



**Board of Riley County
Commissioners
Regular Meeting
Agenda
January 04, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. 2024 CSFAB Special Alcohol Fund Grant Agreement with the City of Manhattan for Riley County Court Services
4. I.0-9.9 Union Road Culvert Replacement Change Order Reece Const. Co
5. O.3-1.3 Flat Rock Road Culvert replacement 2176
6. Highway Use Permit, Twin Valley Telephone -6107 Fawn Road
7. CIP Amendment 23-23EL002
8. Sign Riley County Employee Action Form(s)

Review Minutes

9. Board of Riley County Commissioners - Regular Meeting - Dec 28, 2023 8:30 AM

Review Tentative Agenda

10. Tentative Agenda

Press Conference Topics

11. Discuss Press Conference

9:00 AM

Elizabeth Ward, Human Resources Director

12. Human Resources Monthly Update

9:15 AM

Michael Boller, Noxious Weed Director

13. Staff Update
14. Riley Co Noxious Weed / KDOT Contract

9:30 AM Anna Burson, Appraiser

15. Appraiser's Office January 4th Staff Update

9:45 AM Russel Stukey, Emergency Management Director

16. Staff Update for month December 2023

10:00 AM Amanda Webb, Planning/Special Projects Director

17. Planning & Development - Staff Update

10:15 AM Clancy Holeman, Counselor/Director of Administrative Services

18. Administrative Work Session

11:00 AM Clancy Holeman, Counselor/Director of Administrative Services

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

Adjournment

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



COUNTY CLERK & ELECTIONS
Agreement

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

COMMISSION AGENDA REPORT

FROM: Kathy Oliver, Court Administrator

MEETING: January 4, 2024

SUBJECT: 2024 CSFAB Special Alcohol Fund Grant Agreement with the City of
Manhattan for Riley County Court Services

PRESENTER: Kathy Oliver, Court Administrator

POSSIBLE MOTION(S)

Move to approve the 2024 CSFAB Special Alcohol Fund Grant Agreement with the City of
Manhattan for Riley County Court Services.

Move to deny

Move to modify

Move to table

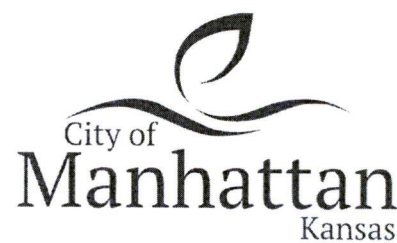
No action required.

The Board agreed by consensus to

Enclosures:

- 2024 Special Alcohol Fund Grant Agreement RC Court Services (PDF)

**2024 CSFAB
Special Alcohol Fund
Grant Agreement
Riley County Court Services**



THIS AGREEMENT is hereby entered into this 29th day of December, 2023, by and between the City of Manhattan, Kansas, a municipal corporation, (“City”), and **Riley County Court Services** (“Recipient”).

WHEREAS, pursuant to K.S.A. 79-41a01, the City has certain funds available to it (“Funds”); and,

WHEREAS, pursuant to K.S.A. 79-41a04(d), a portion of the Funds shall be expended only for the purchase, establishment, maintenance, or expansion of services or programs whose principal purpose is alcoholism and drug abuse prevention and education, alcohol and drug detoxification, intervention in alcohol and drug abuse or treatment of persons who are alcoholics or drug abusers or are in danger of becoming alcoholics or drug abusers (“Alcohol and Drug Services or Programs”); and,

WHEREAS, through the City’s Community Support Funds Advisory Board (“CSFAB”) and the City Commission, the City assesses the Alcohol and Drug Services or Programs needs of the City, evaluates agencies that provide programs and/or services that may meet those needs, and determines whether and how the City should provide funding to those agencies; and,

WHEREAS, the Recipient submitted a funding application proposal (“Agency Proposal”) for a 2024 CSFAB Funding, which was approved by the CSFAB; and,

WHEREAS, the City Commission has approved the provision of funding to the Agency as set forth in the Proposal, as approved, and to the extent modified by the City Commission (“Approved Proposal”) and authorized the City Manager to execute the 2024 contracts with respective agencies consistent with the City Commission’s funding approval.

NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES CONTAINED HEREIN, THE PARTIES AGREE AS FOLLOWS:

1. The term of this Agreement shall be from January 1, 2024, through December 31, 2024, unless terminated earlier.
2. The City agrees to provide funds to the Recipient in the amount of **\$3,000.00** (“Grant Funds”) from the 2024 CSFAB Special Alcohol Fund, subject to the availability of Grant Funds as described in Section 9. The total amount will be paid in four equal installments of **\$750.00** each on or before March 15, June 15, September 15, and December 15, of 2024. The Recipient shall use the Grant Funds only for the Alcohol and Drug Services or Program(s), as described in Recipient

Approved Proposal. The Grant Funds shall be released to the Recipient upon the approval of the City Commission. The failure or refusal of the City Commission to authorize the release of the Grant Funds shall not constitute a breach of this agreement, but shall merely indicate an intention on the part of the City to terminate the agreement. Recipient shall return any Grant Funds that are unused as of December 31, 2024, to the City by January 31, 2025, for the City to deposit to the special alcohol fund account.

3. The Recipient agrees to use the Grant Funds consistent with the goals, objectives and activities as contained in the Approved Proposal and for no other purposes. The Recipient further agrees to use the Grant Funds for Alcohol and Drug Services or Programs, pursuant to the limitations as stated in K.S.A. 79-41a04(d). The Recipient acknowledges and understands that it is accountable to the City for using the Grant Funds pursuant to this agreement. Any deviation from the Approved Proposal or from the goals, objectives, activities, and budget submitted to the City must receive prior approval from the City.

4. The Recipient agrees to fully participate in a site visit if requested by the City to confirm compliance with this contract, to be scheduled and performed within 30 calendar days of the City's request for the site visit. Prior to the site visit, the Recipient must complete the City's site visit form and return it to the City. Additional site visits may be requested at the discretion of the City. The Recipient agrees to comply with City requests for additional site visits. The City may request financial data deemed necessary or appropriate to assist the City staff, the CSFAB, or the City Administration in analyzing the financial condition of the Recipient and to confirm compliance with this contract. Financial data requested may include information on revenues, expenses, assets, liabilities, or cash balances for the previous fiscal year. The Recipient also understands and agrees that all reports submitted to the City may be a public record subject to disclosure pursuant to the Kansas Open Records Act, K.S.A. 45-216 et seq.

5. If the Recipient fails to participate in any site visit or fails to provide complete information or reports as required by this contract by the relevant deadline, the City may refuse to pay any installment(s) due hereunder and/or the City may decline to provide the Recipient with a grant from the Special Alcohol Fund in future calendar years.

6. The Recipient further acknowledges and understands that the City has by Ordinance No. 7631 established the City and CSFAB are charged with the responsibility of conducting a review of all proposals funded with funds from the Special Alcohol and Drug Programs Fund. The City and CSFAB have the responsibility to determine whether or not the Grant Funds are spent according to the Approved Proposal and to make an evaluation of the quality of the Alcohol and Drug Services or Programs provided. The Recipient hereby specifically agrees to comply with all requests and requirements of the City and the City Commission to comply with its obligations as set forth in the ordinance.

7. Subject only to the provisions of this Contract, the Recipient shall have the administrative control of the Grant funds. The Recipient agrees to appropriately identify that it receives, in part, funds from the City of Manhattan, as follows: the Recipient agrees to identify this funding on all of its official correspondence, reports, and other literature associated with its programs with the following statement: **"Funding in part provided by the City of Manhattan."**

8. The Recipient understands and agrees that the City's provision of any or all of the Grant Funds is based upon governing body approval, as described in Section 2, and the provision of such funds to the City by the State of Kansas. In the event that the State of Kansas does not provide the City with any, or all, funds as anticipated by the City, the City may, at its option, eliminate all or some of the Grant Funds due to the Recipient.

9. The Recipient agrees to comply with applicable federal, state, and local laws, regulations, and ordinances in its performance of the Alcohol and Drug Services or Programs.

