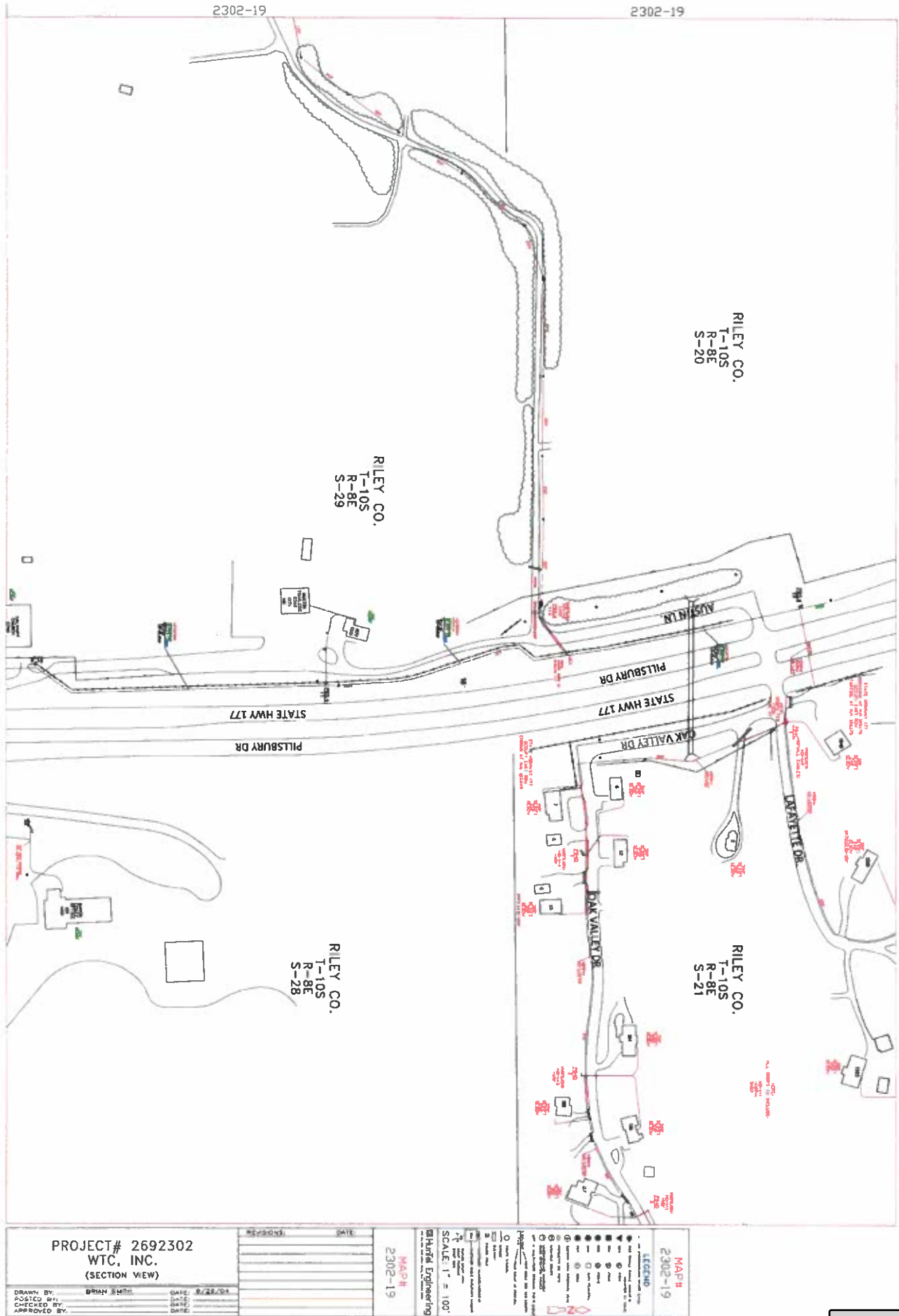
BOARD OF COUNTY COMMISSIONERS
 RILEY COUNTY, KANSAS

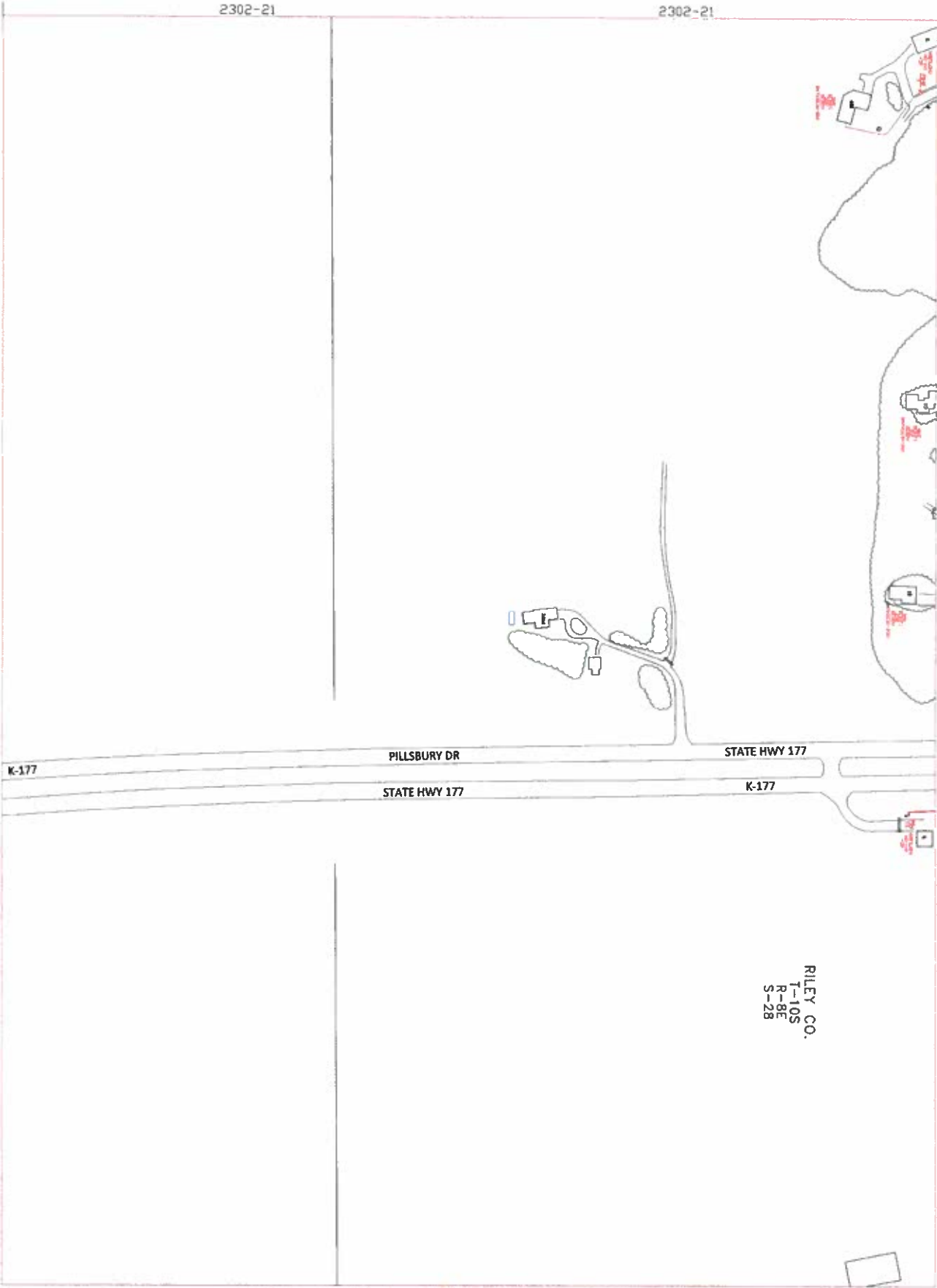
Chairperson _____

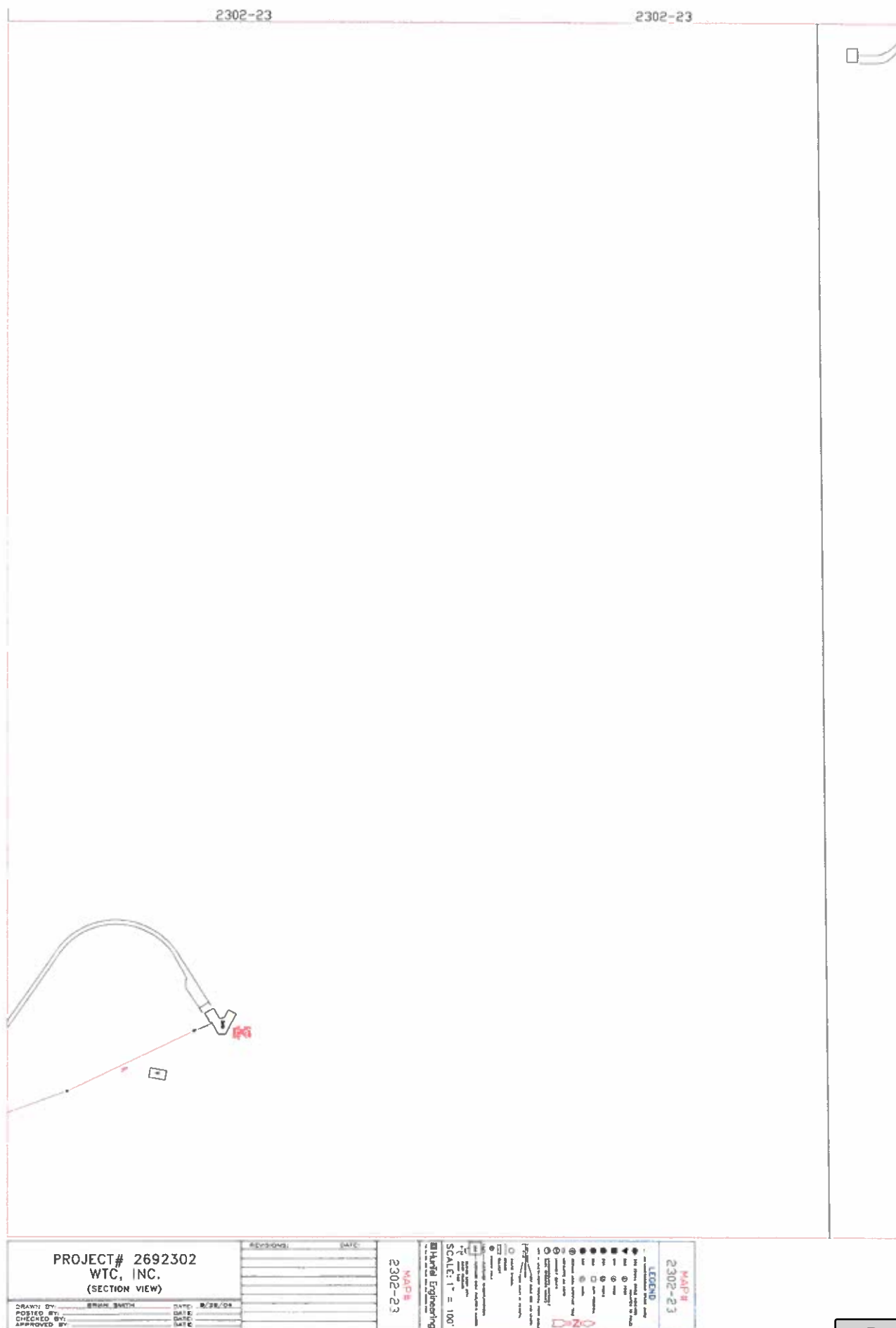
OFFICE USE ONLY:

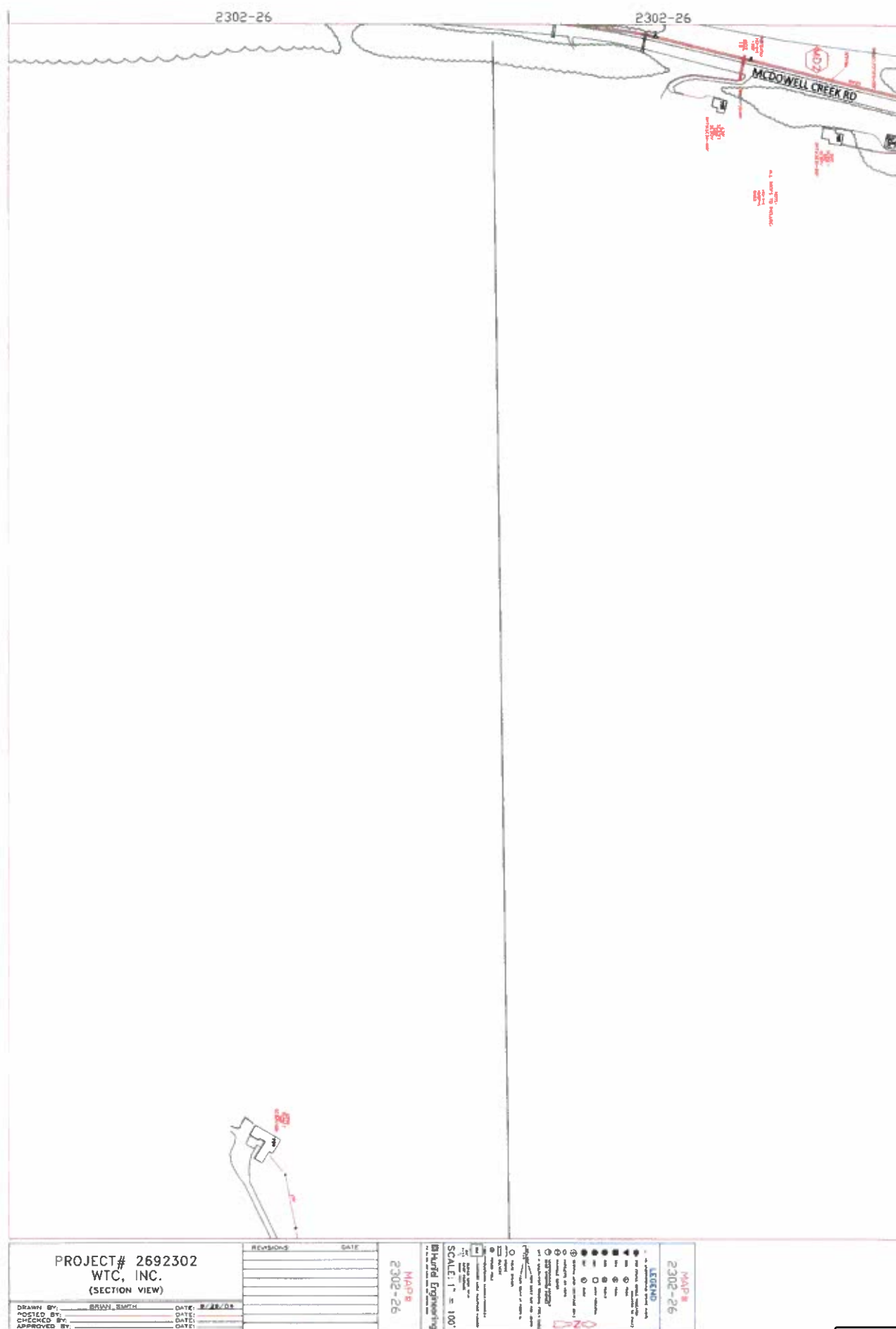
Application Fee: \$ 100.00\$1,000 Deposit ☒ Bond ☒ Letter ☒Receipt No. 013202 Date: 12/12/23Signature: [Signature]













CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/10/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Telcom Insurance Services Corp. 1700 East Douglas Avenue Wichita, KS 67214 www.TelcomInsGrp.com		CONTACT NAME: Telcom Insurance Services Corp. PHONE (A/C, No, Ext): 800.222.4664 FAX (A/C, No): 301.474.6196 E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Rural Trust Insurance Company NAIC # 11134 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
INSURED Wamego Telephone Company, Inc., Wamego Telecommunications Company, Inc., WTC Communications, Inc., WTC Technologies, Inc 1009 Lincoln Avenue, P.O. Box 25 Wamego KS 66547			

COVERAGES	CERTIFICATE NUMBER: 73819571	REVISION NUMBER:
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.		

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:			RTIC-00090P-09	4/9/2023	4/9/2024	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			RTIC-00090P-09	4/9/2023	4/9/2024	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$			RTIC-00090P-09	4/9/2023	4/9/2024	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	RTIC-00091-09	4/9/2023	4/9/2024	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER Riley County Public Works Dept 6215 Tuttle Creek Blvd. Manhattan KS 66503	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Peter J. Elliott
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COUNTY CLERK & ELECTIONS
Tax Roll Correction

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

COMMISSION AGENDA REPORT

FROM: Lori Muir, Real Estate Specialist

MEETING: December 18, 2023

SUBJECT: Sign 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:

- image30356 (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2023/12/12

Taxpayer ID WBER0001
Owner ID WBER0001

Control # 2023002381

Tax Year 2023
Tract # 005127

WB REAL ESTATE LLC

CAMA # 204-18-2-70-33-012-00-0-01

WARD 5

625 S 10TH ST

TU 2 Manhattan City

N 50' LOTS 193

Parcel 16590

194 195

MANHATTAN, KS 66502-5553

USD 383

Property Address 512 S 8TH ST

APPRAISER SECTION (Value)

2023/12/12 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CU	22006	49387	71393
EO	30494	68433	98927

Appraised After Correction:

CL	Land	Imp	Total
CU	22006	19911	41917
EO	30494	27589	58083

Net Change
29476-
40844-

Total	52500	117820	170320
-------	-------	--------	--------

Total	52500	47500	100000
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70320-

Assessed Prior to Correction:

CU	5502	12347	17849
EO	30494	68433	98927

Assessed After Correction:

CU	5502	4978	10480
EO	30494	27589	58083

Net Change

7369-
40844-

Total	35996	80780	17849
SB41			

Total	35996	32567	10480
SB41			

Total	7369-
SB41	

CLERK SECTION (Tax)

2023/12/12 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 150.37500	Gen Tax	2684.04
	SB41 \$	
SB41 Tax Dollars		2684.04

Tax After Correction:

Levy 150.37500	Gen Tax	1575.94
	SB41 \$	
SB41 Tax Dollars		1575.94

Net Change

1108.10-
1108.10-

TREASURER SECTION (Summary)

Net Change in Assessed Value

(no SB41 influence)	7369-
Applicable Mill Levy	150.37500
Net Change in Levied Tax Dollars	1108.10-

Type of Correction DECREASE

Correction Code TP TAX PROTEST Rate 2.00%

Tax Statement # 30579

Comments PUP adjustment per Appraiser

Net Change in SB41 Exemption

Net Change in Total Tax Dollars	1108.10-
---------------------------------	----------

Owner WBER0001

WB REAL ESTATE LLC

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: image30356 (14359 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2023/12/12

Taxpayer ID TBPE0001
Owner ID TBPE0001

Control # 2023002382

Tax Year 2023
Tract # MA00197A1

TBPEC, LLC

CAMA # 216-24-0-00-00-003-01-0-01

24-10-7 TR IN SE 1/4

1612 DENHOLM DR

TU 130 Manhattan Township

SE OF PECAN PARK AD

MANHATTAN, KS 66503-2206

Parcel 1470

DN 11.7A

USD 383

Property Address 712 PECAN CIR

APPRAISER SECTION (Value)

2023/12/12 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CR	11720	22700	34420

Total	11720	22700	34420
-------	-------	-------	-------

Assessed Prior to Correction:

CR	2930	5675	8605
----	------	------	------

Total	2930	5675	8605
-------	------	------	------

SB41

Appraised After Correction:

CL	Land	Imp	Total
RR	11720	22700	34420

Total	11720	22700	34420
-------	-------	-------	-------

Assessed After Correction:

RR	1348	2611	3959
----	------	------	------

Total	1348	2611	3959
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SB41

Net Change

Net Change

4646-

Total 4646-

SB41 3959

CLERK SECTION (Tax)

2023/12/12 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 116.13200	Gen Tax	999.32
----------------	---------	--------

SB41 Tax Dollars	999.32
------------------	--------

SB41 Tax Dollars	999.32
------------------	--------

Tax After Correction:

Levy 116.13200	Gen Tax	459.78
----------------	---------	--------

SB41 Tax Dollars	380.60
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SB41 Tax Dollars	380.60
------------------	--------

Net Change

539.54-

79.18

618.72-

TREASURER SECTION (Summary)

Net Change in Assessed Value

(no SB41 influence) 4646-

Applicable Mill Levy 116.13200

Net Change in Levied Tax Dollars 539.54-

Net Change in SB41 Exemption 79.18

Net Change in Total Tax Dollars 618.72-

Type of Correction DECREASE

Correction Code TP TAX PROTEST Rate 2.00%

Tax Statement # 29177

Comments PUP adjustment per Appraiser

Owner TBPE0001
TBPEC, LLC

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

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image30356 (14359 : Tax Roll Corrections)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: December 18, 2023

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2023-12 Temp Election (multiple) EAF (DOCX)
- 2023-12 Fire TSchmidt EAF (DOCX)
- 2023-12 PW MMorrissey EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Multiple See attached**Status Change Date:** 12/15/2023**Status Change:** Separation**Seniority:** 0 Year(s), 0 Month(s)**Position:** Election Board Worker**Position Type:** As-Needed**Pay Range:** TEMP**Pay Type:** STIPEND**Base Rate:** By Position**Annualized Pay:** \$0.00**Funds Codes:** 19-Election**Supervisor:** Susan Boller**Department Head:** Rich Vargo

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-12 Temp Election (multiple) EAF (14360 : Employee Action Form (Green Sheet))

Employee	Pride, Abigail
Atchison, Taralettha H.	Quinlan, Marian
Bartlett, Mary E.	Reese, Ava M
Berggren, Bonnie	Remig, Valentina M.
Bogle, Ian C.	Rippee, Shauntia
Boro, Sara	Rodriquez, Victory
Boutte, Chloe M.	Rohlman, Sharon
Broughman, Corey L.	Schurle, Nancy J
Brown, Patricia	Sherwood, Dorothy
Bunger, Mitchell	Siebold, Barbara
Butcher, Mary	Sims, Trudy
Collins, Hutton C.	Smith, Karen
Crist, Leanna	Snyder, Blaine M
Cronn, Beverly	Stamey, Robert W
Cuthbert, Randall G.	Starling, Gavin
Drees, Ronnie	Stone, Joann
Elumogo, Collins	Sundgren, Beverly
Fisher, Lacy A.	Sutton, Mary Ellen
Franz, Rodney	Thein, Brent M
Glessner, Alyx R.	Thompson, Myannah
Goodyear, Kenneth D.	Titus, Kenneth B
Hawkins, Catherine E.	Ukena, Jennifer
Higgins, Grace S.	Wadick, Kenneth
Hudson, Andrew J.	Wadick, Patricia
Ince, Geraldine	Walters, Phyllis
Irvin, Dennis	Willich, Earl
Kallhof, Pamela	Willich, Sharon
Kearns, Michael	Wood, Nancy
King, Heather	Zurek, Emma
Kovar, Rachael G.	
Kyle, Zoe E.	
Larson, Mary E.	
Logan, Tara Y.	
Lookhart, George L.	
McGinty, Mathew	
Newkirk, Glenda K.	
Nielsen, Monty E.	
Oberhelman, Tanner D.	
Ordonez, Kenneth	
Ortiz, Ellie	
Ott, Abigail	
Palenske-Feldhausen, Jane	
Paull, Darci	

[illegible]

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Tripp Schmidt**Status Change Date:** 12/18/2023**Status Change:** New Hire**Date of Hire:** 12/18/2023**Seniority:** 0 Year(s), 0 Month(s)**Position:** Volunteer Firefighter Stipend**Position Type:** As-Needed**Pay Range:** TASND**Pay Type:** Hourly**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183-Riley Co Fire District #1, 183-Fire District #1**Supervisor:** John Martens**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-12 Fire TSchmidt EAF (14360 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Michael Morrissey**Status Change Date:** 12/08/2023**Status Change:** Separation**Date of Hire:** 8/21/2023**Seniority:** 0 Year(s), 3 Month(s)**Position:** Traffic Control Tech**Position Type:** Full-Time**Pay Range:** 5**Pay Type:** Hourly**Base Rate:** \$19.89**Annualized Pay:** \$41,371.20**Funds Codes:** 40-Public Works**Supervisor:** Alvin Perez**Department Head:** John Ellermann

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-12 PW MMorrissey EAF (14360 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
December 21, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

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

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

[District 1 – John Ford, Vice Chair](#)

9:00 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:15 AM

Amy Manges, Register of Deeds

1. Staff update

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:50 AM

Julie Gibbs, Health Department Director

3. 2024 Contracts

10:00 AM

Gary Fike, County Extension Director

4. Staff update

10:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

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

Adjournment

Announcements

Good Morning Manhattan will be held today 7:15 a.m. - 8:30 a.m. at

Attachment: 12-21-23 tentative agenda (12896 : Tentative Agenda)

the Four Points by Sheraton, 530 Richards Drive.

Riley County Offices will be closed on Monday, December 25th in observance of the Christmas Day holiday.

The Board of County Commissioners will not be in session on Monday, December 25th.

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



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
December 28, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Vice Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Barry Wilkerson, County Attorney

2. Staff update

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

9:35 AM

Cory Meyer, IT/GIS Director

4. Staff update

9:50 AM

Shelly Williams, Community Corrections Director

5. Staff update

10:05 AM

Vivienne Leyva, PIO

6. PIO update

Adjournment

Attachment: 12-28-23 tentative agenda (12896 : Tentative Agenda)

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.



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 18, 2023
SUBJECT: Staff Update
PRESENTER: David Adams, EMS/Ambulance Director

Operations

Calls for service.

November- 456

911-Call volume by station:

Medic 11 located at 2011 Claflin Rd: 168

Medic 21 located at 11th & Poyntz: 132

Medic 31 located at 3060 TCB (Riley County Public Works): 67

Medic 41 located at Manhattan Regional Airport: 57

Medic 51- Leonardville: 32

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

Working on new building construction related topics.

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

Participate in Opioid Working Group (Josh) and Task Force (David)

Updated: 12/14/2023 7:54 AM by David Adams

Page 1

Packet Pg. 25

Staff Report (ID # 14361)

Meeting of December 18, 2023

Department Inventory.

Our two ambulances on order are nearing completion. This first should be completed in Mid January; the second by mid march! Current orders are now expected to be completed in 2027-2028.

The patient hauler has been ordered, expect delivery in mid 2025.

Event Standbys: 11

Education

100% review of all calls.

Review of data metrics to identify trends.

Year-end reporting and building schedule for 2024 calendar.

Community Outreach:

Car seat check lanes.

Enclosures:

- EOM Reports - BOCC (XLSX)

EMS RESPONSES BY DAY OF THE WEEK		
Weekday	Count	Percent
01 - Sunday	65	14%
02 - Monday	62	14%
03 - Tuesday	51	11%
04 - Wednesday	74	16%
05 - Thursday	63	14%
06 - Friday	76	17%
07 - Saturday	65	14%
TOTAL	456	

EMS RESPONSES BY HOUR OF DAY		
Hour Range	Count	Percent
00:00:00 - 00:59:59	16	4%
01:00:00 - 01:59:59	15	3%
02:00:00 - 02:59:59	7	2%
03:00:00 - 03:59:59	7	2%
04:00:00 - 04:59:59	7	2%
05:00:00 - 05:59:59	16	4%
06:00:00 - 06:59:59	9	2%
07:00:00 - 07:59:59	17	4%
08:00:00 - 08:59:59	28	6%
09:00:00 - 09:59:59	22	5%
10:00:00 - 10:59:59	24	5%
11:00:00 - 11:59:59	20	4%
12:00:00 - 12:59:59	27	6%
13:00:00 - 13:59:59	19	4%
14:00:00 - 14:59:59	33	7%
15:00:00 - 15:59:59	20	4%
16:00:00 - 16:59:59	18	4%
17:00:00 - 17:59:59	27	6%
18:00:00 - 18:59:59	30	7%
19:00:00 - 19:59:59	26	6%
20:00:00 - 20:59:59	17	4%
21:00:00 - 21:59:59	23	5%
22:00:00 - 22:59:59	15	3%
23:00:00 - 23:59:59	13	3%

EMS RESPONSES BY UNIT CALL SIGN		
CALL SIGN	COUNT	PERCENT
Medic 11	168	37%
Medic 21	132	29%
Medic 31	67	15%
Medic 41	57	13%
Medic 51	32	7%

TOP 5 EMS RESPONSES BY DISPATCH REASON			
Complaint	Count	Percent	
Sick Person	76	16%	
Falls	51	11%	
Transfer	46	10%	
Breathing Problem	42	9%	
Traffic Accident	33	7%	



COUNTY CLERK & ELECTIONS
Budget

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

COMMISSION AGENDA REPORT

FROM: Brittany Phillips, Budget and Finance Officer

MEETING: December 18, 2023

SUBJECT: 2023 Budget Amendment Hearing

PRESENTER: Brittany Phillips, Budget and Finance Officer

BACKGROUND

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

DISCUSSION

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

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

FISCAL IMPACT

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

RECOMMENDATION(S)

Staff recommends approval of the 2023 budget amendment as presented.

POSSIBLE MOTION(S)

Move to approve the 2023 budget amendment as presented.

Move to deny the 2023 budget amendment as presented.

