



**Board of Riley County
Commissioners
Regular Meeting
Agenda
July 30, 2026**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

District 1 – John Ford, Vice-Chair

District 2 – Greg McKinley, Member

District 3 – Kathryn Focke, Chair

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Audit Consent Authorization
2. Contract Agreement with BHS Construction for the Riley County IT/GIS Office Building
3. Appoint Michael Crimaldi to the Big Lakes Developmental Center Advisory Board
4. Riley County Employee Action Form

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Jul 27, 2026 8:30 AM

Review Tentative Agenda

6. Tentative Agenda

Press Conference Topics

9:00 AM

Jacob Hansen, County Counselor

7. Administrative Work Session

9:20 AM

Executive Session to discuss department head evaluation

8. David Adams, Emergency Services Director

9:50 AM

Rich Vargo, County Clerk

9. Preservation of Ballots and Election Records

10:00 AM

Elizabeth Ward, Human Resources Director

10. County Clerk Pay Grade reclassification

10:20 AM

Amanda Webb, Planning/Special Projects Director

11. Home in the Heartland Grant Application Round 2

10:30 AM Brittany Phillips, Budget and Finance Officer

12. 2027 Budget Work Session

Adjournment

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



County Clerk and Elections
Audit

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

COMMISSION AGENDA REPORT

FROM: Brittany Phillips, Budget and Finance Officer

MEETING: July 30, 2026

SUBJECT: Audit Consent Authorization

PRESENTER: Brittany Phillips, Budget and Finance Officer

BACKGROUND

James Gordon & Associates are conducting an audit of our financial statement for the fiscal year of 2025. This letter allows us to furnish all the information to our auditors requested in this letter along with the information already requested in the engagement letter.

DISCUSSION

The auditors are requesting information regarding any pending, threatened litigations, claims, and assessments.

FISCAL IMPACT

There is no fiscal impact for this request.

RECOMMENDATION(S)

Recommend Commissioners approve the authorization of the release of this information.

POSSIBLE MOTION(S)

Move to approve the audit consent letter as presented.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

ENCLOSURES:

Audit Consent Letter 2025



BOARD OF COMMISSIONERS

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

July 30, 2026

Riley County Counselor
Jacob Hansen
115 North 4th Street
3rd Floor East
Manhattan, Kansas 66502

Our auditors, James Gordon & Associates CPA, P.A. 1960 Kimball Ave, Suite 400, Manhattan, KS, are conducting an audit of our financial statements at December 31, 2025 and for the year then ended. This letter will serve as our consent for you to furnish to our auditors all the information requested herein. Accordingly, please provide to them the information requested below involving matters with respect to which you have been engaged and to which you have devoted substantive attention on behalf of Riley County in the form of legal consultation or representation.

Pending or Threatened Litigation, Claims, and Assessments (excluding unasserted claims and assessments)

Please prepare a description of all material pending or threatened litigation, claims, and assessments (excluding unasserted claims and assessments). Materiality for purposes of this letter includes items involving amounts exceeding \$15,000 individually or in the aggregate. The description of each matter should include:

- 1) the nature of the litigation;
- 2) the progress of the matter to date;
- 3) how management of Riley County is responding or intends to respond to the litigation; e.g., to contest the case vigorously or to seek an out-of-court settlement; and
- 4) an evaluation of the likelihood of an unfavorable outcome and an estimate, if one can be made, of the amount or range of potential loss.

Also, please identify any pending or threatened litigation, claims, and assessments with respect to which you have been engaged but as to which you have not devoted substantive attention.

Unasserted Claims and Assessments

We have represented to our auditors that there are no unasserted possible claims or assessments that you have advised us are probable of assertion and must be disclosed in accordance with FASB ASC 450, Contingencies.

We understand that, whenever, in the course of performing legal services for us with respect to a matter recognized to involve an unasserted possible claim or assessment that may call for financial statement disclosure, if you have formed a professional conclusion that we should disclose or consider disclosure concerning such possible claim or assessment, as a matter of

professional responsibility to us, you will so advise us and will consult with us concerning the question of such disclosure and the applicable requirements of FASB ASC 450, Contingencies (excerpts of which can be found in the ABA's Auditor's Letter Handbook). Please specifically confirm to our auditors that our understanding is correct.

Response

Your response should include matters that existed as of December 31, 2025, and during the period from that date to the effective date of your response. Please specify the date of your response if it is other than the date of reply.

Please specifically identify the nature of, and reasons for, any limitations on your response.

Our auditors expect to have the audit completed by about August 17, 2026. They would appreciate receiving your reply by that date with a specified effective date no earlier than August 13, 2026. You may also be requested to provide updates to your written response at a later date. We authorize you to respond to a request for updates made directly from our auditors in connection with the audit of our financial statements as of December 31, 2025 and for the year then ended. We appreciate your timely response to such requests.

Other Matters

Please also indicate the amount we were indebted to you for services and expenses (billed or unbilled) as of December 31, 2025.

Very truly yours,

Board of County Commissioners of Riley County, Kansas,

Chair

Member

Member



IT/GIS
Agreement/Contract

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Sr. Administrative Assistant

MEETING: July 30, 2026

SUBJECT: Contract Agreement with BHS Construction for the Riley County IT/GIS Office Building

PRESENTER: Cory Meyer, Director of IT/GIS

BACKGROUND

DISCUSSION

FISCAL IMPACT

RECOMMENDATION(S)

POSSIBLE MOTION(S)

Move to approve the Contract Agreement with BHS Construction for the IT and GIS Office Remodeling in the amount of \$1,326,700.00.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

ENCLOSURES:

CONTRACT AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 20____, by and between **the people of Riley County, Kansas**, acting through their **County Commissioners**, thereunto duly authorized to do so, party of the first part and hereinafter called the Owner, and **BHS Construction**, party of the second part and hereinafter called the Contractor.

WITNESSETH:

THAT WHEREAS, the Owner has caused to be prepared in accordance with the law, specifications, plans, and other contract documents for the work herein described and has approved and adopted said documents and has caused to be published in the manner and for the time required by law, an advertisement for and in connection with:

2nd Floor Plaza East Building
Riley County I.T & G.I.S. Office Remodeling
115 North 4th Street Manhattan, KS 66502

in accordance with the drawings, specifications, and other contract documents prepared by Baker McMillan Architects, P.A., 555 Poyntz Avenue, Suite 295, Manhattan, KS 66502 and

WHEREAS, the said Contractor in response to such advertisement has submitted to the Owner in the manner and at the time specified a sealed proposal in accordance with the terms of said advertisement; and

WHEREAS, the Owner in the manner prescribed by law has publicly opened, examined, and canvassed the proposals submitted in response to the published invitation therefore, and as result of such canvass has determined and declared the aforesaid Contractor to be the best bidder for the said work and has duly awarded to the said Contractor a contract therefore, for the sum or sums named in the Contractor's proposal, a copy thereof being attached to and made a part of this contract.

NOW, THEREFORE, in consideration of the compensation to be paid to the Contractor and of the mutual agreements herein contained, the parties to these presents have agreed and hereby agree, the Owner for itself and successors and the Contractor for itself, himself or themselves or its, his or their successors and assigns or its, his or their executors and administrators as follows:

ARTICLE I. The Contractor shall furnish all necessary labor, materials, equipment, tools, and services necessary to perform and complete in a workmanlike manner all work required for the construction of the project in strict compliance with the plans, specifications, and other contract documents herein mentioned which are hereby made a part of the contract.

ARTICLE II. The contract comprises the contract documents listed as follows. In the event that any provision of one contract document conflicts with the provision of another contract document, the provision in that contract document first listed below shall govern except as otherwise specifically stated:

a. Agreement (this instrument), including Contractual Provisions attachment and Exhibits to the Agreement.

b. Addenda to contract documents as follow:

Addendum No. 1
Addendum No. 2

Dated 6/12/2026
Dated 6/16/2026

c. Legal and procedural documents.

1. Proposal
2. Instructions to Bidders.
3. Notice to Bidders.

d. Detailed specification requirements.

1. Special Provisions.
2. Supplemental Specifications.

e. Plan drawings and Special Conditions.

f. General provisions of the specifications.

1. Special Provisions.

g. Bonds.

1. Performance Bond.
2. Statutory Bond.
3. Bid Bond.

h. Owner's "Contractual Provisions Attachment"

ARTICLE III. The Contractor shall start work on or within ten days following the date of a written order from the Owner to the Contractor to proceed with the work to be performed under the provisions of this contract or on a subsequent date designated and authorized by the Owner in said order and the Contractor shall complete said work within **180 calendar days, and no later than 2/27/2027** as stated in his proposal.

ARTICLE IV. The Contractor shall at all times observe and comply with all Federal and State laws, local bylaws, ordinances, and regulations in any manner affecting the conduct of the work and all such orders or decrees as exist at present and those which may be enacted late by bodies or tribunals having jurisdiction or authority over the work and shall indemnify and save harmless the Owner and all its officers, agents, representatives, and servants against any claim or liability from or based on the violation of any such law, bylaw, ordinance, regulation, order, or decree whether by himself, his employees, or his subcontractors.

The Contractor shall comply with all applicable laws governing safety, health, and sanitation and shall provide all safeguard, safety devices, and protective equipment and take any other needed actions on his own responsibility necessary to protect the life and health of employees on the job and the safety of the public and to protect property in connection with the performance of the work covered by the contract.

ARTICLE V. For the performance of work under this contract, the Owner has designated Riley County Engineer as a duly authorized agent to perform the duties of the Engineer as the duly authorized representative of the Owner. The Engineer shall decide any and all questions which may arise as to the quality and acceptability of materials furnished and the work performed and as to the manner of performance and rate of progress of the work and shall decide all questions which may arise as to the interpretation of the plans and specifications and all questions as to the acceptable fulfillment of the terms of the contract.

ARTICLE VI. The Owner shall have the right to terminate the employment of the Contractor after giving ten days written notice of termination to the Contractor and his surety in the event of any default by the Contractor and upon receiving written notice from the Engineer certifying cause for such action. In the event of such termination, the Owner may take possession of the work and of all material, tools, and equipment thereon and may finish the work by whatever method and means he may select. The Owner may demand of the Contractor's surety that the surety proceed in place of the Contractor to complete the contract in accordance with the terms and provisions thereof. It shall be considered a default by the Contractor whenever he shall:

- a. Declare bankruptcy, become insolvent, or assign his assets for the benefit of his creditors.
- b. Disregard or violate important provisions of the contract documents or Engineer's instructions or fail to prosecute the work according to the agreed schedule of completion including extensions thereof.
- c. Fail to provide a qualified superintendent, competent workmen or subcontractors, or proper materials, or fail to make prompt payment therefore.

ARTICLE VII. The Contractor may suspend work or terminate the contract upon ten days written notice to the Owner and the Engineer for any of the following reasons:

- a. If an order of any court or other public authority caused the work to be stopped or suspended for a period of 90 days through no fault of the Contractor or his employees.
- b. If the Engineer should fail to act upon any request for payment within ten days after it is presented in accordance with the contract documents.

- c. If the Owner should fail to act upon any request for payment within 30 days after its approval by the Engineer.
- d. If the Owner should fail to pay the Contractor any sum within 30 days after its award by arbitrators.