10. The Recipient agrees to comply with federal, state, and local laws, regulations, and ordinances related to discrimination, including but not limited to the Kansas Act Against Discrimination, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990, as amended; and all guidelines and interpretations issued pursuant thereto, in all matters related to the Approved Proposal. The Recipient assures that it does not aid or perpetuate discrimination on the basis of disability in providing any aid, benefit, or service to its clientele and the Recipient assures that it has evaluated all of its programs and services, made any necessary non-structural modifications to accommodate the disabled and has developed a plan to address any necessary structural changes to facilities. This Assurance is binding on the Recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the Recipient. The Recipient shall observe the provisions of the Kansas Act Against Discrimination and shall not discriminate against any person in the performance of this agreement because of age, race, religion, color, sex, disability, national origin or ancestry. In all solicitations or advertisements for employees, the Recipient shall include the phrase "equal opportunity employer," or a similar phrase to be approved by the Kansas Human Rights Commission ("KHRC"). If the Recipient fails to comply with the manner in which it reports to the KHRC in accordance with the provisions of K.S.A. 44-1031, the Recipient shall be deemed to have breached this agreement and it may be canceled, terminated or suspended, in whole or in part, by the City. If the Recipient is found guilty of a violation of the Kansas Act Against Discrimination under a decision or order of the KHRC which has become final, it shall be deemed to have breached this agreement and it may be canceled, terminated or suspended, in whole, or in part, by the City. The Recipient shall include the provisions of this Section 12 in every subcontract or purchase order so that such provisions will be binding upon such subcontractor or vendor unless such subcontract is less than \$5,000 for a fiscal year or the subcontractor employs less than four (4) employees during the terms of the contract.

11. The Proposal and Approved Proposal are attached hereto and incorporated herein by reference.

12. This agreement may be terminated by either party upon thirty (30) days written notice to the other party.

IN WITNESS WHEREOF, the parties hereto have set their hands this 29th day of December 2023.

City of Manhattan, KS

Riley County Court Services

By: _____
Ron R. Fehr, City Manager

By: Katherine Oliver
Katherine Oliver, Director

By: _____
Kathryn Focke, Riley County Commission

Chair

Attest:

Attest:

Brenda K. Wolf, CMC, City Clerk

Rich Vargo, County Clerk





PUBLIC WORKS
Change Order

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

COMMISSION AGENDA REPORT

FROM: Andrea Rose, Administrative Assistant II

MEETING: January 4, 2024

SUBJECT: I.0-9.9 Union Road Culvert Replacement Change Order Reece Const. Co

PRESENTER: Evan McMillan, Public Works Asst. Director/County Engineer

A change order is required for the Union Culvert Replacement project. This change order consists of adjusting quantities for Temporary Erosion Control line item not used.

The Change Order and updated total project cost for this work is provided with this document

POSSIBLE MOTION(S)

Move to approve the Change Order in the amount of -\$5,000.00

Move to decline the Change Order in the amount of -\$5000.00

Move to table for further discussion.

Enclosures:

- CO 2177 12 20 23 (PDF)

CONTRACTOR'S PAYMENT ESTIMATE				NO. 4		PERCENT OF WORK COMPLETED: 100%		TOTAL CONTRACT AMOUNT \$		193,619.13	
ITEM NO.	ITEM DESCRIPTION	UNIT'S	CONTRACT QUANTITY	ADJUSTED CONTRACT QUANTITY	TOTAL QUANTITY TO DATE	UNIT PRICE	AMOUNT EARNED TO DATE				
1	Mobilization	LSUM	1.0		1.0	\$ 6,368.25	\$6,368.25				
2	Clearing and Grubbing	LSUM	1.0		1.0	1,000.00	\$1,000.00				
3	Removal of Existing Structures	LSUM	1.0		1.0	5,000.00	\$5,000.00				
4	Temporary Erosion Control	LSUM	1.0		1.0	5,000.00	\$5,000.00				
5	Common Excavation	CY	222.0		222.0	7.00	\$1,554.00				
6	Common Excavation (Contractor Furnished)	CY	103.0		103.0	15.00	\$1,545.00				
7	Compaction of Earthwork (Type B)(MR-90)	CY	260.0		260.0	3.00	\$780.00				
8	Water (Grading)(Set Price)	MGAL	1.0		1.0	30.00					
9	Contractor Construction Staking	LSUM	1.0		1.0	3,500.00	\$3,500.00				
10	Concrete Gr. 4.0	CY	164.6		164.6	620.84	\$102,190.26				
11	Reinforcing Steel (Grade 60)	LBS	27520.0		27520.0	0.92	\$25,318.40				
12	Foundation Stabilization	CY	37.0		37.0	94.33	\$6,037.12				
13	Concrete Seal Course	CY	22.3		22.3	140.0	\$6,220.62				
14	Riprap (Light Stone) (6")	SY	47.0		47.0	53.00	\$2,491.00				
15	Granular Backfill (Wing Walls)	CY	178.0		178.0	117.16	\$20,854.48				
16	Temporary Seeding	LSUM	1.0		1.0	2,000.00	\$2,000.00				
17	Seeding	LSUM	1.0		1.0	5,500.00	\$5,500.00				
18	Traffic Control	LSUM	1.0		1.0	3,260.00	\$3,260.00				
TOTAL AMOUNT EARNED							\$193,619.13				
LESS RETAINED											
NET AMOUNT							\$193,619.13				
LESS PREVIOUS PAYMENTS							\$149,282.23				
AMOUNT DUE THIS ESTIMATE							\$44,336.90				

BY: <u>E. M. Weber</u>	DATE: <u>12/20/2023</u>	PROJECT ENGINEER
APPROVED: RILEY COUNTY, KANSAS		
I HEREBY CONCUR IN THE FOREGOING RECOMMENDATION.		
BY: <u>[Signature]</u>	DATE: <u>12/24/23</u>	CONTRACTOR
BY: <u>[Signature]</u>	DATE: <u>12-27-2023</u>	DIRECTOR OF PUBLIC WORKS



CHANGE ORDER

CHANGE ORDER NUMBER: 1

Riley County, Kansas

CONTRACTOR: Reese Construction Co., Inc.

ADDRESS: P.O. Box 3227
Salina, KS 67402-3227

PROJECT NO.: 2177
PROJECT: I.O-9.9 Union Rd Culvert Replacement

DESCRIPTION: Reinforced Concrete Box Culvert,
Grading, Seeding

BID ITEMS

ITEM NO.	ITEM DESCRIPTION	UNITS	CONTRACT QUANTITY	ADJUSTED QUANTITY	INCREASE/DECREASE	UNIT BID PRICE	INCREASE/DECREASE CONTRACT AMOUNT
4	Temporary Erosion Control	LSUM	1.0	0.0	-1.0	\$5,000.00	\$ (5,000.00)
Subtotal							\$ (5,000.00)

NEW ITEMS

ITEM NO.	ITEM DESCRIPTION	UNITS	CONTRACT QUANTITY	ADJUSTED QUANTITY	NET INCREASE	UNIT PRICE	INCREASE CONTRACT AMOUNT
Subtotal							\$.
TOTAL							\$ (5,000.00)

Amount of Original Bid:	\$ 199,790.16
Total of Previous Change Orders:	\$ (1,171.03)
Amount of Change Order No. 1:	\$ (5,000.00)
Total Adjusted Contract Price:	\$ 193,619.13

BY: [Signature] 12/20/2023 BY: [Signature] 12-27-2023
PROJECT ENGINEER DATE DIRECTOR OF PUBLIC WORKS DATE

BY: [Signature] 12/21/23 BY: _____
CONTRACTOR DATE CHAIRMAN, BOARD OF COUNTY COMMISSIONERS DATE

Attachment: CO 2177 12 20 23 (14382 : Change Order 2177 Union rd Culvert Replacement I.O-9.9)



PUBLIC WORKS
Change Order

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

COMMISSION AGENDA REPORT

FROM: Andrea Rose, Administrative Assistant II

MEETING: January 4, 2024

SUBJECT: O.3-1.3 Flat Rock Road Culvert replacement 2176

PRESENTER: Evan McMillan, Public Works Asst. Director/County Engineer

A change order is required for the Flat Rock Road Culvert Replacement project. This change order consists of adjusting quantities for various line items not used.

The Change Order and updated total project cost for this work is provided with this document.

POSSIBLE MOTION(S)

Move to approve the Change Order in the amount of -(\$8793.44)

Move to decline the Change Order in the amount of -(\$8793.44)

Move to table for further discussion.

Enclosures:

- CO 2176 Flat Rock 12.13.23 (PDF)



CHANGE ORDER

CHANGE ORDER NUMBER: 2 Final

Riley County, Kansas

CONTRACTOR: Ebert Construction Co., Inc.