Enclosures:

- Amended 2023 Budget (PDF)

2023

**Amended
Certificate
For Calendar Year 2023**

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

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

Attested date: _____

County Clerk

Assisted by:
James Gordon & Associates, CPA. P.A.
Public Accountants
Address:
Commerce Bank Tower
Manhattan, KS 66502
Email:
jkujath@jga-cpas.com

Governing Body

CPA Summary

Attachment: Amended 2023 Budget (14325 : 2023 Budget Amendment Hearing)

Riley County

2023

Adopted Budget

County Building - 152	2023 Adopted Budget	2023 Proposed Budget
Unencumbered Cash Balance January 1	105,018	211,648
Receipts:		
Ad Valorem Tax	253,418	253,418
Delinquent Tax	0	0
Motor Vehicle Tax	32,320	32,320
Recreational Vehicle Tax	313	313
16/20M Vehicle Tax	296	296
Commercial Vehicle Tax	1,203	1,203
Vehicle Rental Excise Tax	317	317
Watercraft Tax	115	115
Interest on Idle Funds		
Total Receipts	287,982	287,982
Resources Available:	393,000	499,630
Expenditures:		
Contractual	377,000	396,300
Commodities	16,000	16,000
Capital Outlay		87,330
Total Expenditures	393,000	499,630
Unencumbered Cash Balance December 31	0	0

CPA Summary

Attachment: Amended 2023 Budget (14325 : 2023 Budget Amendment Hearing)

Riley County

2023

Adopted Budget

RCPD - Fund 173	2023 Adopted Budget	2023 Proposed Budget
Unencumbered Cash Balance January 1	121,270	232,234
Receipts:		
Ad Valorem Tax	4,878,478	4,848,262
Delinquent Tax	0	0
Motor Vehicle Tax	402,097	402,097
Recreational Vehicle Tax	3,892	3,892
16/20M Vehicle Tax	3,677	3,677
Commercial Vehicle Tax	15,173	15,173
Vehicle Rental Excise Tax	3,994	3,994
Watercraft Tax	1,450	1,450
Interest on Idle Funds		
Total Receipts	5,308,761	5,278,545
Resources Available:	5,430,031	5,510,779
Expenditures:		
Contractual	5,362,913	5,510,779
Commodities		
Capital Outlay		
Total Expenditures	5,362,913	5,510,779
Unencumbered Cash Balance December 31	67,118	0

CPA Summary

Attachment: Amended 2023 Budget (14325 : 2023 Budget Amendment Hearing)

Riley County

2023

Adopted Budget

Solid Waste - Fund 150	2023 Adopted Budget	2023 Proposed Budget
Unencumbered Cash Balance January 1	345,996	442,458
Receipts:		
Ad Valorem Tax		
Delinquent Tax		
Motor Vehicle Tax		
Recreational Vehicle Tax		
16/20M Vehicle Tax		
Charges for Services	2,661,889	2,900,000
Miscellaneous Reimbursement	5,000	
Other		5,000
Interest on Idle Funds		
Total Receipts	2,666,889	2,905,000
Resources Available:	3,012,885	3,347,458
Expenditures:		
Personnel	213,294	213,204
Employee Benefits	101,688	101,688
Contractual	2,204,925	2,811,475
Commodities	53,900	59,900
Capital Outlay	126,586	161,191
Total Expenditures	2,700,393	3,347,458
Unencumbered Cash Balance December 31	312,492	0

CPA Summary

Attachment: Amended 2023 Budget (14325 : 2023 Budget Amendment Hearing)

Riley County

2023

Adopted Budget

Community Corrections	2023 Adopted Budget	2023 Proposed Budget
Unencumbered Cash Balance January 1	103,138	78,004
Receipts:		
Ad Valorem Tax		
Delinquent Tax		
Motor Vehicle Tax		
Recreational Vehicle Tax		
16/20M Vehicle Tax		
Non-Federal Grants	995,717	1,064,797
Outside Collections	22,321	38,692
Reimbursed Expenses	0	95
Appropriation from General Fund	59,602	59,352
Transfer to Disaster Fund	0	0
Miscellaneous	0	0
Interest on Idle Funds		
Total Receipts	1,077,640	1,162,936
Resources Available:	1,180,778	1,240,940
Expenditures:		
Salaries	634,237	646,821
Employee Benefits	241,029	200,363
Contractual	213,622	347,846
Commodities	27,421	45,910
Capital Outlay	64,469	0
Total Expenditures	1,180,778	1,240,940
Unencumbered Cash Balance December 31	0	0

CPA Summary

Attachment: Amended 2023 Budget (14325 : 2023 Budget Amendment Hearing)

Riley County

2023

Adopted Budget

Health Department Fund - 30	2023 Adopted Budget	2023 Proposed Budget
Unencumbered Cash Balance January 1	935,719	968,907
Receipts:		
State Grant	1,005,892	1,201,896
Federal Grant	1,973,964	2,210,027
Other Grants	21,030	89,519
Fees - Self Pay	105,150	106,258
Fees - Medicaid	46,500	45,661
Fees - Other Insurance	277,500	288,854
Outside Collections	25,296	34,710
Transfer in from CARES funding Disaster Fund	0	0
Transfer in from Riley County General Fund	1,269,979	1,269,979
Total Receipts	4,725,311	5,246,904
Resources Available:	5,661,030	6,215,811
Expenditures:		
Expenditures from detail page:		
General	783,885	1,010,015
Wildcat Region	31,810	42,967
Emergency Preparedness	77,645	81,756
WIC	954,915	972,916
March of Dimes	7,500	7,500
IRIS	96,336	108,560
Child Care Licensing	327,523	357,349
Family Planning	471,288	492,520
Immunizations	445,393	557,896
Maternal Child Health	334,869	383,606
Healthy Families	518,176	526,612
Raising Riley Right	908,469	911,509
State Formula	364,009	373,405
KS Health Foundation	0	9,994
Total Expenditures	5,321,818	5,836,605
Unencumbered Cash Balance December 31	339,212	379,206

CPA Summary

State of Kansas
Amendment

FUND PAGE - HEALTH DETAIL

Adopted Budget	2023 Adopted Budget	2023 Proposed Budget
Health Department - 030		
Expenditures:		
General		
Salaries	425,386	425,386
Employee Benefits	168,028	168,028
Contractual	171,200	332,139
Commodities	19,271	61,685
Capital Outlay	0	22,777
Transfer to Disaster Fund		
Total	783,885	1,010,015
Wildcat Region		
Salaries	2,607	2,607
Employee Benefits	1,030	1,030
Contractual	16,420	14,384
Commodities	11,753	22,700
Capital Outlay	0	2,246
Transfer to Disaster Fund	0	
Total	31,810	42,967
Emergency Preparedness		
Salaries	54,455	54,455
Employee Benefits	21,510	21,510
Contractual	1,680	5,791
Commodities	0	0
Capital Outlay	0	0
Total	77,645	81,756
WIC		
Salaries	653,624	653,624
Employee Benefits	258,181	258,181
Contractual	25,610	36,159
Commodities	17,500	20,000
Capital Outlay	0	4,952
Total	954,915	972,916
March of Dimes		
Commodities	7,500	7,500
Total	7,500	7,500
CDRR		
Salaries	0	0
Employee Benefits	0	0
Contractual	0	0
Commodities	0	0
Total	0	0
Integrated Referral & Intake System		
Salaries	52,961	52,961
Employee Benefits	20,920	20,920
Contractual	10,355	5,497
Commodities	12,100	29,182
Capital Outlay		0
Total	96,336	108,560
Child Care Licensing		
Salaries	224,074	224,074
Employee Benefits	88,509	88,509
Contractual	12,140	41,966
Commodities	2,800	2,800
Capital Outlay	0	
Total	327,523	357,349
Total - 8b	2,279,614	2,581,063

Attachment: Amended 2023 Budget (14325 : 2023 Budget Amendment Hearing)

Riley County
2023

FUND PAGE - HEALTH DETAIL

Adopted Budget	2023 Adopted Budget	2023 Proposed Budget
Health Department - 030		
Expenditures:		
Family Planning		
Salaries	295,242	295,242
Employee Benefits	116,621	116,621
Contractual	20,300	22,432
Commodities	39,125	58,225
Total	471,288	492,520
Immunizations		
Salaries	217,576	217,576
Employee Benefits	85,942	85,942
Contractual	8,825	17,729
Commodities	133,050	220,550
Capital Outlay	0	16,099
Total	445,393	557,896
Maternal Child Health		
Salaries	232,064	232,064
Employee Benefits	91,665	91,665
Contractual	8,840	43,974
Commodities	2,300	15,903
Capital Outlay	0	0
Total	334,869	383,606
Healthy Families		
Salaries	321,202	321,202
Employee Benefits	126,874	126,874
Contractual	64,850	70,536
Commodities	5,250	8,000
Capital Outlay	0	0
Total	518,176	526,612
Raising Riley Right		
Salaries	326,135	326,135
Employee Benefits	128,824	128,824
Contractual	405,560	414,639
Commodities	47,950	41,758
Capital Outlay		153
Transfer to Disaster Fund		
Total	908,469	911,509
State Formula		
Salaries	234,881	234,881
Employee Benefits	92,778	92,778
Contractual	28,400	34,856
Commodities	7,950	8,200
Capital Outlay	0	2,690
Transfer to Disaster Fund	0	
Total	364,009	373,405
KS Health Foundation		
Salaries	0	
Employee Benefits	0	
Contractual	0	
Commodities	0	
Capital Outlay	0	9,994
Total	0	9,994
Total - Page 8c	3,042,204	3,255,542
Total - Page 8b	2,279,614	2,581,063
Total Detail Expenditures**	5,321,818	5,836,605

** Note: The Total Detail Expenditures amounts should agree to Health Subtotal amounts.

Attachment: Amended 2023 Budget (14325 : 2023 Budget Amendment Hearing)

Riley County

2023

Adopted Budget

Hunter's Island	2023 Adopted Budget	2023 Proposed Budget
Unencumbered Cash Balance January 1	4,057	3,635
Receipts:		
Ad Valorem Tax		
Delinquent Tax		
Motor Vehicle Tax		
Recreational Vehicle Tax		
16/20M Vehicle Tax		
Outside Collections	29,000	30,650
Water/Sewer Deposits	150	230
Interest on Idle Funds		
Total Receipts	29,150	30,880
Resources Available:	33,207	34,515
Expenditures:		
Contractual	13,785	11,715
Commodities	17,550	22,800
Capital Outlay		
Transfer to Hunter's Island Reserve		
Total Expenditures	31,335	34,515
Unencumbered Cash Balance December 31	1,872	0

CPA Summary

Attachment: Amended 2023 Budget (14325 : 2023 Budget Amendment Hearing)

2023

**Notice of Budget Hearing for Amending the
2023 Budget**

The governing body of

Riley County

will meet on the day of December 18, 2023 at 10:00 a.m. at Riley County Commissioners Chambers, 115 N. 4th Street for the purpose of hearing and answering objections of taxpayers relating to the proposed amended use of funds.

Detailed budget information is available at Riley County Clerk's Office, 110 Courthouse Plaza
and will be available at this hearing.

Summary of Amendments

Fund	2023 Adopted Budget			2023 Proposed Amended Expenditures
	Actual Tax Rate	Amount of Tax that was Levied	Expenditures	
County Building - 152	0.352	253,418	393,000	499,630
RCPD - Fund 173	6.768	4,878,478	5,362,913	5,510,779
Solid Waste - Fund 150			2,700,393	3,347,458
Community Corrections			1,180,778	1,240,940
Health Department			5,321,818	5,836,605
Hunter's Island			31,335	34,515

 Official Title: County Clerk

Page No. 7

Attachment: Amended 2023 Budget (14325 : 2023 Budget Amendment Hearing)



PLANNING & DEVELOPMENT
Project Update

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 18, 2023

SUBJECT: Comprehensive Plan Update Year-to-Date Report

PRESENTER: Amanda Webb, Planning Director

Please see the following attached items:

- *Powerpoint presentation
- *Compilation of community meeting public input
- *Survey demographics/question charts
- *Comprehensive Plan Committee roster

Enclosures:

- Riley County Comprehensive Plan Update (PDF)
- Survey demographics (PDF)
- Compiled Community Input Responses (PDF)
- CPC Roster update 11.22 (PDF)



Riley County Comprehensive Plan Update Year-to-Date Report

December 18, 2023

Amanda Webb
Planning Director

Project Overview

- A comprehensive plan is a long-range document that lays out the goals, objectives, and actions used to guide growth and development within a community.
- It is much like a roadmap to the future and tells us:
 - Where we are now
 - Where we want to go
 - How we will get there
 - Who will help us along the way
- It is the community's vision for the future!

Project Overview

- Vision 2025, our current Comprehensive Plan, was adopted in October 2009.
- As our current plan is over 14 years old, it is past time for an update. Updating gives us the opportunity to:
 - Review existing goals, objectives, and actions and make changes as needed.
 - Review current Designated Growth Areas
 - Update demographics (our population has changed a lot in 14 years)
 - Consider new issues and technologies that have emerged.
- We are planning for the next 15 years - through 2040.

CURRENT	PROPOSED
Introduction	Introduction & Vision
Process	Process/Public Input/PPP
Executive Summary	Executive Summary
Demographics	Demographics
Separate sections - Agricultural Preservation & Rural Character Residential Commercial and Industrial Development Land use DGS	Combined in overarching Land Use section: Land Use Residential Housing Affordable Housing Commercial/Industrial Agricultural Preservation Rural Character DGS Future
Environment and Natural Resources	Environment, Natural & Cultural Resources
Separate sections - Transportation Public Facilities and Services	Combined into an Infrastructure section: Transportation Public facilities Utilities (ex: technology/broadband) Parks, recreation, and open space Economic Development Health (includes food planning)
Separate sections - Monitoring & updates Action Plan	Action Plan Monitoring and Updates Action item prioritization

Current & Proposed Sections

The comprehensive plan is like a map for the county's future. It shows policy makers how to use the land wisely and identifies which features matter most to all of you. It's a chance to make a real difference! Don't wait too long; the survey is open until 5:00 p.m. November 15, 2023.

Your ideas will help make the community even better.

Fill out the survey online or request a paper copy. Call the Planning & Development Dept. at 785-537-6332, or visit us at 110 Courthouse Plaza in Manhattan.

Take the survey



www.RileyCountyKS.gov/plan



COMPREHENSIVE PLAN UPDATE 2040

Now is the time to plan for the next 15 years of growth and land use in Riley County. By sharing your thoughts, you can help decide what happens in your community.

Public Input Survey

- Sent postcards to 600 random addresses, including 350 specifically outside of Manhattan city limits.
- Utilized social media to share project background and advertise the survey (complete with direct link).
- Asked our committee members to use their communication platforms to notify people of the survey opportunity.
- Talked about the survey at all the community meetings and all public meetings (i.e., BOCC).

Public Input Survey

Received 687 responses (some partial)

- Keep growth near Manhattan/Ogden
- We always thought that we could parcel our land and pass it on to our children. They love it as much as we do. Please allow us to do that.
- Affordable housing is a huge issue
- Stop increasing taxes
- Please update existing parks to modern standards. Then we can explore adding more parks.
- It's a beautiful area with easy accessibility to entertainment.
- I appreciate the opportunity for people to voice their opinion.

Full compiled results will be available in January!

Summary of survey respondents

- Over 92% of respondents live in Riley County
- Of those almost 50% are in Manhattan and almost 41% are in unincorporated Riley County
- Almost 72% have lived in Riley County for more than 11 years
- 80% own land, a business, or a home
- 76% of respondents work in Riley County
- More than 67% work full time
- Over 40% hold a Bachelor's degree and over 21% hold a Master's degree
- 25% of respondents are between the ages of 35-44 with 20% being 65+

Summary of survey responses

- People place high value on their community/neighbors and rural character.
- There is a strong sentiment to encourage growth in/around Manhattan
- Almost 50% believe Riley County needs more single-family homes in the next decade and over 60% said affordable housing is vital.
- Most would prefer more locally owned shops and businesses but would also like more food options.
- 71% of respondents utilize CiCo Park and while many of the parks are well used, almost 58% believe we do not need more county parks.



Riley County Comprehensive Plan 2040

The comprehensive plan is a guide for our county's future. It shows us where we want to go and how to get there.

What do you see for Riley County's future?

What matters most to you?

We need your help to plan for the next 15 years of growth and land use!

* * * *

COME SHARE YOUR THOUGHTS AND IDEAS!

COMMUNITY MEETING

OCTOBER 10, 2023 7:00PM

AT THE

LEONARDVILLE COMMUNITY CENTER

FOR THE CITIZENS OF

BALA TOWNSHIP

Refreshments Provided

For more information or to schedule a presentation
call Amanda Webb at 537-6332

Riley County Planning & Development

Community meetings

- Held 11 community meetings
- Notification postcards sent to every address within each township two weeks in advance of corresponding meeting.
- 5,066 postcards mailed out
- 257 people attended - 5% of those notified attended the meetings



Date	Location	Township	Notified	Attended
Sept. 26, 2023	Ashland Community Center	Ashland	93	28
Oct. 10, 2023	Leonardville Community Center	Bala	369	10
Oct. 17, 2023	Pottorf Hall	Wildcat	378	27
Oct. 19, 2023	Sedalia Community Church	Grant	516	28
Oct. 23, 2023	Manhattan Fire Dept HQ	Manhattan	884	24
Oct. 24, 2023	Ogden Community Center	Ogden	724	19
Oct. 26, 2023	Zeandale Community Church	Zeandale	211	31
Nov. 1, 2023	Randolph VFW	Center, Fancy Creek, Jackson, May Day, Swede Creek	848	27
Nov. 6, 2023	Keats Park Community Bldg	Keats Lion's Club	No mailing	32
Nov. 8, 2023	Riley City Hall	Madison	505	9
Nov. 15, 2023	Randolph VFW	Sherman	538	22
Totals:			5,066	

Community meetings



- Presentation, Q&A, Pop Quiz
 - Who has taken the survey?
 - Who knows what comprehensive planning is?
 - Who knew we had a current comprehensive plan?
- Questions asked
 - What do you like best about Riley County?
 - What do you believe are Riley County's biggest challenges?
 - What does your ideal Riley County look like in 2040?
 - What should we prioritize?
 - Why did you choose to attend this meeting?

Comprehensive Plan Committee

A group of 39 members from various regional/local public agencies and private businesses, farmers/agricultural operators, various townships, and other private citizens. 14 county staff from public facing departments.

John Adam	John Verssue	Ben Chmiel	Lorn Clement	Bob Mertz	Jim Genandt	Lori Rogge
Jared Tremblay	Debbie Nuss	Gina Snyder	Ed Klimek	Edie Doane	Megan Larson	Dennis Cook
Jane Burgman	Liz Nelson	Donna Sullivan	Jill Reynard	Anne Smith	Daryn Soldan	Kelley Paskow
Mark Bachamp	Natalie Gordon	Phil Anderson	Kate Ryan	Kirk Crabtree	Ryan Wilson	Kent Glasscock
Jeff Hancock	Tim Sharp	Robert Deemie	Stacy Wurtz	Rodney Dugan	Lynn Blecha	Diane Hoobler
Annemarie Dobson	Shaun Linenberger	Brad Hartenstein	Scott Carmichael	John Ellermann	Katharine Hensler	Russel Stukey
David Willis	Michael Boller	David Adams	Julie Gibbs	Rich Vargo	Shilo Heger	Anna Burson
Gary Fike	Vivienne Leyva	Amy Manges	Jo Reed			

Comprehensive Plan Committee

- Subcommittees:
 - Housing
 - Health
 - Infrastructure
 - Economic Development
 - Parks & Recreation
 - Agriculture/land use
- The committee is tasked with:
 - Reviewing current goals, objectives, and actions and adjust as needed.
 - Considering public input
 - Making recommendations to BOCC and RCPB

Lessons learned (so far)

EDUCATION!

- What even is comprehensive planning ?
- Ensuring people know we have a comprehensive plan that is well utilized and valuable.
- Ensuring people understand what the update is intended for.
- Our planning area is unincorporated Riley County. Many people believe the city and county are interchangeable in this respect.

Most important – how they can stay informed and share input!

Public outreach

- Newsletters
 - Sent to email group
 - Have available at various departments and community locations.
- Email listserv - Collected 139 email addresses to create an email listserv
- Webpage
- Social media posts
- Still plenty of opportunity for public input!



Themes

Some common themes from public input:

- Small town feel with “big city” amenities
- People/community/family
- Agricultural preservation/rural character
- Pastoral landscape
- Safety
- Balance (understanding that the region is growing, but seeking harmony between development and preservation)

Potential Logos and Titles



Titles – thinking about some of the keywords and themes from public input

- Riley County Reimagined (Imagine Riley County)
- Envision Riley County
- Riley County Forward
- Riley County Horizons
- Riley County Next
- Connect Riley County (Riley County Connections)

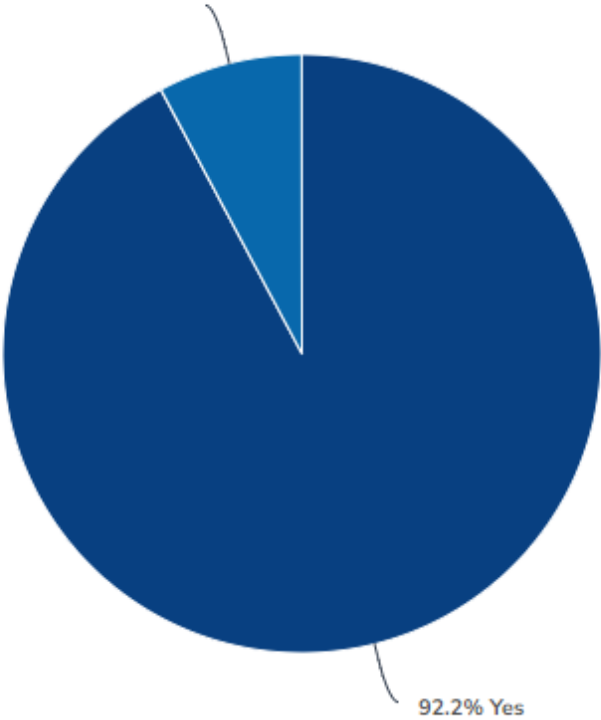


Tentative timeline/next steps

- Subcommittees will continue to meet through January
- Public input from the survey and from the community meetings will be available in January
- The full Comprehensive Plan Committee will reconvene in February
- Draft language available for public review March/April
- Public meetings with Riley County Planning Board & Board of County Commissioners on-going
- Plan adopted by the end of 2024

1. Do you live in Riley County?

7.8% No

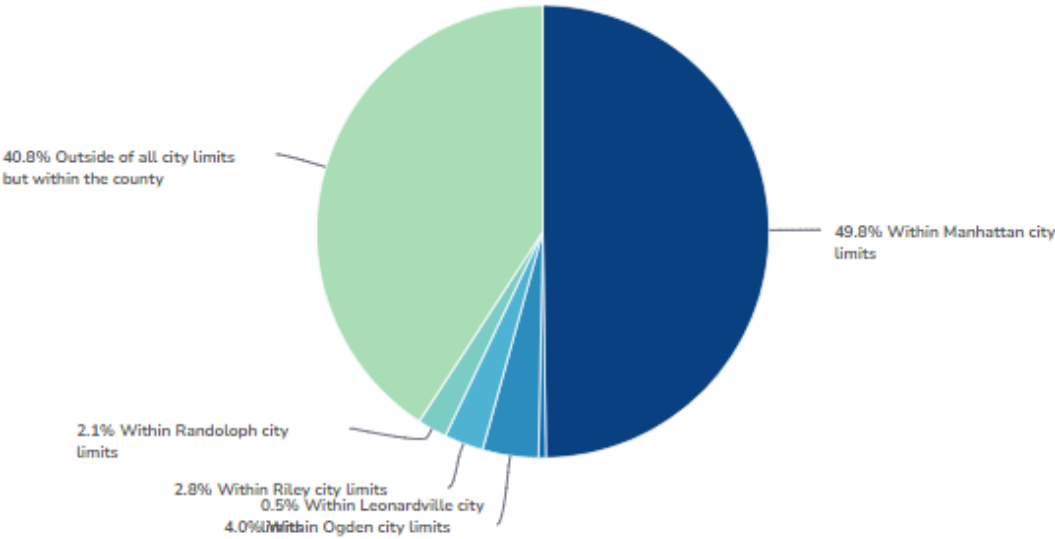


92.2% Yes

Value	Percent		Responses
Yes	92.2%		424
No	7.8%		36

Totals: 460

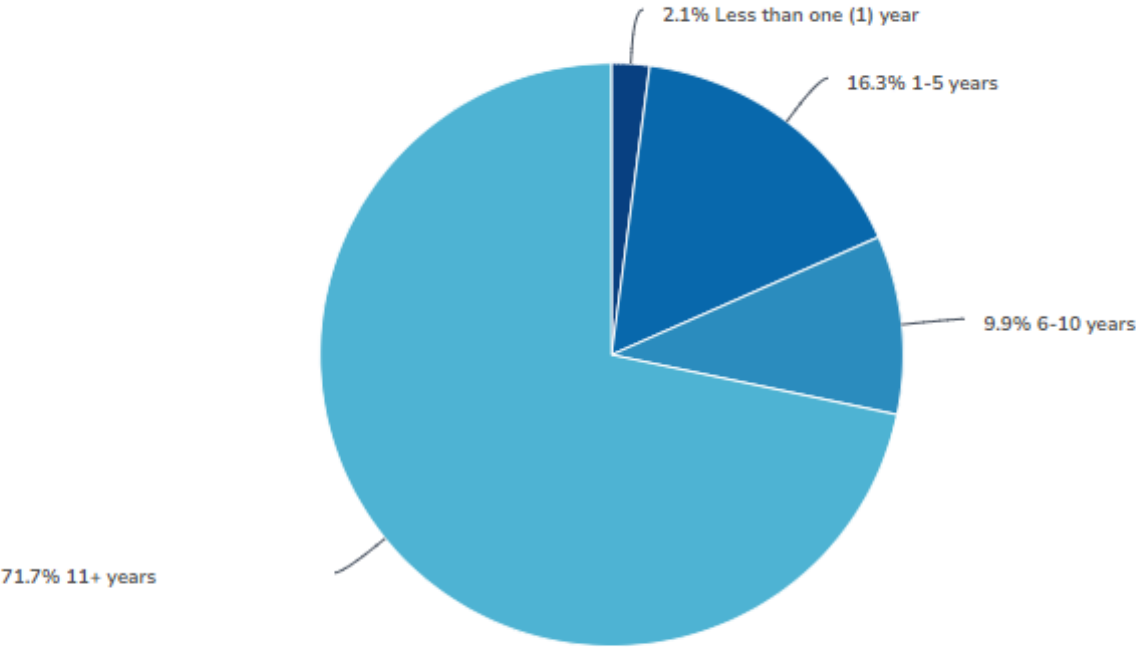
2. If yes, where do you live?



Value	Percent		Responses
Within Manhattan city limits	49.8%		2
Within Leonardville city limits	0.5%		
Within Ogden city limits	4.0%		
Within Riley city limits	2.8%		
Within Randolph city limits	2.1%		
Outside of all city limits but within the county	40.8%		1

Totals: 4

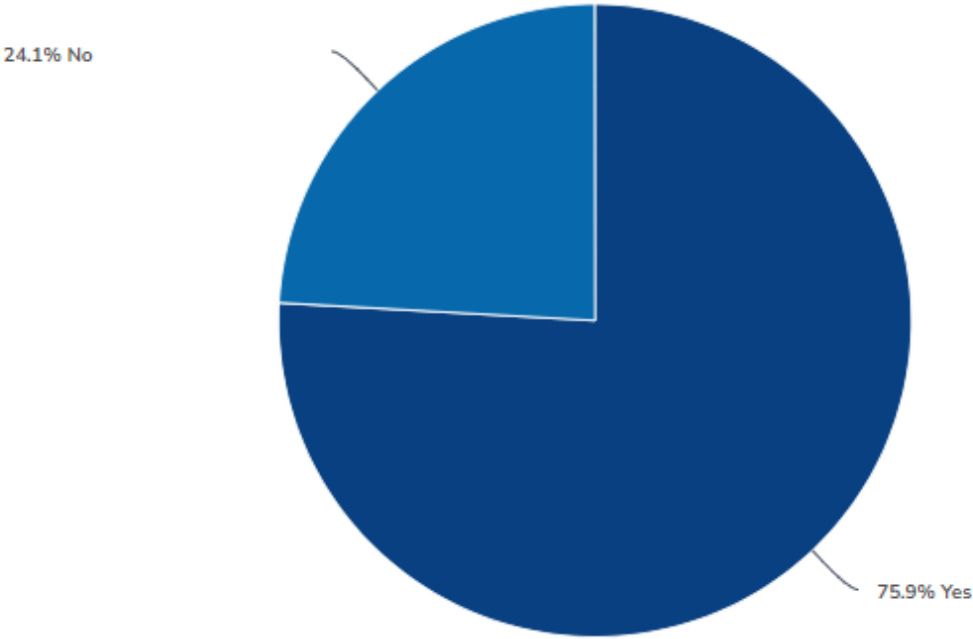
3. If yes, how long have you lived in the county?



Value	Percent		Response
Less than one (1) year	2.1%		4
1-5 years	16.3%		69
6-10 years	9.9%		41
11+ years	71.7%		304

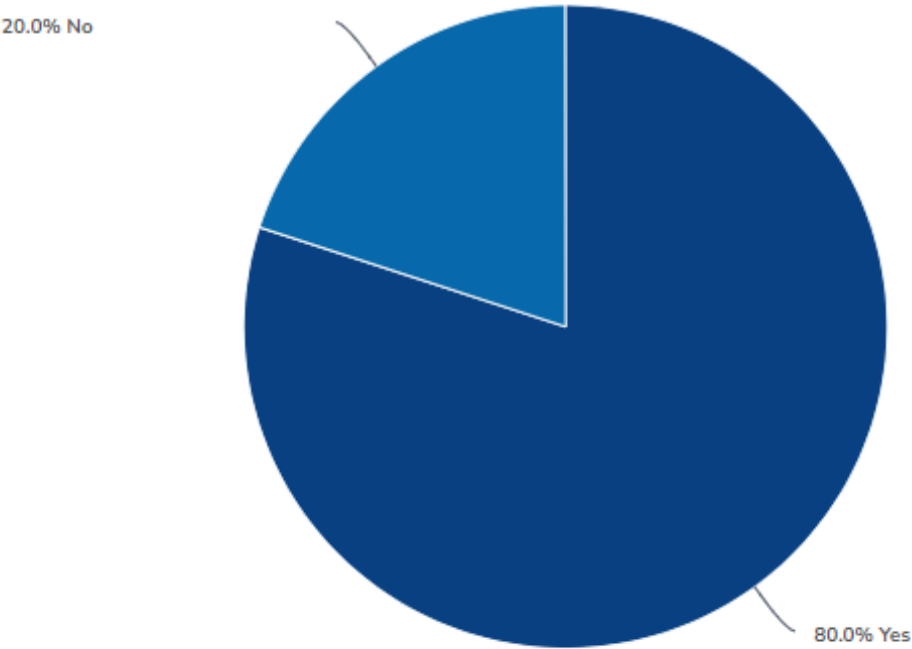
Totals: 424

4. Do you work in Riley County?



Value	Percent	Responses
Yes	75.9%	349
No	24.1%	111
Totals: 460		

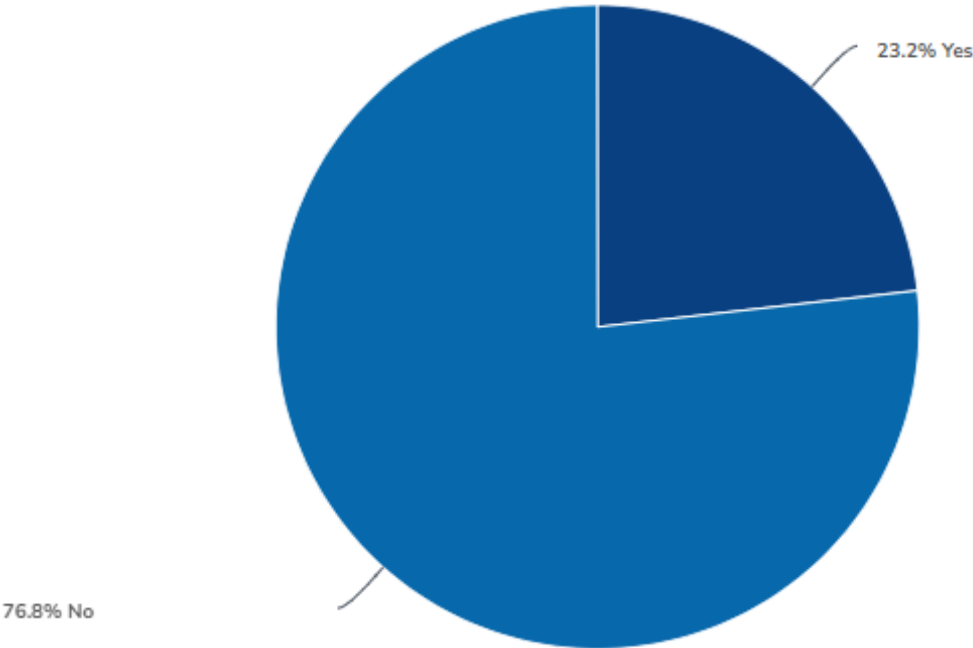
5. Do you own property in Riley County (Land, home, or business/commercial space)?