ARTICLE VIII. The Owner shall pay to the Contractor for the performance of the work embraced in this contract and the Contractor will accept as compensation therefore, the unit bid prices stipulated in the Proposal attached hereto for the various items of work in accordance with the provisions of the contract documents. The total contract price shall be determined on the basis of the actual quantities of work performed and materials furnished as authorized and determined in accordance with the provisions of the contract documents. The total bid price, determined on the basis of approximate quantities listed in the above mentioned Schedule of Bid Prices is in the amount of **One Million Three Hundred Twenty Six Thousand Seven Hundred & 00/100 Dollars (\$1,326,700.00).**

ARTICLE IX. Ten percent (10%) shall be deducted from each partial payment and retained by Riley County until the provisions of the contract and bond have been satisfied. If the work is progressing satisfactorily in accordance with the plans, this retainage may be reduced as the contract nears completion. At no time shall the retainage exceed five (5%) of the total contract amount.

ARTICLE X. The Contractor agrees to bond every subcontractor by the terms of the contract documents but in no way shall this be considered as creating any contractual relation between any subcontractor and the Owner.

ARTICLE XI. The Contractor shall purchase and maintain insurance in the following minimum amounts or the minimum amounts required by law, whichever is greater throughout this Agreement:

- a. Workers' Compensation and employer's liability insurance as required by the State of Kansas.
- b. Comprehensive automobile and vehicle liability insurance covering claims for injuries to members of the public and/or damages to property of others arising from use of motor vehicles, including on site and off site operations, and owned, non-owned, or hired vehicles, with \$1,000,000 combined single limits.
- c. Commercial general liability insurance covering claims for injuries to members of the public or damage to property of others arising out of any covered negligent act or omission of the contractor or of any of its employees, agents, or subcontractors, with \$1,000,000 per occurrence and in the aggregate.
- d. Owner will be named as an additional insured with respect to Contractor's liabilities hereunder in insurance coverage identified in items "b" and "c", and Contractor waives subrogation against Owner as to said policies.
- e. Contractor shall file (3) copies of certificates of aforementioned insurances with Owner through Engineer.

ARTICLE XII. This Agreement and all of the covenants hereof shall insure to the benefit of and be binding upon the Owner and Contractor respectively and to his partners, successors, assigns, and legal representatives. Neither the Owner nor the Contractor shall have the right to assign, transfer, or sublet his interests or obligations hereunder without written consent of the other party.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY, KANSAS

Kathryn Focke, Chair

CONTRACTOR


By Patrick Schutter

President

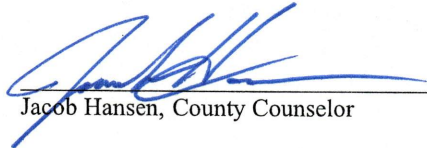
Title 301 South 4th Street, Suite 210
Manhattan, KS 66502

Address

ATTEST: Rich Vargo, County Clerk

* * * * *

The contract and bond are in due form according to law and are hereby approved.



Jacob Hansen, County Counselor

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CERTIFICATE OF LIABILITY INSURANCE

10/31/2026

DATE (MM/DD/YYYY)

7/14/2026

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 Lockton Companies, LLC DBA Lockton Insurance Brokers, LLC in CA CA license #0F15767 444 W. 47th St., Ste. 900 Kansas City MO 64112-1906 (816) 960-9000 kcasu@lockton.com	CONTACT NAME:	FAX (A/C, No):	
	PHONE (A/C, No, Ext):	E-MAIL ADDRESS:	
INSURED 1523690 BHS CONSTRUCTION INC 301 S 4TH ST, STE 210 MANHATTAN KS 66502	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Valley Forge Insurance Company		20508
	INSURER B: The Continental Insurance Company		35289
	INSURER C: Pacific Insurance Company, Ltd.		10046
	INSURER D: Kansas Builders Insurance Group - 4119562		
	INSURER E:		
INSURER F:			

COVERAGES**CERTIFICATE NUMBER:** 23747861**REVISION NUMBER:** XXXXXXXX

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:	Y	N	7039939798	10/31/2025	10/31/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY	Y	N	7039939817	10/31/2025	10/31/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
B	☒ UMBRELLA LIAB ☒ EXCESS LIAB ☐ DED ☐ RETENTION \$	N	N	7039939803	10/31/2025	10/31/2026	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$ XXXXXXXX
D	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	N/A	2026-2342	1/1/2026	12/31/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	PROFESSIONAL + POLLUTION	N	N	37CPIAC7409	10/31/2025	10/31/2026	PROF \$2M EA CLAIM/AGG POLL \$1M EA CLAIM/AGG POLICY AGG: \$3M

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

PROJECT: RILEY COUNTY IT & GIS OFFICE REMODEL (PROJECT # 25.09). PROJECT LOCATION: 2ND FLOOR PLAZA EAST BUILDING 115 NORTH 4TH STREET MANHATTAN KS 66502. RILEY COUNTY OFFICES AND BAKER MCMILLAN ARCHITECTS CERTIFICATE HOLDER ARE ADDITIONAL INSURED ON GENERAL AND AUTO LIABILITY, IF REQUIRED BY WRITTEN CONTRACT AND SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY.

CERTIFICATE HOLDER**CANCELLATION** See Attachments**23747861**RILEY COUNTY OFFICES
110 COURTHOUSE PLAZA
MANHATTAN KS 66502

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

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CNA**CNA PARAMOUNT
Contractors' General Liability Extension Endorsement**

claims arising solely out of their capacity or status as such and, in the case of a **spouse**, where such **claim** seeks **damages** from marital community property, jointly held property or property transferred from such natural person **Insured** to such **spouse**. No coverage is provided for any act, error or omission of an estate, heir, legal representative, or **spouse** outside the scope of such person's capacity or status as such, provided however that the **spouse** of a natural person **Named Insured** and the **spouses** of members or partners of joint venture or partnership **Named Insureds** are **Insureds** with respect to such **spouses'** acts, errors or omissions in the conduct of the **Named Insured's** business.

1. EXPECTED OR INTENDED INJURY – EXCEPTION FOR REASONABLE FORCE

Under **COVERAGES, Coverage A – Bodily Injury and Property Damage Liability**, the paragraph entitled **Exclusions** is amended to delete the exclusion entitled **Expected or Intended Injury** and replace it with the following:

This insurance does not apply to:

Expected or Intended Injury

Bodily injury or **property damage** expected or intended from the standpoint of the **Insured**. This exclusion does not apply to **bodily injury** or **property damage** resulting from the use of reasonable force to protect persons or property.

2. GENERAL AGGREGATE LIMITS OF INSURANCE - PER PROJECT

A. For each construction project away from premises the **Named Insured** owns or rents, a separate Construction Project General Aggregate Limit, equal to the amount of the General Aggregate Limit shown in the Declarations, is the most the Insurer will pay for the sum of:

1. All **damages** under **Coverage A**, except **damages** because of **bodily injury** or **property damage** included in the **products-completed operations hazard**; and
2. All medical expenses under **Coverage C**,

that arise from **occurrences** or accidents which can be attributed solely to ongoing operations at that construction project. Such payments shall not reduce the General Aggregate Limit shown in the Declarations, nor the Construction Project General Aggregate Limit of any other construction project.

B. All:

1. **Damages** under **Coverage B**, regardless of the number of locations or construction projects involved;
 2. **Damages** under **Coverage A**, caused by **occurrences** which cannot be attributed solely to ongoing operations at a single construction project, except **damages** because of **bodily injury** or **property damage** included in the **products-completed operations hazard**; and
 3. Medical expenses under **Coverage C** caused by accidents which cannot be attributed solely to ongoing operations at a single construction project,
- will reduce the General Aggregate Limit shown in the Declarations.

C. The limits shown in the Declarations for Each Occurrence, for Damage To Premises Rented To You and for Medical Expense continue to apply, but will be subject to either the Construction Project General Aggregate Limit or the General Aggregate Limit shown in the Declarations, depending on whether the **occurrence** can be attributed solely to ongoing operations at a particular construction project.

D. When coverage for liability arising out of the **products-completed operations hazard** is provided, any payments for **damages** because of **bodily injury** or **property damage** included in the

Policy No: 7039939798

CNA75059XX (1-15) Endorsement No: 7

Effective Date: 09/24/2023

Page 1 of 1

VALLEY FORGE INSURANCE COMPANY

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CNA**CNA PARAMOUNT
Contractors' General Liability Extension Endorsement**

products-completed operations hazard will reduce the Products-Completed Operations Aggregate Limit shown in the Declarations, regardless of the number of projects involved.

- A. If a single construction project away from premises owned by or rented to the **Insured** has been abandoned and then restarted, or if the authorized contracting parties deviate from plans, blueprints, designs, specifications or timetables, the project will still be deemed to be the same construction project.
- B. The provisions of **LIMITS OF INSURANCE** not otherwise modified by this endorsement shall continue to apply as stipulated.

1. IN REM ACTIONS

A quasi in rem action against any vessel owned or operated by or for the **Named Insured**, or chartered by or for the **Named Insured**, will be treated in the same manner as though the action were in personam against the **Named Insured**.

2. INCIDENTAL HEALTH CARE MALPRACTICE COVERAGE

Solely with respect to **bodily injury** that arises out of a **health care incident**:

A. Under **COVERAGES, Coverage A – Bodily Injury and Property Damage Liability**, the paragraph entitled **Insuring Agreement** is amended to replace Paragraphs **1.b.(1)** and **1.b.(2)** with the following:

b. This insurance applies to **bodily injury** provided that the professional health care services are incidental to the **Named Insured's** primary business purpose, and only if:

1. such **bodily injury** is caused by an **occurrence** that takes place in the **coverage territory**.
2. the **bodily injury** first occurs during the **policy period**. All **bodily injury** arising from an **occurrence** will be deemed to have occurred at the time of the first act, error, or omission that is part of the **occurrence**; and

B. Under **COVERAGES, Coverage A – Bodily Injury and Property Damage Liability**, the paragraph entitled **Exclusions** is amended to:

- i. add the following to the **Employers Liability** exclusion:

This exclusion applies only if the **bodily injury** arising from a **health care incident** is covered by other liability insurance available to the **Insured** (or which would have been available but for exhaustion of its limits).

- ii. delete the exclusion entitled **Contractual Liability** and replace it with the following: This insurance does not apply to:

Contractual Liability

the **Insured's** actual or alleged liability under any oral or written contract or agreement, including but not limited to express warranties or guarantees.

- i. add the following additional exclusions:

This insurance does not apply to:

Discrimination

Policy No: 7039939798

CNA75059XX (1-15) Endorsement No: 7

Effective Date: 09/24/2023

Page 1 of 1

VALLEY FORGE INSURANCE COMPANY

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CNA

**CNA PARAMOUNT
Contractors' General Liability Extension Endorsement**

any actual or alleged discrimination, humiliation or harassment, including but not limited to **claims** based on an individual's race, creed, color, age, gender, national origin, religion, disability, marital status or sexual orientation.

Dishonesty or Crime

Any actual or alleged dishonest, criminal or malicious act, error or omission.