ADDRESS: PO Box 188, 103 W Valley Street
Wamego, Kansas 66547

PROJECT NO.: 2176
PROJECT: 0.3-1.3 Culvert Replacement

DESCRIPTION: Reinforced Concrete Box Culvert,
Grading, Seeding

BID ITEMS

ITEM NO.	ITEM DESCRIPTION	UNITS	CONTRACT QUANTITY	ADJUSTED QUANTITY	INCREASE/DECREASE	UNIT BID PRICE	INCREASE/DECREASE CONTRACT AMOUNT
4	Temporary Erosion Control	LSUM	1.0	0.0	-1.0	\$770.00	\$ (770.00)
7	Water (Grading) (Set Price)	MGAL	1.0	0.0	-1.0	\$30.00	\$ (30.00)
12	Concrete Seal Course	CY	22.3	0.0	-22.3	\$358.45	\$ (7,993.44)
Subtotal							\$ (8,793.44)

NEW ITEMS

ITEM NO.	ITEM DESCRIPTION	UNITS	CONTRACT QUANTITY	ADJUSTED QUANTITY	NET INCREASE	UNIT PRICE	INCREASE CONTRACT AMOUNT
Subtotal							\$ -
TOTAL							\$ (8,793.44)

Amount of Original Bid:	\$ 215,012.82
Total of Previous Change Orders:	\$ 7,968.00
Amount of Change Order No. 1:	\$ (8,793.44)
Total Adjusted Contract Price:	\$ 214,187.38

BY: [Signature] 12/19/2023
PROJECT ENGINEER DATE

BY: [Signature] 12-27-2023
DIRECTOR OF PUBLIC WORKS DATE

BY: [Signature] 12/19/23
CONTRACTOR DATE

BY: _____
CHAIRMAN, BOARD OF COUNTY COMMISSIONERS DATE

Attachment: CO 2176 Flat Rock 12.13.23 (14383 : Change Order 2176 Flat Rock Road Culvert Replacement)



Riley County Public Works
5005 Tuttle Creek Blvd.
Manhattan, KS 66505
785-637-6330
Fax 785-638-6285

RILEY COUNTY, KANSAS

Attachment: CO 2176 Flat Rock Rd Culvert Replacement (14383 : Change Order 2176 Flat Rock Road Culvert Replacement)

CONTRACTOR'S PAYMENT ESTIMATE		NO.		3 Final		ADDRESS:	
PAY TO:		Ebert Construction Co., Inc.				PO Box 188, 103 W Valley Street Wamego, Kansas 66647	
PROJECT NO.:		2176				DESCRIPTION:	
PROJECT:		0.3-1.3 Flat Rock Rd. Culvert Replacement				Reinforced Concrete Box Culvert, Grading, Seeding	
PAYMENT PERIOD:		12/13/23					
PERCENT OF WORK COMPLETED: 96%							
ITEM NO	ITEM DESCRIPTION	UNITS	CONTRACT QUANTITY	ADJUSTED CONTRACT QUANTITY	TOTAL QUANTITY TO DATE	UNIT PRICE	AMOUNT EARNED TO DATE
1	Mobilization	LSUM	1.0		1.0	\$ 5,210.27	\$5,210.27
2	Cleaning and Grubbing	LSUM	1.0		1.0	\$ 8,021.28	\$8,021.28
3	Removal of Existing Structures	LSUM	1.0		1.0	\$ 9,071.12	\$9,071.12
4	Temporary Erosion Control	LSUM	1.0			\$ 770.00	
5	Common Excavation	CY	805.0		805.0	\$ 8.65	\$5,838.25
6	Compaction of Earthwork (Type B) (MR-60)	CY	167.0		167.0	\$ 2.85	\$475.95
7	Water (Grading) (Set Price)	MGAL	1.0			\$ 30.00	
8	Contractor Construction Staking	LSUM	1.0		1.0	\$ 3,800.00	\$3,800.00
9	Concrete (Gr. 4.0)	CY	164.6	176.6	176.6	\$ 616.50	\$108,873.90
10	Reinforcing Steel (Grade 60)	LBS	27320.0	27985.0	27985.0	\$ 1.20	\$33,584.00
11	Foundation Stabilization	CY	43.0		43.0	\$ 76.26	\$3,285.75
12	Concrete Seal Course	CY	22.3			\$ 388.45	
13	Granular Backfill (Wing Walls)	CY	178.0		178.0	\$ 75.00	\$13,350.00
14	Riprap (Light Stone) (6")	SY	107.0		107.0	\$ 30.54	\$3,267.78
15	Temporary Seeding	LSUM	1.0		1.0	\$ 2,788.70	\$2,788.70
16	Seeding	LSUM	1.0		1.0	\$ 4,702.70	\$4,702.70
17	Traffic Control	LSUM	1.0		1.0	\$ 10,500.00	\$10,500.00
18	Temporary Crossing	LSUM	1.0		1.0	\$ 3,456.68	\$3,456.68
BY: <u>12/19/2023</u>			TOTAL AMOUNT EARNED				
PROJECT ENGINEER			\$214,187.38				
DATE							
APPROVED: RILEY COUNTY, KANSAS			LESS RETAINED				
I HEREBY CONCUR IN THE FOREGOING RECOMMENDATION.			NET AMOUNT				
BY: <u>12/19/23</u>			\$214,187.38				
CONTRACTOR			LESS PREVIOUS PAYMENTS				
DIRECTOR OF PUBLIC WORKS			\$178,282.21				
DATE: <u>12/19/23</u>			AMOUNT DUE THIS ESTIMATE				
			\$35,925.17				



PUBLIC WORKS

14383
1/4/24

Evan McMillan
Public Works
Assistant PW Director
6215 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-537-6330

5.a

COMMISSION AGENDA REPORT

FROM: Evan McMillan, Assistant Public Works Director

MEETING: January 1st, 2024

SUBJECT: Flat Rock Road Culvert Change Order

PRESENTER: Evan McMillan, Assistant Public Works Director

A change order is required for the Flat Rock Road Culvert Replacement project. This change order consists of adjusting quantities for various line items not used.

The Change Order and updated total project cost for this work is provided with this document.

POSSIBLE MOTION(S)

Move to approve the Change Order in the amount of \$8793.44

Move to decline the Change Order in the amount of \$8793.44

Move to table for further discussion.

Enclosures:

Attachment: CO 2176 Flat Rock 12.13.23 (14383 : Change Order 2176 Flat Rock Road Culvert Replacement)



PUBLIC WORKS
Permit

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

COMMISSION AGENDA REPORT

FROM: Andrea Rose, Administrative Assistant II

MEETING: January 4, 2024

SUBJECT: Highway Use Permit, Twin Valley Telephone -6107 Fawn Road

PRESENTER: John Ellerman, Director of Public Works

BACKGROUND

Twin Valley Telephone, has requested permission to bury fiber optic cable to 6107 Fawn Road. See attached map.

RECOMMENDATION(S)

Staff recommends approval of Highway Use Permit as presented.

POSSIBLE MOTION(S)

Move to approve the Highway Use Permit granting Twin Valley Telephone, permission to complete work as outlined in permit.

Enclosures:

- Hwy Use Permit 6107 Fawn Twin Valley (PDF)

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

Project Number:
Requesting Party:

Processing Procedure: Date and initial completed steps.

1. The public works department sends a copy of the document management form and permit to Operations Manager (OM) Alvin 12/19/23 & Assistant County Engineer for recommendation. Evan 12/19/23

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

Signature: _____

[Signature] 12/20/2023

2. The public works department sends a copy of Highway Use Permit to Township for recommendation. Township will call Public Works with any recommendations, if applicable. Sherman Township 12-20-23 ✓
Comments: None

The public works department attaches document management form to Application for Highway Use Permit and gets recommendation signature from County Engineer (Place sign here sticker on AfHUP and put in CE mailbox). If recommended proceed by submitting scanned .pdf file (to include: Doc. Management Form and Original Highway Use Permit, with County Engineer signature and any additional maps or pages) to Minute Traq for scheduling (schedule accordingly-hard Copies also due to Clerk's Office by 3PM) of Commission meeting agenda. Place "Sign Here" post-it on original and deliver original to County Clerk's designated employee. Keep one copy here for our files.