Value	Percent	Response
Yes	80.0%	368
No	20.0%	92

Totals: 460

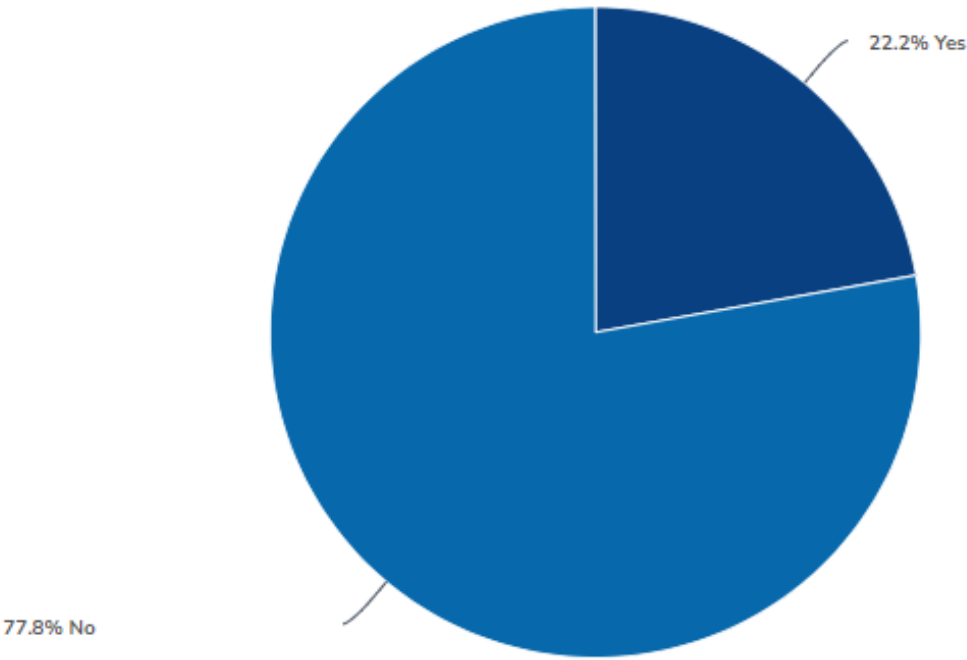
6. Do you rent property in Riley County (Land, home, or business/commercial space) ?



Value	Percent		Response
Yes	23.2%		100
No	76.8%		350

Totals: 450

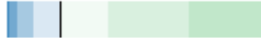
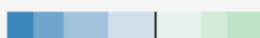
7. Do you own a business in Riley County?



Value	Percent		Response
Yes	22.2%		1
No	77.8%		3

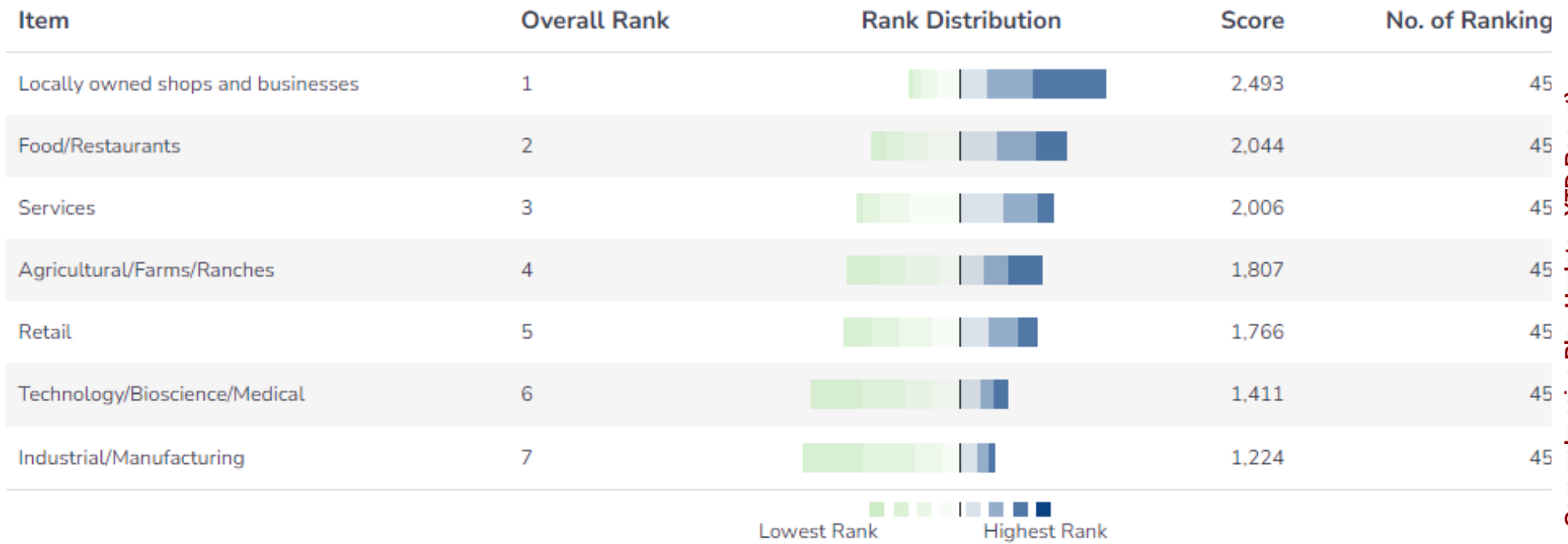
Totals: 4

9. What aspects of Riley County do you like best? Rank the choices below from 1 to 7 (1 is what you like best, 7 is what you like least).

Item	Overall Rank	Rank Distribution	Score	No. of Rankings
Community/neighbors	1		2,509	450
Rural character	2		2,292	450
Safety	3		2,129	450
Parks	4		1,858	450
Agricultural Preservation	5		1,711	450
Roads	6		1,234	450
County/ Government/ Services	7		1,089	450


 Lowest Rank Highest Rank

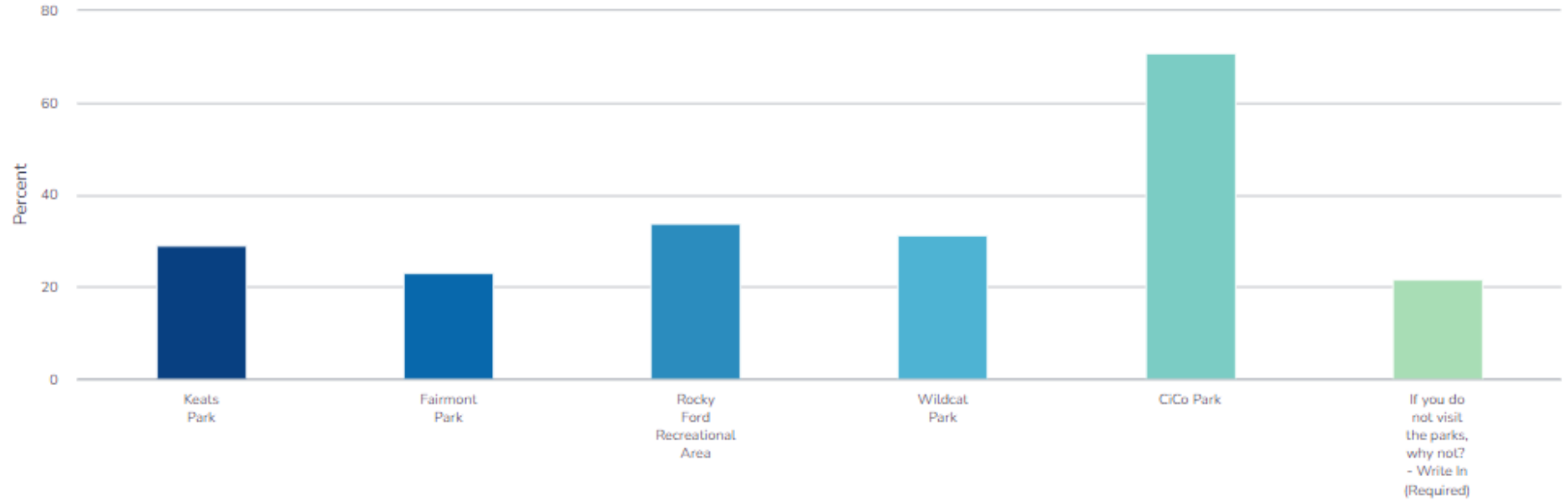
13. What type of businesses are most important to you? Rank 1-7



15. What type of housing do you believe Riley County needs in the next decade?

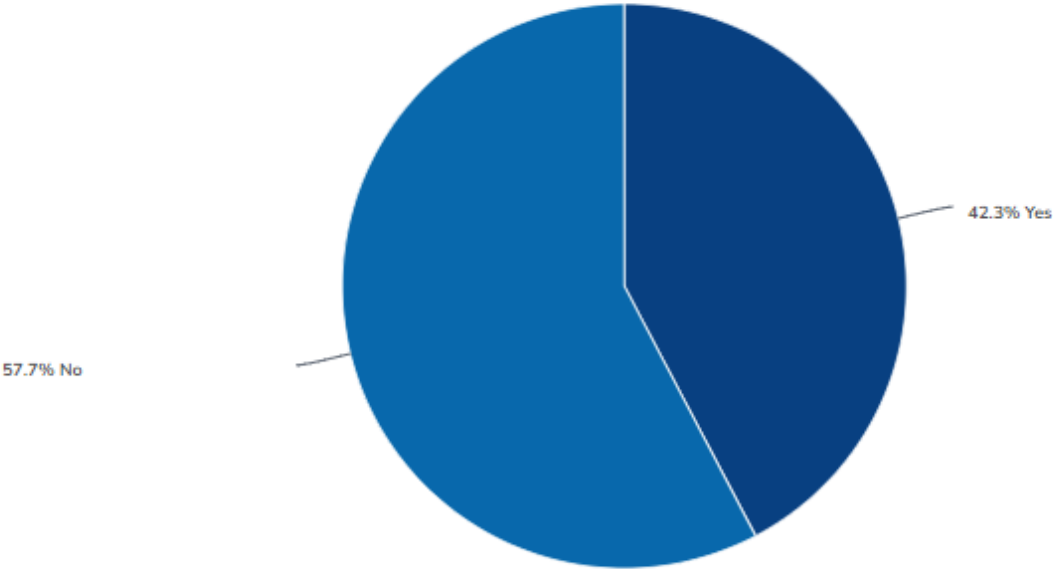
	Strongly Agree	Agree	Neutral/ No options	Disagree	Strongly Disagree	Response
Single family						
Count	227	142	68	10	10	457
Row %	49.7%	31.1%	14.9%	2.2%	2.2%	
Duplex/Triplex						
Count	75	164	143	49	25	456
Row %	16.4%	36.0%	31.4%	10.7%	5.5%	
Multi Family (apartments)						
Count	62	112	142	100	40	456
Row %	13.6%	24.6%	31.1%	21.9%	8.8%	
Short Term Rental						
Count	41	121	159	86	48	455
Row %	9.0%	26.6%	34.9%	18.9%	10.5%	
Accessory dwelling units (Ex: guest houses, garage apartments, etc.)						
Count	54	82	178	95	45	454
Row %	11.9%	18.1%	39.2%	20.9%	9.9%	
Tiny homes						
Count	60	109	157	71	58	455
Row %	13.2%	24.0%	34.5%	15.6%	12.7%	
Affordable housing						
Count	276	117	43	14	7	457
Row %	60.4%	25.6%	9.4%	3.1%	1.5%	
Totals						
Total Responses						457

17. Which Riley County parks do you visit? Select all that apply.



Value	Percent		Responses
Keats Park	29.2%		134
Fairmont Park	23.1%		106
Rocky Ford Recreational Area	33.8%		155
Wildcat Park	31.4%		144
CiCo Park	71.0%		326
If you do not visit the parks, why not? - Write In (Required) (click to view)	21.8%		100

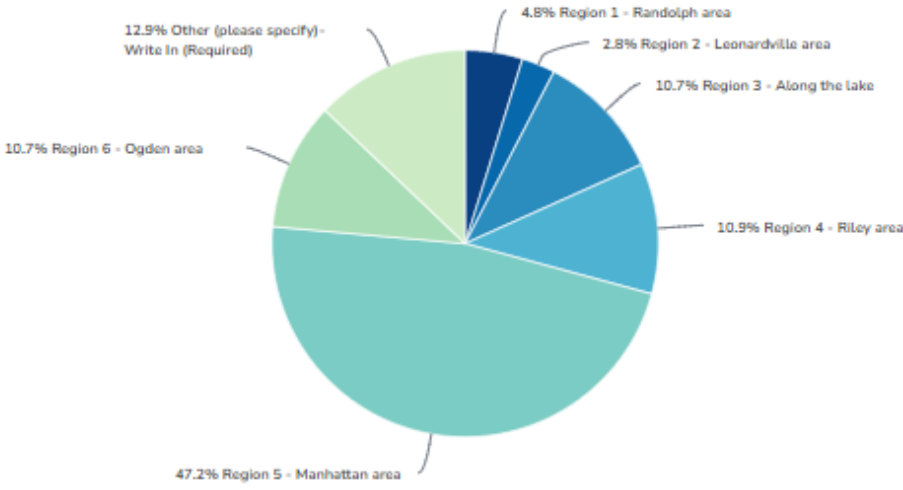
18. Does Riley County need more parks?



Value	Percent	Progress Bar	Responses
Yes	42.3%		1
No	57.7%		2

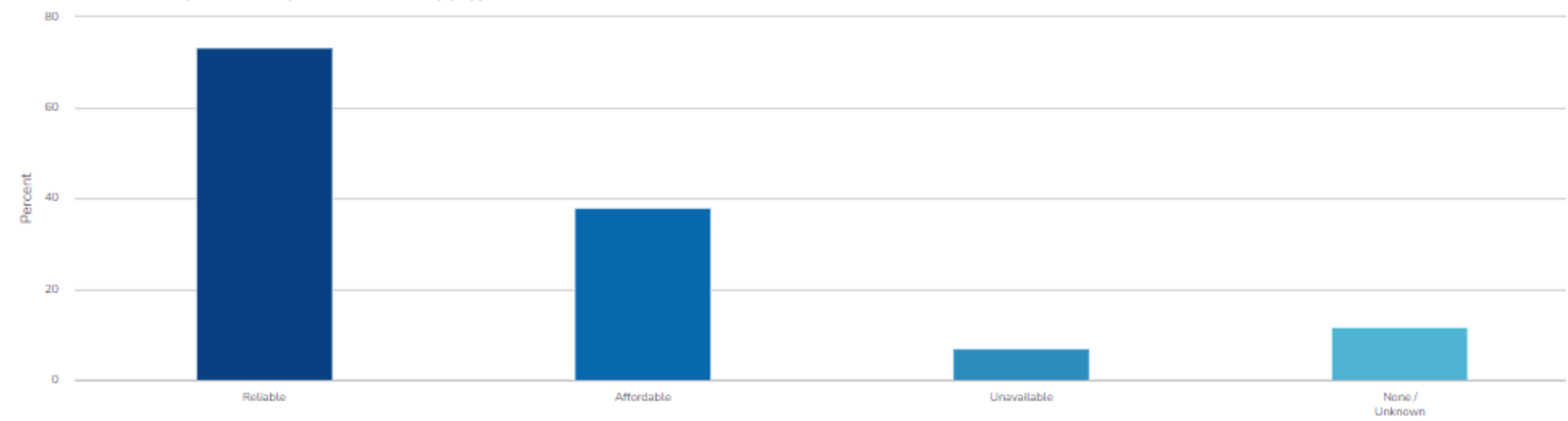
Totals: 4

19. Reviewing the map below, where do you think is the most appropriate general location for growth and development to occur? Please note that region outlines are general in nature and will be better refined based on public input as the process moves along. Select one.



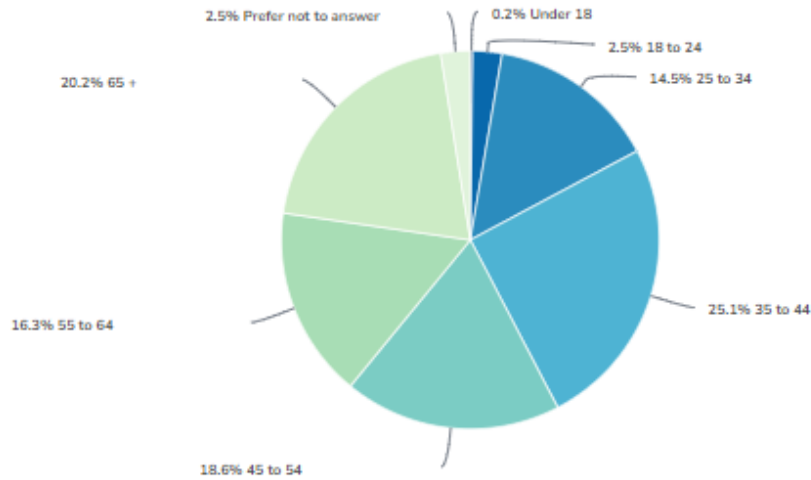
Value	Percent		Response
Region 1 - Randolph area	4.8%		2
Region 2 - Leonardville area	2.8%		1
Region 3 - Along the lake	10.7%		4
Region 4 - Riley area	10.9%		5
Region 5 - Manhattan area	47.2%		21
Region 6 - Ogden area	10.7%		4
Other (please specify)- Write In (Required) (click to view)	12.9%		5
Totals: 45			

21. Internet where you live is (check all that apply):



Value	Percent	Respon
Reliable	73.3%	
Affordable	38.1%	
Unavailable	7.2%	
None / Unknown	11.8%	

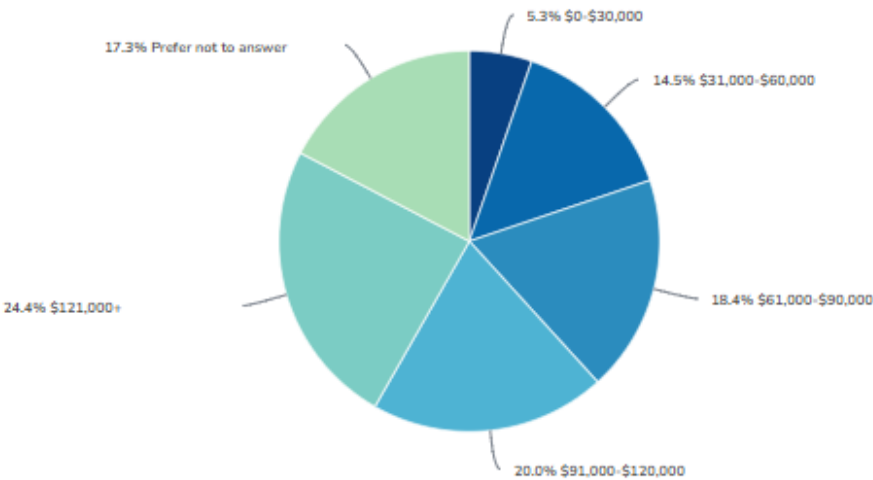
23. What is your age?



Value	Percent		Response
Under 18	0.2%		
18 to 24	2.5%		1
25 to 34	14.5%		6
35 to 44	25.1%		10
45 to 54	18.6%		8
55 to 64	16.3%		7
65 +	20.2%		8
Prefer not to answer	2.5%		1

Totals: 43

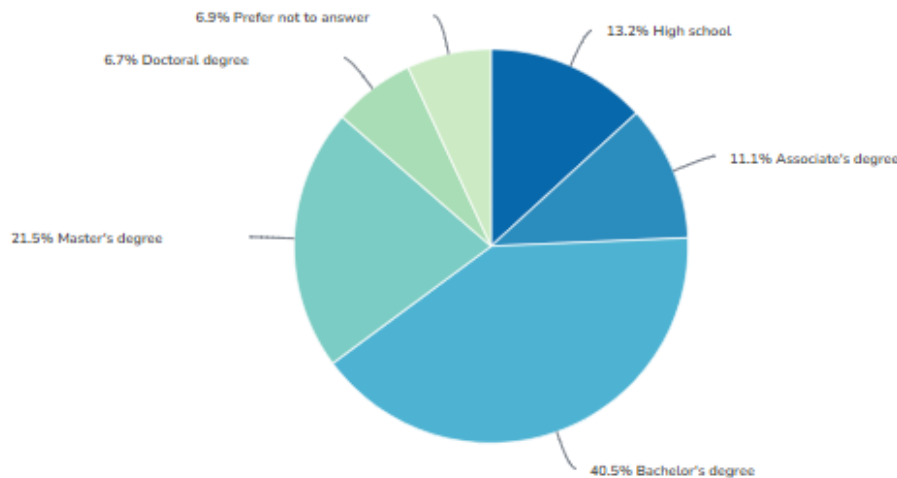
24. What is your total household income?



Value	Percent		Respons
\$0-\$30,000	5.3%		
\$31,000-\$60,000	14.5%		
\$61,000-\$90,000	18.4%		
\$91,000-\$120,000	20.0%		
\$121,000+	24.4%		1
Prefer not to answer	17.3%		

Totals: 4

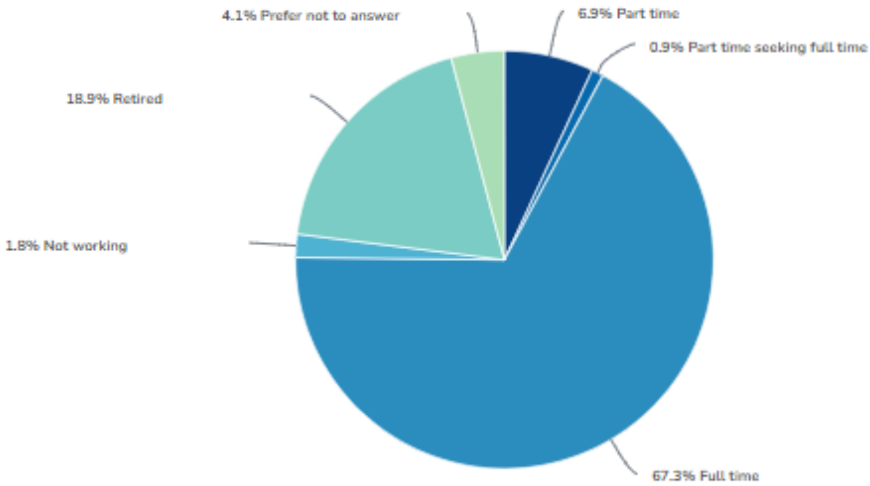
25. What is your highest level of education completed?



Value	Percent	Progress Bar	Responses
High school	13.2%		
Associate's degree	11.1%		
Bachelor's degree	40.5%		1
Master's degree	21.5%		
Doctoral degree	6.7%		
Prefer not to answer	6.9%		

Totals: 4

26. What is your employment status?



Value	Percent		Respoi
Part time	6.9%		
Part time seeking full time	0.9%		
Full time	67.3%		
Not working	1.8%		
Retired	18.9%		
Prefer not to answer	4.1%		

Totals

ASHLAND TOWNSHIP QUIZ ANSWERS 9/26/2023

1. What do you like best about Riley County?

- People, Flint Hills, beauty
- The natural scenery – native grasses. Flint Hills. Low populations of AG Communities
- Community, geography, Flint Hills, Konza, AG
- Scenic , diverse, landscapes
- People, climate, scenic views and productivity
- Preservation of its natural resources
- Wildlife and landscape
- River valley views of the Flint Hills – Tuttle Creek Lake, McDowell, Ashland Bottoms and Zeandale
- Farmland / pastures. Scenic views, no wind machines, preserving the land
- Diversity of city / small towns, rural ag lands, mostly fairly small
- Rural, urban mix – scenic area of Flint Hills, not flat, curving roads
- Keep up paved roads, center lines, shoulders, resurfaces, trees, hills, flat variety
- Quiet rural life, natural setting
- The rural feel with town life
- Diverse geography, stone buildings
- My home, Midwestern, fair rulings, involved, progressive, not flat, very geographic, prairie
- I like the people, college, the community, and especially the ag environment

2. What do you consider to be Riley County's biggest challenges?

- Road up keeps, taxation level, preservation of rural areas
- Unique population with military, KSU, AG population. Provides growth of roads, residents expanding. Preservation of native grass lands
- Quick development, outside money, assumption that quality of life equals standard of living
- Population growth, industrial growth
- How to handle future growth (population, industry, development)
- Maintaining its infrastructure without exorbitant tax increase
- Containing the amount of property tax paid and maintaining quality of life
- Preserving small town feel and residential development with cities growth
- Keeping the preservation of the area
- Residential and commercial growth – balancing with rural lands
- Road improvements to handle increase traffic
- Population growth but not at expansion of farm and rural areas. Control taxes
- Taxes, loss of good prairie and too much growth
- How and what direction Manhattan grows and new businesses
- Balancing residential growth and rural/farm character/history
- Taxes always going up
- Preserving the rural character of some areas of new Manhattan

- Infrastructure to help the growth

3. What does your ideal Riley County Look like in 2040?

- Better management of city property and wide spread of residents – not to replace native lands more unique shopping and eateries
- Protected, similar to now or 1980
- Ashland bottoms stays very similar to what it is now. Increased industrial – jobs. No solar or wind farms
- Ideal would be slower growth in rural areas and protect conservation of areas including vistas and rural natural sites
- Keeping ag alive, keep Konza, limited suburbanization of areas
- Unknown
- I'd like to see smaller/more family farms. Eye for conservation even if it is more expensive
- That this part of the county was preserved
- Keep rural atmosphere while balancing growth
- Maintaining rural characteristics, Tallgrass prairie aspects remain, reduce cedar tree invasion
- I like it the way it is now. Prevent urban sprawl from taking over the rural region
- A lot like it does now, need to maintain the good we have, not lose it to "progress"
- Affordable, thriving, not so many chain restaurants, more focus on local businesses
- Not like a metropolitan or sprawling residential developments that have look-a-like houses/lots
- I like it the way it is
- Similar but with emphasis on protecting the pastoral and natural characteristics
- Economically thriving with a good commerce to support the growing population

4. What do you think the County should prioritize?

- Reduce taxes, improve rural roads, rural internet – not wireless. Converting Ag land to bus/industrial use and or pastoral land
- Control of commercial/industry in AG areas, limit the spread of housing in these areas, wages for living increase, focus on tourism due to landscape, need to focus on all aspects of growth with expects
- Doing a lot with little. Maximizing utility with as little infrastructure as possible. Seems like there has been a focus on Manhattan as a Retirement community, need young families too. Grow cities other than Manhattan .
- Should - Growth of Manhattan, no wind/solar (large scale) Should not – no bridge from the north into Ashland bottoms
- Focus on reducing tax on property and slowing urban spread
- Focus on – keep ag land, promote our natural resources, promote local businesses. Don't focus on – building museums to bring people in, use the funds for streets/parks/schools. Don't bring in the big box stores that can possibly shut down local businesses

- Focus on the small businesses and controlling property tax increases
- A good infrastructure and not over extending – keeping parks and rec around. If I add another shed to my property
- Focus on – the history of the land. Not focus on expanding commercial growth that can't help the history
- Business industry that support and enhance rural focus, Flint Hills
- Focus on – Tallgrass prairie and ag preservation. Not focus on high density housing
- Not subdivisions that take away natural and pastoral beauty. Business that provide, family farms
- Preserve rural, growth, south is good, to south is bad, or just protect appropriate growth of approved communities
- Fair taxes, infrastructure, economic growth, less focus on wokeism, far left ideas, be middle of the road
- Bring more AG related and smaller businesses. Not focus on solar and wind, or communication towers
- Should focus on not expanding and not focus on expanding
- Focus on new industries that enhance quality of life and living wages
- Should focus on over regulation, I like your approach of industrial condense new projects

5. **Why did you choose to attend this meeting?**

- no written answers provided

BALA TOWNSHIP QUIZ ANSWERS 10/10/2023

1. What do you like best about Riley County?

- Ag vs urban – more focus on ag but has an urban feel. Police force doing better. Land in Clay County, Riley County want to be left alone for existing regs for now – can't find regs. Riley County P&D, Board, and BOCC. Larger city in the country but not too big.
- Living in a rural area, local farming operations
- I enjoy the smaller communities but also like being able to have the amenities that Manhattan offers
- Communities in the North County
- That is has a larger city in the county but not too large
- Largely ag, police force
- Rural / county areas (and housing), but close to city conveniences – food, shopping, entertainment – but city is not too large (like KC)

2. What do you consider to be Riley County's biggest challenges?

- Don't know regs, can't do what you want on your land, cant find regs not consistent, affordable housing, lack of trans, food insecurity, comm knows growth
- Food insecurity, transportation – lack of public, affordable housing, no one knows about growth areas, or regulations
- Affordable houses, somewhat difficult to create new housing areas
- Its elected officials and employees in charge of planning
- Riley County will continue to grow. We want it to grow in an orderly way, look to how grow now will affect growth in the future
- Communication with different sectors. Police arrest drug pushers – they are turned loose the next day. Transportation
- Honoring the value of land ownership and land owners being ale to make choice with land – selling land, putting gin a home, buildings etc.