Medicare/Medicaid Fraud

Policy No: 7039939798

CNA75059XX (1-15) Endorsement No: 7

Effective Date: 09/24/2023

Page 1 of 1

VALLEY FORGE INSURANCE COMPANY

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POLICY NUMBER: 7039939817

**CNA63359XX
(Ed. 04/12)**

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**CONTRACTORS EXTENDED COVERAGE ENDORSEMENT
-BUSINESS AUTO PLUS-**

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

I. LIABILITY COVERAGE

A. Who Is An Insured

The following is added to Section II, Paragraph A.1., Who Is An Insured:

1. a. Any incorporated entity of which the Named Insured owns a majority of the voting stock on the date of inception of this Coverage Form; provided that,

b. The insurance afforded by this provision A.1. does not apply to any such entity that is an insured under any other liability "policy" providing auto coverage.

2. Any organization you newly acquire or form, other than a limited liability company, partnership or joint venture, and over which you maintain majority ownership interest.

The insurance afforded by this provision A.2.:

a. Is effective on the acquisition or formation date, and is afforded only until the end of the policy period of this Coverage Form, or the next anniversary of its inception date, whichever is earlier.

b. Does not apply to:

(1) Bodily injury or property damage caused by an accident that occurred before you acquired or formed the organization; or

(0) Any such organization that is an insured under any other liability "policy" providing auto coverage.

3. Any person or organization that you are required by a written contract to name as an additional insured is an insured but only with respect to their legal liability for acts or omissions of a person, who qualifies as **an insured under SECTION II - WHO IS AN INSURED and for whom Liability Coverage is afforded under** this policy. If required by written contract, this insurance will be primary and non-contributory to insurance on which the additional insured is a Named Insured.

4. An employee of yours is an insured while operating an auto hired or rented under a contract or agreement in that employee's name, with your permission, while performing duties related to the conduct of your business.

"Policy", as used in this provision A. Who Is An Insured, includes those policies that were in force on the inception date of this Coverage Form but:

1. Which are no longer in force; or

2. Whose limits have been exhausted.

B. Bail Bonds and Loss of Earnings

Section II, Paragraphs A.2. (2) and A.2. (4) are revised as follows:

1. In a.(2), the limit for the cost of bail bonds is changed from \$2,000 to \$5,000; and

2. In a.(4), the limit for the loss of earnings is changed from \$250 to \$500 a day.

C. Fellow Employee

Section II, Paragraph B.5 does not apply.

Such coverage as is afforded by this provision C. is excess over any other collectible insurance.

II. PHYSICAL DAMAGE COVERAGE

A. Glass Breakage - Hitting A Bird Or Animal - Falling Objects Or Missiles

The following is added to Section III, Paragraph A.3.:

With respect to any covered auto, any deductible shown in the Declarations will not apply to glass breakage if such glass is repaired, in a manner acceptable to us, rather than replaced.

CNA63359XX (04-2012)

B. Transportation Expenses

Section III, Paragraph A.4.a. is revised, with respect to transportation expense incurred by you, to provide:

- a. \$60 per day, in lieu of \$20; subject to
- b. \$1,800 maximum, in lieu of \$600.

C. Loss of Use Expenses

Section III, Paragraph A.4.b. is revised, with respect to loss of use expenses incurred by you, to provide:

- a. \$1,000 maximum, in lieu of \$600.

D. Hired "Autos"

The following is added to Section III. Paragraph A.:

5. Hired "Autos"

If Physical Damage coverage is provided under this policy, and such coverage does not extend to Hired Autos, then Physical Damage coverage is extended to:

- a. Any covered auto you lease, hire, rent or borrow without a driver; and
- b. Any covered auto hired or rented by your employee without a driver, under a contract in that individual employee's name, with your permission, while performing duties related to the conduct of your business.
- c. The most we will pay for any one accident or loss is the actual cash value, cost of repair, cost of replacement or \$75,000, whichever is less, minus a \$500 deductible for each covered auto. No deductible applies to loss caused by fire or lightning.
- d. The physical damage coverage as is provided by this provision is equal to the physical damage coverage(s) provided on your owned autos.
- e. Such physical damage coverage for hired autos will:
 - (1) Include loss of use, provided it is the consequence of an accident for which the Named Insured is legally liable, and as a result of which a monetary loss is sustained by the leasing or rental concern.
 - (2) Such coverage as is provided by this provision will be subject to a limit of \$750 per accident.

E. Airbag Coverage

The following is added to Section III, Paragraph B.3.:

The accidental discharge of an airbag shall not be considered mechanical breakdown.

F. Electronic Equipment

Section III, Paragraphs B.4.c and B.4.d. are deleted and replaced by the following:

- c. Physical Damage Coverage on a covered auto also applies to loss to any permanently installed electronic equipment including its antennas and other accessories
- d. A \$100 per occurrence deductible applies to the coverage provided by this provision.

G. Diminution In Value

The following is added to Section III, Paragraph B.6.:

Subject to the following, the diminution in value exclusion does not apply to:

- a. Any covered auto of the private passenger type you lease, hire, rent or borrow, without a driver for a period of 30 days or less, while performing duties related to the conduct of your business; and
- b. Any covered auto of the private passenger type hired or rented by your employee without a driver for a period of 30 days or less, under a contract in that individual employee's name, with your permission, while performing duties related to the conduct of your business.
- c. Such coverage as is provided by this provision is limited to a diminution in value loss arising directly out of accidental damage and not as a result of the failure to make repairs; faulty or incomplete maintenance or repairs; or the installation of substandard parts.
- d. The most we will pay for loss to a covered auto in any one accident is the lesser of:
 - (1) \$5,000; or
 - (2) 20% of the auto's actual cash value (ACV).

III. Drive Other Car Coverage - Executive Officers

The following is added to Sections II and III:

1. Any auto you don't own, hire or borrow is a covered auto for Liability Coverage while being used by, and for Physical Damage Coverage while in the care, custody or control of, any of your "executive officers", except:

- a. An auto owned by that "executive officer" or a member of that person's household; or

b. An auto used by that "executive officer" while working in a business of selling, servicing, repairing or parking autos.

Such Liability and/or Physical Damage Coverage as is afforded by this provision.

1. Equal to the greatest of those coverages afforded any covered auto; and

2. Excess over any other collectible insurance.

2. For purposes of this provision, "executive officer" means a person holding any of the officer positions created by your charter, constitution, by-laws or any other similar governing document, and, while a resident of the same household, includes that person's spouse.

Such "executive officers" are insureds while using a covered auto described in this provision.

IV. BUSINESS AUTO CONDITIONS

A. Duties In The Event Of Accident, Claim, Suit Or Loss

The following is added to Section IV, Paragraph A.2.a.:

(4) Your employees may know of an accident or loss. This will not mean that you have such knowledge, unless such accident or loss is known to you or if you are not an individual, to any of your executive officers or partners or your insurance manager.

The following is added to Section IV, Paragraph A.2.b.:

(6) Your employees may know of documents received concerning a claim or suit. This will not mean that you have such knowledge, unless receipt of such documents is known to you or if you are not an individual, to any of your executive officers or partners or your insurance manager.

B. Transfer Of Rights Of Recovery Against Others To Us

The following is added to Section IV, Paragraph A.5. Transfer Of Rights Of Recovery Against Others To Us:

We waive any right of recovery we may have, because of payments we make for injury or damage, against any person or organization for whom or which you are required by written contract or agreement to obtain this waiver from us.

This injury or damage must arise out of your activities under a contract with that person or organization. You must agree to that requirement prior to an accident or loss.

C. Concealment, Misrepresentation or Fraud

The following is added to Section IV, Paragraph B.2.:

Your failure to disclose all hazards existing on the date of inception of this Coverage Form shall not prejudice you with respect to the coverage afforded provided such failure or omission is not intentional.

D. Other Insurance

The following is added to Section IV, Paragraph B.5.:

Regardless of the provisions of Paragraphs 5.a. and 5.d. above, the coverage provided by this policy shall be on a primary non-contributory basis. This provision is applicable only when required by a written contract.

That written contract must have been entered into prior to Accident or Loss.

E. Policy Period, Coverage Territory

Section IV, Paragraph B. 7.(5).(a). is revised to provide:

a. 45 days of coverage in lieu of 30 days.

V. DEFINITIONS

Section V. paragraph C. is deleted and replaced by the following:

Bodily injury means bodily injury, sickness or disease sustained by a person, including mental anguish, mental injury or death resulting from any of these.

The said surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, or addition to the terms of the Agreement or to the Work to be performed thereunder or the Specifications accompanying the same, shall in any way affect its obligations on this bond, and it does hereby waive notice of such change, extension of time, alteration or addition to the terms of the Agreement or to the Work or to the Specifications and further agrees that this bond and its obligation thereunder shall extend to all subsequent work ordered by modification pursuant to the provisions of the Contract Documents.

IN TESTIMONY WHEREOF, said principal has duly executed these presents and said surety has caused these presents to be executed in its name and its corporate seal to be hereunto affixed, by its duly authorized agent or agents, all as of the day and year first above written.

Contractor

Jim T. Schneider
Principal

BHS Construction, Inc.

Universal Surety Company

Surety

Jeffrey J. Kruse
Attorney-in-fact
Jeffrey J. Kruse, Attorney-in-Fact



This instrument shall be executed in four (4) copies, all considered as originals. Date of this instrument shall not be prior to date of the agreement. A certified copy of each agent's power-of-attorney must be attached to each copy hereon. OWNER shall file one copy with the Clerk of the District Court, in the district that the work is performed.

UNIVERSAL SURETY COMPANY

Lincoln, Nebraska

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That the **UNIVERSAL SURETY COMPANY**, a corporation of the State of Nebraska having its principal office in the City of Lincoln, Nebraska, pursuant to the following Bylaw, which was adopted by the Board of Directors of the said Company on July 23, 1981, to wit:

"Article V-Section 6. **RESIDENT OFFICERS AND ATTORNEYS-IN-FACT.** The President or any Vice President, acting with any Secretary or Assistant Secretary, shall have the authority to appoint Resident Vice Presidents and Attorneys-In-Fact, with the power and authority to sign, execute, acknowledge and deliver on its behalf, as Surety: Any and all undertakings of suretyship and to affix thereto the corporate seal of the corporation. The President or any Vice President, acting with any Secretary or Assistant Secretary, shall also have the authority to remove and revoke the authority of any such appointee at any time."

does hereby make, constitute and appoint

Jeffrey J. Kruse or Michael W. Widman or Brooke Steiner or Christi Hursh
or Travis Say or LaNique Brown or Bernie J. Haney or Emily Kiefer, Manhattan, Kansas
or Deanna M. Bond, Wamego, Kansas

its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver for and on its behalf, as Surety:
Any and all undertakings of suretyship

And the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Company, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the Company at its offices in Lincoln, Nebraska, in their own persons.

The following Resolution was adopted at the Regular Meeting of the Board of Directors of the **UNIVERSAL SURETY COMPANY**, held on July 23, 1981:

"RESOLVED, That the signatures of officers of the Company and the seal of the Company may be affixed by facsimile to any Power of Attorney executed in accordance with Article V-Section 6 of the Company Bylaws: and that any such Power of Attorney bearing such facsimile signatures, including the facsimile signature of a certifying Assistant Secretary and facsimile seal shall be valid and binding upon the Company with respect to any bond, undertaking or contract of suretyship to which it is attached."

All authority hereby conferred shall remain in full force and effect until terminated by the Company.