Date

12/27/24 by *[Signature]*

14384 for Jan 4, 24

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

Date _____ by _____

Submitted by: _____

Date Submitted: _____

Attachment: Hwy Use Permit 6107 Fawn Twin Valley (14384 : Highway Use Permit-Twin Valley Telephone-6107 Fawn Rd)

Permit No. _____

APPLICATION FOR HIGHWAY USE PERMIT

Riley County, Kansas

Twin Valley Telephone Fiber optic
Applicant Name Type of Construction

22 W Spruce Miltonvale Ks 67466
Applicant Mailing Address City State Zip

Applicant hereby requests permission to Bury fiber to 6107 Fawn road-New home
along and/or across the public roads of Riley County, Kansas, according to the details and route shown on the attached plans and standards for said construction.

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

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

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

Submitted by: [Signature]
Submitter's Signature

12-18-23
Date

Kathy Gregory - Const coordinator
Printed Name & Title

785-630-0322
Submitter's Telephone Number

Kgregory@twivalley.com
Submitter's Email Address

12-28-23
Proposed Date of Construction

universal cable
Contractor Name

1-913-634-4245
Contractor Telephone Number

2 days
Estimated Duration of Construction

RECOMMENDED BY: [Signature]
Riley County Engineer

Permit granted this _____ day of _____, 20____.

BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY, KANSAS

Chairperson

OFFICE USE ONLY:

Application Fee: \$100

\$1,000 Deposit ☒ Bond ☒ Letter ☒ on file

Receipt No. 13211 Date: 12/19/23

Signature: Andrea Rose

Process for Highway Use Permit

- A permit is required for all utilities installed, relocated, removed or repaired in the County's right-of-way
- Submit Application for Permit
 - Attach construction plan and traffic control plan
 - Submit \$100.00 Application Fee
 - Submit applicable deposit, performance bond, cashier's check or letter of credit
 - Contractor's Certificate of Liability Insurance
- Stake the proposed location of above ground utilities
- Permit must be approved prior to starting any work
- **Once approved, notify County Engineer a minimum of two business days prior to starting work**
- Copy of Highway Use Permit and copy of Requirements and Procedures must be on site with the Contractor
- Begin project
- County will perform routine inspections during project
- **Notify County 24 hours prior to any backfilling**
- Restore work area to a condition equal to the existing before construction
- Request final inspection a minimum of two business days before de-mobilization
- Create punch list of items remaining to be completed
- Complete punch list items as necessary
- Receive written final Notice of Acceptance
- Warranty work for a period of one year
- Fees, bonds, cashier's check or letter of credit returned

Untitled Map

Write a description for your map.

Attachment: Hwy Use Permit 6107 Fawn Twin Valley (14384 : Highway Use Permit-Twin Valley Telephone-6107 Fawn Rd)





TWINVAL-03

MGEORGE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/5/2023

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

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

PRODUCER AHT Insurance, A Baldwin Risk Partner DBA BCP Tech 520 West Pennway St, Ste LL Kansas City, MO 64108		CONTACT PHONE (A/C, No, Ext): (816) 523-2323 FAX (A/C, No): E-MAIL: info@brushkc.com	
INSURED Twin Valley Management, Inc. & ISG Technology, LLC Twin Valley Telephones, Inc. Twin Valley Communications, Inc. PO Box 395 Miltonvale, KS 67466		INSURER(S) AFFORDING COVERAGE	
		INSURER A: The Continental Insurance Co	
		INSURER B: Continental Casualty Company	
		INSURER C: Valley Forge Insurance Company	
		INSURER D: Endurance American Specialty Insurance Company	
		INSURER E:	
INSURER F:		NAIC #	

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR RECD 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 ☐ PRO-JECT ☐ LOC OTHER:		6075950497	5/2/2023	5/2/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 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 ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY		6075950502	5/2/2023	5/2/2024	COMBINED SINGLE LIMIT (EA accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000		6075950533	5/2/2023	5/2/2024	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	6075950516	5/2/2023	5/2/2024	☒ 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
D	Cyber & E&O		PRO30036983400	5/2/2023	5/2/2024	Limit \$ 5,000,000

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

CERTIFICATE HOLDER

Riley County Public Works
 6215 Tuttle Creek Blvd
 Manhattan, KS 66503

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Travis S. [Signature]



COUNTY CLERK & ELECTIONS
Amendment

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

COMMISSION AGENDA REPORT

FROM: Rich Vargo, County Clerk
MEETING: January 4, 2024
SUBJECT: CIP Amendment 23-23EL002
PRESENTER: Brittany Phillips, Budget & Finance Officer

BACKGROUND

This project was approved for an amendment of \$720,000.00 on December 28, 2023.

FISCAL IMPACT

The original project was approved for \$350,000. This amendment is an increase of \$370,000.00.

POSSIBLE MOTION(S)

Move to amend CIP Project 23-23EL002 for a total amount of \$720,000.00.

Enclosures:



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: January 4, 2024

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- HD- AOrellana (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Andrea Orellana**Status Change Date:** 1/2/2024**Status Change:** New Hire**Date of Hire:** 1/8/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Drug Endangered Children Coordinator**Position Type:** Temporary Part Time**Pay Range:** 4**Pay Type:** Hourly**Base Rate:** 19.79**Annualized Pay:** \$17,206.22**Funds Codes:** 30 (HD)- 400 (HD-General)**Supervisor:** Julie Gibbs**Department Head:** Julie Gibbs

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: HD- AOrellana (14391 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
January 08, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Reorganization of the Board of County Commissioners

Public Comment

Commission Comments

Business Meeting

1. Application for ISP for Laurie Harrison

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Rich Vargo, County Clerk

2. Year to date budget and expenditure reports

9:15 AM

Amanda Webb, Planning/Special Projects Director

3. KDHE LEPP Grant

9:30 AM

Press Conference

9:45 AM

David Adams, EMS/Ambulance Director

4. Request to fill open position

10:00 AM

Shelley Woodard, Deputy County Counselor

5. Resolution updating parking and traffic regulations for county parking lots

10:10 AM

John Ellermann, Public Works Director/County Engineer

6. Project update

Attachment: 01-08-24 tentative agenda (14167 : Tentative Agenda)

7. 4th floor architect agreement

10:40 AM Clancy Holeman, Counselor/Director of Administrative Services

8. Administrative Work Session

11:00 AM Katharine Hensler, Museum Director

9. Staff update

12:00 PM County Officials Luncheon

Adjournment

Announcements

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

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, January 9, 2024 (JF).

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
January 11, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

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

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

4. Administrative Work Session

9:20 AM

Break

9:30 AM

Shilo Heger, Treasurer

5. Monthly Revenue Reports

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

6. Economic development update

10:00 AM

Julie Gibbs, Health Department Director

7. Staff update

10:30 AM

Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer

8. Monthly Cash Flow Reports

Attachment: 01-11-24 tentative agenda (14167 : Tentative Agenda)

- 10:40 AM Alvin Perez, Operations and Fleet Manager**
 9. Bid opening for two (2) dump body
- 10:45 AM Alvin Perez, Operations and Fleet Manager**
 10. Bid opening for 15T Hydraulic Dovetail Trailer
- 10:50 AM Alvin Perez, Operations and Fleet Manager**
 11. Bid opening for a 1 1/2 Ton 4x4 Regular Cab-Chassis Truck
- 11:00 AM Cory Meyer, IT/GIS Director**
 12. Staff update

Adjournment

Announcements

Riley County Offices will be closed Monday, January 15th due to the observance of the Martin Luther King, Jr. Day holiday.

The Board of County Commissioners will not be in session on Monday, January 15th.

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



COUNTY CLERK & ELECTIONS
Staff Update

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

MEMORANDUM

FROM: Elizabeth Ward, Human Resources Director

MEETING: January 4, 2024

SUBJECT: Human Resources Monthly Update

PRESENTER: Elizabeth Ward

Enclosures:

- HR Monthly Report - January 2024 (PPTX)



Human Resources

January 2024 Update

Presented by Elizabeth Ward, HRD

HR Objective

Riley County Human Resources

Talent Management	Training & Development	Compliance Matters	Compensation & Employee Benefits	Workplace Safety
				

We work to provide organizational structure, balance the needs of the employees and the needs of Riley County and effectively manage the employee lifecycle.

Recruitment and Retention

	Regular Employees	Seasonal/Stipend EE/Intern
Current headcount	287	322
Hires-current month	0	4
Hires – current year	53	60
Separations – current month	1	72
Separations - current year	41	99 (Temp Elec)
Turnover Rate-annual	14.2%	
Average tenure	9.1 years	
Current openings	5	
- Appraiser, EMS, IT, Attorney and Public Works		

Performance and Development-Upcoming

Tackling Toxicity & Promoting Positivity

- Jan 9 at MHK Library
- Conflict Resolution, Crucial Conversations, Positive Workplace
- 27 employees from 8 departments registered

Quarterly CPR training for employees

- Presentation to Dept Heads rescheduled

Comprehensive onboarding for new employees

- Includes REACH welcome kits, IT, HR, software and more
- Planning meetings in January

Supervisor training

- software, scheduling, difficult conversations, managing teams, compliance laws etc.