3. What does your ideal Riley County look like in 2040?

- Proper housing, proper growth – meet needs of each area vs entire county. Sub regs. Don't want to dictate moving and change either. Let economics take care of it by townships rather than county. Focus on public preference not NG911, accommodating regs
- Ideals – more housing, comm website, better communication, township decision making
- I hope for good roads, a good hospital and I would like to see our small towns grow with homes and especially some new businesses
- Randolph, Riley, Leonardville revitalized, less regulations on zoning, we own the land, permission should not be required
- The rural area too still be rural
- Let townships have more say in what goes on in their township
- Rural / county areas but close to city conveniences with the opportunity for my family to build homes on our family acreage. Preserving ag acreage and way of life – rural life with

rural expectations, dust, farm animals, spraying etc. More planning board issues to local townships may have very different need than others.

4. What do you think the county should prioritize?
 - Focus on – transparency better education, meetings when, where etc.
 - The county should focus non helping our small communities grow both commercially and residential. The county needs to continue to focus on providing good law enforcement, good departments and ambulances
 - Focus on making the comprehensive plan less invasive on our rights, don't focus on trampling personal property rights
 - Keeping on ag housing for the most part going to areas for growth for housing
 - Focus land owner rights, local goals. Not focus on focus on restrictions to all
5. Why did you choose to attend this meeting?
 - No written responses

WILDCAT TOWNSHIP QUIZ ANSWERS 10/17/2023

1. What do you like best about Riley County?

- Open countryside – ability to build farmland – but now cant – so not happy about that. Sold pasture 7 yrs ago N of Ft Riley – no comments from RC but now RC won't let owners build. The rules should not change from what when was bought. Used to be more in with rural folks, not so much anymore.
- Landscape, build, friendly, solid waste, safe
- Blend of rural, metro, university, Ft Riley
- It's a smaller town, beautiful land. Smaller community you get to know people easily
- Opportunities – university, great schools in all towns, friendly people, community services for farm communities
- Rural environment – safe
- Small town feel, neighbors helping, rural feel
- AG, not houses scattered around – keeping roads cared for
- People are very friendly, diversified group
- Rural community to live in
- The Flint Hills scenery, friendliness of residents
- The locations – in rural areas
- Small town feel and community among neighbors
- Proximity of Manhattan and Ft Riley, small town feeling with a lot of amenities
- Big enough and small enough

2. What do you consider to be Riley County's Biggest challenges?

- Roads, rural internet, law enforcement – rural areas, infrastructure keep up with growth – rural flooded
- Growth Ft Riley
- Affordable housing and balance of consideration for AG and non AG interests
- So AG dominated, do we protect or preserve enough
- Balancing the interest and needs of lifelong residents with those of developers, maintaining property tax rates, we advertise as an ideal retirement city, but housing prices and taxes unreasonable for fixed incomes. Emergency services (ambulance, fire, police) in rural county areas.
- Controlling growth – code enforcement – noxious weed control
- Out growing (town), losing AG, ground not being able to get to, people who need help
- Eliminate growth to the south – Ft Riley – East Pott County, North – Tuttle Creek, West ?? high property tax on home owners
- Quality, affordable housing, rental and for sale. Traffic increases, noxious weed, available for all outside of city limits. What to do about neighbors that have animal issues
- Keeping developers from taking over. Keeping rules and regs to a minimum
- Getting sewer system to Keats – big need. Keats area has no cell tower for cell phone – it needs are serious to get this accomplished and not ignore very any longer for the

residents. Ft Riley is important but don't bend over for them – you need to consider surrounding area needs. Stand up for our rights.

- Keep the community affordable (low taxes) economic development balanced with quality of life.
- Taxes – how do we warrant keeping up with everybody's wants and wishes
- I don't know, property taxes, weed over growth, burning issues
- Urban spural

3. What does your ideal Riley County look like in 2040?

- Attention given needs of citizens and not just Ft Riley. Done deny zoning, building etc, simply because Ft Riley complains they do no pay the taxes or vote you all into office
- Taking care of what we have now
- Adequate waste treatment for everybody
- Rural voices are given serious consideration in planning/development meetings, so often our comments are treated as frivolous; better than adequate infrastructure
- Rural Environment -safe
- Staying small town feeling helping your neighbors if needed and better roads
- Maintaining AG land and "small" town feel – strong police presence
- Roads that can accommodate traffic
- Measured growth balancing the needs and desires of lifelong residents with modern amenities. Affordability of life in the country
- Predominantly rural, need to be sure infrastructure is in place to support development. NO CASINOS.
- There have been so many changes in past 100 yrs so I don't know what to expect in the future
- Slow growth
- Lower taxes, no major rural growth and contained infostress improvements

4. What do you think the County should prioritize?

- Fairness to rural citizens – famers should be able to add homes to their acreage for extended family. Land sold as building site should not be changed to not allowed a house later
- Fort Riley making rules
- Affordable housing and services for aging
- Keep it natural
- People, country residents should always be the first priority, needs of the county for safety and security
- Transportation (roads and bridges) match growth
- Not moving city limits to make more room and take AG land
- Safety and security -who makes the rules to include diversity. Ag land preserved
- Roads, school. Keep part of the county as country infrastructure, safety, zoning for hunting property
- Safety, support of senior citizens

- People of Riley County. Sewer system in Keats area and quit pushing it back. Keep applying for grants to fund it. It seems obvious the current County Commissioners do not seriously consider people in Keats matter. They just continue with the same old stuff or not getting land for a lagoon. Have they checked with Ft Riley, on the good suggestions at the last sewer meeting of acquiring a piece of ideal land for a lagoon.
- The needs of the Riley County citizens, and not the needs of Manhattan of Ft Riley
- Prioritize unincorporated living area needs – sewer and water etc.
- Current residents concerns / safety and infrastructure
- Infrastructure and new fair grounds

5. Why did you attend this meeting?

- To see what you all have up your sleeve and what changes we should be aware of
- Interest in what happens in Riley County and Wildcat Township
- To try and understand the community development process in Riley County
- To understand more
- I live in Wildcat Township and advocate for policies, priorities, that will ensure a peaceful co-existence. I want to preserve quiet, rural living and the opportunities that rural live bring to families
- I'm a township trustee
- Live and farm AG land, don't want more housing projects so close. To preserve the land for future
- So many regs and governments, just wanted to see what is proposed
- See what is happening in the county, maybe get more involved
- To make sure my interests are safe and secure. To try to figure out what the country has in store for my land. They less surprises, the better. General comment – why do we need development?
- Because we people need better representation
- I wanted to learn about the 2040 plan process-this is the first time I have heard about this plan
- To see what you are planning on doing in the future
- Because we are new to the area and wanted to be among our neighbors to find out more about the future of the area
- Civic duty – want to have a say in what happens in county

GRANT TOWNSHIP QUIZ ANSWERS 10/19/2023

1. What do you like best about Riley County?

- Our family lives here.
- It balances the rural natural of its history with responsible growth when I moved back to Kansas after being in the military for 30 yrs. I wanted to have 5 acres and drive 10 mins into work
- The size. Its not to large or small
- Riley County is urban yet rural. I grew up in Topeka, and have no desire to live in that environment
- I'm not close to neighbors
- Happy medium size, not small town or large city
- We got lucky and found a house with a lake view and good neighborhood and neighbors
- Location
- Rural based area with diverse development opportunities. Not an urban feel
- Smaller town feel, less traffic compared to larger cities, rural atmosphere. Can see stars at night (cannot do that with night pollutions from large cities)
- Small town
- I like the "rural" areas. We moved from Salina and love it on the N/W side of Tuttle. We enjoy the wild life
- Beautiful Flint Hills landscape and Manhattan provides good services and culture
- Diversity
- Mix of rural life close to many KSU activities
- Small town, university, beauty of Flint Hills, Tuttle Creek, hunting and fishing opportunities
- A good mix of schools, culture events
- Medium sized city combined with rural. KSU and Ft Riley
- University town
- Because it remains relatively medium sized, not large

2. What do you consider to be Riley County's biggest challenges?

- To stop having one of the State's highest tax rates (2nd highest). Stop trying to tax people out of their homes. Especially their rural homes. To allow people to have their dream of having a small amount of land and building a home on it.
- Providing responsible growth that has a place for supportive and affordable housing for the area which supports tax base for our rural school districts in a way that creates cohesive communities
- Staying up to date with infrastructure needs
- Growth because it is a desirable place to live. Loosing the "small town" atmosphere
- New development – I want my 20 acres back
- Some residents treat the county properties outside of Manhattan like the Wildwest. They can build wherever they want in their property and they aren't any consequences even if they get caught after the build
- Staying rural, increasing traffic and increasing population

- Disagreement between rural and responsible development potential rural water system limitations. Need better cooperation and communication between county departments
- Maintaining small town feel, rural atmosphere, keeping open land, not giving into breaking up large areas into mini ranches, losing wildlife. Economic high speed internet across the rural areas. Avoiding more high density development in rural area
- Roads
- Traffic in the city of Manhattan. Road Maintenance. Is there going to be a need for a second high school in the city of Manhattan.
- Keeping the charm of rural living
- Taxes – property because of amount of land owned by K State and Ft Riley not taxed
- Focusing and building infrastructure to align with growth
- Water
- High speed internet in the townships
- Health care, hospital competency, staffing infrastructure align with growth. Rural water availability, fire protection and high speed internet
- Fair rules
- Lack of commercial land for purchase
- Traffic in the city

3. What does your ideal Riley County look like in 2040?

- a beautiful freedom filled area without so many regulations. Allow people to live out in the country. Don't make Manhattan a "15 min city" where no one is allowed to live in the country
- Has a bypass from Pott CO through the Green Valley and around the connect to I-70. It has populated communities in Keats, Riley, Leonardville and Randolph with corresponding schools, med, shopping and support by a 4 lane 24 N. Pas as you go development.
- Larger by still with character
- Broadband easy access, good infrastructure, suburban/rural environment and not just Manhattan
- ?? inevitable growth but coordinated
- Less taxes
- 2040 I can't comprehend a thought that far out!
- Good water, no light pollution, remain rural, traffic management, a safe highway, 24W
- More responsible development, expand areas slated for responsible low density development
- Rural, continue with smaller city atmosphere, no high density housing in rural areas, or open lands, not mini ranchers throughout entire country but maintain ranches, farms. Good environmental use and lots of open space, avoid night light pollution. Multi-use roads for cars, bikes/runners = more bike lanes
- Traffic – street repairs and retirement communities
- Still rural charm, responsible growth with necessary services
- Safe communities, keeping a rural feeling with the feel of city convenience

- Good mix of rural environments, close to KSI small city amenities, with responsible govt. fiscal culture with comp planned development
- Growth, improved roads, improved internet
- Remain a mix of rural and planned development CO priority
- Rural feel and well planned
- Fair rules
- Remaining Rural
- Remain rural

4. What do you think the County should prioritize?

- Freedom, safety, decrease regs, lower taxes
- Transparent plans, followed by infrastructure that lay the groundwork for development
- Roads, water, internet (fiber)
- Infrastructure improvement, roads, water, sanitary, electrical
- Ag land preservation
- Indoor community pool, law enforcement
- 4 lane hwy's are definitely in our future in the county.
- Ag, preservation of prairie, homes for the aged
- An attitude of responsible development in welcome
- Managing land use to maintain rural areas, ag. Updated existing utilities, roads, in Grant Township are very bad. Limit development and reg mins for land that must be developed
- Utilities, fire protection
- Infrastructure and internet
- Good low protection, emergency services
- Mixing ag and future development
- Water and roads
- Law enforcement and fire department lacking in northern county
- Roads, "ag treated favorably" tax breaks for industry
- Water, roads, law fire
- EMS response time for rural area
- Clean industry, land owners, home owners don't get taxed to death. Less tax breaks just to attract industry

5. Why did you choose to attend this meeting?

- So we could pass our land to our children without county interference
- To gain insight
- Hoped to hear how to protect our interest
- Interested in the future of the county – long term we want the best place to live
- Curiosity
- Get more knowledge about the County and what's going on
- To see what the proposed comp is and will be
- To protect my beautiful area from over growth

- To help make the development process more streamlined
- Wanted to understand how transparent the planning process will be and if citizen input actually makes a difference. While input is given from citizens, the question still remains how much will it actually be considered. Who will have most influence?
- Info
- Wanted to understand more about what the county plans are
- Get info
- Be informed, ask questions, input
- Curious and I care about our future growth
- To learn about the process of planning and developing
- Attend to learn about the 2040 plan and how it may benefit or not otherwise
- Curious, want to be informed
- Protect our future and property
- I like living in a county style I don't want curb and gutter

MANHATTAN TOWNSHIP QUIZ ANSWERS 10/23/2023

1. What do you like best about Riley County?

- Feels to be urban and should be growing around the cities and should consider more annexation
- The rural setting and moderate sized city
- The people
- Large but small feel. Big enough to have choices and variety where to shop, but small enough to not have too many people and big city issues. Still have living in rural America feel
- Strong economic facilities and Fort Riley
- It's home
- Overall quality of life and community
- Flint Hills and the Lakes near an active college town
- Underdeveloped – clean Flint Hills from I-70 to Manhattan
- It is outside city limits, but close to town to shop and do business
- Rural area neighbors not to close
- I live outside of the city and its quiet
- Area is beautiful

2. What do you consider to be Riley County's biggest challenges?

- Revenue – need to work better with cities and be more pro development. Increase activities in cities create revenue to Riley County
- Balancing urban growth with farmland preservation
- Growth
- Taxes and change – change can be good if done right. Taxes are too high
- Too high taxes
- Revenue and taxes
- Access over river east
- Infrastructure for bike and ped
- Doesn't offer good clean water in rural areas. Doesn't over sewer systems in Moehlman bottoms area
- Flooding Hunters Island
- Traffic on 177 and revenue
- Too many people

3. What does your ideal Riley County look like in 2040?

- More annexation and growth. No large lot subdivisions only clean dense urban development
- Not realistic, but look pretty much the same
- About the same
- Growth, but not huge. This town is great size and too much growth would cause that beauty to be no more. Growth not in population, growth in progress and improvements
- Safe and happy people

- Equal growth of residence, ag, and adapt. Paid staff for enforcement codes (building)
- Controlled growth, roads ahead of traffic requirement
- Sewer in Moehlman Bottoms
- Better roads, more good jobs

4. What do you think the County should prioritize?

- Growth, assisting in utility infrastructure with joint project with the cities, and help incentives
- Ensuring the counties infrastructure keep up gracefully with growth
- Urban sprawl
- Maintaining and preserving what is good now. Transportation improvement, yes good roads but must continue to maintain
- Lower taxes
- Housing, zoning and transportation
- Preserving the Flint Hills near an active college town. Keeping the character of the area. Potential growth can destroy what is the current character
- Sewer in Moehlman Bottoms, lower water bills for Moehlman Bottom residents who pay more than \$1.60 a month
- Lower taxes, leave people be

5. Why did you choose to attend this meeting?

- Wanted to learn more about the proposal vision
- I was curious. Had no idea what do expect
- Concerned for my community, and want to learn about what is happening in the community I just bought a home in. It is important to inform yourself with what's going on to have a say
- Thought it might be important
- I'm Manhattan Township Trustee – felt obligated
- The card to the house created curiosity
- On Manhattan Township Board and Parks and Rec Board. Have a business
- Find out what is going on in County and find out if water bill can be lowered, and can we have sewer?
- Zoning curiosity
- Listen to input of people

OGDEN TOWNSHIP QUIZ ANSWERS 10/24/2023

1. What do you like best about Riley County?

- Pretty area, and feels rural and safe
- Underdeveloped rural area, preserve AG land
- The underdeveloped rural areas, scenic views and low crime
- People
- Small, but you can still get anything
- Ease of access and good roads
- Small town feel, not overly congested, friendly people
- Small and clean area that RC is, compared to large cities

2. What do you consider to be Riley County's biggest challenges?

- K-State and Ft Riley
- Taxes
- Money for infrastructure, roads, etc. Development to also accommodate existing land owners, set backs etc.
- Security / financing projects with Taxes
- Taxes
- Being swallowed up by Ft Riley and Manhattan
- Affordable homes for middle class, entertainment for families
- Taxes

3. What does your ideal Riley County look like in 2040?

- Stable broadband, electrical grid with more options
- Transportation system
- Keep the rural areas underdeveloped so they are scenic and appealing
- Stay the same, better transportation from Ogden to Manhattan, broadband more available
- More business around airport. More multifamily housing away from college area. Family entertainment venues. Some incentives to clean up the smaller towns – paint buildings, make repairs. Keep kids safer when crossing streets
- All townships with good water, electricity etc.

4. What do you think the County should prioritize?

- Housing development with minimal impact
- Infrastructure, underground utilities
- Short term – roads keep existing infrastructure maintained
- Preserving rural land, transportation and taxes
- Family lifestyle, updating small towns' main roads and schools
- Each Township represented in BOCC and at County Offices

5. Why did you choose to attend this meeting?

- To see where the county is going or focused on

- Information, participate, input, voice opinion
- Find out about future development and proposals
- Inform me of what's happening with the county
- To find out what is going on
- Find out what is being planned
- To be apart of our town. To have a voice. To help in the move forward
- To get information on County issues / plans

ZEANDALE TOWNSHIP QUIZ ANSWERS 10/26/2023

1. What do you like best about Riley County?

- Excellent broadband WTC, emergency services and schools
- Community – rural. Ag preservation, Konza Prairie
- Open spaces with the Flint Hills
- Diversity of landscapes. County roads, are pretty good mostly
- Community involvement and rural character
- The way Aggieville used to be and I like living in a college town
- Like the fact that my land is preserved
- Nice roads, open spaces, no rock quarry
- Small town environment. University events, rural living and cultural events
- The Flint Hills
- Rural character with a diversity of residents
- Good place to live in country
- Rural character

2. What do you consider to be Riley County's biggest challenges?

- High taxes, 10% annual increase and road conditions
- Manhattan high – too big – student numbers. Road updates, housing prices and high taxes
- Housing for older people (independent living facilities)
- Development pressure in rural (ag) areas. High land prices due to development. Rock quarries created more traffic, road problems
- Zoning regs and restrictions, cost of taxes
- Not to grow to big
- Keeping control of developments being spread out and over running areas
- To keep rural character, rent control and public housing
- Modernizing control, losing character
- Keeping a rural emphasis but allowing for necessary growth that blends in well
- High taxes and cost of living
- City takes advantage of Riley County. Dictates their needs over county, why in the world would you build a complex (public works) in a flood zone – nobody else can. Need to address “spending crop” buffed for ag, vineyard, landscape and bushes
- Keeping AG – AG industry

3. What does your ideal Riley County look like in 2040?

- Be here, roads.
- ?
- Preserve farm land, no wind turbines in Flint Hills
- Preserve native grass and prairie, no rock quarries
- More entertainment, and dining options and keeping the rural areas the same
- Stop the growth. E are getting to big and look like any other big city. Lets keep the small town look

- Keep things pretty much how things are and friendly and AG areas not urbanized
- Well maintained roads, free from litter, free from abandoned homes
- Growth in rural areas does not become over crowded
- More Flint Hill related tourism, good neighborhood residence that still reflect the good of the area
- Maintain the rural character
- Need better understanding of tax bases and explanation for each
- Pretty much same as it is now

4. What do you think the County should prioritize?

- Homeless care, and flood control
- Ag preservation and road updates
- Preserve ag land
- Limit development and industrial uses of ag zoned land
- Lowering property taxes to a reasonable rate
- Again, stop the growth
- Control the development by that, AG as AG, commercial with commercial. Maximize the areas that are all ready zoned for that purpose
- Air and water quality as well roads
- Roads – dust. Prioritize all areas of Riley County equally, not just those areas close to Manhattan
- Good infrastructure and well coordinated
- Handling huge growth coming with NBAF and maintaining our character
- Focus on AG base but with strategic urban growth
- ?

5. Why did you attend this meeting?

- To learn what was being done and planned
- To understand future planning of Riley County
- To learn what the new plan is about and express opinion on preserving ag land. (in 14 yrs, 9 requests for rezoning for housing.)
- To have a say in the future land use of our county. Stop change. Get a grasp of what's going on in the future
- To keep informed of changes that may affect me
- I have an interest on the direction of our county
- Curiosity – important to know what is going on – part of the community
- Become aware and informed
- Concerned about our future
- To maintain quality of any rural areas taken out of ag use
- Fear that commercial / industrial interest would destroy the great living environment with development
- Concerned with future growth
- To know what was going on

CENTER, FANCY CREEK, JACKSON, MAY DAY, SWEDE CREEK TOWNSHIPS QUIZ ANSWERS 11/1/2023

1. What do you like best about Riley County?

- Beauty of the Flint Hills
- Proximity to KSU
- The people and the Flint Hills
- It's home
- I like rural – the scenery – home
- It's basically been ho home for my entire life, and I like the openness of Northern Riley County
- All different types of businesses and rural atmosphere
- Flint Hills, AG
- Quiet rural atmosphere
- Roads
- Rural living
- Flint Hills, MHK has anything needed without going to Topeka, KC etc.
- Scenery in northern end of the county
- Rural part
- We used to be a Republican County, and that has changed
- Enjoy the rural feeling of living in a small community outside of Manhattan
- The roads

2. What do you consider to be Riley County's biggest challenges?

- Roads
- Liberals in city of Manhattan spending to much money – need to chop budgets instead of raising budgets
- North Riley County business and housing
- Township roads
- Gravel roads not taken care of in our township
- Deciding what Riley County will look like in the future, and if we will have adequate law enforcement in the future
- Zoning
- Distance from good retail shopping and restaurants
- Keeping up with wide spread world
- Spending taxes in Northern Riley County
- Out of state residence coming in
- MHK becoming too big – big city problems like crime that grows into rural areas. Keeping fort Riley at bay.
- High taxes, quality of country roads declining over last decade, lack of internet options that are affordable
- Wifi dead zones
- People moving into rural areas
- Manhattan

- Manhattan and its growth. Its lost the ruralness that it use to have for a small county
- Housing and number of students in the smaller rural schools

3. What does your ideal Riley County look like in 2040?

- Country with rural farm
- Less population and less hunters
- Infrastructure updated, safe roads, affordable housing opportunities
- I want it to have a distinct look and character, not like the outskirts of every other bigger town in Kansas
- Overpopulated, urban increase
- Same rural feel with increase technology opportunities
- Not the Jetsons! Staying small, rural but connected
- Less land taxes
- Same as it is now
- Much like it is does now, with ability of landowners to have freedom of land use for their enjoyment
- Need more time to ponder that one! Keep it rural up north
- 4 lane road for Manhattan and the North
- Law Enforcement and road
- Leave the development in Manhattan, no growth to the north
- Not over developed

4. What do you think the County should prioritize?

- Prioritize
- Keeping land use as AG, Colbert Hills
- Reasonable residential zoning for Planning and monitored growth
- Township Roads
- Township roads
- Maintain roads, adequate law enforcement
- Business from NBAF
- Infrastructure, planning, ag preservation
- People oriented services and development
- Schools
- Better traffic ways around south County
- Prioritize keeping Flint Hills intact as much as possible while balancing landowner freedoms for property use
- Lower taxes, especially property taxes. Road maintenance
- Land usage to prevent land fills and other problem areas. Keeping water quality safe
- Law enforcement and roads
- Roads in the North end of the county, bridges as well. Police force more on patrol
- Roads and bridges

5. Why did you choose to attend this meeting?

- Concerned about direction of planning for county
- Curiosity as to what is going on
- Learn information about Riley Counties plan
- To be heard
- I attended the meeting to find out what the postcard was
- Find out ways in store down the road
- Curiosity, learn the phases
- Want o have a voice, this is home
- What are the rules for future growth
- Listen to input of county
- Don't live in Riley County, but own land here. Wanted to hear discussions on winds/solar development, abilities of people to build farm homes on property they own, what the goals of the vison are.
- I and family expect to stay here and want to be involved
- To learn more abut what is happening in the county
- Curiosity
- Dad made me, thought it would be good for younger generation to attend
- To be informed of future plans in Riley County and to help the county forward

KEATS LYONS CLUB QUIZ ANSWERS 11/6/2023

1. What do you like best about Riley County?

- Ag land, no housing development in valley, beautify of Flint Hills
- Our AG background, generational farmers that care for the land
- Combination of rural and city life
- I like the people, the variety of rural communities with an opportunity to enjoy the city when I choose
- Quiet, simple, slower way of living, rural, communities, kindness in rural, open underdeveloped land
- The prairie
- Diversity geographically – reservoir, prairie, ag, small towns, KSU, Manhattan, Flint Hills
- County living in Keats
- Considering location of rural area

2. What do you consider to be Riley County's biggest challenges?

- Keeping the small town feel, high property taxes
- Trying to keep our rural roots while promoting growth. TAXES
- Taxes, ability to maintain the rural atmosphere
- Keeping the rural parts of Riley County rural
- Sustainable AG, non harmful to the land urban sprawl/development threatening rural life, Keats sewer project
- Urban sprawl
- Economic development that increases wealth and property values and creates hardship for lower income/fixed income residents, aging populations
- Keats sewer system, keep it small, cell service in Keats
- Not enough consideration unincorporated areas

3. What does your ideal Riley County look like in 2040?

- Development around zoned area of Colbert Hills, everything else leave alone. Ag land still ag land
- Looks a lot like 2023
- Ag, taxes, a nice controlled mix of rural and Manhattan
- Less development into ag lands, wide open spaces, grasslands, lower taxes
- More care for and investment in environmentally sustainable
- Thank goodness no more 20 acre plots, more housing in current city of Manhattan. Keep the hills free of housing
- ?
- Keats still be on the map with residents
- It is hard to vision what changes will take place

4. What do you think the County should prioritize?

- Keeping ag land ag land
- Ag. Ag. Ag

- Tax relief and preserving grassland crop land
- Protecting ag land use, keeping rural -rural and tax relief
- Environmental sustainability preserving the Flint Hills
- Keep the prairie as well as farmland
- ?
- Sewer system in Keats. We are real people out here
- Taxes

5. Why did you choose to attend this meeting?

- To have my voice heard that ag land should be ag land
- I heard they are trying to put a lagoon in Keats. NO LAGOON
- Learn about what plans may be in the future for the Wildcat Township
- To be in the loop of the comp plan in Riley County
- To learn more about my community
- I am concerned about questions 1-4!
- Want to understand process of county development and to get to know others why are interested in communication
- For some input from the residents and if it would help
- Hope to gain a little more knowledge about our future

MADISON TOWNSHIP QUIZ ANSWERS 11/8/2023

1. What do you like best about Riley County?

- The mix of ag land, when land combined with city amenities and KSU and Ft Riley
- Protection of rural / ag land – making it a priority
- Diversity in people – urban and rural. University and lakes
- Great mix of urban and suburban areas
- Small town living with big city options close by
- Mostly quiet communities that has many things to provide needs of communities
- I like the wide open spaces to see sunsets and sunrises
- It is active and diverse and safe. KSU, military make it very special
- Not a big city, KSU which gives opportunities of a bigger city

2. What do you consider to be Riley County's biggest challenges?

- Balancing growth and maintaining a low tax rate as possible. Also competing with growth of Pott Co.
- Nothing comes to mind, probably not informed enough – Manhattan High too big? Split into 2 schools?
- Keeping rural needs in mind. Not everything is in Manhattan. Rural Roads
- To rely on KSU or Ft Riley for growth potential. Not enough labor force for growth
- Recognizing that our county doesn't consist of only Manhattan. Also, very constrained by the lake, Ft Riley etc. for development
- Over focused growth in major urban area
- Too much encroachment of city dwellers moving to rural area
- Pott Co has made it easy for growth that direction
- Uncertainty of KS and Ft Riley growth of shrinkage

3. What does your ideal Riley County look like in 2040?

- Maintaining the character of the rural areas while directing growth to areas adjoining MHK and the small towns. Having increased job opportunities outside of KSU/Ft Riley
- Hopefully not much of a different landscape. I feel Manhattan does a nice job of staying clean, updated and relevant of the most part.
- Outdoor activities throughout County. Keeping rural and farming intact but allowing growth where possible. Expanding in rural areas, homes needed to support rural growth
- Probably similar to what it does now. Constraints in where development can occur and ag land not being sold (which is a good thing) make it so I don't see a lot of change occurring
- Similar to now with growth and resources expanded towards smaller communities
- Reasonable growth with common sense values
- Clean entrance to Manhattan on 177. More growth south along 127 and Zeandale and more commercial / industrial growth

4. What do you think the County should prioritize?

- Keeping taxes as low as possible and not expanding county govt more than necessary. Work to get growth away from Pott County. Develop housing within areas of MHK and smaller towns that already exist
- Same answer as #1 (Protection of rural / ag land – making it a priority
-). I also appreciate nice roads. Don't forget the small towns – Manhattan can take a lot of time, energy and focus.
- Allow for housing but keeping a balance of farming. We need rural housing to expand. Allow / promote small business growth. Rural tourism – bring people to our rural communities
- How to grow our labor force. Riley County has lots of open jobs without local fulfillment. Labor force to fill those positions
- Entrance /exit corridors from Manhattan to Co lines
- New development countries, need to limit the size of new lots – only so much vacant land available
- Growth, attracting industry, response to KSU foundation taking jobs etc from city and county
- See #3 (Clean entrance to Manhattan on 177. More growth south along 127 and Zeandale and more commercial / industrial growth) – less tax exempt growth

5. Why did you choose to attend this meeting?

- Wanted to find out about the plan process and hopefully provide input. Input is needed from areas outside MHK
- I saw the mailer and it caught my attention, then had friends attend another meeting and encouraged us to go, so I made it a priority
- I am the Mayor, I want to be involved, this will help plan our future, to have voice heard
- Received postcard in mail about it. Would recommend sending out the information for all of the meetings to all residents ahead of time in the future
- Just to hear what this is about and be an informed person
- I am interested in the success of CO and City of Riley and what the future may hold
- I am interested in how decisions get made as to development of out open spaces
- I am keenly interested in the future of Riley County for myself and my family
- The future planning is important

SHERMAN TOWNSHIP QUIZ ANSWERS 11/15/2023

1. What do you like best about Riley County?

- Rural communities – big / small town
- Open spaces and hunting opportunities
- The local landscapes, nature
- Best part of rural and urban living
- Living in Northern Riley in the country, peaceful
- North Country – the people
- There is rural and urban aspects. I feel we are a good representative of KS
- The friendly people and open spaces. The great mix of how everything you need in town but not travel too far out to see the horizon
- Smaller town atmosphere
- Flint Hills, lake, bike, outdoor rec
- Where I live – rural area

2. What do you consider to be Riley County biggest challenges?

- Growth restrictions and highway safety
- Law enforcement coverage IE speeding
- Affordable housing
- Providing public services at reasonable taxes
- Ag land converting to rec use
- Roads
- Representation of our rural communities
- Roads
- Terrian
- Food insecurity – poverty, and lack of medical/dental services

3. What does your Riley County look like in 2040?

- Reasonable property valuation. Especially for property deemed ‘undevelopable’
- 2040?
- Not much different than now
- More organized housing growth – don’t take 10-40 acres out of production ag for one house
- Rural up home and keep central
- Roads to my home
- Look the same as 2023? Preserve the landscape
- Increase access to medical, dental, and behavioral health services, north/south improved transportation, and decrease opioid use

4. What do you think the County should prioritize?

- Equal representation for rural residents
- ?