IN WITNESS WHEREOF, **UNIVERSAL SURETY COMPANY** has caused these presents to be signed by its President and its corporate seal to be hereunto affixed this 16th day of February, 20 26.

Carol J. Clark

Secretary/Treasurer

By

UNIVERSAL SURETY COMPANY

Curt L. Hartter

President



State of Nebraska

County

of

ss.

Lancaster

On this 16th day of February, 20 26, before me personally came Curtis L. Hartter, to me known, who being by me duly sworn, did depose and say that (s)he resides in the County of Lancaster, State of Nebraska; that (s)he is the President of the **UNIVERSAL SURETY COMPANY**, the corporation described in and which executed the above instrument; that (s)he knows the seal of the said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation; that (s)he signed (his) (her) name by like order; and that Bylaw, Article V-Section 6, adopted by the Board of Directors of said Company, referred to in the preceding instrument, is now in force.

Tara Martin



My Commission Expires February 16, 2030.

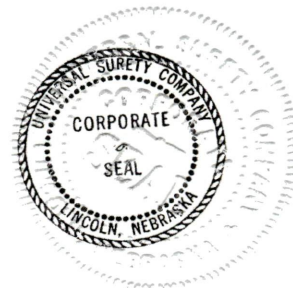
Notary Public

I, Philip C. Abel, Director of **UNIVERSAL SURETY COMPANY**, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney executed by said **UNIVERSAL SURETY COMPANY**, which is still in full force and effect.

Signed and sealed at the City of Lincoln, Nebraska this 31st day of July, 20 26.

Philip C. Abel

Director



RILEY COUNTY I.T. & G.I.S. OFFICES REMODEL**25.09****PERFORMANCE BOND**

KNOW ALL MEN BY THESE PRESENTS

BHS Construction, Inc.

that the Contractor _____ of
 Manhattan, Kansas 66502 _____ Universal Surety Co.
 _____, as principal, and as surety _____
 Nebraska
 a corporation authorized under the laws of the State of _____
 Lincoln, Nebraska
 with general offices in _____

and authorized to transact business in the State of Kansas are held and firmly bound unto
 One Million, Three Hundred Twenty Six
 Riley County, Kansas as Owner, in the penal sum of _____

Thousand Seven Hundred Dollars (~~\$1,326,700.00~~) lawful money of the United States, for the
 payments of which sum well and truly to be made, said principal and surety bind themselves, their
 heirs, administrators, executors, successors and assigns, jointly and severally, firmly by these presents.

Signed, sealed and delivered this 31st day of July, 20²⁶.

THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH THAT

WHEREAS, said principal has entered into a written Agreement with Riley County,
 Kansas as Owner, dated _____ day of _____, 20____, for the furnishing
 of all materials and labor and doing all the work of whatever kind necessary to construct the

2ND Floor Plaza East Building**Riley County I.T. & G.I.S. Office Remodeling****115 North 4th Street Manhattan, KS 66502**

for the Owner, all in accordance with the Contract Documents for such work on file in the office
 of the Owner and in accordance with said Agreement, which is by reference made a part hereof.

NOW THEREFORE, if said principal shall well and truly perform all of the covenants,
 conditions and obligations of said Agreement on the part of said principal to be performed, and shall
 hold the Owner harmless against all claims, loss of damage which it may sustain or suffer by reason of
 any breach of said Agreement by said principal, and if said principal shall maintain the improvements

to be constructed by him as provided for in said Agreement and shall make good all defects in material and workmanship in the manner and for a period of one year, or such other period as provided for in the Contract Documents above referred to, then this obligation shall be void; otherwise to remain in full force and effect.

The said surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Agreement to the Work to be performed thereunder or the Specifications accompanying the same, shall in any way affect its obligations on this bond, and it does hereby waive notice of such change, extension of time, alteration or addition to the terms of the Agreement or to the Work or to the Specifications and further agrees that this bond and its obligation thereunder shall extend to all subsequent work ordered by modification pursuant to the provisions of the Contract Documents.

IN TESTIMONY WHEREOF, said principal has duly executed these presents and said surety has caused these presents to be executed in its name and its corporate seal to be hereunto affixed, by its duly authorized agent or agents, all as of the day and year first above written.

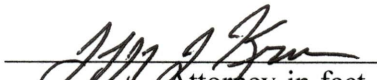
Contractor



Principal

Universal Surety Company

Surety


Jeffrey J. Kruse, Attorney-in-Fact

This instrument shall be executed in three (3) copies, all considered as originals. Date of this instrument shall not be prior to date of agreement. A certified copy of each agent's power-of-attorney must be attached to each copy hereon

UNIVERSAL SURETY COMPANY

Lincoln, Nebraska

POWER OF ATTORNEY

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does hereby make, constitute and appoint

Jeffrey J. Kruse or Michael W. Widman or Brooke Steiner or Christi Hursh
or Travis Say or LaNique Brown or Bernie J. Haney or Emily Kiefer, Manhattan, Kansas
or Deanna M. Bond, Wamego, Kansas

its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver for and on its behalf, as Surety:
Any and all undertakings of suretyship

And the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Company, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the Company at its offices in Lincoln, Nebraska, in their own persons.

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"RESOLVED, That the signatures of officers of the Company and the seal of the Company may be affixed by facsimile to any Power of Attorney executed in accordance with Article V-Section 6 of the Company Bylaws: and that any such Power of Attorney bearing such facsimile signatures, including the facsimile signature of a certifying Assistant Secretary and facsimile seal shall be valid and binding upon the Company with respect to any bond, undertaking or contract of suretyship to which it is attached."

All authority hereby conferred shall remain in full force and effect until terminated by the Company.

IN WITNESS WHEREOF, **UNIVERSAL SURETY COMPANY** has caused these presents to be signed by its President and its corporate seal to be hereunto affixed this 16th day of February, 20 26.

Carol J. Clark

UNIVERSAL SURETY COMPANY

Curt L. Hartter



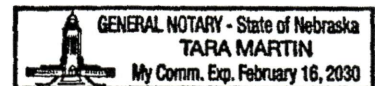
State of Nebraska }
County of } ss.
Lancaster

By

President

On this 16th day of February, 20 26, before me personally came Curtis L. Hartter, to me known, who being by me duly sworn, did depose and say that (s)he resides in the County of Lancaster, State of Nebraska; that (s)he is the President of the **UNIVERSAL SURETY COMPANY**, the corporation described in and which executed the above instrument; that (s)he knows the seal of the said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation; that (s)he signed (his) (her) name by like order; and that Bylaw, Article V-Section 6, adopted by the Board of Directors of said Company, referred to in the preceding instrument, is now in force.

Tara Martin



My Commission Expires February 16, 2030.

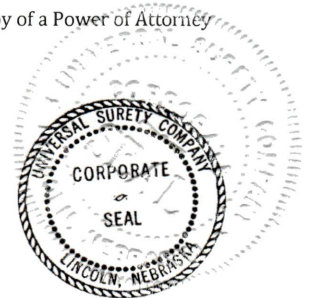
Notary Public

I, Philip C. Abel, Director of **UNIVERSAL SURETY COMPANY**, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney executed by said **UNIVERSAL SURETY COMPANY**, which is still in full force and effect.

Signed and sealed at the City of Lincoln, Nebraska this 31st day of July, 20 26.

Philip C. Abel

Director





County Clerk and Elections
Boards

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Sr. Administrative Assistant

MEETING: July 30, 2026

SUBJECT: Appoint Michael Crimaldi to the Big Lakes Developmental Center Advisory Board

PRESENTER:

BACKGROUND

Larry Weigel resigned from the board.

DISCUSSION

FISCAL IMPACT

N/A

RECOMMENDATION(S)

Liz Holle recommends the appointment of Michael Crimaldi to the Big Lakes Developmental Center Advisory Board.

POSSIBLE MOTION(S)

Move to sign the appointment letter and approve "Resolution No. 073026- , A Resolution appointing a representative to the Big Lakes Developmental Center Advisory Board."

Move to deny

Move to modify

Move to table

ENCLOSURES:

BLDC board appointment, BLDC board appointment



BOARD OF COMMISSIONERS

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

July 30, 2026

Michael Crimaldi
2941 Dimrill Stair
Manhattan, KS 66503-3026

Dear Michael:

This is to confirm your appointment to the Big Lakes Developmental Center Advisory Board. We greatly appreciate your willingness to serve on this Council/Board and know that the Big Lakes Developmental Center Advisory Board will benefit from your contribution. Your term appointment is through November 1, 2028.

Sincerely,

Riley County Board of County Commissioners

Chair

Member

Member

RESOLUTION NO. 073026-

**A RESOLUTION APPOINTING A REPRESENTATIVE TO THE BIG
LAKES DEVELOPMENTAL CENTER ADVISORY BOARD**

WHEREAS, Riley County has three positions on the Big Lakes Developmental Center Advisory Board, and

WHEREAS, one position is open and Michael Crimaldi is eligible to be appointed and has indicated his willingness to serve a term; and

WHEREAS, the Board of Commissioners of Riley County, Kansas, desire to appoint him to a three year term.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of Riley County, Kansas, that Michael Crimaldi is hereby appointed to the Big Lakes Developmental Center Advisory Board for the period from August 1, 2026 through November 1, 2028.

ADOPTED this 30th day of July, 2026.

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

CHAIR

MEMBER

MEMBER

ATTEST:

RICH VARGO
Riley County Clerk



Big Lakes Developmental Center, Inc.
1416 Hayes Drive, Manhattan, KS 66502
785.776.9201

July 24, 2026

Riley County Commissioners
Riley County Courthouse
Manhattan, KS 66502

Dear Commissioners:

This correspondence is to recommend that you appoint Michael Crimaldi to the Big Lakes Developmental Center's Board of Directors for a three-year term effective August 1, 2026. This request is pursuant to our By-Laws and the agreement Big Lakes has with Riley County. He will replace Larry Weigel who resigned from the board a few years ago.

Your continued support of our program is greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Liz Holle", written in a cursive style.

Liz Holle
President and CEO

C: Michael Crimaldi
2941 Dimrill Stair
Manhattan, KS 66503

FILED

2025 NOV -4 PM 1:48

COUNTY CLERK
RILEY COUNTY, KANSAS

Name of Council/Board Member: Larry Weigel

Board: Big Lakes Developmental Center Advisory Board

Date of Term Expiration: November 1, 2025

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

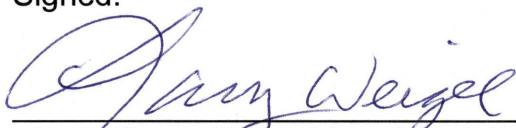
☐ I am interested in serving another term.

☒ I am not interested in serving another term.

☐ I am not eligible to serve another term.

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

Signed:


Council/Board Member

10-28-2025
Date



BOARD OF COMMISSIONERS

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

October 24, 2025

Larry Weigel
1809 Kingwood Drive
Manhattan, KS 66502

Dear Larry:

We would like to take this opportunity to thank you for serving on the Big Lakes Developmental Center Advisory Board. Unfortunately, your position on the Big Lakes Developmental Center Advisory Board expires November 1, 2025. So that we may ascertain your interest in continuing to serve on this Council/Board, please complete the enclosed form and return to me as soon as possible. A self-addressed, stamped envelope is enclosed for your convenience.