Performance and Development-Current

Focus Group evaluating best training program for Riley County

- Kansas Leadership Center
- Highly Effective Managers program
 - Researching most effective options for Riley County

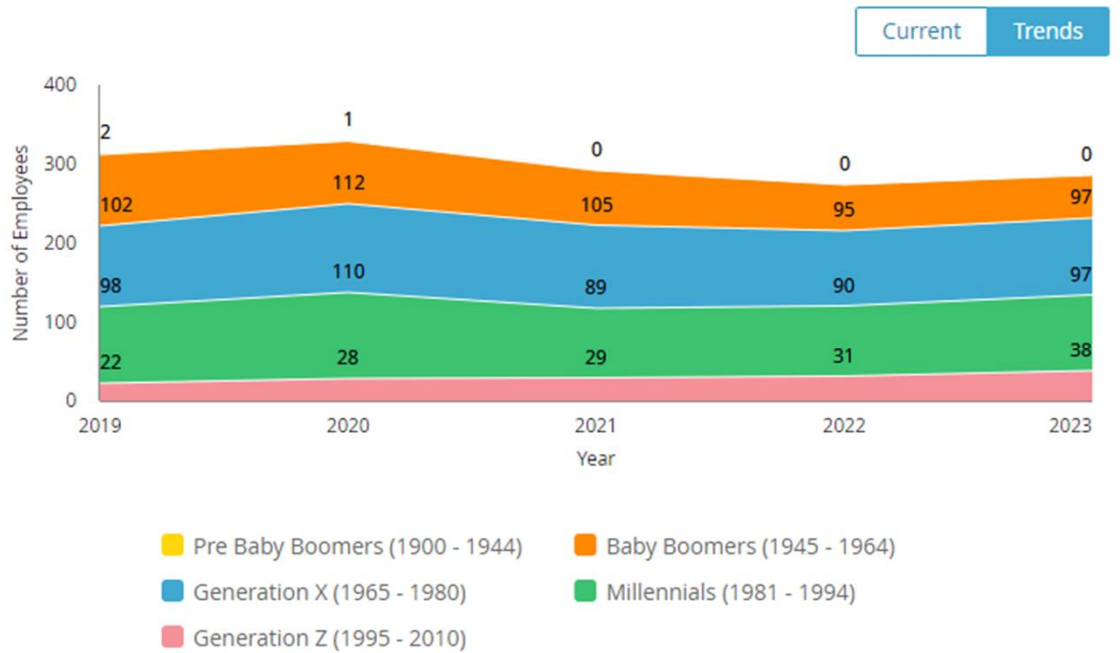
Individual Dept 'High Performance Team' building

Compliance

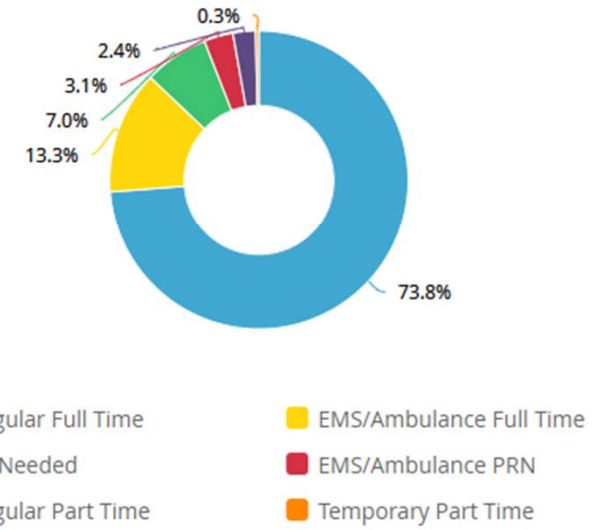
- Personnel Manual
 - Small workgroup revisions in process
 - Planned presentation to Dept Heads eom January
- 2024 payroll updates in progress
- 2023 Workers Compensation Audit due eom January
- Watching FLSA regulation
 - DOL proposed salary threshold increase for exemption from overtime pay
 - New minimum would be \$1059/week (\$55,068/year)
- Employment Law/Benefits legal updates seminar
 - Feb 21-22

Employee Demographics

Generation



Employment Type

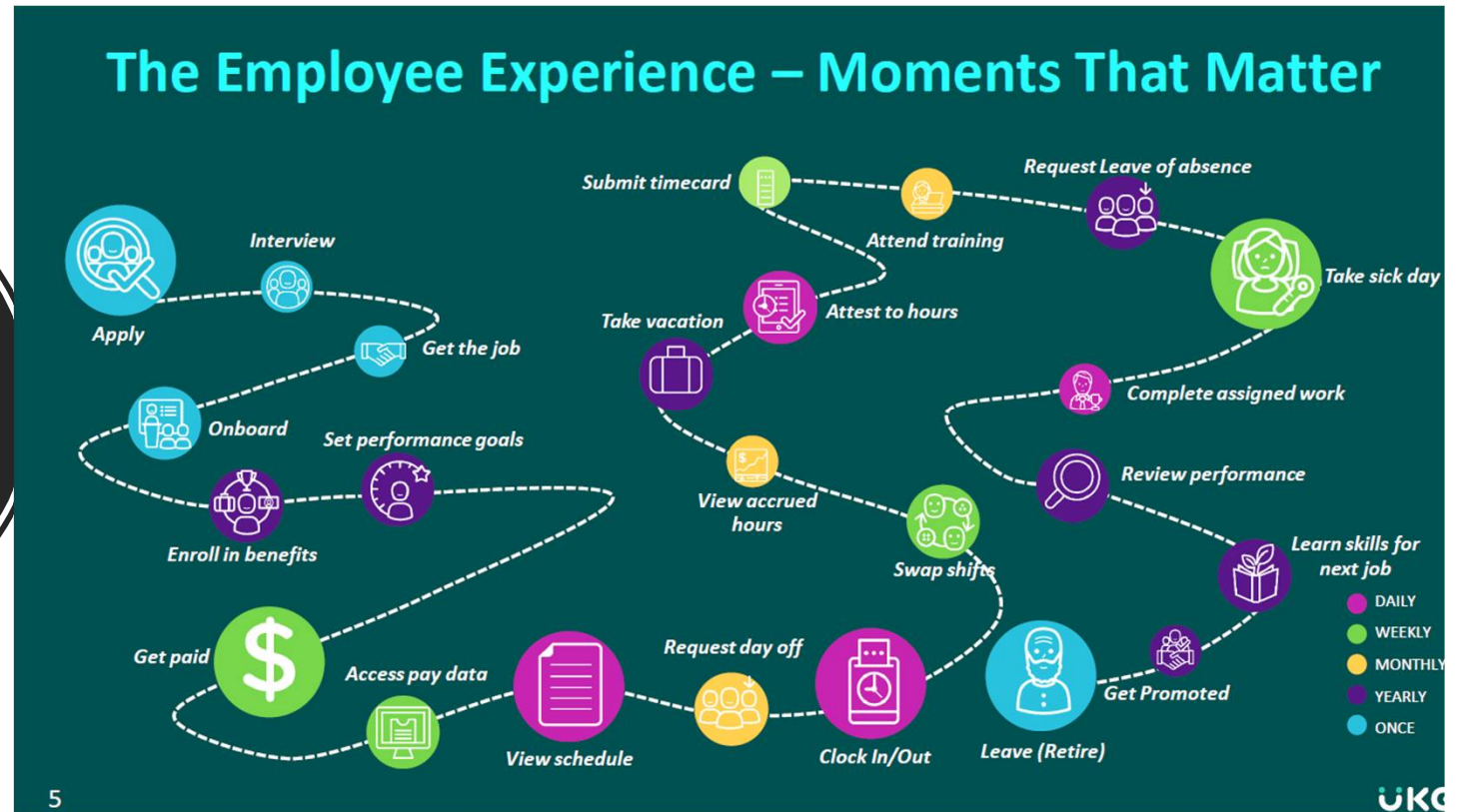


Current and upcoming month's focus

December focus was year-end

- Completed Annual Reviews
- Year-end letter and 2024 pay rates to all employees
- KAC Conference – Employer of Choice information
 - Using keynote information to evaluate recruitment and retention
 - Evaluating Employee “touchpoints” for engagement experience