- Structured development and growth
- County services for outside of Manhattan – Police and medical
- Keeping rural communities small and drawing more representation from those communities
- Roads
- Roads
- Bike paths – connect to city, dedicated separated paths
- Understanding drivers of poverty and how to improve what county can help

5. Why did you choose to attend this meeting?

- Learn what the county is planning
- See what is going on
- The postcard invitation
- Served on Vision 2025 and interested in what was being planned for future
- To see what was planned
- To make sure our rural communities are protected by the comp plan and not targeted
- Because we thought
- Provide solutions to problems in the future
- Understand what is happening in county to be informed

Riley County Comprehensive Plan Update
Comprehensive Plan Committee Roster
As of November 22, 2023

17.d

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

Attachment: CPC Roster update 11.22 (14355 : Comprehensive Plan Update - YTD Report)



EMS/AMBULANCE
Project Update

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

MEMORANDUM

FROM: David Adams, EMS/Ambulance Director
MEETING: December 18, 2023
SUBJECT: Station Project Update
PRESENTER: David Adams, EMS/Ambulance Director

North County EMS Station

Current Status:

Have received Substantial Completion Certificate and are reviewing. There is a provision due to the generator delivery scheduled in mid-March.

Still a few punch list items remaining.

Upcoming:

Ensure current punch list is completed and await generator delivery along with permanent front door.

Total Cost to date: \$1,012,953.66

Public Safety Headquarters

Current Status:

Received a waiver from the city of Manhattan for our construction permit.

We have received bid packages for furnishings and are reviewing. Bids must be submitted by Dec. 19th.

Working with the City of Manhattan for the Public Improvement District.

- It will slow us down some but will help the county with any future development of the area.
- The legal description has been provided to the city.
- Awaiting the list of property owners to be received to begin the public hearing process.

Station plans have been submitted to Risk Reduction for approval.

Upcoming

Late December:

Review/scope/level the bids & have the final budget prepared.

1st half January:

Present/review with the Building Committee

2nd half January:

Commission meeting to present budget.

Groundbreaking Middle of March.

Total Cost to date: \$732,725.17

Enclosures:

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Ave.
Manhattan, KS
December 18, 2023 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 3-5 | A. | Approve November 20, 2023 Law Board Meeting Minutes |
| Pages 6-18 | B. | Approve 2023 Expenditures/Credits |
| Pages 19-21 | C. | 2023 Adjusted Financial Journal Entries- <i>(Review)</i> |
| Page 22 | D. | Juvenile Transport Reimbursement |
| Pages 23-26 | E. | RCPD Related County Expenditures- <i>(Review)</i> |
| Page 27 | F. | Riley County Jail Average Daily Inmate Population- <i>(Review)</i> |
| Pages 28-32 | G. | Approval of Department Policy 1.2.010 Whistleblower Protections |
| Pages 33-48 | H. | Monthly Crime Report- <i>(Review)</i> |

IV. GENERAL AGENDA

- | | | |
|---------|----|---|
| | I. | Additions or Deletions |
| | J. | Public Comment |
| | K. | Fraternal Order of Police Lodge #17 Comments |
| | L. | Board Member Comments |
| | M. | Community Advisory Board Update- CAB Chairperson Dennis Cook- <i>(Discussion)</i> |
| | N. | Award Presentation |
| | 1. | Veterans of Foreign Wars Post #1786 Award Presentation- Post Commander Mike Riley |
| | a) | Corrections Officer of the Year Presented to Corrections Sergeant Alex Mills |
| | b) | Law Enforcement Officer of the Year Presented to Sergeant Jared Hayes |
| | 2. | Acknowledgment of Life-Saving Incident on June 27, 2023- Director Peete & Assistant Director Moldrup |
| Page 49 | a) | Letter of Appreciation Presented to Dispatcher II Sarah Bell |
| Page 50 | b) | Letter of Appreciation Presented to Dispatcher II Ceaven Evans |
| Page 51 | c) | Life Saving Award Presented to Dispatcher II Jonathon Ellis |
| | 3. | Acknowledgment of Life-Saving Incident on August 15, 2023- Director Peete & Assistant Director Moldrup |
| Page 52 | a) | Letter of Appreciation Presented to Dispatcher II Amanda Ruckert |
| Page 53 | b) | Letter of Appreciation Presented to Dispatch Supervisor Sarah Martin |
| Page 54 | c) | Life Saving Award Presented to Dispatcher II William McNee |
| Page 55 | O. | RCLEA 2024 Meeting Resolution- Director Peete- <i>(Vote Required)</i> |
| Page 56 | P. | Aggieville Substation Lease Agreement Renewal- Director Peete- <i>(Discussion)</i> |
| Page 57 | Q. | Information Technology Reserve Fund Expenditure- Captain Hajek- <i>(Vote Required)</i> |
| Page 58 | R. | Active Shooter/School Shooter Training Curricula Development & Training- Director Peete- <i>(Vote Required)</i> |

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S. 2022 RCPD Audit-Board & Director Peete- *(Discussion)*
Report by James Gordon & Associates CPA, PA

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T. GAAP Waiver- Director Peete- *(Vote Required)*

U. Executive Session- *(Vote Required)*

1. Non-Elected Personnel Matters

2. Annual Performance Evaluation of Director Brian Peete

3. Attorney Client Privilege

V. 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 2024- *(Possible Vote)*

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 Law Enforcement Agency
Law Board Meeting

Monday, December 18, 2023
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, 2023	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	15,637,969.00	1,206,052.69	13,458,965.13	86.07%	11,953,796.95	2,179,003.87	13.93%
02	Salaries-Part Time	125,000.00	6,371.61	74,793.89	59.84%	65,009.06	50,206.11	40.16%
03	Salaries-Overtime	471,762.00	67,573.53	632,613.81	134.10%	598,888.72	-160,851.81	-34.10%
	TOTAL SALARIES	16,234,731.00	1,279,997.83	14,166,372.83	87.26%	12,617,694.73	2,068,358.17	12.74%
36	Kansas Police & Fire	2,155,361.00	175,153.55	1,952,752.21	90.60%	1,639,775.02	202,608.79	9.40%
37	KPERS	646,542.00	47,033.52	560,226.28	86.65%	481,064.75	86,315.72	13.35%
38	Social Security	654,574.00	48,391.60	546,989.89	83.56%	493,636.04	107,584.11	16.44%
39	Health Insurance	1,537,150.00	120,000.00	1,520,000.00	98.88%	1,320,000.00	17,150.00	1.12%
40	Workers Compensation Insurance	380,000.00	25,419.65	208,777.00	54.94%	127,170.29	171,223.00	45.06%
41	Unemployment Compensation	16,234.00	1,230.15	13,567.92	83.58%	12,086.21	2,666.08	16.42%
	TOTAL EMPLOYEE BENEFITS	5,389,861.00	417,228.47	4,802,313.30	89.10%	4,073,732.31	587,547.70	10.90%
	TOTAL PERSONNEL COSTS	21,624,592.00	1,697,226.30	18,968,686.13	87.72%	16,691,427.04	2,655,905.87	12.28%
04	Utilities	205,000.00	23,063.13	221,708.84	108.15%	230,853.75	-16,708.84	-8.15%
05	Insurance	320,000.00	1,440.00	476,145.00	148.80%	500,247.00	-156,145.00	-48.80%
06	Legal & Accounting	85,000.00	7,315.89	76,416.89	89.90%	73,163.91	8,583.11	10.10%
07	Training & Travel	108,000.00	11,309.79	113,362.23	104.97%	145,989.52	-5,362.23	-4.97%
08	Postage	7,400.00	1,057.05	6,829.83	92.30%	5,476.27	570.17	7.71%
09	Printing	7,500.00	947.69	5,994.80	79.93%	4,527.16	1,505.20	20.07%
10	Rentals-Maint Agreements	60,000.00	5,109.11	48,575.40	80.96%	45,809.36	11,424.60	19.04%
11	Building & Grounds	30,000.00	1,347.88	27,827.46	92.76%	29,633.99	2,172.54	7.24%
12	Equipment Repair & Maintenance	85,000.00	7,240.15	26,199.83	30.82%	52,474.44	58,800.17	69.18%
13	Vehicle Maintenance	90,000.00	15,202.71	119,787.26	133.10%	145,169.63	-29,787.26	-33.10%
14	Telephone Service	62,000.00	6,228.99	68,744.36	110.88%	75,971.40	-6,744.36	-10.88%
16	Medical Fees	15,000.00	2,707.94	18,852.35	125.68%	33,019.15	-3,852.35	-25.68%
19	Contractual Services-Computers	690,000.00	27,268.24	646,039.19	93.63%	691,662.39	43,960.81	6.37%
20	Other Contractual Services	314,000.00	43,801.83	558,423.59	177.84%	574,274.05	-244,423.59	-77.84%
	TOTAL CONTRACTUAL SERVICES	2,078,900.00	154,040.40	2,414,907.03	116.16%	2,608,272.02	-336,007.03	-16.16%
17	Prisoner Food & Care	195,000.00	43,536.08	359,196.73	184.20%	316,431.98	-164,196.73	-84.20%
21	Community Services	17,500.00	100.00	8,957.92	51.19%	16,463.03	8,542.08	48.81%
22	Books, Subscriptions, Memberships	10,000.00	1,812.78	8,449.69	84.50%	9,820.62	1,550.31	15.50%
23	Uniforms & Accessories	40,000.00	0.00	40,179.51	100.45%	84,464.91	-179.51	-0.45%
25	Maintenance Supplies	29,500.00	1,132.77	13,118.92	44.47%	17,998.85	16,381.08	55.53%
26	Fuel & Lubrication	163,000.00	35,666.35	230,729.85	141.55%	263,351.53	-67,729.85	-41.55%
27	Vehicle Tires	17,000.00	1,947.00	10,432.70	61.37%	11,040.30	6,567.30	38.63%
28	Office Supplies	24,000.00	760.37	25,380.17	105.75%	41,930.66	-1,380.17	-5.75%
29	Replenishment Supplies	45,000.00	3,495.87	31,235.85	69.41%	56,422.56	13,764.15	30.59%
	TOTAL COMMODITIES	541,000.00	88,451.22	727,681.34	134.51%	817,924.44	-186,681.34	-34.51%
30	Communications Equipment	10,000.00	327.30	696.63	6.97%	18,594.47	9,303.37	93.03%
31	Guns & Crime Equipment	60,000.00	27,019.42	74,993.35	124.99%	74,663.83	-14,993.35	-24.99%
32	Furniture	15,000.00	2,708.92	7,020.16	46.80%	7,933.02	7,979.84	53.20%
33	Office Equipment	452,000.00	1,340.43	80,126.63	17.73%	61,878.21	371,873.37	82.27%
34	Vehicles and Equipment	270,000.00	26,733.08	248,406.34	92.00%	334,819.50	21,593.66	8.00%
	TOTAL CAPITAL OUTLAY	807,000.00	58,129.15	411,243.11	50.96%	497,889.03	395,756.89	49.04%
	TOTAL NON-PERSONNEL COSTS	3,426,900.00	300,620.77	3,553,831.48	103.70%	3,924,085.49	-126,931.48	-3.70%
	TOTAL EXPENDITURES	25,051,492.00	1,997,847.07	22,522,517.61	89.90%	20,615,512.53	2,528,974.39	10.10%

Attachment: 12-18-2023 Law Board Packet (12949 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT REPORT OF AVAILABLE BUDGET

November 30, 2023		Budget	Budget	Total	Spent-YTD	Encumbered	Total Used	% Used	Remaining
		Authorization	Credits	Spendable	11 Months		To Date	To Date	Available
01	Salaries-Full Time	15,637,969.00	79,753.78	15,717,722.78	13,458,965.13	0.00	13,458,965.13	85.63%	2,258,757.65
02	Salaries-Part Time	125,000.00	0.00	125,000.00	74,793.89	0.00	74,793.89	59.84%	50,206.11
03	Salaries-Overtime	471,762.00	54,344.29	526,106.29	632,613.81	0.00	632,613.81	120.24%	-106,507.52
TOTAL SALARIES		16,234,731.00	134,098.07	16,368,829.07	14,166,372.83	0.00	14,166,372.83	86.54%	2,202,456.24
36	Kansas Police & Fire	2,155,361.00	0.00	2,155,361.00	1,952,752.21	0.00	1,952,752.21	90.60%	202,608.79
37	KPERS	646,542.00	0.00	646,542.00	560,226.28	0.00	560,226.28	86.65%	86,315.72
38	Social Security	654,574.00	0.00	654,574.00	546,989.89	0.00	546,989.89	83.56%	107,584.11
39	Health Insurance	1,537,150.00	200,122.31	1,737,272.31	1,520,000.00	0.00	1,520,000.00	87.49%	217,272.31
40	Workers Compensation Insurance	380,000.00	11,096.00	391,096.00	208,777.00	0.00	208,777.00	53.38%	182,319.00
41	Unemployment Compensation	16,234.00	0.00	16,234.00	13,567.92	0.00	13,567.92	83.58%	2,666.08
TOTAL EMPLOYEE BENEFITS		5,389,861.00	211,218.31	5,601,079.31	4,802,313.30	0.00	4,802,313.30	85.74%	798,766.01
TOTAL PERSONNEL COSTS		21,624,592.00	345,316.38	21,969,908.38	18,968,686.13	0.00	18,968,686.13	86.34%	3,001,222.25
04	Utilities	205,000.00	222.74	205,222.74	221,708.84	0.00	221,708.84	108.03%	-16,486.10
05	Insurance	320,000.00	66.00	320,066.00	476,145.00	0.00	476,145.00	148.76%	-156,079.00
06	Legal & Accounting	85,000.00	50.00	85,050.00	76,416.89	0.00	76,416.89	89.85%	8,633.11
07	Training & Travel	108,000.00	10,277.58	118,277.58	113,362.23	0.00	113,362.23	95.84%	4,915.35
08	Postage	7,400.00	246.24	7,646.24	6,829.83	0.00	6,829.83	89.32%	816.41
09	Printing	7,500.00	0.00	7,500.00	5,994.80	0.00	5,994.80	79.93%	1,505.20
10	Rentals-Maint Agreements	60,000.00	0.00	60,000.00	48,575.40	0.00	48,575.40	80.96%	11,424.60
11	Building & Grounds	30,000.00	4,760.56	34,760.56	27,827.46	0.00	27,827.46	80.05%	6,933.10
12	Equipment Repair & Maintenance	85,000.00	1,539.00	86,539.00	26,199.83	0.00	26,199.83	30.28%	60,339.17
13	Vehicle Maintenance	90,000.00	3,487.25	93,487.25	119,787.26	0.00	119,787.26	128.13%	-26,300.01
14	Telephone Service	62,000.00	1,653.29	63,653.29	68,744.36	0.00	68,744.36	108.00%	-5,091.07
16	Medical Fees	15,000.00	0.00	15,000.00	18,852.35	0.00	18,852.35	125.68%	-3,852.35
19	Contractual Services-Computers	690,000.00	8,136.95	698,136.95	646,039.19	0.00	646,039.19	92.54%	52,097.76
20	Other Contractual Services	314,000.00	9,411.86	323,411.86	558,423.59	0.00	558,423.59	172.67%	-235,011.73
TOTAL CONTRACTUAL SERVICES		2,078,900.00	39,851.47	2,118,751.47	2,414,907.03	0.00	2,414,907.03	113.98%	-296,155.56
17	Prisoner Food & Care	195,000.00	67,075.82	262,075.82	359,196.73	0.00	359,196.73	137.06%	-97,120.91
21	Community Services	17,500.00	0.00	17,500.00	8,957.92	0.00	8,957.92	51.19%	8,542.08
22	Books, Subscriptions, Memberships	10,000.00	0.00	10,000.00	8,449.69	0.00	8,449.69	84.50%	1,550.31
23	Uniforms & Accessories	40,000.00	0.00	40,000.00	40,179.51	0.00	40,179.51	100.45%	-179.51
25	Maintenance Supplies	29,500.00	0.00	29,500.00	13,118.92	0.00	13,118.92	44.47%	16,381.08
26	Fuel & Lubrication	163,000.00	0.00	163,000.00	230,729.85	0.00	230,729.85	141.55%	-67,729.85
27	Vehicle Tires	17,000.00	0.00	17,000.00	10,432.70	0.00	10,432.70	61.37%	6,567.30
28	Office Supplies	24,000.00	0.00	24,000.00	25,380.17	0.00	25,380.17	105.75%	-1,380.17
29	Replenishment Supplies	45,000.00	408.30	45,408.30	31,235.85	0.00	31,235.85	68.79%	14,172.45
TOTAL COMMODITIES		541,000.00	67,484.12	608,484.12	727,681.34	0.00	727,681.34	119.59%	-119,197.22
30	Communications Equipment	10,000.00	0.00	10,000.00	696.63	0.00	696.63	6.97%	9,303.37
31	Guns & Crime Equipment	60,000.00	0.00	60,000.00	74,993.35	0.00	74,993.35	124.99%	-14,993.35
32	Furniture	15,000.00	1,188.00	16,188.00	7,020.16	0.00	7,020.16	43.37%	9,167.84
33	Office Equipment	452,000.00	0.00	452,000.00	80,126.63	0.00	80,126.63	17.73%	371,873.37
34	Vehicles and Equipment	270,000.00	14,871.60	284,871.60	248,406.34	0.00	248,406.34	87.20%	36,465.26
TOTAL CAPITAL OUTLAY		807,000.00	16,059.60	823,059.60	411,243.11	0.00	411,243.11	49.97%	411,816.49
TOTAL NON-PERSONNEL COSTS		3,426,900.00	123,395.19	3,550,295.19	3,553,831.48	0.00	3,553,831.48	100.10%	-3,536.29
TOTALS		25,051,492.00	468,711.57	25,520,203.57	22,522,517.61	0.00	22,522,517.61	88.25%	2,997,685.96

Attachment: 12-18-2023 Law Board Packet (12949 : Law Board Meeting Agenda)

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Avenue
Manhattan, KS
November 20, 2023 12:00 p.m.
Minutes**

Members Present: Vice Chairperson John Ford Secretary Barry Wilkerson
Member Wynn Butler Member Patricia Hudgins
Member Kaleb James Member Betty Mattingly-Ebert

Absent: Chairperson John Matta

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

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

I. Establish Quorum: By Vice Chairperson Ford 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 16, 2023 Law Board Meeting Minutes
- B. Approve 2023 Expenditures/Credits
- C. 2023 Adjusted Financial Journal Entries
- D. Juvenile Transport Reimbursement
- E. RCPD Related County Expenditures (*Review*)
- F. Riley County Jail Average Daily Inmate Population- (*Review*)
- G. Approval of Department Policies
 - 1. 15.1.4 Succession Planning
 - 2. 41.1.5 Police Service Canines
- H. Reports: Synopsis- (*Review*)
 - 1. Monthly
 - a) 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)

Secretary Wilkerson moved to approve the Consent Agenda as presented. Member Mattingly-Ebert seconded the motion. Vice Chairperson Ford polled the Board and the motion passed with Butler, Ford, Hudgins, James, Mattingly-Ebert and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

IV. General Agenda:

I. Additions or Deletions: None.

J. Public Comment: None.

K. Fraternal Order of Police Lodge #17 Comments: Corporal Rachel Pate, the President of Fraternal Order of Police (FOP) Lodge #17, provided the Board with an update on the Cops N' Kids fundraiser. She mentioned that the FOP has successfully raised funds to support 55 out of the 75 children they aim to sponsor. Those interested in making a donation may do so prior to December 20, 2023. The goal is to engage those children in the community who have had interactions, particularly negative ones, with law enforcement.

Corporal Pate informed the Board about the upcoming Tip-A-Cop Fundraiser, which will benefit the Special Olympics Kansas. The event is scheduled for December 6, 2023, from 5:00 to 9:00 p.m. at Texas Roadhouse in Manhattan.

L. Board Member Comments: Vice Chairperson Ford expressed gratitude for the dedication and hard work demonstrated by everyone involved in this year's Veterans Day Parade. To the best of his knowledge, it stands as one of the largest parades in Kansas. He extended a special thank you to both sworn and non-sworn employees of the RCPD who are veterans themselves.

M. 2023 Budget Review: Captain Jager briefed the Board on the department's current budget status, anticipated carryover, and outlook for the upcoming year. He reported that as of October 31, 2023, approximately 83% of the annual budget has been expended. He stated that the hope is to remain lean this year to help offset the burden on the taxpayer next year when the department seeks to continue with implementation of the salary survey in an effort to keep up with the market.

Captain Jager mentioned that there will be carryover funds at the year's end, primarily stemming from vacant positions throughout the year. Currently, the department has an 11% vacancy rate, which is good compared to other agencies, departments and entities. However; the department is contending with inflation and is over budget in a couple of accounts. In addition, health insurance costs have experienced a significant increase, and although the department is self-funded, premiums must increase accordingly.

Captain Jager stated that the department is facing rising expenses related to department vehicles as well. To manage this, they are extending the usage of older vehicles, but doing so comes with increased maintenance costs.

Vice Chairperson Ford asked if the department, like others, is encountering issues when ordering and receiving vehicles.

Captain Jager responded, stating that there were initial struggles, but over time, the situation has improved. He noted that the department may consider moving away from certain vehicle models due to quality concerns. The main challenges lie with the increased costs of both the vehicles and their outfitting. He added that recommended adjustments to underbudgeted line items such as contractual services and insurance would be recommended in February or March as the department and Law Board begin budget discussions.

Captain Jager briefed the Board on the end of year budget priorities totaling \$535,000, out of the \$720,000 available, to address critical areas such as the departments Health Plan Fund, technology needs, equipment and worker's compensation insurance.

With regard to the Health Plan Fund, this year, the department experienced the highest number of claims in quite some time. There have been increases in costs across the board, which are passed on to the department. To address this, \$275,000 will be added to the fund.

Captain Jager explained that the IT Reserve Fund was established to prepare for large IT expenditures. The department anticipates a \$400,000 expense in the very near future. To sustain the fund for future needs, \$150,000 will be added to the fund. He added that the IT section has done a great job at forecasting expenditures. Gradual additions over the years will ensure the fund is healthy for future needs.

To enhance technological capabilities and the availability to police with the growing population, the department plans to invest in License Plate Reader (LPR) cameras. Captain Jager reported that the cost is \$35,000, covering both the cameras and infrastructure. Initially, the department plans to deploy 9-10 cameras to evaluate if they are of benefit before expanding. Information from other agencies who use LPRs report some improvement in silver alerts, amber alerts, and crime.

Captain Jager reported that the department's Workers Compensation Fund is a self-insured plan that is performing well. It has a current balance of \$1.2 million and the recommended balance is \$1.4 million. To maintain a healthy reserve, \$75,000 will be added to the fund.

N. Executive Session: At 12:19 p.m. Secretary Wilkerson moved to recess into Executive Session until 12:26 p.m. to discuss non-elected personnel matters. Member Hudgins seconded the motion. Vice Chairperson Ford polled the Board and the motion passed with Butler, Ford, Hudgins, James, Mattingly-Ebert and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

At 12:26 p.m. the open meeting reconvened.

[Recorder's note: The Law Board proposed a motion to approve the disciplinary actions taken by the Director. However, the disciplinary issues under consideration had already received approval during the October Law Board Meeting.]

O. Adjournment: The November 20, 2023 Law Board Meeting adjourned at 12:27 p.m.

RILEY COUNTY POLICE DEPARTMENT			2023 EXPENDITURES	DECEMBER 2023	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
12001	ADP LLC	20	Payroll	5,028.60	5,028.60
12002	American Jail Association	07	Annual Membership	300.00	300.00
12003	Arthur-Green Attorneys at Law	06	Retainer	2,750.00	2,750.00
12004	Assessment Strategies, LLC	16	Pre Employment Evals	315.00	
		16	Pre Employment Evals	1,890.00	
		16	Pre Employment Evals	630.00	2,835.00
12005	Bob Barker Co Inc	23	Uniform	101.13	101.13
12006	Clark, Mize, & Linville	06	Legal Fees	98.00	98.00
12007	DeepRoots	11	Landscaping	1,208.60	1,208.60
12008	Double Check Co Inc	29	Fuel Printer paper	65.70	65.70
12009	Krispy Clean Cleaners #1	20	Dry Cleaning	130.68	130.68
12010	Economy Electric, Inc.	11	Property Room Receptacle	184.51	184.51
12011	EMC Risk Services LLC	40	WC Stop Loss Fund	6,000.00	6,000.00
12012	Evco Wholesale Food Corp	17	Inmate Food	2,081.60	
		17	Inmate Food	2,932.03	
		17	Inmate Food	1,970.56	
		17	Inmate Food	3,098.95	10,083.14
12013	Flint Hills Neuropsychology	16	Employee Testing	290.00	290.00
12014	Flock Safety	20	License Plate Reader Contract	43,400.00	43,400.00
12015	Law Office of Michael Gillespie	06	Law Board Legal	1,500.00	1,500.00

Attachment: 12-18-2023 Law Board Packet (12949 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT			2023 EXPENDITURES	DECEMBER 2023	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
12016	Godfrey's	23	Uniforms	209.97	
		23	Uniforms	209.97	
		23	Uniforms	80.78	500.72
12017	Gary Grubbs	20	Pre Employment	175.00	
		20	Pre Employment	175.00	
		20	Pre Employment	600.00	950.00
12018	Hiland Dairy	17	Inmate Milk	172.00	
		17	Inmate Milk	235.06	
		17	Inmate Milk	215.50	
		17	Inmate Milk	192.06	
		17	Inmate Milk	172.00	
		17	Inmate Milk	213.56	1,200.18
12019	Interstate Glass Co.	13	Vehicle Maintenance	685.00	685.00
12020	Ka-Comm, Inc	13	Vehicle Maintenance	618.00	
		34	Equipment Repair	30.00	
		13	Vehicle Maintenance	220.00	
		12	Equipment Repair	4.50	
		12	Equipment Repair	756.00	
		12	Equipment Repair	100.00	
		13	Vehicle Maintenance	543.00	
		12	Equipment Repair	763.50	3,035.00
12021	Kansas Gas Service	04	LEC - Gas Utilities	2,859.26	
		04	Garage - Gas Utilities	42.82	
		04	Moro - Gas Utilities	60.16	2,962.24
12022	Kansas Sheriffs Association	22	Annual KS Sheriffs Member	25.00	
		22	Annual KS Sheriffs Member	25.00	50.00
12023	Language Line Services	20	Language Services	246.48	246.48
12024	Manhattan Wrecker Service	20	Towing	154.00	154.00

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RILEY COUNTY POLICE DEPARTMENT			2023 EXPENDITURES	DECEMBER 2023	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
12025	Marta's & Son, Inc	20	LEC Cleaning	1,334.00	1,334.00
12026	Mathis Rehab Center LLC	16	Pre Employment	750.00	750.00
12027	Bruce McMillan AIA Architects	20	Architectural Services	3,080.00	
		20	Architectural Services	4,242.50	7,322.50
12028	Millennium Access Control	33	5 Jail Food Tray Assemblies	11,475.00	11,475.00
12029	Kim (Hank) Nelson	20	Pre Employment	2,500.00	2,500.00
12030	Net@Work, Inc	19	Sage 300	499.00	499.00
12031	Office Plus	29	Copy Paper	2,038.40	2,038.40
12032	Pawnee Mental Health	20	Pawnee Co-Responder	9,904.98	9,904.98
12033	Petty Cash	13	Vehicle Maintenance	20.00	
		07	Fuel	10.00	
		07	Fuel	66.00	96.00
12034	Phillips 66 Fleet Service	07	Fuel	12.00	
		26	Fuel	38.52	50.52
12035	Phoenix Supply	17	Inmate Supplies	612.50	
		17	Inmate Supplies	97.27	709.77
12036	Pro Copy Inc	10	Evidence Copier	15.45	
		10	Patrol Copier	291.13	
		10	Jail Copier	429.64	
		10	Dispatch Copier	240.76	
		10	Civil Process Copier	65.68	
		10	Investigation Copier	251.60	1,294.26

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RILEY COUNTY POLICE DEPARTMENT			2023 EXPENDITURES	DECEMBER 2023	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
12037	Quaker State Express Lube	26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	37.00	
		26	Oil Change	42.00	
		26	Oil Change	32.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	32.00	
		26	Oil Change	37.00	
		26	Oil Change	37.00	469.00
12038	Riley County Noxious Weeds	11	Snow Removal	697.76	697.76
12039	Riley County General Fund	14	SW Bell Plexar	187.00	187.00
12040	Riley County Public Works	26	Fuel	447.19	
		26	Fuel	297.78	
		26	Fuel	494.00	
		26	Fuel	370.59	
		26	Fuel	73.70	
		26	Fuel	565.05	2,248.31
12041	RCPD Health Plan	39	Dec Health Insurance	120,000.00	120,000.00
12042	RCPD Workers Comp Reserve	40	Reserve Fund	75,000.00	75,000.00
12043	RCPD IT Reserve Fund	35	Reserve Fund	123,000.00	123,000.00
12044	RCPD Medical Reserve Fund	39	Reserve Fund	275,000.00	275,000.00
12045	Hali Rowland	20	November PIO Contracting	7,020.00	7,020.00
12046	Secretary of State, Kansas	06	Notary Fee	25.00	25.00

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RILEY COUNTY POLICE DEPARTMENT			2023 EXPENDITURES	DECEMBER 2023	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
12047	Sir Speedy	09	Letterhead	368.69	368.69
12048	Smith Plumbing	11	Plumbing Repairs	155.00	
		11	Plumbing Repairs	155.00	310.00
12049	Univ of Louisville SPI	07	SPI Training	5,166.00	5,166.00
12050	Waxie Sanitary Supply	29	Replenishment Supplies	916.28	916.28
12051	Carla Swartz	20	Pre Employment	2,500.00	2,500.00
12052	Sysco Kansas City, Inc	17	Inmate Food	-24.35	
		17	Inmate Food	2,575.97	
		17	Inmate Food	-69.29	
		17	Inmate Food	4,538.19	
		17	Inmate Food	3,619.44	
		17	Inmate Food	2,614.87	13,254.83
12053	Travelers Insurance	06	Legal Fees	97.50	97.50
12054	US Foodservice	17	Inmate Food	51.67	
		17	Inmate Food	18.62	
		17	Inmate Food	2,773.23	
		17	Inmate Food	191.88	
		17	Inmate Food	138.45	
		17	Inmate Food	33.71	
		17	Inmate Food	25.03	
		17	Inmate Food	1,088.52	
		17	Inmate Food	828.44	5,149.55
12055	Wabaunsee RWD #2	04	Range - Water	35.00	35.00
12056	Wage Works Inc	06	Cobra Admin Fee	214.00	
		06	Cobra Admin Fee	168.49	
		06	Cobra Admin Fee	30.00	
		06	Cobra Admin Fee	168.49	580.98