If you have any questions, please contact Cindy at 565-6202.

Sincerely,

A handwritten signature in dark ink, appearing to read "Rich Vargo", with a stylized flourish at the end.

Rich Vargo
County Clerk

Enclosures

RV/ck

10/28/2025
Thanks for your
personal message Rich —
I enjoyed my past ten
years as a member of the
Big Lakes Board of
Directors.
Gary

Cindy Kabriel

From: noreply@civicplus.com
Sent: Friday, March 27, 2026 6:13 PM
To: Cindy Kabriel
Subject: Online Form Submittal: Advisory Council/Board Application Form

Advisory Council/Board Application Form

Personal Information

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

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

Select the Board, Commission, or Committee applying for Big Lakes Developmental Center Board

PERSONAL INFORMATION

First Name Michael

Last Name Crimaldi

Address1 2941 Dimrill Stair

Address2 *Field not completed.*

City Manhattan

State KS

Zip 66503-3026

Phone Number 3302685023

Business Address 361 Grant Avenue, Junction City, KS 66441

Business Phone Number (785) 238-4711

Occupation Clinic Coordinator

Email Address

michaelcristaldi72@gmail.com

Statement of Interest

I am interested in serving on the Big Lakes Developmental Center board because of my strong commitment to supporting individuals with developmental and behavioral health needs, as well as improving access to quality care within our community. Through my professional experience in healthcare and my background as a Combat Medic in the U.S. Army, I have developed a deep appreciation for patient-centered care, interdisciplinary collaboration, and the importance of advocating for vulnerable populations. I am especially motivated to contribute to an organization like Big Lakes that plays a critical role in supporting individuals and families across Riley County.

In my current role as a Clinic Coordinator, I am involved in the daily operations of a healthcare organization, including coordinating care, supporting staff, and helping ensure efficient and effective service delivery. I also hold a master's degree in Human Resource Management, which has strengthened my understanding of organizational leadership, workforce management, and policy implementation. Combined with my healthcare experience, this allows me to bring both an operational and strategic perspective to problem-solving.

Additionally, my military background has prepared me to lead in high-pressure environments, communicate effectively across diverse teams, and remain accountable for mission success. I have experience training large groups, managing resources, and working within structured systems—skills that translate well to board service and oversight responsibilities.

If selected, I would bring a collaborative mindset, a strong work ethic, and a genuine commitment to the mission of Big Lakes Developmental Center. I am eager to contribute to initiatives that enhance service quality, support staff and clients, and strengthen the organization's impact within the community.

References

REFERENCES

Please submit at least one reference.

Reference Name

Zach Wright

Reference Phone
Number

9103307220

Reference Email Address	zachery.j.wright2.mil@army.mil
-------------------------	--------------------------------

Relationship	Supervisor
--------------	------------

(Section Break)

Reference Name	Lee Geland
----------------	------------

Reference Phone Number	914-815-7303
------------------------	--------------

Reference Email Address	lee.k.gelfand.mil@army.mil
-------------------------	----------------------------

Relationship	Supervisor
--------------	------------

(Section Break)

Reference Name	Patrick Kiessling
----------------	-------------------

Reference Phone Number	3177508991
------------------------	------------

Reference Email Address	patrick.j.kiessling.mil@army.mil
-------------------------	----------------------------------

Relationship	Supervisor
--------------	------------

Sign and Submit

Type Your Name	Michael Crimaldi
----------------	------------------

Thank you for your interest in serving Riley County

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

All applications will remain on file for three years.

Questions?

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

Phone: (785) 565-6202

Address: 110 Courthouse Plaza, Manhattan, Kansas 66502

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





**Counselor and Administrative
Services**
Personnel

Jacob Hansen
Riley County Counselor
115 N 4th Street
3rd Floor West
Manhattan, KS 66502
785-565-6844

COMMISSION AGENDA REPORT

FROM: Michele Reid, Human Resources Manager

MEETING: July 30, 2026

SUBJECT: Riley County Employee Action Form

PRESENTER: Michele Reid, Human Resources Manager

BACKGROUND

Riley County Employee Action Form (EAF)

DISCUSSION

Riley County employee status changes must be approved by the BoCC prior to the status change (including hire, separation, promotion, transfer, pay changes and all other actions affecting Riley County employees).

FISCAL IMPACT

Included in current year's approved personnel budget.

RECOMMENDATION(S)

Recommendation is to approve requested Employee Action.

POSSIBLE MOTION(S)

Move to approve the requested Employee Action.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

ENCLOSURES:

8-2026 DRussell, 8-2026 JKonrardy, 7-2026 HCoates

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Douglas Russell

Status Change Date: 08/01/2026

Status Change: Position Change

Date of Hire: 09/3/2019

Seniority: 6 Year(s), 10 Month(s)

Position: Division Chief Fire

Position Type: Full-Time

Pay Range: 17

Pay Type: Salary

Base Rate: \$3,448.80

Annualized Pay: \$89,668.80

Funds Codes: 183-Riley Co Fire District #1/183- Fire District #1

Supervisor: David Adams

Department Head: David Adams

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Jake Konrardy

Status Change Date: 08/01/2026

Status Change: Title Change

Date of Hire: 08/19/2024

Seniority: 1 Year(s), 11 Month(s)

Position: Deputy Chief Fire

Position Type: Full-Time

Pay Range: 15

Pay Type: Salary

Base Rate: \$2,848.80

Annualized Pay: \$74,068.80

Funds Codes: 183-Riley Co Fire District #1/183- Fire District #1

Supervisor: David Adams

Department Head: David Adams

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Hannah Coates

Status Change Date: 08/15/2026

Status Change: Separation

Date of Hire: 11/15/2021

Seniority: 4 Year(s), 8 Month(s)

Position: Paramedic

Position Type: Full Time

Pay Range: Paramedic

Pay Type: Hourly

Base Rate: \$24.32

Annualized Pay: \$76,608.00

Funds Codes: 1- County General/20- EMS/Ambulance

Supervisor: Sherry Reinhardt

Department Head: David Adams

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
August 3, 2026**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

District 1 – John Ford, Vice-Chair

District 2 – Greg McKinley, Member

District 3 – Kathryn Focke, Chair

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

1. Board of Riley County Commissioners - Regular Meeting - Jul 30, 2026 8:30 AM

Review Tentative Agenda

2. Tentative Agenda

Press Conference Topics

9:00 AM

Jacob Hansen, County Counselor

3. Administrative Work Session

9:20 AM

Evan McMillan, Assistant County Engineer

4. Resolution for reducing the speed limit on Roever Road, Ady Drive, and Daniel Avenue

9:30 AM

Press Conference

5. RCPD update - Captain Scott Hajek and Major Mark French (3-5 minutes)
6. Downtown Manhattan update - Gina Snyder (3-5 minutes)
7. Keats groundbreaking/Construction schedule - Amanda Webb (1-2 minutes)
8. Primary Election update - Rich Vargo (2-3 minutes)

10:15 AM

Amanda Webb, Planning/Special Projects Director

9. Data Centers work session

11:20 AM

Brittany Phillips, Budget and Finance Officer

10. 2027 Budget Work Session

Adjournment

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



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
August 6, 2026**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

District 1 – John Ford, Vice-Chair

District 2 – Greg McKinley, Member

District 3 – Kathryn Focke, 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

2. Board of Riley County Commissioners - Regular Meeting - Aug 3, 2026 8:30 AM

Review Tentative Agenda

3. Tentative Agenda

Press Conference Topics

9:00 AM

Elizabeth Ward, Human Resources Director

4. Human Resources Update

9:15 AM

Michael Boller, Noxious Weed/HHW Director

5. Staff Update

9:30 AM

Anna Burson, Appraiser

6. Staff Update

9:45 AM

Tande Lentz, Employee Day Committee

7. Employee Day proposal

10:00 AM

Amanda Webb, Planning/Special Projects Director

8. Staff Update

10:15 AM

Jacob Hansen, County Counselor

9. Administrative Work Session

10:35 AM

Amanda Webb, Planning/Special Projects Director

10. Battery Energy Storage Systems

11:20 AM Brittany Phillips, Budget and Finance Officer

11. 2027 Budget Work Session

Adjournment

Announcements

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



County Clerk and Elections
Election

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Sr. Administrative Assistant

MEETING: July 30, 2026

SUBJECT: Preservation of Ballots and Election Records

PRESENTER: Rich Vargo, Clerk

BACKGROUND

Per K.S.A. 25-2708, the County Election Officer shall preserve all state and national ballots for 22 months and city/school ballots for 6 months. The 2024 Primary Election 22-month date was June 6, 2026, the 2024 General Election 22-month date is September 5, 2026, and the 2025 City/School 6-month date was May 4, 2026.

Per K.S.A. 25-2708 (b) At the expiration of such time, the county election officer **shall** destroy them without previously opening any of the envelopes, in the presence of two electors of approved integrity and good repute, members of the two leading political parties. Such electors **shall** be designated by the board of county commissioners.

Our office has contacted the chairs of the Democratic and Republican parties and asked for them to select recommendations for the Board to consider. Democratic Party Chair Kelm Lear nominated Lori Krause, and the Republican Party Chair Betty Mattingly Ebert nominated herself.

Once the Board approves the selected electors the County Clerk & Election Officer will coordinate the destruction of ballots for the 2024 Primary and General Elections and the 2025 City/School Election with the approved representatives from the Democratic and Republican Parties. Paper ballots will be destroyed by shredding, and the electronic votes will be deleted from the software files.

25-2708. Preservation of ballots and election records; distribution of abstracts of voting. (a) The county election officer shall preserve all ballots, books and records delivered to such officer by election boards and make the same available to any canvassing board or election court who it is provided by law shall have access to the same. Informational Item

(b) The county election officer shall preserve all county, city, school district and township ballots for six months and all state and national ballots for 22 months. **At the expiration of such time, the county election officer shall destroy them without previously opening any of the envelopes, in the presence of two electors of approved integrity and good repute, members of the two leading political parties. Such electors shall be designated by the board of county commissioners. If the election of any officer or any question submitted at such time is being contested, the ballots shall not be destroyed until such contest is finally**

decided. In all cases of contested elections, either of the parties contesting shall have the right to have such ballots opened and to have all errors of the judges in counting the ballots corrected by the court or body trying such contest. Such ballots shall be opened in open court or in an open session of such body and the presence of the officer having the custody thereof.

(c) The three copies of the certified abstract of each voting place and the three copies of all certified abstracts of the county board of canvassers shall be distributed as follows:

(1) One copy shall be retained as a permanent record in the office of the county election officer.

(2) One copy shall be delivered to the chairperson of the county committee of the political party of the candidate for governor who received the greatest number of votes in the last state general election.

(3) One copy shall be delivered to the chairperson of the county committee of the political party of the candidate for governor who received the second greatest number of votes in the last state general election.

(d) Other election supplies, books, records, lists and papers shall be destroyed as provided by law.

History: L. 1968, ch. 406, § 40; L. 1974, ch. 106, § 5; L. 1988, ch. 122, § 1; L. 1989, ch. 108, § 4; July 1.