Employee Experience Moments - UKG



Current and upcoming month's focus

January's focus is New Year setup

- Pay rates updated
- Positions audited
- Personnel manual drafted

Health Insurance Committee

- Will convene employee committee in January
- Will get insurance quotes in March



NOXIOUS WEED/HHW
Staff Update

Michael Boller
Noxious Weed Director
6245 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-539-3202

STAFF REPORT

FROM: Michael Boller Riley Co Noxious Weed Director

MEETING: January 4, 2024

SUBJECT: Staff Update

PRESENTER: Michael Boller Riley Co Noxious Weed Director

Enclosures:

- 1-4-24 Staff Report (DOC)

Riley County Noxious Weed/HHW Department

Michael Boller, Director

January 4, 2024

Staff Report

Noxious Weed/Mowing:

- Crews finished up the third round of mowing in mid-December. Snow and wet conditions prevented finishing earlier.
- Winter maintenance has started on roadside sprayers, rental sprayers, and tractors. This process will continue throughout the winter months.
- Crews had two snow removal callouts in December and did a great job battling ice and snow conditions. One callout was 4am Saturday morning and the second was 4am the day after Christmas. Although not ideal times the crew did a fantastic job and cleared the roads quickly.
- Chemical prices continue to fall, we were able to purchase several pallets of chemical for the upcoming spray season. Because of this purchase we will be able to lower our prices for cost share this next spring. It appears this market continues to lower. We hope to see prices continue to fall moving forward.

HHW:

- Riley County HHW conducted a HHW collection at Howie's Recycling on Dec 9th, 2023. We had over 45 participants, which is an average number.
- The next HHW collection at Howie's Recycling is Saturday, January 13, 2024, from 8:00am to 12:00 noon. This event is for Riley Co residents only. No business waste will be accepted at this event and items will be limited to 25 per person. People with excessive amounts will be directed to drop off items at our main facility. This limit does not include batteries and light bulbs. Disposal of HHW material is free to citizens of Riley County.
- The Riley County HHW Facility has recycled latex paint to give away. We have one gallon and five-gallon containers available. Our office is open Monday – Friday from 7:30am to 4:00pm for assistance. The month of December was very busy for our recycle center and our level of household products on our recycling shelves is low now but likely to raise dramatically as spring arrives. Efforts to educate the public on services we provide via County Website and Facebook continue to pay off as more and more residents are utilizing our services.
- Big Lakes Regional HHW Board of Directors met December 14, 2023, at the Riley County Public Works Building. A budget of \$115,000 was approved for 2024. This amount remains neutral from 2023. Several member counties expressed gratitude for keeping costs as low as possible as transportation costs and processing of HHW material continues to increase. Although final numbers for 2023 are not in it appears Big Lakes Region HHW will remain one of the largest processors of HHW in the State of Kansas.

Other:

- Justin Brenner and I will be working and representing Riley Co at the Topeka Farm Show CWDAK booth on January 11th.
- I have begun preparations for coordinating the CWDAK Basic Weed School that is put on in cooperation with the Kansas Department of Ag. That event will again be hosted in Manhattan and attended by weed directors from across the State of Kansas. The event will take place February 20th-23rd.
- Preparations have begun to conduct the yearly 8 hour refresher course required by KDHE for the counties of the Big Lakes Region. This is an event hosted by Riley Co and Assist Director Justin Brenner will help conduct that training. Training date not yet set but likely in April 2024.



NOXIOUS WEED/HHW
Contract

Michael Boller
Noxious Weed Director
6245 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-539-3202

COMMISSION AGENDA REPORT

FROM: Michael Boller Director Riley Co Noxious Weed Dept

MEETING: January 4, 2024

SUBJECT: Riley Co Noxious Weed / KDOT Contract

PRESENTER: Michael Boller Director Riley Co Noxious Weed Dept

BACKGROUND

Annual Contract between KDOT and Riley County for the county to treat state roads and right of ways for the treatment of noxious weeds.

FISCAL IMPACT

KDOT reimburses Riley Co for the contract price to treat noxious weeds on KDOT property.

RECOMMENDATION(S)

Recommend approval of 2024 KDOT contract

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2024 KDOT Contract (PDF)

KANSAS DEPARTMENT OF TRANSPORTATION BUREAU OF MAINTENANCE

COUNTY AGREEMENT TO TREAT NOXIOUS WEEDS

This agreement made and entered into this 4 day of January, 2024, by and between the Board of County Commissioners of Riley Co County, hereinafter referred to as County, and the Kansas Secretary of Transportation, hereinafter referred to as Secretary. The Kansas Department of Transportation hereinafter is referred to as KDOT.

WHEREAS, The Kansas Legislature has declared certain weeds to be Noxious Weeds (see Kansas Noxious Weed Law), and

WHEREAS, The County desires to treat noxious weed infested areas on State Highway Rights-of-Way within said County and the KDOT desires to retain the County to spray and treat such areas, and

WHEREAS, The Secretary and County agree to enter into a performance agreement, where in the County shall treat all noxious weeds on State Highway rights-of-way in the County. A condition of the fulfillment of the agreement requires that treatment by the County will provide a satisfactory control of the noxious weeds. Satisfactory performance is defined as preventing the production of viable seed and/or destroying the plant's ability to reproduce by vegetative means.

NOW, THEREFORE, in consideration of the premises, the parties hereto agree as follows:

1. The county will notify the KDOT District Engineer or the authorized representative, prior to each treatment on highway right-of-way, of the scheduled time and location of such treatment.
2. The County spraying operation may include a dye in the chemical mixture to allow easy identification of areas treated.
3. A representative of the KDOT shall make periodic field inspections to check treated areas. A field log and record will be maintained by the KDOT indicating dates treated and inspected, location and size of areas, type of noxious weeds, apparent affect of treatment and other pertinent comments. Approval by the KDOT representative shall be required before the County will be paid for treatment.
4. Schedule of Cost: The County shall provide all chemicals (includes herbicides, surfactants and drift control materials as required), dye, labor and equipment to treat noxious weeds. Chemicals and dye are to be provided at the County's cost. Labor and equipment costs are as follows:

LABOR COST	COST	*EQUIPMENT RENTAL TYPE AND SIZE
<u>49.58</u> /hr. operator	<u>55</u> /hr.	<u>1 1/2 Ton 4x4 Spray Truck</u>
_____ /hr. operator	_____ /hr.	_____
_____ /hr. operator	_____ /hr.	_____

*Spraying equipment will have cab mounted flashing (or rotating) safety lights

5. Billing and Payment: The County shall submit to the KDOT District Engineer an itemized bill for wholesale cost of chemicals and dye furnished, plus actual cost of treating noxious weeds based on equipment rental and labor costs for areas of satisfactory performance. Upon receipt of proper billing and final approval, payment for treating noxious weeds will be made to the County by the KDOT.

6. Record of Work: The County representative doing the work shall:

Record size, location and type of noxious weed areas treated.

Record amount and kind of chemicals applied on each area.

Record dates chemicals were applied.

Maintain Report of Noxious Weed Treatment DOT FORM NO. 322-A, which shall be submitted to the KDOT within 1 to 2 weeks after treatment.

Maintain records until all claims are paid, but in no case less than the three year statutory time.

Make all records available for KDOT audit, when so requested by KDOT.

7. Chemicals, approved for use on highway right-of-way are listed below.

<u>CHEMICAL</u>	<u>TRADE NAME</u>	<u>RATE OF APPLICATION (metric)</u>
2, 4-D (amine or ester) (a)	numerous	1 to 2 lb. Equiv./acre (1.1 to 2.2 kg/ha)
Glyphosate (b)	numerous	1 1/2 lb. Equiv./acre (1.7 kg/ha)
MSMA	numerous	3 to 5 lb. Equiv./acre (3.8 to 5.6 kg/ha)
Sulfometuron (c)	Oust	3 to 6 ounces/acre (.21 to .42 kg/ha)
Picloram	Tordon	rate depends upon weed species
Chlorsulfuron	Telar	1/2 to 1 oz./acre (0.035 to 0.070 kg/ha)
Imazapyr	Arsenal/Habitat	1/4 lb. Active/acre (0.28 kg/ha)
Metsulfuron Methyl	Escort	rate depends upon weed species
Triclopyr (d)	Garlon	1/4 to 1/2 lb./acre (0.28 to 0.56 kg/ha)
Fluizafop P butyl + Fenoxiprop	Fusion	7 to 9 fl. oz. per acre (83.8 to 107.75 ml/ha)
Imazapic (e)	Plateau	rate depends upon weed species
Quinclorac (f)	Paramount/Drive	rate depends upon weed species and desirable grass species
Sulfosulfuron (g)	Outrider	rate depends upon desirable grass species
Aminopyralid (h)	Milestone	rate depends upon weed species
	Vista XRT	
Fluroxypyr		follow the product label recommendations

- (a) May be used alone or in combination with other herbicides
 (b) (Round-up)
 (c) Spot treatment only
 (d) Sericea lespedeza
 (e) Do not use where cool season grasses are the desired species
 (f) Fall bindweed control
 (g) Do not use for more than 3 consecutive seasons
 (h) Musk, bull and Canada thistle

There may be other trade names for the herbicides listed.