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RILEY COUNTY POLICE DEPARTMENT			2023 EXPENDITURES	DECEMBER 2023	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
12057	Evergy	04	LEC - Electric Utilities	11,328.82	
		04	Garage - Electric Utilities	28.56	
		04	Moro - Electric Utilities	56.37	11,413.75
12058	Xerox Corporation	10	Admin Copier	978.76	978.76
12059	Xerox Financial Services	10	Patrol Copier	266.00	
		10	Jail Copier	349.12	
		10	Evidence Copier	349.12	
		10	Dispatch/Invest Copier	566.89	
		10	Records Copier	602.28	
		10	Dispatch/Invest Copier	566.89	
		10	Patrol Copier	40.00	2,740.30
					Subtotal
12201	Adobe Systems Inc	19	Adobe	21.82	21.82
12202	Allegiant Technology	14	Avaya Renewal	442.73	
		14	Xima Support Contract	1,309.69	1,752.42
12203	Nationwide	06	Notary Fee	50.00	
		06	Notary Fee	50.00	100.00
12204	Amazon.com	29	Replenishment Supplies	51.09	
		28	Office Supplies	72.00	
		34	Vehicle Equipment	24.55	
		34	Vehicle Equipment	169.00	
		29	Replenishment Supplies	17.58	
		28	Office Supplies	61.93	
		17	Inmate Supplies	40.95	
		17	Inmate Supplies	38.80	
		28	Office Supplies	23.12	
		17	Inmate Supplies	128.43	
		12	LEC Equipment Repair	31.98	
		28	Office Supplies	94.57	754.00
12205	Apple iTunes Store	19	Monthly iCloud	9.99	9.99

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<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
12206	Arrowhead Forensic Products	29	Replenishment Supplies	197.62	197.62
12207	At-A-Glance	28	Office Supplies	76.00	76.00
12208	Battery Junction	29	Replenishment Supplies	224.78	224.78
12209	Best Buy	28	Office Supplies	89.99	
		28	Office Supplies	54.97	
		28	Office Supplies	429.99	574.95
12210	Blade-Tech Holster	23	Uniforms	95.92	
		23	Uniforms	127.40	223.32
12211	Bluestem Electric Co-op Inc	04	Range - Electric Utilities	221.40	221.40
12212	Briggs	13	Vehicle Maintenance	6,417.86	
		13	Vehicle Maintenance	610.27	
		13	Vehicle Maintenance	445.24	
		13	Vehicle Maintenance	1,000.00	8,473.37
12213	City of Manhattan, Utilities	04	LEC - Water Utilities	4,260.97	
		04	LEC - Water Utility Fee	2.48	
		04	Moro - Water Utilities	50.90	
		04	Moro - Water utilities Fee	2.48	4,316.83
12214	CMI Inc	29	Replenishment Supplies	100.42	100.42
12215	Cox Communications, Inc	19	Inmate Cable	210.95	
		19	LEC Internet and Cable	2,338.94	2,549.89
12216	Dash Medical	29	Replenishment Supplies	1,040.00	1,040.00
12217	Dillons #94	17	Inmate Food	58.98	
		17	Inmate Food	53.94	112.92

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<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
12218	Ferguson Enterprises	11	Plumbing Supplies	47.49	47.49
12219	Gall's Inc.	23	Uniforms	89.80	
		23	Uniforms	39.40	
		23	Uniforms	359.20	488.40
12220	Godfrey's	23	Uniforms	173.36	173.36
12221	GT Distributors Inc	23	Uniforms	73.00	
		23	Uniforms	599.75	
		23	Uniforms	17.70	
		23	Uniforms	270.00	
		23	Uniforms	145.00	
		23	Uniforms	156.24	1,261.69
12222	Hertz - LAG Rentals LLC	20	HIDTA Car Rental	647.47	647.47
12223	Home Depot	25	Maintenance Supplies	14.90	
		25	Maintenance Supplies	52.93	
		25	Maintenance Supplies	14.98	
		25	Maintenance Supplies	76.83	
		25	Maintenance Supplies	99.06	
		25	Maintenance Supplies	25.94	
		25	Maintenance Supplies	51.44	
		25	Maintenance Supplies	15.97	
		25	Maintenance Supplies	169.38	
		25	Maintenance Supplies	48.55	569.98
12224	Indeed	20	Pre Employment	120.00	120.00
12225	Insight Public Sector Inc	19	Critical Power/Cooling Serv	9,406.21	
		28	HP Docking Station	156.80	
		28	Monitors	975.96	
		33	HP Workstations	4,852.47	
		33	2 Network switches	13,129.76	
		28	Monitors	1,291.98	
		33	HP 5 yr Hardware support	400.23	
		28	Monitors	-813.30	
		28	Monitors	-162.66	29,237.45

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<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
12226	Int'l Assn of Chiefs of Police	22	IACP Annual Membership	190.00	190.00
12227	Kansas Peace Officers' Assoc	22	KPOA Annual Bundle	3,330.00	3,330.00
12228	Kansas Turnpike Authority	07	Tolls	55.45	55.45
12229	Karsmizki Locksmith	20	Keys	49.80	49.80
12230	Kully Supply Inc	11	Plumbing Supplies	33.70	
		11	Plumbing Supplies	120.30	154.00
12231	Laird Noller Automotive	13	Vehicle Maintenance	1,401.47	1,401.47
12232	Lexis Nexis Risk Solutions	20	License	141.43	
		20	Analyst	8,260.09	8,401.52
12233	LinkedIn	20	Pre Employment	176.75	176.75
12234	Less Than Lethal Products	23	Uniforms	503.00	503.00
12235	Lynn Peavey Company	29	Replenishment Supplies	516.76	516.76
12236	Manh Chamber of Commerce	07	Military Relations	20.00	
		07	Military Relations	40.00	
		07	Military Relations	20.00	80.00
12237	Menards	17	Inmate Supplies	99.00	
		29	Replenishment Supplies	43.96	142.96
12238	Military Names	23	Uniforms	19.00	19.00
12239	NAPA of Manhattan	13	Vehicle Maintenance	199.99	199.99

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<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
12240	Office Plus	28	Office Supplies	47.73	47.73
12241	Optiv Security Inc	28	Office Supplies	2,535.17	2,535.17
12242	O'Reilly Auto Parts	13	Vehicle Maintenance	4.44	4.44
12243	PartsFPS	25	Maintenance Supplies	33.41	33.41
12244	P-Card Misc Vendors	20	Extradition	305.18	
		20	Card Annual Fee	10.00	
		07	ABA lunch	52.46	
		07	ABA lunch	26.23	
		07	ABA lunch	26.23	
		07	SPI Command School	42.00	
		07	CAB Meeting	13.92	
		07	CAB Meeting	43.20	
		07	Civil Process Class	25.00	
		07	Car Seat Re-certification	55.00	
		07	Tactical Medical Instructor	159.15	
		20	Extradition	1,774.03	
		07	Director Town Hall	2.45	
		07	Civil Process Class	50.00	
		07	Civil Process Class	25.00	2,609.85
12245	Police Exec Research Forum	22	Membership	200.00	200.00
12246	Reconyx	20	Device and Images	40.00	40.00
12247	reMarkable	33	ReMarkable	8.97	8.97
12248	Riley County Treasurer	13	Vehicle Maintenance	84.56	84.56

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<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
12249	Rock Auto	13	Vehicle Maintenance	457.56	
		13	Vehicle Maintenance	69.77	
		13	Vehicle Maintenance	462.56	
		13	Vehicle Maintenance	162.87	
		13	Vehicle Maintenance	78.88	
		13	Vehicle Maintenance	10.33	1,241.97
12250	Sharps Compliance	17	Sharps Disposal	55.00	55.00
12251	Solar Winds	19	Solarwinds Maint. Renewal	5,401.00	5,401.00
12252	Staples Advantage	28	Office Supplies	91.92	
		28	Office Supplies	412.45	
		28	Office Supplies	91.92	
		28	Office Supplies	99.66	
		28	Office Supplies	64.77	
		28	Office Supplies	273.29	
		28	Office Supplies	93.36	1,127.37
12253	T38 Fax	14	Fax	16.25	16.25
12254	Target	17	Inmate Food	29.78	29.78
12255	Terminix	11	LEC Pest Control	69.00	
		11	Range Pest Control	185.00	254.00
12256	T-Mobile US Inc	14	Patrol Car Phones	43.65	43.65
12257	Verizon Wireless	14	Phones/MDTs	4,471.53	4,471.53

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<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
12258	Wal-Mart	29	Replenishment Supplies	10.16	
		29	Replenishment Supplies	23.64	
		29	Replenishment Supplies	95.20	
		29	Replenishment Supplies	55.23	
		29	Aggieville Microwave	75.00	
		29	Replenishment Supplies	95.20	354.43
12259	Whiskey Two Four	23	Uniforms	11.45	11.45
12260	Zero9 Holsters	23	Uniforms	170.97	170.97
				Subtotal	87,257.80
				Total	856,149.92

Chair, Riley County Law Enforcement Agency

**Riley County Police Department
Net Changes from 11/1/2023 to 11/30/2023
Credits Report**

Account Number	Description	November	YTD
600100-00	Manhattan	1,666,672.00	18,333,392.00
600200-00	Riley County	0.00	3,750,012.00
610110-00	Copy Fees-Discovery, etc.	290.00	2,640.00
610112-00	Copy Fees-Records	303.25	6,255.16
610113-00	Fingerprint Fees-Records	434.94	10,919.44
Budget:		1,667,700.19	22,103,218.60
610220-03	KSU Contracts-Overtime	0.00	32,690.00
620200-13	Current Restitution-vehicles	0.00	1,078.65
620900-01	Misc Reimbursements-salaries	0.00	6,772.78
620900-04	Misc Reimbursements-utilities	0.00	222.74
620900-05	Misc Reimbursements-insurance	0.00	66.00
620900-06	Misc Reimbursements-legal fees	0.00	50.00
620900-07	Misc Reimbursements-training	0.00	10,277.58
620900-08	Misc Reimbursements-postage	32.02	246.24
620900-11	Misc Reimbursements-building & grounds	126.20	4,760.56
620900-12	Misc Reimbursements-eq maint	0.00	1,539.00
620900-13-130	Misc Reimbursements-vehicles	0.00	2,408.60
620900-14	Misc Reimbursements-phone	41.46	1,653.29
620900-17-170	Misc Reimbursements-jail	61,142.45	67,075.82
620900-19	Misc Reimbursements-Computer svc	0.00	8,136.95
620900-20-400	Misc Reimbursements-Car Lease HIDTA	2,260.98	9,411.86
620900-29	Misc Reimbursements-Supplies	0.00	408.30
620900-32	Misc Reimbursements-Furniture	0.00	1,188.00
620900-34-130	Misc Reimbursements-vehicles	0.00	14,871.60
620900-39	Misc Reimbursements-health plan	122.31	200,122.31
620900-40	Misc Reimbursements-Work Comp Prem	0.00	11,096.00
632500-03	JTTF Grant-OT	0.00	3,318.47
632600-03	HIDTA Grant-OT	0.00	6,610.52
632700-03	STEP Grant-OT	0.00	11,725.30
632800-01-414	VOCA 2023 Grant Reimb	0.00	72,981.00
Budget Credits:		63,725.42	468,711.57
640900-00	Misc Non-Budget Credit Reimb	0.00	3,146.05
640902-00	Prior year Restitution	174.00	5,605.23
Non-Budget Credits:		174.00	8,751.28
Totals:		1,731,599.61	22,580,681.45

**Riley County Police Department
Journal entries**

From Account No. [] To [ZZZZZZZZ]
From Fiscal Period [2023-10] To [2023-11]

Account Number/ Reference	Description	Date	Year	Prd.	Source Code	Debits	Credits
700101-01-455	Salaries-Full Time VOCA Grant 2024 Match						
Salary Oct	M Mosher	10/31/2023	2023	10	GL-JE	1,235.00	
November Salary	M Mosher	11/30/2023	2023	11	GL-JE	1,235.00	
Total:	Salaries-Full Time VOCA Grant 2024 Match					2,470.00	0.00
700120-01	Regular Salaries-----INVEST'N						
Salary Oct	M Mosher	10/31/2023	2023	10	GL-JE		6,176.00
November Salary	M Mosher	11/30/2023	2023	11	GL-JE		6,176.00
Total:	Regular Salaries-----INVEST'N					0.00	12,352.00
700122-01-415	VOCA Grant Salaries 2024						
Salary Oct	M Mosher	10/31/2023	2023	10	GL-JE	4,941.00	
November Salary	M Mosher	11/30/2023	2023	11	GL-JE	4,941.00	
Total:	VOCA Grant Salaries 2024					9,882.00	0.00
743700-37	KPERS						
October KPERS	M Mosher	10/31/2023	2023	10	GL-JE		582.00
Nov KPERS	M Mosher	11/30/2023	2023	11	GL-JE		582.00
Total:	KPERS					0.00	1,164.00
743700-37-415	KPERS - VOCA Grant 2024						
October KPERS	M Mosher	10/31/2023	2023	10	GL-JE	466.00	
Nov KPERS	M Mosher	11/30/2023	2023	11	GL-JE	466.00	
Total:	KPERS - VOCA Grant 2024					932.00	0.00
743700-37-455	KPERS - VOCA Grant Match 2024						
October KPERS	M Mosher	10/31/2023	2023	10	GL-JE	116.00	
Nov KPERS	M Mosher	11/30/2023	2023	11	GL-JE	116.00	
Total:	KPERS - VOCA Grant Match 2024					232.00	0.00
743800-38	Social Security						
Oct SS	M Mosher	10/31/2023	2023	10	GL-JE		383.00
Nov SS	M Mosher	11/30/2023	2023	11	GL-JE		383.00
Total:	Social Security					0.00	766.00

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**Riley County Police Department
Journal entries**

From Account No. [] To [ZZZZZZZZ]
From Fiscal Period [2023-10] To [2023-11]

Account Number/ Reference	Description	Date	Year	Prd.	Source Code	Debits	Credits
743800-38-415	Social Security - VOCA Grant 2024						
Oct SS	M Mosher	10/31/2023	2023	10	GL-JE	306.00	
Nov SS	M Mosher	11/30/2023	2023	11	GL-JE	306.00	
Total:	Social Security - VOCA Grant 2024					612.00	0.00
743800-38-455	Social Security - VOCA Grant Match 2024						
Oct SS	M Mosher	10/31/2023	2023	10	GL-JE	77.00	
Nov SS	M Mosher	11/30/2023	2023	11	GL-JE	77.00	
Total:	Social Security - VOCA Grant Match 2024					154.00	0.00
743810-38	Medicare Tax						
Oct Medicare	M Mosher	10/31/2023	2023	10	GL-JE		90.00
Nov Medicare	M Mosher	11/30/2023	2023	11	GL-JE		90.00
Total:	Medicare Tax					0.00	180.00
743810-38-415	Medicare Tax- VOCA Grant 2024						
Oct Medicare	M Mosher	10/31/2023	2023	10	GL-JE	72.00	
Nov Medicare	M Mosher	11/30/2023	2023	11	GL-JE	72.00	
Total:	Medicare Tax- VOCA Grant 2024					144.00	0.00
743810-38-455	Medicare Tax- VOCA Grant Match 2024						
Oct Medicare	M Mosher	10/31/2023	2023	10	GL-JE	18.00	
Nov Medicare	M Mosher	11/30/2023	2023	11	GL-JE	18.00	
Total:	Medicare Tax- VOCA Grant Match 2024					36.00	0.00
743900-39	Health Insurance						
Oct Health Insurance	M Mosher	10/31/2023	2023	10	GL-JE		594.00
Nov Health Ins	M Mosher	11/30/2023	2023	11	GL-JE		594.00
Total:	Health Insurance					0.00	1,188.00
743900-39-415	Health Insurance - VOCA Grant 2024						
Oct Health Insurance	M Mosher	10/31/2023	2023	10	GL-JE	475.00	
Nov Health Ins	M Mosher	11/30/2023	2023	11	GL-JE	475.00	
Total:	Health Insurance - VOCA Grant 2024					950.00	0.00

Attachment: 12-18-2023 Law Board Packet (12949 : Law Board Meeting Agenda)

Riley County Police Department
Journal entries

From Account No. [] To [ZZZZZZZZ]
From Fiscal Period [2023-10] To [2023-11]

Account Number/ Reference	Description	Date	Year	Prd.	Source Code	Debits	Credits
743900-39-455	Health Insurance - VOCA Grant Match 2024						
Oct Health Insurance	M Mosher	10/31/2023	2023	10	GL-JE	119.00	
Nov Health Ins	M Mosher	11/30/2023	2023	11	GL-JE	119.00	
Total:	Health Insurance - VOCA Grant Match 2024					238.00	0.00
744000-40	Workers Comp Insured deductibles						
Oct WC	M Mosher	10/31/2023	2023	10	GL-JE		145.00
Nov WC	M Mosher	11/30/2023	2023	11	GL-JE		145.00
Total:	Workers Comp Insured deductibles					0.00	290.00
744000-40-415	Workers Comp - VOCA Grant 2024						
Oct WC	M Mosher	10/31/2023	2023	10	GL-JE	116.00	
Nov WC	M Mosher	11/30/2023	2023	11	GL-JE	116.00	
Total:	Workers Comp - VOCA Grant 2024					232.00	0.00
744000-40-455	Workers Comp - VOCA Grant Match 2024						
Oct WC	M Mosher	10/31/2023	2023	10	GL-JE	29.00	
Nov WC	M Mosher	11/30/2023	2023	11	GL-JE	29.00	
Total:	Workers Comp - VOCA Grant Match 2024					58.00	0.00
744100-41	Unemployment Compensation						
Oct Unemployment	M Mosher	10/31/2023	2023	10	GL-JE		6.00
Nov Unemployment	M Mosher	11/30/2023	2023	11	GL-JE		6.00
Total:	Unemployment Compensation					0.00	12.00
744100-41-415	Unemployment Compensation - VOCA Grant 2024						
Oct Unemployment	M Mosher	10/31/2023	2023	10	GL-JE	5.00	
Nov Unemployment	M Mosher	11/30/2023	2023	11	GL-JE	5.00	
Total:	Unemployment Compensation - VOCA Grant 2024					10.00	0.00
744100-41-455	Unemployment Compensation - VOCA Grant Match 2024						
Oct Unemployment	M Mosher	10/31/2023	2023	10	GL-JE	1.00	
Nov Unemployment	M Mosher	11/30/2023	2023	11	GL-JE	1.00	
Total:	Unemployment Compensation - VOCA Grant Match 2024					2.00	0.00

Adjust G/L Account for VOCA 2024 Grant Requirements

Completed by:

Jennifer Reifschneider

Approved By:

[Signature]

Attachment: 12-18-2023 Law Board Packet (12949 : Law Board Meeting Agenda)

Assigned Report # **23-388****RILEY COUNTY POLICE DEPARTMENT****Memorandum**

Original to: _____
 Action: _____
 Copy to: _____

Comments:

To: Director Peete
Thru: Assistant Director Moldrup *KMM 12.6.23*
From: Captain Mark French
Ref: Juvenile Transportation Report for November 2023
Date: December 5, 2023

Total Number of Juveniles Transported:	0
Total Mileage for Transports 76 X \$.65.5 (Cents per mile)	\$0
Total Pay Amount for 1 Transport Officers Hours:	\$0
Total:	\$0

.

Approved: _____

Chair, Riley County Law Enforcement Agency

Attachment: 12-18-2023 Law Board Packet (12949 : Law Board Meeting Agenda)

Program Name-GLLT34 Thru NOVEMBER
Version Date- 3/21 Year 2023

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

Date.12/02/23 Page. 164
Time.11.11.16

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

Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	%	Remaining
<u>Department.142 Riley Co Police Dept</u>								
875		Misc. Expenses	D	.00	.00	49,998.45-		.00
402		Investment Interest	R	.00	.00	6,701.39		.00
Department Revenue.. #142				.00	.00	6,701.39 *		.00
Department Dsbmnts.. #142				.00	.00	49,998.45-*		
Total Revenue Fund.... 168				.00	.00	6,701.39 **		
Total Trans. IN Fund.. 168				.00	.00	.00 **		
Total Rev. & Trans. .. 168				.00	.00	6,701.39 **		
Total Disbursements... 168				.00	.00	49,998.45-**		

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.....	159,315.25
YTD Revenue.....	6,701.39
YTD Reported Expenses.....	.00
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements.	49,998.45-
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.....	116,018.19 ***

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

Program Name-GLLT34 Thru NOVEMBER
Version Date- 3/21 Year 2023

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

Date.12/02/23 Page. 165
Time.11.11.16

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	30,866.53-		.00
602		Miscellaneous Collection	R	.00	.00	23,170.90		.00
402		Investment Interest	R	.00	.00	8,603.81		.00
Department Revenue.. #142				.00	.00	31,774.71 *		.00
Department Dsbmnts.. #142				.00	.00	30,866.53-*		
Total Revenue Fund.... 169				.00	.00	31,774.71 **		
Total Trans. IN Fund.. 169				.00	.00	.00 **		
Total Rev. & Trans. .. 169				.00	.00	31,774.71 **		
Total Disbursements... 169				.00	.00	30,866.53-**		

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.....	175,548.83
YTD Revenue.....	31,774.71
YTD Reported Expenses.....	.00
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements.	30,866.53-
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.....	176,457.01 ***

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 2023

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

Date.12/02/23 Page. 168
Time.11.11.16

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	4,878,478.00	.00	4,848,261.95	99.38	30,216.05
182		Distr - Oil & Gas Curr.	R	.00	.00	647.21		.00
184		Distr - P.P. Current	R	.00	.00	45,598.57		.00
190		Distr - 16/20M Trucks Cur	R	3,025.00	.00	2,429.90	80.33	595.10
193		Distr - Watercraft Cur	R	1,450.00	.00	2,092.59	144.32	642.59-
181		Distr - Real Delq.	R	.00	.00	63,512.25		.00
183		Distr - Oil & Gas Delinq	R	.00	.00	11.24		.00
185		Distr - P.P. Delq.	R	.00	.00	4,358.37		.00
192		Distr - 16/20M Trucks Del	R	.00	.00	305.84		.00
194		Distr - Watercraft Del	R	.00	.00	532.66		.00
102		Distr - Motor Vehicle Tax	R	383,909.00	.00	392,050.75	102.12	8,141.75-
103		Vehicle Rental Excise Tax	R	3,994.00	.00	8,962.48	224.40	4,968.48-
113		Distr - RV Tax	R	3,562.00	.00	3,718.83	104.40	156.83-
130		Distr - Commercial Veh	R	15,173.00	.00	16,339.19	107.69	1,166.19-
191		Distr - TIF Adjustment	R	.00	.00	133,484.27-		.00
Department Revenue.. # 0				5,289,591.00	.00	5,255,337.56 *		15,735.31
Department.171 RCPD Operations								
Department.416 HD-KCCTF								
Total Revenue Fund.... 173				5,289,591.00	.00	5,255,337.56 **	99.35	
Total Trans. IN Fund.. 173				.00	.00	.00 **		
Total Rev. & Trans. .. 173				5,289,591.00	.00	5,255,337.56 **		
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
Department. 0 Not Designated									
Department.171 RCPD Operations									
2220		Building Space Rental	10,500.00	900.00	9,900.00	94.29	600.00	.00	600.00
2330		Transportation Servc	6,000.00	.00	.00		6,000.00	.00	6,000.00
2480		Repair/Maint Build/Gr	121,449.00	4,748.86	103,189.84	84.97	18,259.16	.00	18,259.16
2650		Physician Fees	196,448.00	21,408.59	208,732.40	106.25	12,284.40-	.00	12,284.40-
2655		Hospital Fees	10,000.00	.00	.00		10,000.00	.00	10,000.00
2810		Electric/Gas Services	10,000.00	.00	.00		10,000.00	.00	10,000.00
2830		Water	5,000.00	.00	169.00	3.38	4,831.00	.00	4,831.00

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 Budget Section.

Program Name-GLLT34 Thru NOVEMBER
Version Date- 3/21 Year 2023

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

Date.12/02/23 Page. 169
Time.11.11.16

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)							
2840 Sewage Charges	2,000.00	.00	.00		2,000.00	.00	2,000.00
2900 Budget Appropriations	5,000,016.00	.00	3,750,012.00	75.00	1,250,004.00	.00	1,250,004.00
Total Contractual Expenses	5,361,413.00	27,057.45	4,072,003.24	75.95	1,289,409.76	.00	1,289,409.76
3010 Office Supplies	500.00	.00	.00		500.00	.00	500.00
3060 Medical Supplies	500.00	.00	.00		500.00	.00	500.00
3990 Other Supplies & Mate	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	5,362,913.00	27,057.45	4,072,003.24	75.93	1,290,909.76	.00	1,290,909.76 *
Expense & Transfers# 171	5,362,913.00	27,057.45	4,072,003.24				
Department.416 HD-KCCTF							
Total Expenditures Fund 173	5,362,913.00	27,057.45	4,072,003.24	75.93	1,290,909.76	.00	1,290,909.76 **

SUMMARY for - Fund 173 RCPD Levy/Op

Beginning Year Balance.....	241,235.15
YTD Revenue.....	5,255,337.56
YTD Reported Expenses.....	4,072,003.24-
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	9,001.17-
Prior Year Revenues	.00
Prior Year Corrections.....	.00
Ending Fund Balance.....	1,415,568.30 ***

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

To: Director Peete
Thru: Assistant Director Moldrup **KMM 12.6.23**
From: Cpt. Mark French
Position: Commander **Division:** Jail
Report Title: Monthly Inmate Population Report
Rpt Freq./Year: November 2023
Policy #: N/A
Date: December 5, 2023

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>2013</u>	<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>
JAN	95.1	73.7	70.2	87.0	75.0	72.6	84.8	71.6	67.3	100.1	102.3
FEB	95.2	68.9	74.3	93.1	82.9	68.4	85.5	64.8	67.1	111.5	109.5
MAR	92.1	66.2	71.8	91.9	73.2	75.2	88.4	68.6	78.6	112.1	115.0
APR	64.2	62.0	74.2	89.1	74.1	81.0	81.6	58.9	80.4	114.6	117.5
MAY	71.3	68.9	80.3	81.9	77.4	87.5	79.4	47.4	74.2	104.6	113.4
JUN	72.4	63.9	82.0	87.8	73.1	88.5	78.4	50.0	66.0	100.5	115.6
JUL	72.1	68.8	77.8	83.6	80.0	83.8	71.9	53.7	71.5	99.5	121.0
AUG	74.0	74.5	72.7	75.7	82.4	80.6	82.3	55.8	85.2	95.7	123.5
SEPT	77.4	61.7	73.6	75.8	84.3	81.2	74.6	61.3	90.2	109.0	123.6
OCT	73.2	76.3	73.5	73.4	74.3	72.8	76.2	60.0	91.5	115.9	125.9
NOV	70.1	77.0	76.7	73.0	76.2	78.3	71.3	69.3	96.0	106.1	112.5
DEC	65.1	71.0	77.4	69.6	78.9	79.9	72.9	69.4	97.9	99.4	
YADP	76.85	64.2	75.4	81.8	77.7	79.15	78.9	60.9	80.5	105.8	116.4

Attachment: 12-18-2023 Law Board Packet (12949 : Law Board Meeting Agenda)

Policy Title: 0.0.0 Applicability And Change		
Policy & Procedures	Approved On: 04-13-2011	Order: GO 2011-001
 RILEY COUNTY POLICE DEPARTMENT To reduce crime and improve the quality of life for the citizens we serve	Approved: <i>B. Schoen</i>	
	Brad Schoen Director	
Riley County Police Department	CALEA Standard:	
Manhattan, KS	N/A	
Chapter: 0 – Introduction – General Provisions		

1. **Applicability:** The policies and procedures annotated in the following Chapters and Sections are applicable to all personnel of the Riley County Police Department and are hereby referred to collectively as the RCPD Policy Manual.
2. **Change:** The Policy Manual is a living document that requires modification as legal guidelines, legislation, common practice, and professional standards change. When alteration is necessary, the following procedures will be observed to affect those changes:
 - A. All content written in *blue/green* font with grey background shading requires the review and approval (by a majority consensus) of an established group of Department employees, hereinafter referred to as the Policy Review Committee (PRC). (*blue FOP Sworn Contract wording/green FOP Non-Sworn Contract wording*) Further, such content may not be altered – permanently or temporarily – without the approval of the Riley County Law Enforcement Agency (Law Board).
 - B. All other content may be altered in accordance with Policy 12.2.1, Written Directive System.
 - C. All changes become effective when approved in writing by the Director or the authorized signatory of the Law Board.
3. **CALEA On-Site Assessment:** If needed, the Director may authorize minor policy changes during an on-site assessment to allow the Department to successfully complete the accreditation process. Any changes authorized will be routed through the above listed procedures as soon as applicable.

☒ **GENERAL ORDER (Requires Law Board Approval)**

NUMBER: N/A

☐ **SPECIAL ORDER**
☒ New Policy

☐ Update Existing Policy

POLICY: 1.2.010 - Whistleblower Protections
PURPOSE: New Policy

 Date Proposed Policy Disseminated: 10/31/2023

 Date Approved Policy Disseminated: N/A

INITIAL REVIEW & RECOMMENDATION:

☒ Sworn - Command Staff

☒ Non-Sworn - Jail Lieutenants

☒ Non-Sworn - RMS Supervisor

☒ Sworn - Command Level

☒ Non-Sworn - Communication Mgr.

☒ Non-Sworn - Accreditation Mgr.