DISCUSSION

FISCAL IMPACT

RECOMMENDATION(S)

Approve Democratic Representative Lori Krause and the Republican Party Chair Betty Mattingly-Ebert to observe the destruction of the 2024 Primary and General Elections and the 2025 City/School Election votes.

POSSIBLE MOTION(S)

Move to approve the Democratic Representative Lori Krause and the Republican Party Chair Betty Mattingly-Ebert to observe the destruction of ballots for the 2024 Primary and General Elections and the 2025 City/School Election.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

ENCLOSURES:

None



**Counselor and Administrative
Services**
Personnel

Elizabeth Ward
Human Resources Director
110 Courthouse Plaza
Manhattan, KS 66502
785-537-6303

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: July 30, 2026

SUBJECT: County Clerk Pay Grade reclassification

PRESENTER: Elizabeth Ward, Human Resources Director

BACKGROUND

As part of the ongoing review of elected official compensation and the Riley County Professional Pay Schedule, staff completed an analysis of the County Clerk position in comparison with:

- County Treasurer
- Register of Deeds
- Comparable Kansas counties
- Riley County's internal professional pay structure

The review considered statutory duties assigned by Kansas law, organizational responsibility, public accountability, and the complexity and breadth of each office's responsibilities.

While all three constitutional offices serve essential and distinct functions, the review found that the County Clerk position has the broadest countywide administrative responsibilities and statutory authority.

DISCUSSION

Countywide Governance Responsibilities

Unlike any other elected or administrative official, the County Clerk is statutorily required to attend every meeting of the Board of County Commissioners and serves as Clerk of the Board.

Responsibilities include:

- Recording all official Board proceedings.
- Preparing and maintaining official meeting minutes.
- Certifying Board actions.
- Attesting contracts, resolutions, agreements, and official actions.

- Maintaining the permanent legal record of County Commission proceedings.

This responsibility exists to ensure that County business is conducted in accordance with Kansas Open Meetings requirements and that official county actions are properly documented and preserved.

Countywide Financial Administration

Although the County Treasurer is responsible for collecting and safeguarding county funds, the County Clerk performs many of the statutory functions that establish and certify the county's property tax system.

These responsibilities include:

- Preparation and maintenance of county tax rolls.
- Certification of annual tax levies.
- Review and verification of levy certifications submitted by every taxing entity within Riley County.
- Submission of certified levies to the State of Kansas.
- Administration of special assessments associated with bonded improvement projects.
- Certification of assessments to individual property owners.

The Clerk's office serves as the county's certification authority for taxation before collections begin.

Election Administration

The County Clerk serves as the County Election Officer and is responsible for conducting all federal, state, county, township, school district, and special district elections.

Responsibilities include:

- Ballot preparation and certification.
- Polling place administration.
- Election equipment testing and certification.
- Compliance with federal, state, and local election laws.
- Election canvassing.
- Resolution of statutory election procedures, including determining elections decided by lot when required by Kansas law.

Election administration represents one of the County's highest-profile statutory responsibilities and carries significant public accountability.

Statutory Certifications

The County Clerk performs numerous certification functions on behalf of Riley County, including:

- Verification of petitions.
- Certification of signatures and addresses.
- Certification of county budgets.
- Certification of tax levies.
- Certification of official county reports.
- Maintenance of permanent public records.

These duties affect virtually every taxing jurisdiction and governmental entity operating within Riley County.

Countywide Administrative Continuity

Historically, and in counties where no County Administrator exists or the position is vacant, the County Clerk

serves as the principal administrative official responsible for maintaining continuity of county operations. Because the Clerk maintains the official records of county government, supports the Board of County Commissioners, administers elections, and certifies county actions, the office provides organizational continuity across all county departments.

Public Accountability

The County Clerk serves as custodian of many of the County's official records and has a statutory responsibility to maintain accurate records, certify official actions, and ensure compliance with state law.

The position provides an independent level of oversight by documenting county actions, maintaining permanent public records, and identifying discrepancies requiring correction or statutory compliance.

Kansas statutes reference the County Clerk more frequently than any other county office, reflecting the breadth of responsibilities assigned by the Legislature.

Riley County Pay Grade Proposal

Classification	Grade	Minimum	Maximum
Current	HH	\$134,621	\$215,898
Proposed	GG	\$126,944	\$203,586

The proposed Grade GG range remains within Riley County’s professional pay structure while reducing the range by \$7,677 at the minimum and \$12,312 at the maximum. It preserves a senior-level classification for a countywide elected office with broad statutory duties and provides a more measured placement within the County’s executive compensation framework.

Compensation Considerations

The County Treasurer receives additional statutory compensation through the Motor Vehicle Fund that is separate from the Professional Pay Schedule. This analysis recognizes that additional compensation when evaluating overall equity among constitutional offices.

The recommendation to modify the County Clerk position to Professional Pay Grade GG is based primarily upon:

- Breadth of statutory authority.
- Countywide administrative responsibilities.
- Governance responsibilities.
- Election administration.
- Taxation and levy certification.
- Public accountability.
- Internal pay equity.
- Consistency with comparable Kansas counties.

FISCAL IMPACT

Based on the statutory responsibilities of the County Clerk, the breadth of countywide administrative duties, organizational impact, and comparison with peer Kansas counties, staff recommends modifying the County Clerk position from Professional Pay Grade HH to Professional Pay Grade GG effective first day of payroll 2027.

The proposed Grade GG range remains within Riley County's professional pay structure while reducing the range by \$7,677 at the minimum and \$12,312 at the maximum.
The exact cost reduction will depend on the person filling the role; their education and experience relevant to the position.

RECOMMENDATION(S)

It is recommended that the Board approve the modification of the County Clerk position from Professional Pay Grade **HH** (Salary Range \$134,621–\$215,898) to Professional Pay Grade **GG** (Salary Range \$126,944–\$203,586), effective January 1, 2027.

This recommendation is based upon a review of statutory responsibilities, organizational scope, internal pay equity, peer county comparisons, and the overall role of the County Clerk within Riley County government.

POSSIBLE MOTION(S)

Move to approve the reclassification of the County Clerk position from Professional Pay Grade HH to Professional Pay Grade GG, with an annual salary range of \$126,944 to \$203,586, effective with the applicable budget year.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

ENCLOSURES:

Riley County Treasurer Motor Vehicle Pay history, County Clerk Pay Comparison 2026

Riley County Treasurer Motor Vehicle Compensation

Riley County Motor Vehicle Fund records show that the Treasurer received additional compensation exceeding \$11,000 in every year reviewed. For the ten-year period from 2016 through 2025, the average annual payment was \$11,139.53. This additional compensation should be considered when reviewing the total compensation relationship between the County Clerk and County Treasurer.

Year	Motor Vehicle Compensation
2025	\$11,275.80
2024	\$11,250.14
2023	\$11,178.78
2022	\$11,154.84
2021	\$11,135.16
2020	\$11,114.84
2019	\$11,067.50
2018	\$11,077.36
2017	\$11,068.86
2016	\$11,072.04
10-Year Average	\$11,139.53

Comparison of County Clerk, County Treasurer, and Register of Deeds

The chart presents grade information where a county uses a formal classification system and annual salary information where elected officials are compensated by resolution or fixed salary. County grade numbers are not directly equivalent across pay systems.

County	County Clerk	County Treasurer	Register of Deeds	Comparison Note
Riley County	Current Grade HH: \$134,621-\$215,898 Proposed Grade GG: \$126,944-\$203,586	Current Grade EE: \$113,017 -\$181,251 Additional Motor Vehicle compensation averaged \$11,139.53	Current Grade DD: \$106,590-\$170,943	Riley County internal professional pay schedule and Treasurer stipend history
Pottawatomie County	Grade 32: \$60,027-\$100,044 Current rate approximately \$97,000	Grade 34O: \$72,633-\$121,054 Current rate approximately \$116,000	Grade 32: \$60,027-\$100,044 Current rate approximately \$101,000	Clerk and Register of Deeds share the same grade; Treasurer is two grades higher
Saline County	Grade 22	Grade 22	Grade 22	All three constitutional offices are assigned to the same grade
Montgomery County	Grade 33	Grade 33	Grade 32	Clerk and Treasurer share the same grade; Register of Deeds is one grade lower
Douglas County	Range R: \$123,094.40-\$178,484.80 Current salary: \$172,598.40	Range R: \$123,094.40-\$178,484.80 Current salary: \$152,859.20	Range R: \$123,094.40-\$178,484.80 Current salary: \$152,859.20	All three offices are assigned to Range R; the Clerk is currently paid higher within the shared range
McPherson County	\$84,491.94	\$84,491.94	\$84,491.94	All three offices receive the same annual salary
Miami County	\$101,173.00	\$86,254.00	\$85,470.00	Elected positions are listed as fixed salaries rather than grades
Butler County	\$102,085.00	\$95,946.00 Plus \$11,598.46 Motor Vehicle pay in prior year	\$88,208.00	Treasurer compensation includes separate Motor Vehicle pay
Finney County	Grade 170: \$92,393.60-\$121,888.00 Recommended rate: \$102,003.20	Grade 170: \$92,393.60-\$121,888.00 Recommended rate: \$102,003.20	Grade 170: \$92,393.60-\$121,888.00 Recommended rate: \$102,003.20	All three offices are assigned to the same grade and pay range
Russell County	\$67,152.80	\$63,401.74 Includes Motor Vehicle pay	\$57,239.99	Treasurer amount was reported as including Motor Vehicle pay
Neosho County	\$63,481.40	\$64,074.40	\$62,621.22	Current salaries reported by county HR/payroll

Note: “Approximately” reflects rounded figures supplied by the responding county. Grade numbers are county-specific and are not directly equivalent across pay systems.



**Planning and
Development/Environmental
Health
Update**

Amanda Webb
Planning & Development Director
110 Courthouse Plaza
Manhattan, KS 66502
785-537-6332

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning/Special Projects Director

MEETING: July 30, 2026

SUBJECT: Home in the Heartland Grant Application Round 2

PRESENTER: Amanda Webb, Planning/Special Projects Director

BACKGROUND

Riley County was awarded a \$187,084 Home in the Heartland grant from the Kansas State Treasurer's Office in 2025. The purpose of the grant is to create a talent recruitment program designed to incentivize the relocation of households to Kansas.

Recipients must be relocating from outside the state of Kansas and must have a household income (either by bringing a remote job with them or securing employment within the community) of at least \$55,000. We contracted with MakeMyMove to recruit 20 households into Riley County within two years (by June 2027).

DISCUSSION

As of July 27, 2026, we have 17 approved movers, many of which have already arrived in Riley County and have received the first half of their cash incentive. The remaining few will arrive within the coming weeks. All movers that remain in Riley County and maintain a household income of at least \$55,000 for one year will be eligible to receive the second half of the cash incentive.

All grant funds from the state for the current grant have been released.

The State Treasurer's Office has opened another application round for Home in the Heartland grant funding that closes on August 12, 2026. We discussed this during the June 29 BOCC meeting. The BOCC requested additional information regarding the Economic Development fund. That information was provided at the July 27 meeting, and is again included for today's discussion. The BOCC asked for costs based on number of movers to determine how to move forward.

MakeMyMove has included the attached dollar amounts associated with each piece based on number of movers.