8. Chemicals shall be mixed and applied as recommended by the manufacturer and in accordance with approved methods contained in the "Official Regulations" issued by the Kansas Department of Agriculture.
9. The County agrees to provide this service in a workmanlike manner, to be in strict conformance with the instructions for handling and applying noxious weed chemicals and to be responsible for any negligent acts or omissions that may occur in the performance thereof.
10. The County's spraying equipment shall be equipped with cab mounted amber high-intensity rotating, flashing, oscillating, or strobe light. Safety lights shall be visible from all directions and not obstructed from view by tanks and equipment mounted to or towed behind the spraying equipment. If a safety concern has been raised, and at the direction of KDOT personnel, the County will be responsible for supplying and placing of traffic control signs for a mobile operation per Chapter I of the KDOT Highway Sign Manual. All workers shall wear approved safety vests according to 23 CFR 634, "Worker Visibility".
11. This agreement shall terminate December 31st of this year, except records shall be maintained in accordance with Section Six above. Termination may be sooner by a ten day written notice from either party to the other. It is agreed further that this contract can be renewed for three consecutive years at the option of the Secretary upon a 30-day written notice to the contractor prior to December 31st of the current year. The contractor and the Secretary agree that all terms of the renewal will remain the same unless either party determines that the price of the chemicals should be re-negotiated.

This agreement is officially adopted by the Board of County Commissioners and recorded in the official records of the proceedings of said Board.

In witness whereof the parties have caused this Agreement to be executed by their duly authorized officers or representatives.

SECRETARY OF TRANSPORTATION

THE BOARD OF COUNTY COMMISSIONERS

BY _____
 District Engineer

BY _____
 Title:



COUNTY APPRAISER'S OFFICE
Staff Update

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

STAFF REPORT

FROM: Appraiser's Office

MEETING: January 4, 2024

SUBJECT: Appraiser's Office January 4th Staff Update

PRESENTER: Anna Burson

Enclosures:

- 1-4-24 Appraiser's Office Commission Meeting update (DOCX)
- 1-4-23 BOTA UPDATE (PDF)

Appraiser's Office Staff Report

BOCC January 4th, 2023

• Personal Property

- 2024 Personal Property renditions were mailed December 29th, 2023. Per K.S.A. 79-306 the renditions need to be signed and returned to the Appraiser's office prior to March 15th, 2024, to avoid penalties outlined in K.S.A. 79-1422. A postage paid envelope was included for convenience. It is important for property owners to sign the form, update it with any changes, and return them to our office by the deadline.
- We conducted three payments under protest hearings relating to 2023 Personal property valuation. One appeal was related to the value, the other two appeals were related to the assessment rate and classification.
- Our team is currently updating Orion data with manufactured home changes to ensure the data transfer to Komtek is seamless.

• Agricultural

- Ag use and irrigation review continues to be completed during the canopy cover review.
- Annual review has been completed and AG land sales have been reviewed.
- We have one AG Payment Under Protest.
- As a reminder AG use maps will be mailed to property owners this May.

• Residential

- Annual Review has been completed.
- Our team has completed review of all building permits prior to October 2023 relating to dwelling demolitions and new dwellings. The team is currently working through additional permits relating remodels, additions, repairs, partial completions, etc.
- There are 405 total building permits, 49 of which are new dwellings.
- There have been 1171 sales recorded to date. Of these sales 1022 are residential properties. The median sale price remains at approximately \$238,000. There have been no additional residential sales reviewed. Our current residential sales ratio remains roughly 95%.
- The overall residential trend has been completed for the 2024 tax year as I mentioned last month indicating approximately 3-5% positive trend for tax year 2024. It is important to know that not all market areas will see valuation increases of 3-5%, some property values may go up more or less than others.
- Residential depreciation, Manufactured home depreciation, and market modeling have all been completed. All compliance documentation through the January 2nd deadlines has been submitted to PVD.
- We have 76-Residential and 14-Vacant Land payments under protest relating to 2023 valuation. We are working through these appeals as quickly as possible.
- We are in the process of filtering through applications and hope to begin interviews soon for the open positions.
- This is currently our busiest time of year as we begin preparations for final valuation. We still have a goal to mail early, and I will provide an update once we see how much is complete at the end of the month.

• Commercial

- Our team has completed new construction inspections.
- We have 17 Payment under protests relating to 2023 valuation on Commercial properties.
- Our team continues working through income analysis and has started some final review.
- I have attached the Commercial BOTA case spreadsheet and there are a couple notable changes.

Attachment: 1-4-24 Appraiser's Office Commission Meeting update (14390 : Appraiser's Office Staff Update)

- **Additional Information**

- December flew by fast, and our team has been busy working to meet all statutory deadlines in preparation for final valuation. We had our annual Christmas gathering and our team spread Christmas cheer throughout the office during the month of December.
- I attended KAC in Wichita at the beginning of the month where there was a lot of discussion relating to the upcoming Legislative session. During the affiliate meeting my name was drawn as the winner of the 2024 NCRAAO (North Central Regional Association of Assessing Officers) paid conference registration. NCRAAO encompasses the States of Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, and Wisconsin. This year's conference will be held in Kearney, Nebraska, approximately 4 hours north of Manhattan. NCRAAO is an affiliate member of IAAO and this year's conference will provide an opportunity to network and gain professional skills alongside other professionals in our region. I will be submitting a request for out-of-state travel for both this conference and the IAAO Conference in Denver.
- KCAA is hosting a legislative reception for members of the delegation in Topeka on January 23rd beginning at 5pm. I will be in attendance with other Appraiser's from across the state with plans to answer questions and address concerns relating to property valuation.