Electronic Review Via PowerDMS - See Report

Assistant Director - Initial Review

Approved:

Revision Suggested:

Initials:

Date:

☒
☐
7/27/2023

APPROVALS:

Brad Ingalls

Policy Review Committee Chair Approval

AD Moldrup

Assistant Director's Approval

Director Peete

Director's Approval

Law Board Chair Approval (General Orders Only)

Vote Outcome:	# Agreed	# Disagree
PRC Majority Approved		
PRC Majority Rejected		

11/21/2023

Date

11/21/2023

Date

12/5/2023

Date

Date

☒ **A RCPD-All**
☐ **B1 Sworn - Command Staff** [Captains, Asst. Director, Director]

☐ **B2 Sworn - Command Level** [Lieutenants]

☐ **B3 Sworn** [Police Officers, Sergeants]

☐ **B4 Sworn - Court Security** [Sworn, Sgt, Court Screeners]

☐ **B5 Sworn - Patrol Sergeants**
☐ **C Investigations - Other** [Evidence Technician, Evidence Supervisor, CSI Technician]

☐ **C2 Investigations - Other** [Crime Analyst]

☐ **D Admin - Non-Sworn - Clerical** [Accountant, Accreditation Manager, Executive Secretary, HR Coordinator, HR Technician, PIO]

☐ **E Admin -** [Supply Technician, Maintenance Technician I & II, Custodian, Maintenance Supervisor]

☐ **F Admin - Other**
☐ **G1 Support - Dispatch** [Communication Manger]

☐ **G2 Support - Dispatch** [Dispatcher, Dispatch Supervisor]

☐ **H1 Support - Clerical** [RMS Supervisor]

☐ **H2 Support - Clerical** [Clerk, Secretary, RMS Technician]

☐ **I Support - Other**
☐ **J Support - IT** [Computer Technician I & II, Systems Administrator]

☐ **K1 Jail** [Lieutenants]

☐ **K2 Jail** [Correction Officers, Sergeants]

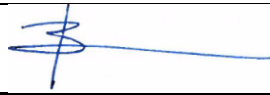
☐ **L Jail - Support Staff** [Jail Assistant]

☐ **M Jail** [Lieutenants]

☐ **N PSA's**
☐ **O Legal Counsel** [Derrick Roberson]

☐ **P READ ALL PROPOSED POLICIES** [Includes PRC members and other employees at their request]

Attachment: 12-18-2023 Law Board Packet (12949 : Law Board Meeting Agenda)

Policy Title: 1.2.010 - Whistleblower Protections		
Policy & Procedures	Approved On:	Order:
 RILEY COUNTY POLICE DEPARTMENT To reduce crime and improve the quality of life for the citizens we serve	Approved: 	
	Brian R. Peete, Director	
Riley County Police Department	CALEA Standard:	
Manhattan, KS	N/A	
Chapter: 1 – Law Enforcement Role and Authority – Limits of Authority		

1. **Purpose:** The intent of this policy is to ensure accountability and integrity within the RCPD culture and operations as well as to avoid hostile working conditions by enforcing the following:

- A. Employees are mandated to report serious violations of law and/or department policy, procedure, or other rules and regulations committed by another employee
- B. Employees are mandated to prevent or otherwise intervene against unethical actions displayed by fellow employees. (See [Policy 1.2.10 – Duty to Intervene](#)).
- C. Employees are prohibited from purposeful retaliation against other employees, who, in good faith, and compliance with this policy, report any wrongdoing or violations of policies or laws.
- D. Employees are also protected from retaliation for reporting any wrongdoing by non-employees to include: other entities, organizations, officials, contracted personnel, etc.

2. The integrity of the Department and it's members needs to be above reproach. Therefore, all members must avoid any conduct which would compromise our integrity, undercut the public confidence, or discredit the Department. (See [Policy 26.1.1 – Code of Conduct](#)).

3. **Definitions:**

- A. **Affirmative Duty** – The obligation to act on one's own initiative without instruction or authority other than that set forth in this policy as opposed to acting only when requested or ordered to do so.
- B. **Good Faith** – Reasonable and honest belief and with the absence of fraudulent intent, that a reported wrongdoing was committed in violation of policy and/or law.
- C. **Chain of Command** – The reporting structure within the RCPD organization that includes various levels and positions of management, culminating with the Director.
- D. **Retaliation:** Engaging in direct reprisals and/or encouraging others to do so, is strictly forbidden. No action may be taken against persons who:

- 1) Complies with or encourages others to comply with, any provisions of this policy.
- 2) Files a complaint concerning any violation of this policy.

Policy Title: 1.2.010 - Whistleblower Protections
--

3) Testifies, assists, or participates in any investigation or hearing resulting from a complaint under the policy; and/or

4) Exercises or attempts to exercise any right conferred under this policy. (See also [Policy 26.1.3 – Harassment](#))

E. Egregious Behavior: Illegal conduct which is likely to damage community trust in the Department, negatively impact the Department/public, or cause significant harm to the reputation of the Department or the law enforcement profession as a whole. (See also [Policy 1.2.10 – Duty to Intervene](#)).

4. Duty to Report:

A. Department members will report any violations of policies or procedures, whether committed by themselves or another member, to their supervisor on the next workday during which the members becomes aware of the violation, or on the member's next scheduled workday – whichever is first. (See also [Policy 26.1.4 – Disciplinary System](#)). Failure to report a violation of policies or procedures will result in corrective or disciplinary action.

B. All employees have an affirmative duty to fully cooperate during any internal affairs investigation into alleged misconduct. When questioned during an internal affairs investigation, Department members will not refuse to answer questions specifically directed and narrowly related to their official duties or the conduct of fellow Department members. (See [Policy 26.1.4 – Disciplinary System](#)).

5. Reporting:

A. Department members subject to retaliation for reporting wrongdoing shall report such actions to a supervisor. Members alleging retaliation by a supervisor should report allegations to another member of their chain of command, or to the Director. Complaints involving the Director, Assistant Director, or a member of Command Staff require Director notification and must be reported to the Riley County Law board for review and determination of the investigative process. (See [Policy 26.1.3 – Harassment](#)).

B. Retaliation complaints should be submitted in writing utilizing the Employee Unlawful Harassment and/or Discrimination Complaint form located on the Department's network at: M:\Common\Forms\Shared\Miscellaneous\Employee and/or Discrimination Form.

C. The Director will review all incidents and assign the allegation to the Internal Affairs Officer for the case assignment and tracking in accordance with Internal Affairs policies.

D. The Director may assign either the Internal Affairs Officer or other Departmental personnel, depending on the nature and circumstances of the allegation to investigate the matter.

6. Training:

A. The Department will provide Whistleblower Protections training:

1) For all newly hired personnel during new hire orientation. (See [Policy 33.7.1, Employee Orientation Training](#)).

2) For all newly promoted employees. (See [Policy 33.8.2 – Job Related Training to Newly Promoted Personnel](#))

Policy Title: **1.2.010 - Whistleblower Protections**

3) For all department personnel every two years.

B. Training may be conducted in-house or externally and will be coordinated between the Training Lieutenant and the Human Resources Manager.

1) Training will include identification of retaliation behaviors which could foster a hostile work environment.



Monthly Report

November 2023

Alyssa Ward, 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

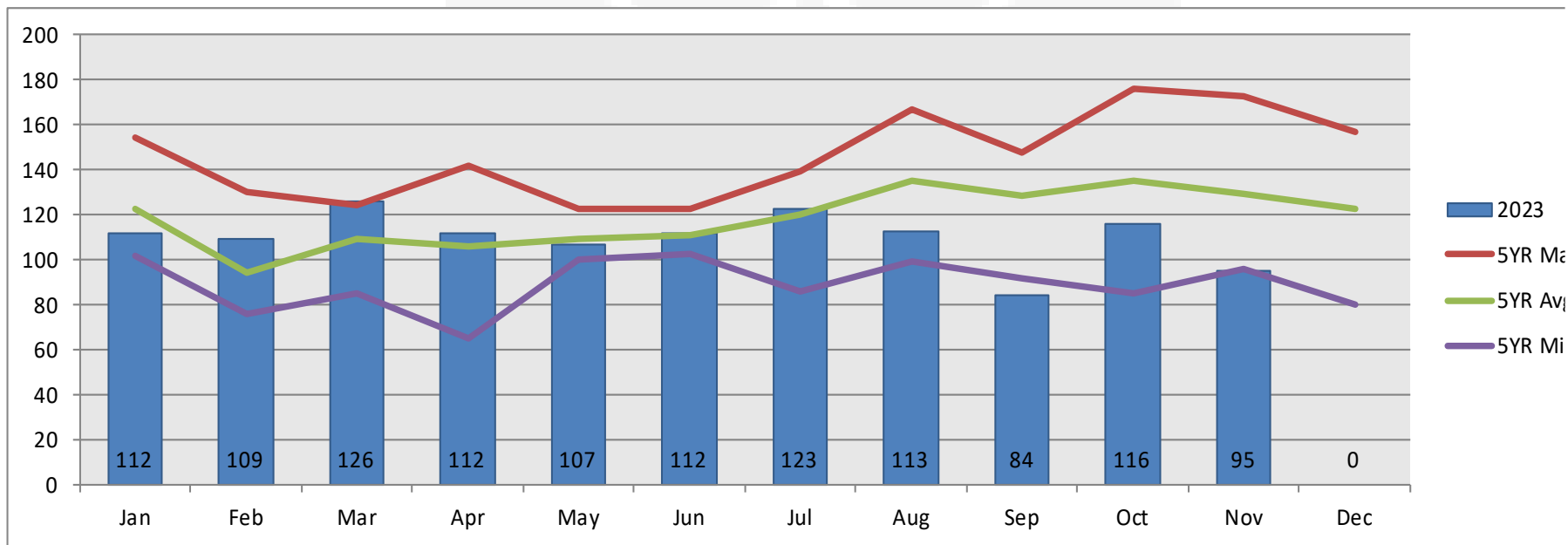
Offense Codes: 0100-0810

All Data As Of: 12/1/23 12:00 AM

19.a

- Part I crime in November 2023 was 26.5% below the 5 year average. Compared to November 2022 there was a 1.0% decrease.
- It is projected that year end 2023 will be 7.2% below the 5 year average.
- In November, both Part I violent and property crimes were below the 5 year average.

	Nov	Year to Date	Yearly Total
2018	105	1319	1476
2019	116	1446	1583
2020	173	1366	1493
2021	156	1307	1420
2022	96	1072	1152
2023	95	1209	
% Change	-1.0%	+12.8%	+14.7%
Yearly Total Projection:			1322



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	108	84	124	114	100	123	123	134	128	176	105	151
2019	154	77	124	142	123	114	138	167	148	143	116	131
2020	130	130	85	65	113	107	139	125	148	151	173	121
2021	121	76	120	111	104	106	114	149	127	123	156	111
2022	102	106	95	100	108	103	86	99	92	85	96	80
2023	112	109	126	112	107	112	123	113	84	116	95	0

Attachment: 12-18-2023 Law Board Packet (12949 : Law Board Meeting Agenda)

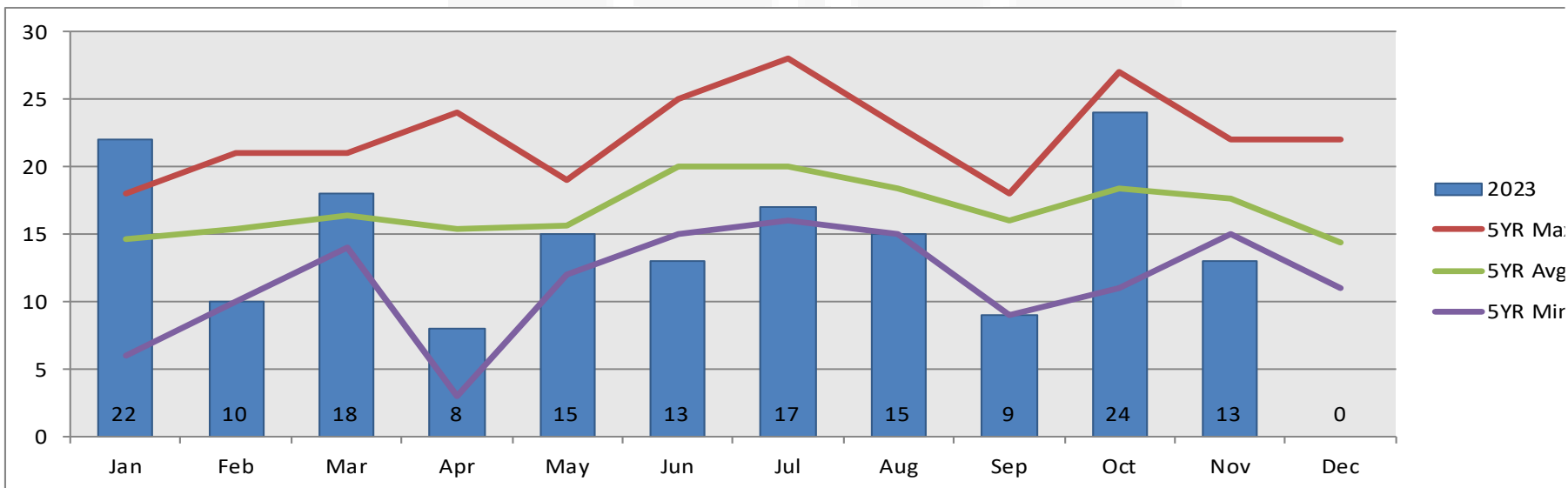
Part 1 Violent Crimes

Offense Codes: 0100-0440

All Data As Of: 12/1/23 12:00 AM

- November 2023 was 26.1% below the 5 year average in Part I violent crime.
- Part I violent crime is projected to be 13.0% below the 5 year average for 2023.
- There were 9 aggravated assaults / batteries, 1 rape, 3 robberies, and 0 homicides reported during November 2023.

	Nov	Year to Date	Year to Date % Change
2018	18	206	219
2019	17	195	217
2020	16	185	196
2021	22	184	198
2022	15	169	181
2023	13	164	176
% Change	-13.3%	-3.0%	-2.5%
Yearly Total Projection:			176



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	15	19	17	13	14	20	28	17	18	27	18	13
2019	16	10	14	24	12	25	18	23	18	18	17	22
2020	18	21	14	3	15	20	19	20	18	21	16	11
2021	18	16	16	18	19	20	16	15	9	15	22	14
2022	6	11	21	19	18	15	19	17	17	11	15	12
2023	22	10	18	8	15	13	17	15	9	24	13	0

Includes Part 1 violent crimes that were the primary offense only.

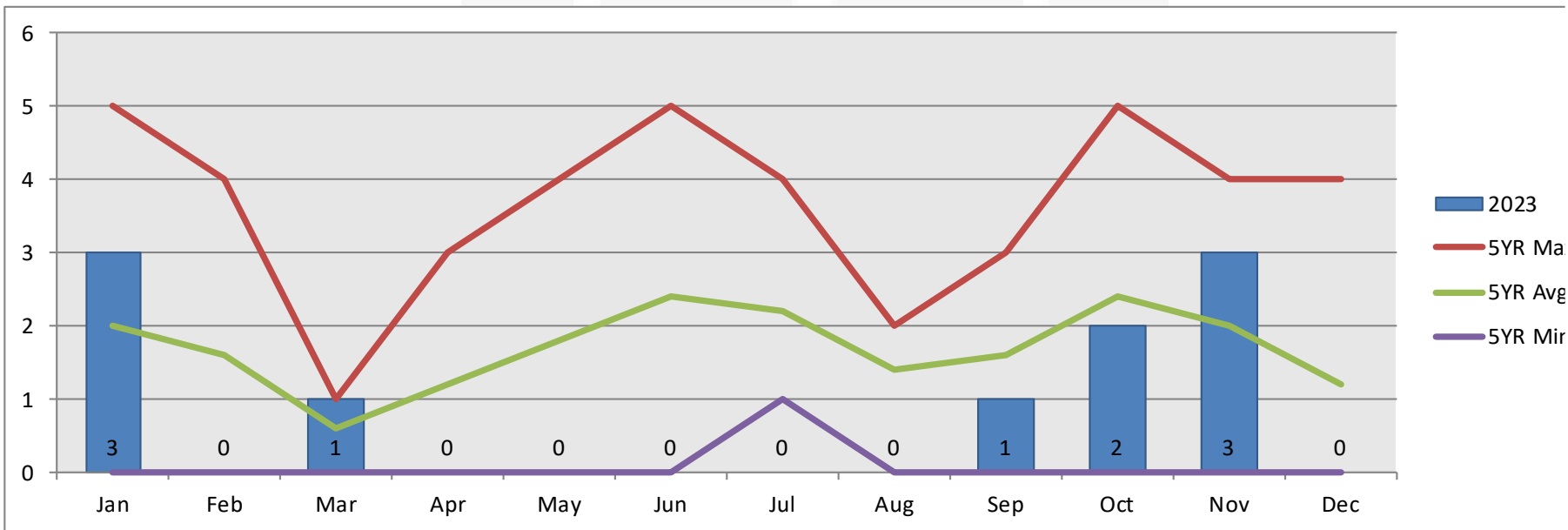
Robbery

Offense Codes: 0310

All Data As Of: 12/1/23 12:00 AM

- There were 3 robberies reported in November 2023. This is 50.0% above the 5 year average.
- It is projected that robberies will be 46.1% below the five year average at the end of 2023.

	Nov	Year to Date	Year
2018	3	29	30
2019	4	22	26
2020	0	17	17
2021	2	17	18
2022	1	11	11
2023	3	10	
% Change	+200.0%	-9.1%	-4.5%
Yearly Total Projection:			11



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	1	4	1	1	4	2	4	2	2	5	3	1
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

Attachment: 12-18-2023 Law Board Packet (12949 : Law Board Meeting Agenda)

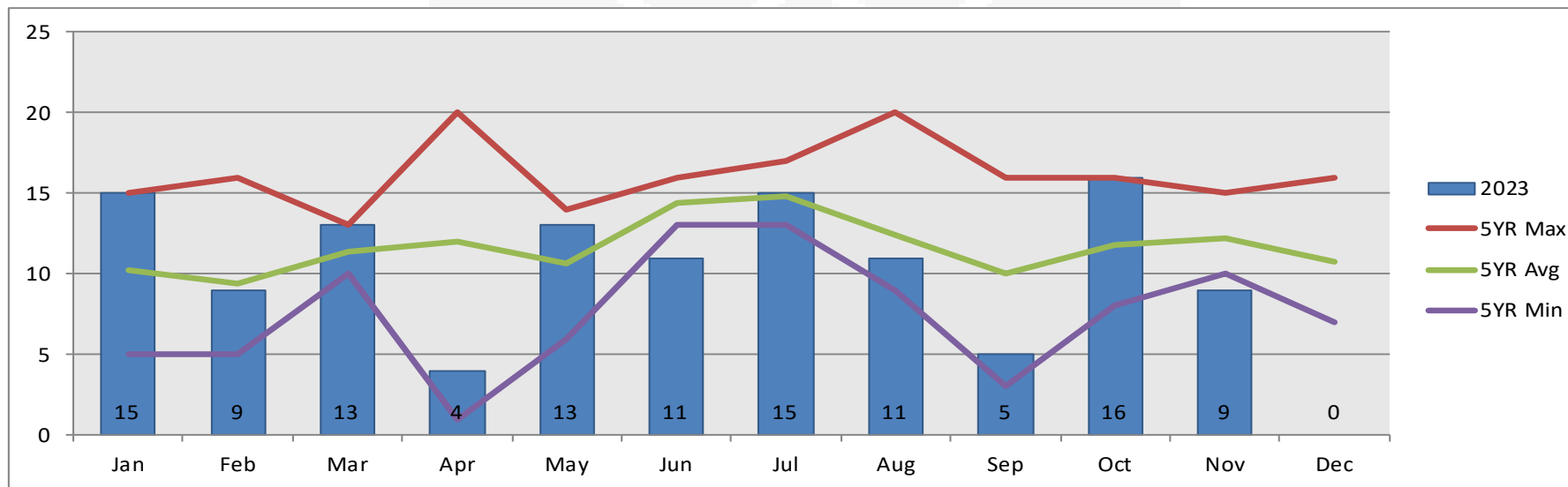
Aggravated Assault and Battery

Offense Codes: 0410-0440

All Data As Of: 12/1/23 12:00 AM

- There were 6 aggravated batteries, 1 aggravated assault, and 2 aggravated assault - LEO reported during the month of November. This is 26.2% below the 5 year average.
- It is projected that the year end total for aggravated assaults and aggravated batteries will be 6.4% below the 5 year average.
- Four of the incidents in November were domestic.
- As of 12/11/2023 there were arrests in 6 of the incidents.

	Nov	Year to Date	Yearly Total
2018	12	117	127
2019	13	139	155
2020	10	138	145
2021	15	135	145
2022	11	117	128
2023	9	121	
% Change	-18.2%	+3.4%	+2.4%
Yearly Total Projection:			131



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	9	8	10	9	6	15	17	9	11	11	12	10
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	9	8	11	11
2023	15	9	13	4	13	11	15	11	5	16	9	0

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

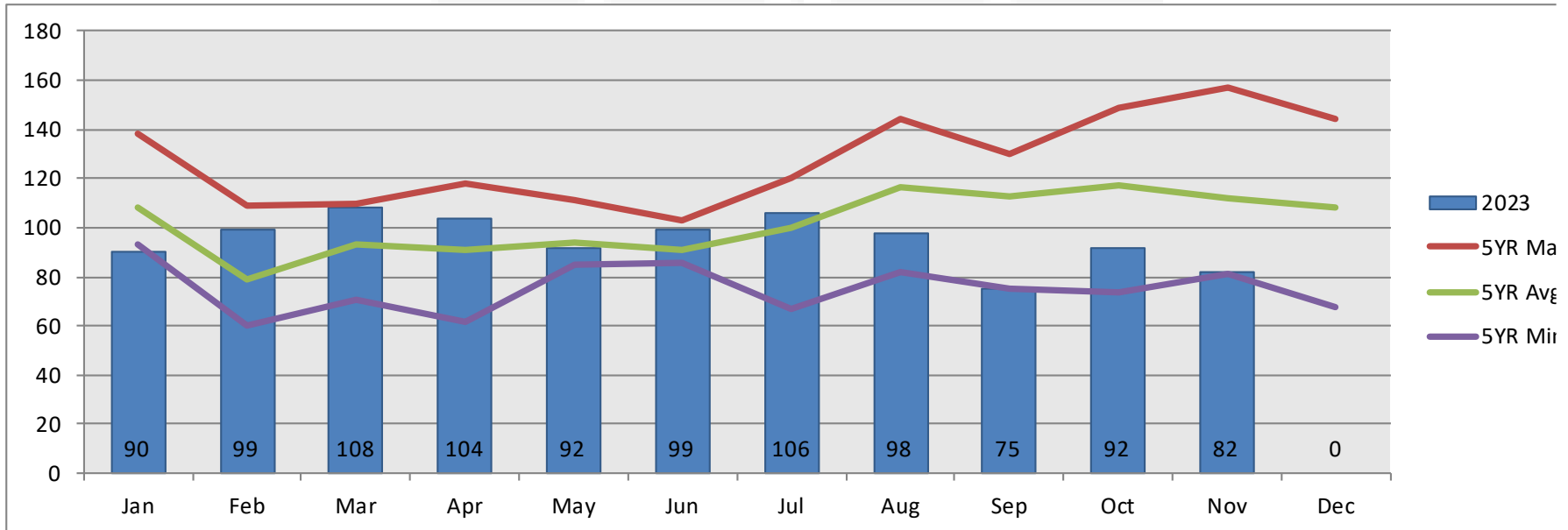
Part I Property Crime

Offense Codes: 0500-0810

All Data As Of: 12/1/23 12:00 AM

- For November, Part I property crime was down 26.5% from the 5 year average.
- It is projected that property crime will be down 6.3% at the end of 2023.
- The property crime for November 2023 included 12 structural burglaries, 19 larcenies from motor vehicle, 1 auto theft, and 0 arson incident. The rest of the incidents were larcenies (50 incidents).

	Nov	Year to Date	Yearly Total
2018	87	1113	1257
2019	99	1251	1366
2020	157	1181	1297
2021	134	1123	1222
2022	81	903	971
2023	82	1045	
% Change	+1.2%	+15.7%	+18.0%
Yearly Total Projection:			1146



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	93	65	107	101	86	103	95	117	110	149	87	144
2019	138	67	110	118	111	89	120	144	130	125	99	115
2020	112	109	71	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	99	106	98	75	92	82	0

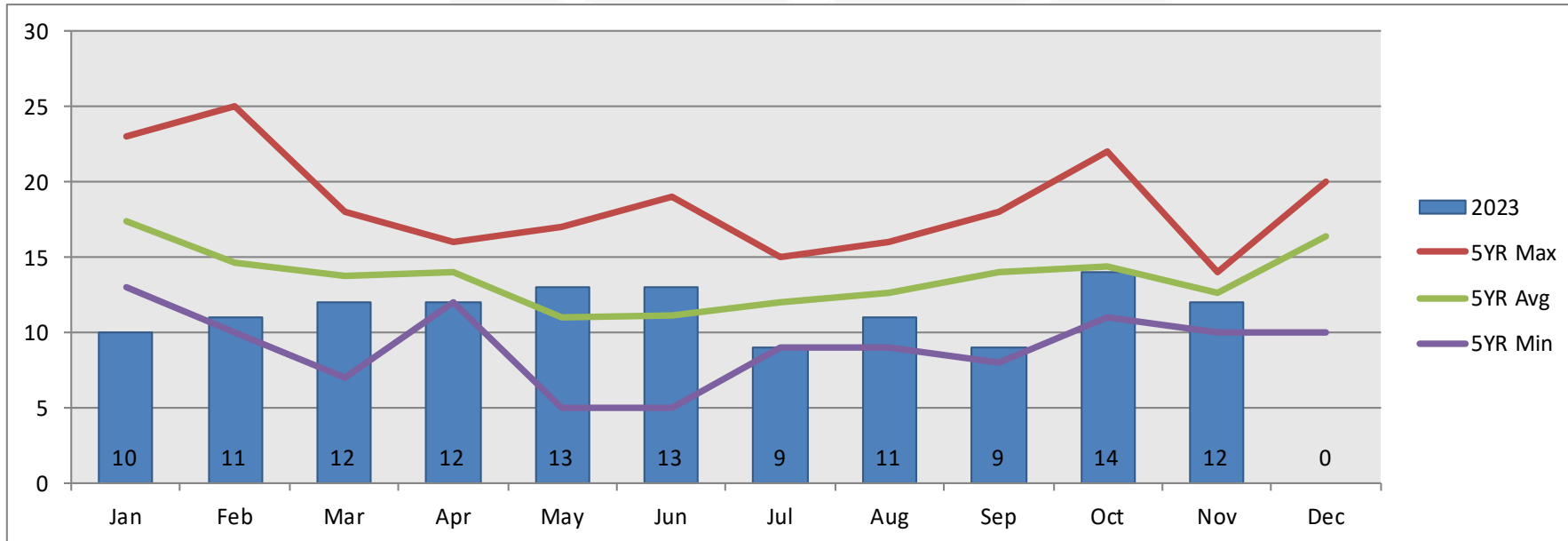
Structural Burglary

Offense Code: 0510

All Data As Of: 12/1/23 12:00 AM

- Structural burglaries were 4.8% below the 5 year average for November.
- Structural burglaries are projected to be down 14.6% at the end of 2023.
- There were 9 residential and 3 non-residential burglaries.
- Eleven occurred in Manhattan, 1 in North County, and 0 in Ogden.

	Nov	Year to Date	Year	19.a
2018	13	148	168	
2019	14	155	171	
2020	14	156	174	
2021	10	139	157	
2022	12	140	150	
2023	12	126		
% Change	0.0%	-10.0%	-6.7%	
Yearly Total Projection:			140	



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	13	10	12	12	17	11	15	16	18	11	13	20
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	14	12	0

Attachment: 12-18-2023 Law Board Packet (12949 : Law Board Meeting Agenda)

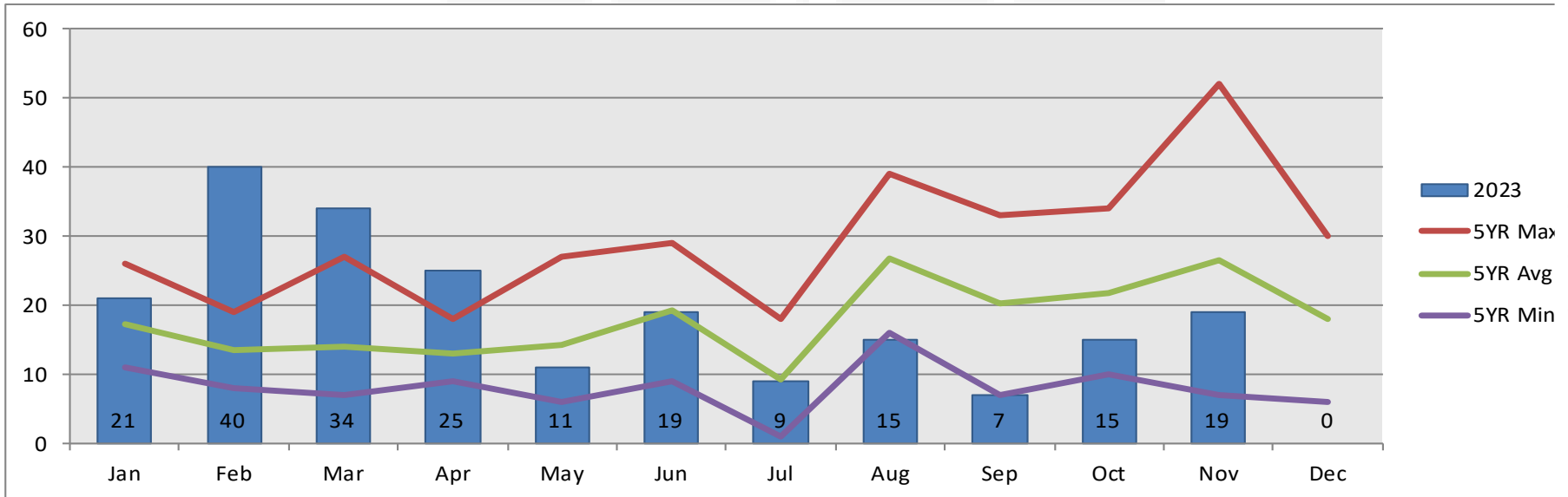
Vehicle Burglary

Offense Code: 0640

All Data As Of: 12/1/23 12:00 AM

- November 2023 was 28.6% below the 5 year average for vehicle burglary.
- At the end of 2023 vehicle burglary is projected to be up 9.1%.
- There were no signs of forced entry noted in any of the reports.