FISCAL IMPACT

Grant funding of up to \$250,000 is available through the State Treasurer's Office. The required 20% match would come from the Economic Development fund. The dollar amount of the local match is determined based on the amount we request through the grant application, and we need to indicate the amount we are requesting at time of application. A portion of this can be in-kind, which would also need to be indicated and documented on the application. The 2026 budget would need to be amended and the 2027 budget would need to be increased to include this.

RECOMMENDATION(S)

Staff requests direction on the number of movers, total dollar amount, and in-kind match the BOCC would like to use when applying for another round of Home in the Heartland grant funding.

Staff further requests direction on proceeding with a contract extension (which will be brought back before you for your review and approval) with MakeMyMove.

POSSIBLE MOTION(S)

Move to approve staff preparing an application for the next round of Home in the Heartland grant funding [please tailor the motion to include total movers, total dollar amount, and in-kind match amount] and to prepare the updated contract with MakeMyMove.

Move to deny staff preparing an application for the next round of Home in the Heartland grant funding.

ENCLOSURES:

Riley County Senerios - 2026 Grant (1), June Economic Development, 2027 ED Funds Requests (2)

Community	Households	Incentive per Househ	Incentives Total	MMM Contract	Admin/in-kind	Total Cost	State Cost	Community Cost	Community Cost minus Admin (Local Cash)
Riley County	25	\$5,000	\$125,000	\$172,500	\$15,000	\$312,500	\$250,000	\$62,500	\$47,500
	20	\$5,000	\$100,000	\$138,000	\$15,000	\$253,000	\$202,400	\$50,600	\$35,600
	15	\$5,000	\$75,000	\$108,000	\$15,000	\$198,000	\$158,400	\$39,600	\$24,600
	10	\$5,000	\$50,000	\$93,000	\$15,000	\$158,000	\$126,400	\$31,600	\$16,600

Program Name-GLLT34 Thru JUNE
Version Date- 3/21 Year 2026

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 50.0%

Date. 7/02/26 Page. 123
Time. 9.09.04

DISBURSEMENTS/REVENUES/TRANSFERS - Fund.. 146 Economic Development							
Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	% Remaining
Department. 0 Not Designated							
Department.146 Economic Development							
206		State Grant	R	.00	93,542.00	93,542.00	.00
603		Transfers In	T	182,538.00	.00	214,792.00	117.67 32,254.00-
		Department Revenue.. #146		.00	93,542.00	93,542.00 *	.00
		Dept. Transfers IN #146		182,538.00	.00	214,792.00 *	32,254.00-
		Total Rev. and Trans #146		182,538.00	93,542.00	308,334.00 *	32,254.00-
		Total Revenue Fund.... 146		.00	93,542.00	93,542.00 **	
		Total Trans. IN Fund.. 146		182,538.00	.00	214,792.00 **	
		Total Rev. & Trans. .. 146		182,538.00	93,542.00	308,334.00 **	
		Total Disbursements... 146		.00	.00	.00 **	

BUDGETARY EXPENDITURES - Fund.. 146 Economic Development							
Obj	Prj	Description	Budget \$	Used M-T-D	Used Y-T-D	%Used Remaining	Encumbrance Available
Department. 0 Not Designated							
604		Transfer Out	52,153.00	.00	52,153.00 100.00	.00	.00 .00
		Total Transfers	52,153.00	.00	52,153.00 100.00	.00	.00 .00
		Department Expense # 0	.00	.00	.00	.00	.00 *
		Expense & Transfers# 0	52,153.00	.00	52,153.00		
Department.146 Economic Development							
4990		Other Capital Outlay	269,495.00	10,000.00	72,750.00 26.99	196,745.00	.00 196,745.00
		Total Capital Expenditures	269,495.00	10,000.00	72,750.00 26.99	196,745.00	.00 196,745.00
2550		Dues & Memberships	.00	.00	2,320.36	2,320.36-	.00 2,320.36-
2900		Budget Appropriations	.00	.00	30,500.00	30,500.00-	.00 30,500.00-
		Total Contractual Expenses	.00	.00	32,820.36	32,820.36-	.00 32,820.36-
		Department Expense # 146	269,495.00	10,000.00	105,570.36 39.17	163,924.64	.00 163,924.64 *
		Expense & Transfers# 146	269,495.00	10,000.00	105,570.36		

Program Name-GLLT34 Thru JUNE
Version Date- 3/21 Year 2026

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 50.0%

Date. 7/02/26 Page. 124
Time. 9.09.04

SUMMARY for - Fund # 146 (Continued)

Total Transfers Out Fund	146	52,153.00	.00	52,153.00	.00	.00	.00
Total Expenditures Fund	146	269,495.00	10,000.00	105,570.36	39.17	163,924.64	.00 163,924.64 **
Expenditures & Transfers	146	321,648.00	10,000.00	157,723.36		163,924.64	163,924.64 **

SUMMARY for - Fund 146 Economic Development

Beginning Year Balance.....	227,260.02
YTD Revenue.....	93,542.00
YTD Reported Expenses.....	105,570.36-
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements.	.00
YTD Transfers In.....	214,792.00
YTD Transfers Out.....	52,153.00-
Prior Year Voided Checks....	.00
Prior Year Expenses	33,335.40-
Prior Year Revenues	.00
Prior Year Corrections.....	.00
Ending Fund Balance.....	344,535.26 ***

Subject: RE: Home in the Heartland grant

2027 requests:

<u>PROJECT ESTIMATES:</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Future TBD Projects			
Flint Hills Veteran's Coalition	1,000	1,000	1,000
Governor's Military Council			
Konza Water Project	52,153	52,153	52,153
Chamber of Commerce	55,000	55,000	50,500
Downtown Manhattan, Inc.	5,000	5,000	4,250
Riley Co General Eco Devo	132,850	132,850	100,000
US-24 Study			
Auto Lane Development	-		
Flint Hills Regional Council (FHRC) Contribution	-		
MPO Contribution	3,358	2,641	3,131
MATC Facilities Project (Request to be for 5 years)			
Comprehensive plan update	75,000		
Sunflower Children's	-		
TOTAL	\$324,361	\$248,644	\$211,034



County Clerk and Elections
Budget

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

MEMORANDUM

FROM: Brittany Phillips, Budget and Finance Officer

MEETING: July 30, 2026

SUBJECT: 2027 Budget Work Session

PRESENTER: Brittany Phillips, Budget and Finance Officer

Enclosures:

July 30, 2026 Budget Worksheet

2027 Budget Development Worksheet

DEPARTMENT	2025 Actual Contractual Services, Commodities & Capital	2025 Actual Personnel Services	2025 Actual Total	2026 Budgeted Contractual Services, Commodities & Capital	2026 Budgeted Personnel Services (Includes STEP & COLA)	2026 Budgeted Total	2027 Proposed Contractual Services, Commodities & Capital	2027 Proposed Personnel Services (Includes STEP)	2027 Proposed Budget Total	Percent change of 3 C's
1 Administration	0	0	0	0	0	0	111,400	872,038	983,438	#DIV/0!
2 Appraiser	162,865	1,696,746	1,859,611	190,770	1,881,892	2,072,662	183,890	1,885,263	2,069,153	-3.61%
3 Attorney	183,288	2,652,406	2,835,694	245,641	2,972,886	3,218,527	251,601	3,162,131	3,413,732	2.43%
4 Clerk	58,103	1,291,517	1,349,620	121,900	1,421,962	1,543,862	108,915	844,703	953,618	-10.65%
5 Commissioners	45,085	221,758	266,843	54,895	261,174	316,069	54,508	235,265	289,773	-0.70%
6 Coroner	211,366	0	211,366	179,000	0	179,000	217,000	0	217,000	21.23%
7 County Counselor	54,858	535,719	590,577	31,184	674,359	705,543	43,334	706,775	750,109	38.96%
8 District Court	189,463	0	189,463	197,130	0	197,130	197,130	0	197,130	0.00%
9 Elections	182,382	446,819	629,201	288,400	688,775	977,175	286,453	714,573	1,001,026	-0.68%
10 Emergency Services	567,937	5,868,065	6,436,002	436,415	6,769,867	7,206,282	427,740	6,581,754	7,009,494	-1.99%
11 Fairgrounds	109,886	0	109,886	112,000	0	112,000	109,760	0	109,760	-2.00%
12 General Services	1,870,225	101,056	1,971,281	5,799,400	237,040	6,036,440	5,842,550	207,410	6,049,960	0.74%
13 Information Systems/GIS	847,349	982,557	1,829,906	961,130	1,086,539	2,047,669	1,169,730	1,135,551	2,305,281	21.70%
14 Insurance	1,173,373	0	1,173,373	1,350,000	0	1,350,000	1,381,800	0	1,381,800	2.36%
15 Juvenile Detention	159,071	0	159,071	120,000	0	120,000	175,000	0	175,000	45.83%
16 Museum	7,705	473,584	481,289	7,359	531,525	538,884	10,920	552,941	563,861	48.39%
17 Noxious Weed	164,768	610,135	774,903	255,330	676,367	931,697	253,330	707,059	960,389	-0.78%
18 Planning & Development	55,693	729,918	785,611	63,938	808,245	872,183	64,487	849,396	913,883	0.86%
19 Register of Deeds	51,133	505,122	556,255	25,830	587,890	613,720	25,080	607,431	632,511	-2.90%
20 Public Works	4,106,485	5,285,610	9,392,095	4,315,100	6,079,524	10,394,624	4,215,100	6,296,927	10,512,027	-2.32%
21 Treasurer	58,145	1,392,424	1,450,569	66,480	1,442,149	1,508,629	61,480	1,488,247	1,549,727	-7.52%
22 Juvenile Supervision fees	0	0	0	1,000	0	1,000	1,000	0	1,000	0.00%
23 Transfer to Health Dept. Fund	1,924,609	0	1,924,609	2,095,643	0	2,095,643	1,908,187	0	1,908,187	-8.95%
24 Transfer to Landfill Close	30,000	0	30,000	10,000	0	10,000	20,000	0	20,000	100.00%
25 Transfer-Economic Dev.	136,229	0	136,229	214,792	0	214,792	211,034	0	211,034	-1.75%
26 Transfer - Capital Improvement	3,500,000	0	3,500,000	2,250,000	0	2,250,000	0	0	0	-100.00%
27 Riley Co Community Corrections	0	149,884	149,884	0	147,161	147,161	0	226,983	226,983	#DIV/0!
28 Small Cities	202,897	0	202,897	200,000	0	200,000	205,000	0	205,000	2.50%
29 Non-Appropriated			0	580,000	0	580,000	580,000		580,000	
30 Cost of COLA								872,004	872,004	
31 New & Expanded Positions								78,120	78,120	
SUBTOTAL:	\$16,052,915	\$22,943,320	\$38,996,235	\$20,173,337	\$26,267,354	\$46,440,691	\$18,116,429	\$28,024,571	\$46,141,000	-10.20%

Appropriations:

32 Big Lakes Developmental	232,685	0	232,685	232,685	0	232,685	197,782	0	197,782	-15.00%
33 Animal Shelter / Contractual	44,250	0	44,250	35,000	0	35,000	37,000	0	37,000	5.71%
34 Council on Aging	327,981	0	327,981	327,981	0	327,981	278,784	0	278,784	-15.00%
35 ATA Bus	150,000	0	150,000	150,000	0	150,000	126,375	0	126,375	-15.75%
36 Emergency Shelter	16,000	0	16,000	16,000	0	16,000	16,000	0	16,000	0.00%
37 Extension	667,380	0	667,380	667,380	0	667,380	687,401	0	687,401	3.00%
38 Pawnee Mental Health	350,000	0	350,000	350,000	0	350,000	297,500	0	297,500	-15.00%
39 Riley Cty Genealogical Soc.	3,500	0	3,500	3,500	0	3,500	3,500	0	3,500	0.00%
40 Riley County Conservation	55,136	0	55,136	55,136	0	55,136	46,866	0	46,866	-15.00%
41 Be Able	0	0	0	10,000	0	10,000	10,000	0	10,000	0.00%
SUBTOTAL:	\$1,846,932	\$0	\$1,846,932	\$1,847,682	\$0	\$1,847,682	\$1,701,208	\$0	\$1,701,208	-7.93%

GENERAL TOTAL:	\$17,899,847	\$22,943,320	\$40,843,167	\$22,021,019	\$26,267,354	\$48,288,373	\$19,817,637	\$28,024,571	\$47,842,208	-0.92%
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42 Bond & Interest	352,913	0	352,913	308,018	0	308,018	299,277	0	299,277	-2.84%
43 County Building	311,478	0	311,478	438,000	0	438,000	438,000	0	438,000	0.00%
44 RCPD	6,455,935	0	6,455,935	6,652,442	0	6,652,442	6,879,807	0	6,879,807	3.42%
SUBTOTAL:	\$7,120,326	\$0	\$7,120,326	\$7,398,460	\$0	\$7,398,460	\$7,617,084	\$0	\$7,617,084	2.95%
TOTAL:	\$25,020,173	\$22,943,320	\$47,963,493	\$29,419,479	\$26,267,354	\$55,686,833	\$27,434,721	\$28,024,571	\$55,459,292	
45 Capital Improvement	3,425,330	0	3,425,330	25,226,380	0	25,226,380	22,761,244	0	22,761,244	-9.77%
46 Economic Development	363,089	0	363,089	248,644	0	248,644	294,134	0	294,134	18.30%

2027 Budget Development Worksheet**BUDGETED REVENUE - Riley County****BUDGETED EXPENDITURES**

COUNTY TREASURER	2025 ACTUAL	2026 BUDGET	2027 BUDGET		2026	2027	% chg	Ad Valorem per Fund	Tax Rate per Fund
Motor Vehicle Tax	2,241,262	2,360,436	2,501,027	General	\$ 48,288,373	\$ 47,842,208	-0.92%	32,868,648	30.038
Recreational Vehicle Tax	19,353	20,258	21,730	County Building	438,000	438,000	0.00%	299,349	0.336
16/20M Vehicle Tax	16,356	18,900	19,300	RCPD Fund	6,652,442	6,879,807	3.42%	6,288,360	7.054
Commercial Vehicle Fees	86,518	96,789	98,615					39,456,357	37.428
Special City & County Highway Fund	1,065,139	1,026,080	1,026,080	TOTAL EXPENDITURES	\$ 55,378,815	\$ 55,160,015			
Investment Income	2,230,346	2,800,000	2,500,000						
Sales Tax	2,297,100	2,200,000	2,200,000						
Intangible Tax (Clerk's Office)	472,157	502,686	344,088						
Vehicle Rental Excise Tax	52,531	56,965	58,390	(Budget)Value of a MILL =	853,082	891,481			
Interest on Taxes	573,547	300,000	400,000						
Watercraft	12,680	17,375	0						
SUBTOTAL:	\$ 9,066,989	\$ 9,399,489	\$ 9,169,230	MINUS					

TOTAL REVENUE	23,020,402	21,688,337
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DEPARTMENT FEES & OTHER**EQUALS**

Unencumb. Cash Bal.-General	8,662,927	9,674,762	8,421,932	AMT. AD VALOREM TAX REQUIRED	\$ 32,438,497	\$ 33,471,678
Unencumb. Bal.-County Building	260,870	164,666	119,000			
Unencumb. - RCPD	4,290	66,058	85,268	TOTAL MILLS NEEDED	38.025	37.546
Recording Fees - ROD	404,515	320,000	330,000	Mill levy diff. from previous budget year		(0.479)
21st Judicial Dist Case Receipts-DC	32,603	35,000	35,000			
Payment in Lieu of Taxes (PILT) Program/Fed Grant	47,183	40,000	40,000			
Franchise Fees	21,810	35,000	35,000	Revenue Neutral Mill Rate	36.317	
Ambulance Fees	1,801,597	1,830,604	1,822,500	Revenue Neutral \$\$	\$ 32,375,645	
Fees-Attorney (Diversion)	60,157	50,000	60,000			
<i>Fees-Clerk</i>	876	1,500	1,500	Overage on Neutral Mill Rate	1.229	
<i>Fees-Elections</i>	4,011	4,000	4,000	Overage on RNR Tax Rate	\$ 1,096,033	
<i>Fees-Fair</i>	27,263	30,000	30,000			
<i>Grant - Emergency Services</i>	147,600	85,907	85,907	One mill of taxation is equal to \$1 on each \$1,000 of assessed value.		
<i>Fees-Noxious Weed</i>	105,178	110,000	105,000	Assessed valuation		
<i>Fees-Public Works/Parks</i>	597,889	475,000	475,000			
<i>Fees-Planning & Development</i>	46,558	40,000	42,000			
<i>Fees-Juvenile Supervision</i>	455	500	500			
<i>Fees-Appraiser</i>	13,471	13,500	13,500			
<i>Fees- Treasurer</i>	9,551	8,000	8,000			
<i>Fees - Register of Deeds</i>	41,307	25,000	25,000			
Heritage Trust	30,120	30,000	30,000			
Transfer from MV to General	389,567	400,000	750,000	If BoCC approves \$10 fee		
Transfers from Economic Development to B&I	52,152	52,153		2021B-Bond Refunding Konza Water Amount - final 2028		
Transfer from CIP to Bond & Interest	193,902	0	0	2017-Bonding Refunding -Facilities/Bridge Proj CIP - final 2025		
SUBTOTAL	\$ 13,065,489	\$ 13,620,913	\$ 12,519,107			

TOTAL REVENUE	\$ 22,132,477	\$ 23,020,402	\$ 21,688,337
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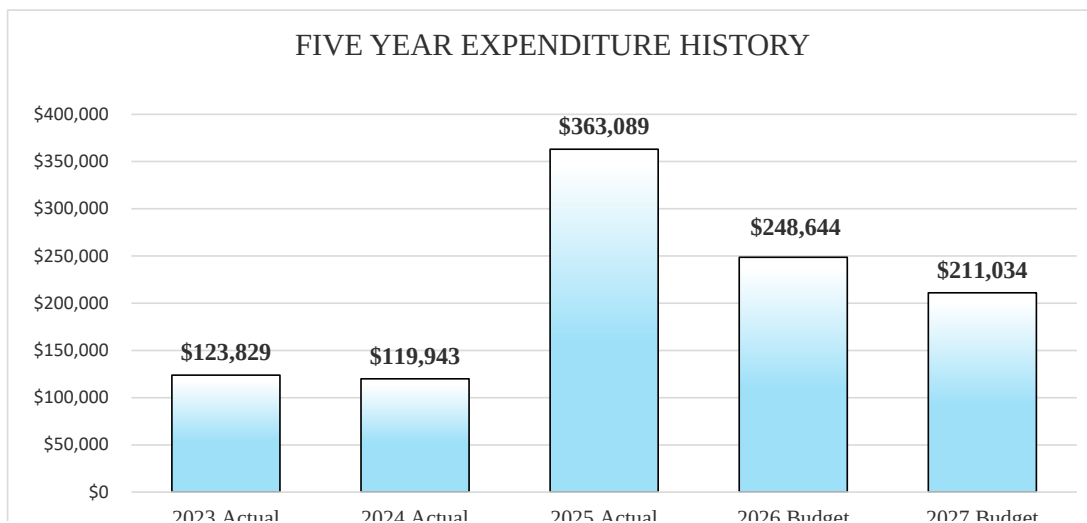
2027 Budget Development Worksheet

2027 Budget
Economic Development Fund
Fund 146

	2025	2025	2026	2027
BEGINNING CASH BALANCE	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>
Fund Balance	\$327,242	\$327,243	\$139,111	0
TOTAL BEGINNING CASH BALANCE	\$327,242	\$327,243	\$139,111	0
REVENUE				
603 Transfer from General Fund	\$136,229	\$136,229	\$109,533	\$211,034
TOTAL REVENUE	\$229,771	\$136,229	\$109,533	\$211,034
TOTAL RESOURCES AVAILABLE	\$557,013	\$463,472	\$248,644	\$211,034
EXPENDITURES				
604 Transfer to Bond & Interest Fund	\$52,153	\$52,153	\$52,153	\$52,153
4990 Other Capital Outlay	310,936	272,208	196,491	158,881
TOTAL EXPENDITURES	\$363,089	\$324,361	\$248,644	\$211,034
TOTAL ENDING FUND BALANCE	\$193,924	\$139,111	\$0	\$0

<u>PROJECT ESTIMATES:</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Flint Hills Veteran's Coalition	1,000	1,000	1,000
Konza Water Project	52,153	52,153	52,153
Chamber of Commerce	55,000	55,000	50,500
Downtown Manhattan, Inc.	5,000	5,000	4,250
Riley Co General Eco Devo	132,850	132,850	100,000
MPO Contribution	3,358	2,641	3,131
TOTAL	\$324,361	\$248,644	\$211,034

last year to pay is 2028

FIVE YEAR EXPENDITURE HISTORY

Rural Fire District #1

BUDGETED REVENUE				BUDGETED EXPENDITURES						
COUNTY TREASURER	2025 ACTUAL	2026 BUDGET	2027 BUDGET		2026	2027	% chg	Ad Valorem per Fund	Tax Rate per Fund	
Motor Vehicle Tax	132,960	132,510	141,581	Fire	\$ 1,533,592	\$ 1,590,432	3.71%	1,405,018	8.181	
Recreational Vehicle Tax	2,182	2,014	2,307	Total Expenditures	1,533,592	1,590,432				
16/20M Vehicle Tax	3,179	3,303	3,671							
Commercial Vehicle Fees	12,185	10,274	12,855	Budget (Value) of a Mill	168,266	171,743				
Watercraft	1,701	1,983	0							
SUBTOTAL:	\$ 152,207	\$ 150,084	\$ 160,414							
				MINUS						
DEPARTMENT FEES & OTHER				TOTAL REVENUE	178,127	185,414				
				EQUALS						
Unencumb. Cash Bal.-Fire	93,154	28,043	25,000	AMT. AD VALOREM TAX REQUIRED	\$ 1,355,465	\$ 1,405,018				
SUBTOTAL	\$ 93,154	\$ 28,043	\$ 25,000	TOTAL MILLS NEEDED	8.056	8.181				
				Mill levy diff. from previous budget year		0.125				

Revenue Neutral Mill Rate 7.892
Revenue Neutral \$\$ \$ 1,355,538

Overage on Neutral Mill Rate 0.289
Overage on RNR Tax Rate \$ 49,480

One mill of taxation is equal to \$1 on each \$1,000 of assessed value.
Assessed valuation