	Nov	Year to Date	Yearly Total
2018	8	203	212
2019	15	200	228
2020	52	225	255
2021	51	238	255
2022	7	116	122
2023	19	215	
% Change	+171.4%	+85.3%	+91.5%
Yearly Total Projection:			234



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	26	14	13	13	7	22	5	28	33	34	8	9
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	17	7	10	7	6
2023	21	40	34	25	11	19	9	15	7	15	19	0

Motor Vehicle Thefts

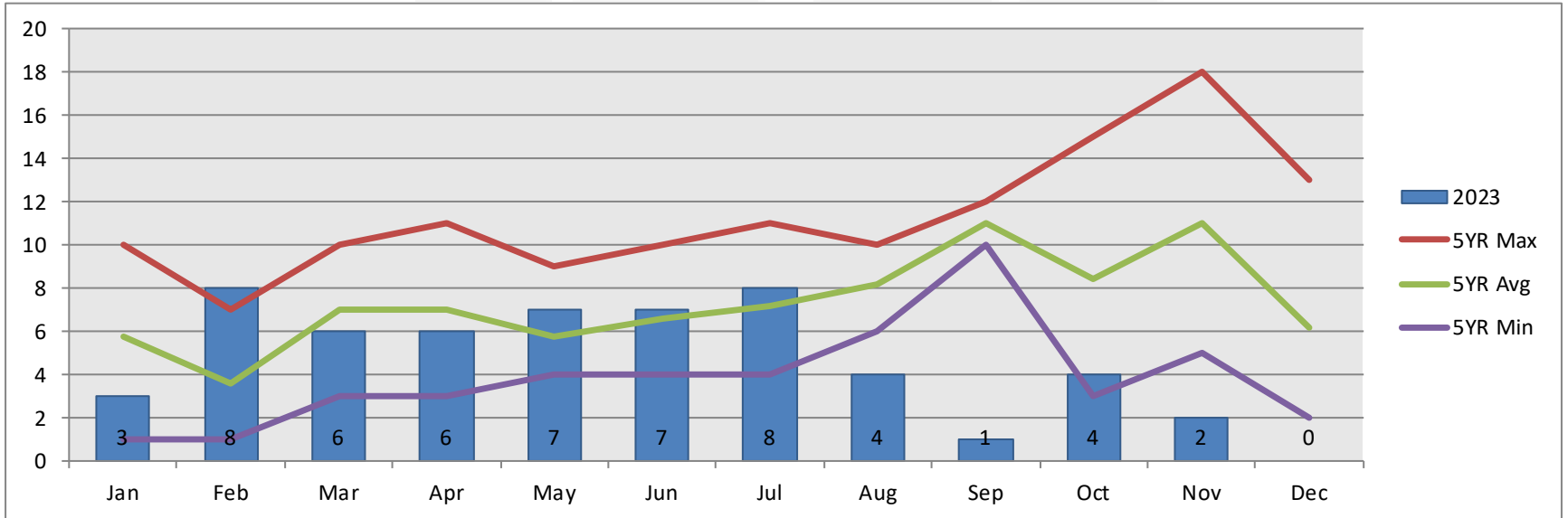
Offense Code: 0710

All Data As Of: 12/1/23 12:00 AM

- Motor vehicle thefts were down 81.8% from the 5 year average in November.
- Motor vehicle theft is projected to be down 31.7% from the five year average at the end of the year.
- One of the vehicles has been recovered as of 12/11/2023 and one of the incidents was an attempted motor vehicle theft.

	Nov	Year to Date	Yearly
2018	8	80	86
2019	11	100	104
2020	18	83	96
2021	13	80	86
2022	5	65	67
2023	2	56	
% Change	-60.0%	-13.8%	-10.3%
Yearly Total Projection:			60

19.a



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	1	3	7	11	5	10	9	10	10	6	8	6
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	7	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	2	0

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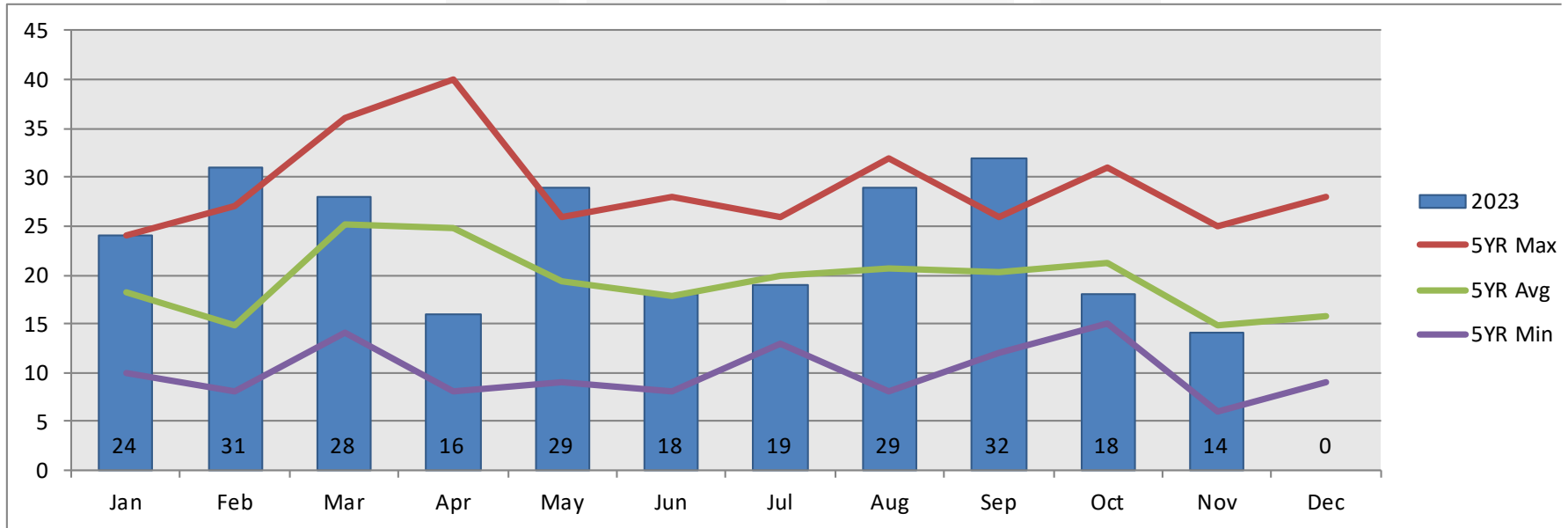
DUIs

Offense Code: 2110

All Data As Of: 12/1/23 12:00 AM

- The number of DUIs for November 2023 was 5.4% below the 5 year average.
- DUIs are projected to be up 18.6% at the end of the year.

	Nov	Year to Date	Year
2018	15	284	312
2019	16	266	285
2020	12	159	168
2021	6	181	191
2022	25	195	208
2023	14	258	
% Change	-44.0%	+32.3%	+32.7%
Yearly Total Projection:			276



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	16	27	36	40	22	28	26	30	25	19	15	28
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	0

Attachment: 12-18-2023 Law Board Packet (12949 : Law Board Meeting Agenda)

Traffic Accidents

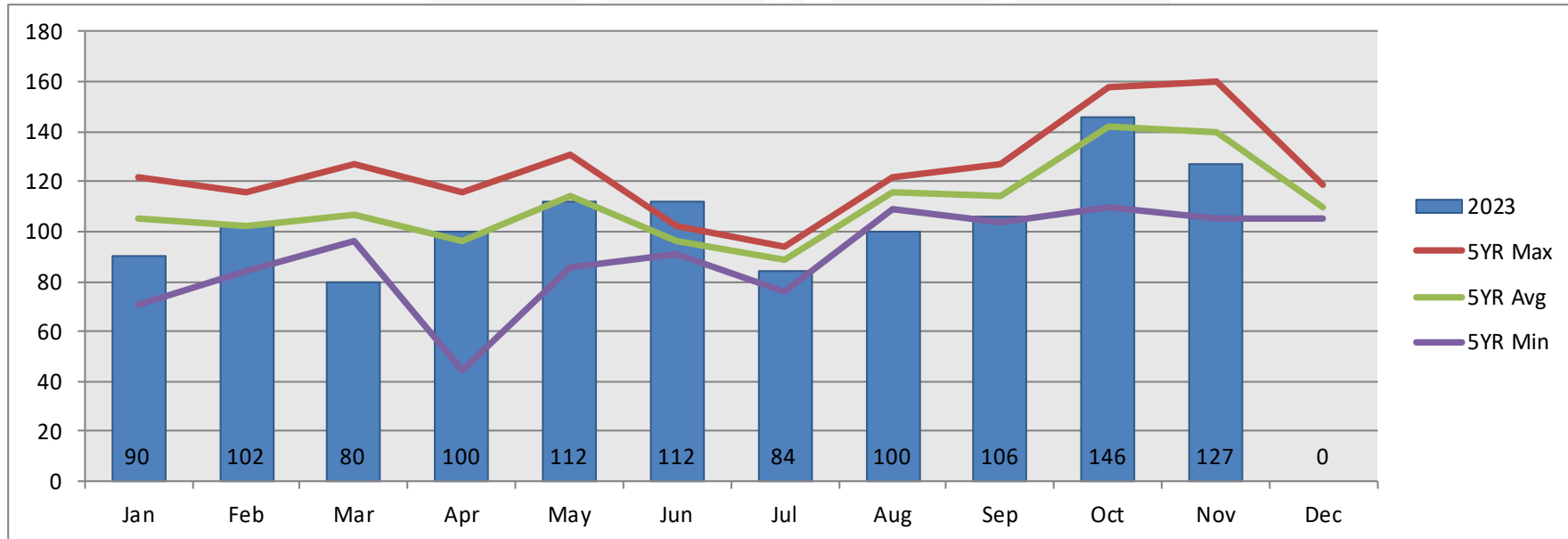
Offense Codes: 5000-5139

All Data As Of: 12/1/23 12:00 AM

19.a

- The number of traffic accidents in November 2023 was 9.0% below the 5 year average.
- It is projected that the total of accidents at the end of the year will be 5.0% below the 5 year average.

	Nov	Year to Date	Yearly Total
2018	160	1286	1397
2019	143	1317	1436
2020	105	1115	1220
2021	156	1208	1314
2022	134	1176	1283
2023	127	1159	
% Change	-5.2%	-1.4%	-1.5%
Yearly Total Projection:			1263



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	119	98	127	115	121	97	92	109	108	140	160	111
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	0

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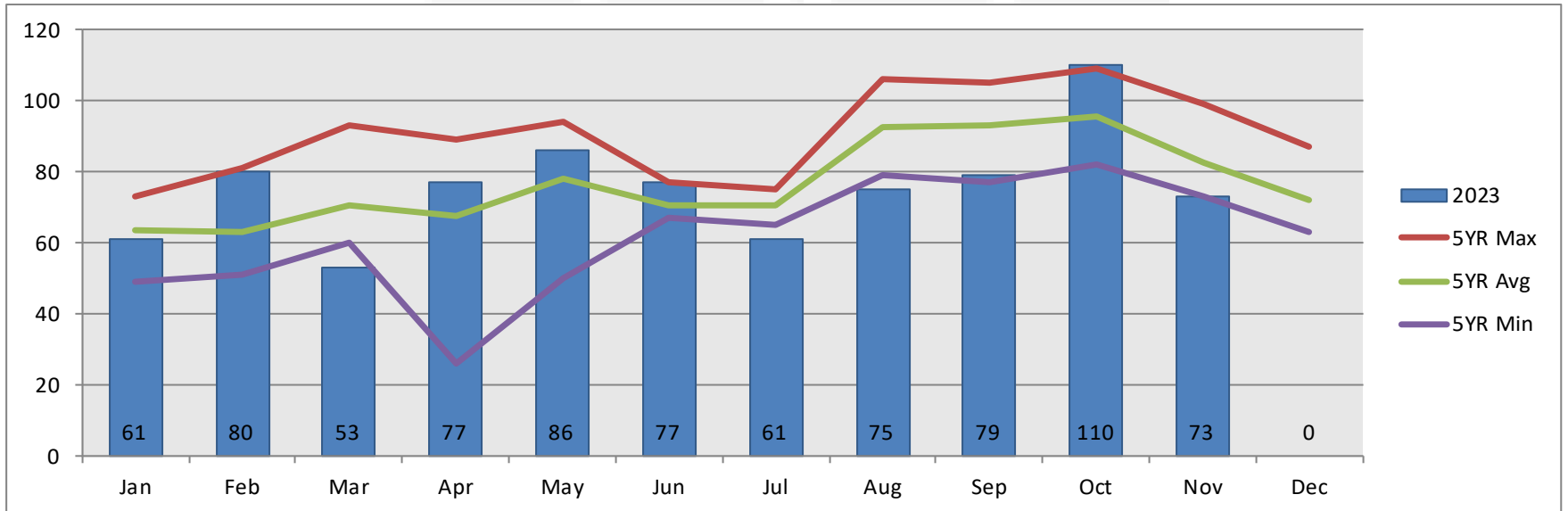
Preventable Traffic Accidents

Offense Codes: 5000-5139

All Data As Of: 12/1/23 12:00 AM

- The number of preventable traffic accidents in November 2023 was 11.4% below the 5 year average.
- Preventable accidents are projected to be down 2.0% from the 5 year average at the end of the year.
- Number may change as data entry corrections continue.

	Nov	Year to Date	Yearly Total
2018	82	874	944
2019	76	870	945
2020	73	789	855
2021	99	878	965
2022	82	834	897
2023	73	832	
% Change	-11.0%	-0.2%	+0.6%
Yearly Total Projection:			903



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	71	63	93	75	94	71	71	79	93	82	82	70
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	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

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

Director Brian R. Peete
1001 S. Seth Child Road
Manhattan, Kansas 66502-3115
(785) 537-2112
www.RileyCountyPolice.org

December 18, 2023

RE: Letter of Appreciation

Dear Sarah Bell,

On June 27, 2023, Dispatch II Jonathon Ellis answered a 911 call from a woman reporting her husband had collapsed and was turning blue. Within 30 seconds, Dispatcher Ellis initiated protocols for cardiac/respiratory arrest, simultaneously reassuring the caller that his dispatch partners were sending assistance. Delivering composed and clear CPR instructions, Dispatcher Ellis guided the caller through initiating chest compressions. He remained on the line, offering encouragement and CPR guidance until help arrived, sustaining support through nearly five and a half minutes of chest compressions. The Assistant Director of Riley County Emergency Medical Services (EMS), upon reviewing the call, emphasized the positive impact of Dispatcher Ellis' actions stating, "I am confident the rapid identification of the need for chest compressions partnered with the instructions given by your call-taker had a significantly positive impact on this patient's survival."

During Dispatcher Ellis' interaction with the caller, you and Dispatcher II Ceaven Evans each played a pivotal role in notifying responding personnel. Dispatcher Evans informed officers, while you alerted EMS and first responders, ensuring they had the most up-to-date information upon arrival.

The successful resolution of critical situations such as this hinge on teamwork, focus, and professionalism. On behalf of the entire department, I would like to express my sincerest appreciation to you for the swift and accurate dispatch of officers and first responders to the scene.

Sincerely,

Brian R. Peete
Director
Riley County Police Department

Attachment: 12-18-2023 Law Board Packet (12949 : Law Board Meeting Agenda)



First CALEA Law Enforcement Agency In Kansas Accredited Since 1991



RILEY COUNTY POLICE DEPARTMENT

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

19.a

Director Brian R. Peete
1001 S. Seth Child Road
Manhattan, Kansas 66502-3115
(785) 537-2112
www.RileyCountyPolice.org

December 18, 2023

RE: Letter of Appreciation

Dear Ceaven Evans,

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During Dispatcher Ellis' interaction with the caller, you and Dispatcher II Sarah Bell each played a pivotal role in notifying responding personnel. You informed officers, while Dispatcher Bell alerted EMS and first responders, ensuring they had the most up-to-date information upon arrival.

The successful resolution of critical situations such as this hinge on teamwork, focus, and professionalism. On behalf of the entire department, I would like to express my sincerest appreciation to you for the swift and accurate dispatch of officers and first responders to the scene.

Sincerely,

Brian R. Peete
Director
Riley County Police Department

Attachment: 12-18-2023 Law Board Packet (12949 : Law Board Meeting Agenda)



First CALEA Law Enforcement Agency In Kansas Accredited Since 1991

RILEY COUNTY POLICE DEPARTMENT

LIFE SAVING AWARD

Presented to

Dispatcher II Jonathon Ellis

On June 27, 2023, Dispatch II Jonathon Ellis answered a 911 call from a woman reporting her husband had collapsed and was turning blue. Within 30 seconds, Dispatcher Ellis initiated protocols for cardiac/respiratory arrest, simultaneously reassuring the caller that his dispatch partners were sending assistance. Delivering composed and clear CPR instructions, Dispatcher Ellis guided the caller through initiating chest compressions. He remained on the line, offering encouragement and CPR guidance until help arrived, sustaining support through nearly five and a half minutes of chest compressions. The Assistant Director of Riley County Emergency Medical Services (EMS), upon reviewing the call, emphasized the positive impact of Dispatcher Ellis' actions stating, "I am confident the rapid identification of the need for chest compressions partnered with the instructions given by your call-taker had a significantly positive impact on this patient's survival."

During Dispatcher Ellis' interaction with the caller, Dispatcher II Sarah Bell and Dispatcher II Ceaven Evans played pivotal roles in notifying responding personnel. Dispatcher Evans informed officers, while Dispatcher Bell alerted EMS and first responders, ensuring they had the most up-to-date information upon arrival.

The successful resolution of critical situations such as this hinge on teamwork, focus, and professionalism.

Dispatcher Ellis' actions directly contributed to the preservation of life and align with the highest standards of the law enforcement profession. For his efforts in quickly recognizing the medical emergency and providing CPR instructions to the caller, it is my honor to present this Life Saving Award to Dispatcher II Jonathon Ellis.

Presented this 18th day of December 2023



Brian R. Peete
Director
Riley County Police Department



RILEY COUNTY POLICE DEPARTMENT

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

Director Brian R. Peete
1001 S. Seth Child Road
Manhattan, Kansas 66502-3115
(785) 537-2112
www.RileyCountyPolice.org

December 18, 2023

RE: Letter of Appreciation

Dear Amanda Rukert,

On August 15, 2023, Dispatcher II William McNee answered a 911 call from a distressed caller reporting an individual who had lost consciousness and was turning blue. Dispatcher McNee promptly relayed the nature of the emergency to the rest of the Communication Center so that resources could be dispatched to the location. Dispatcher McNee initiated call-taking protocols and reassured the distressed caller, who was screaming over the phone, that help was on the way. Dispatcher McNee guided the caller through CPR procedures, and chest compressions were initiated within 90 seconds of identifying the cardiac event. Dispatcher McNee's composed and professional demeanor played a crucial role in enabling the caller to effectively administer chest compressions until first responders arrived.

In pivotal roles during the call, you and Dispatch Supervisor Sarah Martin managed law enforcement, Fire and Emergency Medical Services (EMS) dispatch responsibilities. Dispatch Supervisor Martin promptly informed police officers of the medical emergency, while you coordinated the paging of EMS and first responders. Both ensured that pertinent location and patient information reached officers and EMTs, preparing them for the situation upon arrival. When EMTs arrived, they found the caller actively performing chest compressions under Dispatcher McNee's guidance. The patient, having regained spontaneous circulation, was successfully transported to the hospital.

In cases like this, the initiation of resuscitation efforts as quickly as possible is essential for survival. On behalf of the entire department, I would like to express my sincerest appreciation to you for the swift and accurate dispatch of officers and first responders to the scene.

Sincerely,

Brian R. Peete
Director
Riley County Police Department

Attachment: 12-18-2023 Law Board Packet (12949 : Law Board Meeting Agenda)



First CALEA Law Enforcement Agency In Kansas Accredited Since 1991



RILEY COUNTY POLICE DEPARTMENT

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

Director Brian R. Peete
1001 S. Seth Child Road
Manhattan, Kansas 66502-3115
(785) 537-2112
www.RileyCountyPolice.org

December 18, 2023

RE: Letter of Appreciation

Dear Sarah Martin,

On August 15, 2023, Dispatcher II William McNee answered a 911 call from a distressed caller reporting an individual who had lost consciousness and was turning blue. Dispatcher McNee promptly relayed the nature of the emergency to the rest of the Communication Center so that resources could be dispatched to the location. Dispatcher McNee initiated call-taking protocols and reassured the distressed caller, who was screaming over the phone, that help was on the way. Dispatcher McNee guided the caller through CPR procedures, and chest compressions were initiated within 90 seconds of identifying the cardiac event. Dispatcher McNee's composed and professional demeanor played a crucial role in enabling the caller to effectively administer chest compressions until first responders arrived.

In pivotal roles during the call, you and Dispatcher II Amanda Ruckert managed law enforcement, Fire and Emergency Medical Services (EMS) dispatch responsibilities. You promptly informed police officers of the medical emergency, while Dispatcher Ruckert coordinated the paging of EMS and first responders. Both ensured that pertinent location and patient information reached officers and EMTs, preparing them for the situation upon arrival. When EMTs arrived, they found the caller actively performing chest compressions under Dispatcher McNee's guidance. The patient, having regained spontaneous circulation, was successfully transported to the hospital.

In cases like this, the initiation of resuscitation efforts as quickly as possible is essential for survival. On behalf of the entire department, I would like to express my sincerest appreciation to you for the swift and accurate dispatch of officers and first responders to the scene.

Sincerely,

Brian R. Peete
Director
Riley County Police Department

Attachment: 12-18-2023 Law Board Packet (12949 : Law Board Meeting Agenda)



First CALEA Law Enforcement Agency In Kansas Accredited Since 1991

RILEY COUNTY POLICE DEPARTMENT

LIFE SAVING AWARD

Presented to

Dispatcher II William McNee

On August 15, 2023, Dispatcher II William McNee answered a 911 call from a distressed caller reporting an individual who had lost consciousness and was turning blue. Dispatcher McNee promptly relayed the nature of the emergency to the rest of the Communication Center so that resources could be dispatched to the location. Dispatcher McNee initiated call-taking protocols and reassured the distressed caller, who was screaming over the phone, that help was on the way. Dispatcher McNee guided the caller through CPR procedures, and chest compressions were initiated within 90 seconds of identifying the cardiac event. Dispatcher McNee's composed and professional demeanor played a crucial role in enabling the caller to effectively administer chest compressions until first responders arrived.

In pivotal roles during the call, Dispatch Supervisor Sarah Martin and Dispatcher II Amanda Ruckert managed law enforcement, Fire and Emergency Medical Services (EMS) dispatch responsibilities. Dispatch Supervisor Martin promptly informed police officers of the medical emergency, while Dispatcher Ruckert coordinated the paging of EMS and first responders. Both ensured that pertinent location and patient information reached officers and EMTs, preparing them for the situation upon arrival. When EMTs arrived, they found the caller actively performing chest compressions under Dispatcher McNee's guidance. The patient, having regained spontaneous circulation, was successfully transported to the hospital.

In cases like this, the initiation of resuscitation efforts as quickly as possible is essential for survival. Dispatcher McNee's actions directly contributed to the preservation of life and align with the highest standards of the law enforcement profession. For his efforts in quickly recognizing the cardiac event and his calm delivery of CPR instructions to the caller, it is my honor to present this Life Saving Award to Dispatcher II William McNee.

Presented this 18th day of December 2023



Brian R. Peete
Director
Riley County Police Department

RESOLUTION PURSUANT TO K.S.A 19-4428

Resolution NO. 24-01

NOW on this 18th day of December, 2023, 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 2024. 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 18th day of December, 2023.

Chairperson John Matta
Riley County Law Enforcement Agency

2024 Schedule of Law Board Meetings

January 16, 2024 (Tuesday)	July 15, 2024
February 20, 2024 (Tuesday)	August 19, 2024
March 18, 2024	September 16, 2024
April 15, 2024	October 21, 2024
May 20, 2024	November 18, 2024
June 17, 2024	December 16, 2024

Attachment: 12-18-2023 Law Board Packet (12949 : Law Board Meeting Agenda)

LEASE RENEWAL AGREEMENT

This agreement made this 8th day of December 2023 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 2024 and shall terminate on the 31st day of December 2024. 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 Eight Hundred Dollars and 00/100 (\$11,400.00) with equal monthly installments of Nine Hundred Fifty Dollars and 00/100 (\$950.00).
- 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

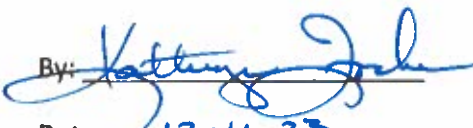
By: 

Date: 12-8-23

LESSEE:

Board of Commissioners of

Riley County, Kansas

By: 

Date: 12-11-23

Attachment: 12-18-2023 Law Board Packet (12949 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
Memorandum

Original to: _____
 Action: _____
 Copy to: _____

Comments:

To: Riley County Law Enforcement Agency

Thru: Director Peete

*Approved at Director Level. BRP 13 Dec 23.
 Requires further approval from Law Board.*

From: Captain Scott Hajek

Ref: IT Reserve Fund purchase

Date: December 12, 2023

The purpose of this memo is to inform the Riley County Law Enforcement Agency (Law Board) of an upcoming purchase utilizing funds held in the IT Reserve Fund. According to RCPD Policy (17.4.2), the IT Reserve Fund was established by setting aside operational money on an annual basis to offset significant infrastructure expenses and/or unplanned outages of technical equipment. The money in the Reserve Fund is not to exceed four percent of RCPD's annual budget; the account currently holds \$671,335.12. The IT Reserve Fund can only be utilized with the approval of the Law Board.

As part of the policy, the IT Reserve Fund was established as an amount sufficient to maintain ongoing large IT operations over a rolling five-year planning period. As such, The IT staff maintains a five-year Capital Equipment Replacement Plan that tracks upcoming expenditures as well as the reasons for those expenditures. Prior to the implementation of the Reserve Fund, purchases of this magnitude were often made using end-of-year funds. This process allows us to prepare for expected major expenditures without having to offset a particular year's budget line for computer equipment.

As part of the Capital Equipment Replacement Plan for 2023, the Department is replacing its existing data storage infrastructure. The Department purchased the current system approximately 5 years ago and it will be at the end of its supported "life" in 2024. The new storage array is an HPE Alletra system, and the purchase price includes 3 years of licensing and support. It is expected the Department will be able to renew for a second term of 3 years at the appropriate time.

The purchasing, installation, and configuring of the new storage system will be a lengthy process, with a goal of completion within 6 months. The quoted price for the entire system is \$378,990.48. It is the intention of the Department to utilize funds that have been set aside in the IT Reserve Fund for this purchase. This is a scheduled replacement using funds deliberately set aside to make the purchase. Therefore, the RCPD is requesting the Law Board approve the request to utilize the fund at this time.

Captain Scott Hajek
 Support Division
 Riley County Police Department

Attachment: 12-18-2023 Law Board Packet (12949 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
Memorandum

Original to: _____
Action: _____
Copy to: _____

Comments:

To: The Riley County Law Board
From: Brian R. Peete, Director
Ref: Active Shooter/School Shooter Training Curricula Development
Date: November 30, 2023

The threat of active/school shooters is real in all communities across the United States. According to the Gun Violence Archive, there have been more than 630 mass shootings in the country as of December 7, 2023. In early 2023, we experienced a series of coinciding incidents at local schools in the City of Manhattan which significantly triggered community anxiety and renewed calls for additional safety resources. The Law Board is aware that the Riley County Police Department (RCPD) has a very strong and robust relationship with regional first responder agencies and we religiously conduct table top and scenario-based trainings to ensure efficiency and effectiveness in emergency response. But as we continue to learn and hone our response plans, our priority should be on proactivity and prevention efforts: saving lives before a trigger is pulled and not after.

I have researched available training and tools on preventing active/school shootings and while there is some information available, it is often sporadic, non-condensed, and in some cases contradictory. Thus, I have partnered with Jeanette Borunda, LCSW and the CIT Clinical Director of the Alamogordo Police Department. Together we have been collaborating with experts across several professional fields to develop a first-of-its-kind ground-breaking training course on Recognizing and Assessing Credible Active-Shooter Based Threats. Our goal is to offer a multi-day training course, approved and endorsed by CIT International, which will be available nationwide by Spring 2024 for both law enforcement and mental health professionals. I intend for Manhattan, KS to be the first location to serve as host for this course.

In efforts to confirm validity of key research topics, we are consulting with Dr. Andrew Solomon, a renowned mental health professional whom I consider to be a leading expert in the behavioral psychology of active shooters. More information on Dr. Solomon can be found at <https://andrewsolomon.com/andrew-solomon-biography/>. Dr. Solomon has graciously agreed to collaborate with us (for free). As such, I am requesting approval from the Law Board for RCPD to fund travel and logistics expenses for myself and Ms. Borunda to New York on or around January 23rd through January 25, 2024. As of December 7, 2023, estimated costs are between \$1,500 to \$2,000 depending on purchase of the ticket. This a course that will directly benefit our department via direct training. Course development is not in collaboration with the Alamogordo Police Department, but rather a direct solicitation to Ms. Borunda in her capacity as a subject matter expert. Though I have extensive education, training and background on sociology and psychology, I am not a certified mental health professional making Jeanette's extensive knowledge and experience in this planning session invaluable.

Attachment: 12-18-2023 Law Board Packet (12949 : 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, 2022. 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 January 10, 2023. 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 statement. No new accounting policies were adopted, and the application of existing policies was not changed during 2022. 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 statement in the proper period.

Accounting estimates are an integral part of the financial statement 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 statement 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 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. Attached is a listing of corrected misstatements.

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 statement 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 December 13, 2023.

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 statement or a determination of the type of auditor's opinion that may be expressed on that statement, 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 statement. 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 statement, and other knowledge we obtained during our audit of the basic financial statement. We did not audit the RRSI and do not express an opinion or provide any assurance on the RRSI.

We were engaged to report on the 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 accounting in accordance with KMAAG, 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 statement. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statement or to the financial statement itself.

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 statement, 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 Law 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
December 13, 2023

Draft

Attachment: 12-18-2023 Law Board Packet (12949 : Law Board Meeting Agenda)

RESOLUTION 24-02

WHEREAS the Riley County (Kansas) Law Enforcement Agency, has determined that the financial statements and financial reports for the year ended December 31, 2023, 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, 2023;

NOW, THEREFORE BE IT RESOLVED by the Riley County (Kansas) Law Enforcement Agency in regular meeting duly assembled this 18th day of December, 2023 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, 2023.

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 18th day of December, 2023.

John Matta, Chair
Riley County Law Enforcement Agency

From: <noreply@civicplus.com>
To: <contact_rcpd@rileycountypolice.org>, <nglessner@rileycountypolice.org>
Date: 11/20/2023 3:52 PM
Subject: Online Form Submittal: Citizen Compliment

Citizen Compliment

The Riley County Police Department strives to reduce crime and improve the quality of life for the citizens we serve.

Citizens often have positive interactions with members of our department and the Director welcomes hearing from citizens about these experiences.

Please provide all requested information so we may contact you if additional details are needed.

Contact Information

Name Joy campbell

Email Address

Address

City Manhattan

State

Zip Code

Phone Number

Incident Information

Date of Incident 11/20/2023

Case Number (if
Applicable)

Employee's Name *Field not completed.*

Comments Think the officers # is 35. I really appreciate him pairing my phone to my car!