BOTA - OPEN										
12/18/2023										
DOCKET	PARCEL NUMBER	QR#	YEAR	PROPERTY OWNER	BUSINESS NAME/SITE	COUNTY VALUE	FINAL	TAXPAYER VALUE	SCHEDULE	Evidence Mail Date
2023-2524-EQ	081-189-31-0-00-00-007.00-0	R6092	2023	COLONIAL GARDENS LLC (3050 TCB)	COLONIAL GARDENS MHP OFFICE	\$407,900		?	TBA	
2023-2523-EQ	081-189-31-0-00-00-010.00-0	R6096	2023	COLONIAL GARDENS LLC (3000 TCB)	COLONIAL GARDENS	\$8,856,630		\$8,327,504	TBA	
2023-2525-EQ	081-189-31-0-00-00-017.01-0	R6104	2023	COLONIAL GARDENS LLC (0000 E MARLATT)	COLONIAL GARDENS - VACANT	\$1,870		?	TBA	
2023-2526-EQ	081-203-06-2-70-18-001.00-0	R7912	2023	BLUE VALLEY MHC LLC	BLUE VALLEY MHC LLC	\$4,239,320		\$3,825,000	TBA	
2023-2441-EQ	081-203-07-2-20-09-003.00-0	R8759	2023	SUNFLOWER BANK	SUNFLOWER BANK	\$4,626,910		\$2,313,455	TBA	
2020-6179-PR	081-203-07-2-80-01-001.02-0	R9273	2019	BJS, INC	IHOP	\$1,974,000		\$1,000,000	CONTINUED	CONTINUED
2020-6180-EQ	081-203-07-2-80-01-001.02-0	R9273	2020	BJS, INC	IHOP	\$1,974,000		\$1,482,207	CONTINUED	CONTINUED
2021-1105-EQ	081-203-07-2-80-01-001.02-0	R9273	2021	BJS, INC	IHOP	\$1,974,000		\$1,300,000	CONTINUED	CONTINUED
2020-1714-EQ	081-204-18-2-10-18-001.00-0	R9845	2020	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$2,100,000		\$1,365,000	CONTINUED	
2021-5574-EQ	081-204-18-2-10-18-001.00-0	R9845	2021	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$1,770,000		\$1,150,500	CONTINUED	
2022-1386-EQ	081-204-18-2-10-18-001.00-0	R9845	2022	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$1,670,000		1463240	CONTINUED	
2023-1154-EQ	081-204-18-2-10-18-001.00-0	R9845	2023	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$1,570,000		\$1,402,794	TBA	
2020-1099-EQ	081-204-18-2-10-18-001.01-0	R9846	2020	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$133,660		?	CONTINUED	
2021-1437-EQ	081-204-18-2-10-18-001.01-0	R9846	2021	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$140,910		prior year value	CONTINUED	
2022-2165-EQ	081-204-18-2-10-18-001.01-0	R9846	2022	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$140,040		?	CONTINUED	
2023-1916-EQ	081-204-18-2-10-18-001.01-0	R9846	2023	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$139,920		?	TBA	
2020-1097-EQ	081-204-18-2-10-18-002.00-0	R9847	2020	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,398,740		?	CONTINUED	
2021-1435-EQ	081-204-18-2-10-18-002.00-0	R9847	2021	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,478,940		prior year value	CONTINUED	
2022-2164-EQ	081-204-18-2-10-18-002.00-0	R9847	2022	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,480,660		?	CONTINUED	
2023-1914-EQ	081-204-18-2-10-18-002.00-0	R9847	2023	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,479,080		?	TBA	
2020-1098-EQ	081-204-18-2-10-18-011.00-0	R9848	2020	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$119,500		?	CONTINUED	
2021-1436-EQ	081-204-18-2-10-18-011.00-0	R9848	2021	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$126,850		prior year value	CONTINUED	
2022-2166-EQ	081-204-18-2-10-18-011.00-0	R9848	2022	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$126,000		?	CONTINUED	
2023-1915-EQ	081-204-18-2-10-18-011.00-0	R9848	2023	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$125,850		?	TBA	
2020-1509-EQ	081-204-18-2-10-20-001.00-0	R9850	2020	HY-VEE INC	HY-VEE-STORE	\$6,750,000	\$6,350,000	\$6,699,500	CONTINUED	
2021-3394-EQ	081-204-18-2-10-20-001.00-0	R9850	2021	HY-VEE INC	HY-VEE-STORE	\$6,750,000	\$6,350,000	\$6,280,700	CONTINUED	
2022-1279-EQ	081-204-18-2-10-20-001.00-0	R9850	2022	HY-VEE INC	HY-VEE-STORE	\$7,000,000	\$6,500,000	\$6,280,700	CONTINUED	
2023-2431-EQ	081-204-18-2-10-20-001.00-0	R9850	2023	HY-VEE INC	HY-VEE-STORE	\$7,605,800		\$3,802,900	TBA	
	081-204-18-2-10-20-011.00-0	R9863	2023	HY-VEE INC	HY-VEE GAS STATION	\$1,114,600		\$557,300	TBA	
2021-285-PR	081-204-18-2-10-20-004.02-0	R9855	2020	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,375,000		\$1,114,370	CONTINUED	
2021-5575-EQ	081-204-18-2-10-20-004.02-0	R9855	2021	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,160,000		\$1,114,370	CONTINUED	
2022-1387-EQ	081-204-18-2-10-20-004.02-0	R9855	2022	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,090,000		?	CONTINUED	
2023-1155-EQ	081-204-18-2-10-20-004.02-0	R9855	2023	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,029,000		\$984,227	REINSTATED TBA	BOTA-DISMISSED, NO FILING FEE--
2020-1713-EQ	081-204-18-2-10-20-005.00-0	R9857	2020	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$4,585,000		?	CONTINUED	
2021-2046-EQ	081-204-18-2-10-20-005.00-0	R9857	2021	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$4,125,000		\$3,415,016	CONTINUED	
2022-1385-EQ	081-204-18-2-10-20-005.00-0	R9857	2022	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$4,015,000		\$3,415,016	CONTINUED	
2023-1153-EQ	081-204-18-2-10-20-005.00-0	R9857	2023	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$3,785,000		\$3,278,465	REINSTATED TBA	BOTA-DISMISSED, NO FILING FEE--
2020-1715-EQ	081-204-18-2-10-20-013.00-0	R302812	2020	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$745,000		\$484,250	CONTINUED	
2021-5576-EQ	081-204-18-2-10-20-013.00-0	R302812	2021	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$630,000		\$478,968	CONTINUED	
2022-1388-EQ	081-204-18-2-10-20-013.00-0	R302812	2022	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$380,000		\$190,000	CONTINUED	
2023-1156-EQ	081-204-18-2-10-20-013.00-0	R302812	2023	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$255,000		?	REINSTATED TBA	BOTA-DISMISSED, NO FILING FEE--
2023-2381-EQ	081-204-18-2-20-10-001.00-0	R10104	2023	MANHATTAN LAND COMPANY LLC	MANHATTAN LAND COMPANY LLC	\$1,113,740		\$556,870	TBA	
2022-2176-EQ	081-204-18-2-20-19-001.00-0	R10250	2022	PR MIG MANHATTAN OWNER LLC	COURTYARD BY MARRIOTT	\$17,330,300		?	WEDNESDAY, FEBRUARY 14 2024 @ 9:00 A.M. IN TOPEKA :	
2023-1237-EQ	081-204-18-2-20-19-001.00-0	R10250	2023	PR MIG MANHATTAN OWNER LLC	COURTYARD BY MARRIOTT	\$15,874,740		?	WEDNESDAY, FEBRUARY 14 2024 @ 9:00 A.M. IN TOPEKA :	
2023-2430-EQ	081-204-18-2-20-33-010.00-0	R10447	2023	MERION APARTMENTS LLC	MARION APARTMENTS LLC	\$1,441,800	\$1,418,000	\$720,900	TBA	
2021-1662-EQ	081-204-18-2-30-03-004.00-0	R10629	2021	KSU REAL ESTATE FUND LLC	HOLIDAY INN CAMPUS	\$3,820,400		\$2,060,000	CONTINUED	
2022-2163-EQ	081-204-18-2-30-03-004.00-0	R10629	2022	KSU REAL ESTATE FUND LLC	HOLIDAY INN CAMPUS	\$4,011,420		\$3,630,000	CONTINUED	
2021-383-PR	081-204-18-2-60-31-005.00-0	R11572	2020	PARKWOOD LLC	PARKWOOD INN & SUITES	\$1,550,000		\$700,000	TUESDAY, JANUARY 16, 2024 @ 1:30PM FOR 1 HOUR IN TO	
2021-1438-EQ	081-204-18-2-60-31-005.00-0	R11572	2021	PARKWOOD LLC	PARKWOOD INN & SUITES	\$1,215,790		prior year value	TUESDAY, JANUARY 16, 2024 @ 1:30PM FOR 1 HOUR IN TO	
2023-2383-EQ	081-204-18-2-80-07-001.01-0	R309964	2023	COMMUNITY HOUSE LLC	COMMUNITY HOUSE LLC	\$1,736,300	\$1,649,000	\$868,150	TBA	
2020-1749-EQ	081-211-11-0-40-13-003.00-0	R15610	2020	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$22,914,700		\$17,790,000	CONTINUED	
2021-1660-EQ	081-211-11-0-40-13-003.00-0	R15610	2021	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$22,833,000		\$21,160,000	CONTINUED	
2022-2172-EQ	081-211-11-0-40-13-003.00-0	R15610	2022	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$23,790,490		\$22,550,000	CONTINUED	
2023-1157-EQ	081-211-11-0-40-13-003.00-0	R15610	2023	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$23,790,490		\$22,070,000	REINSTATED TBA	BOTA-DISMISSED, NO FILING FEE--
2023-2450-EQ	081-211-12-0-020-01-027.02-0	R15648	2023	MERCY REGIONAL HEALTH CNTR INC	VIA CHRISTI HOSPITAL	\$8,644,170		\$4,322,085	TBA-EXEMPT PARCEL	
	081-211-12-0-20-01-001.00-0	R15620	2023	MERCY REGIONAL HEALTH CNTR INC	VACANT LOT NEXT TO HOSPITAL	\$779,150		\$389,575	TBA (CANCELLED INFORMAL)-EXEMPT PARCEL	
2023-2451-EQ	081-211-12-0-20-01-027.01-0	R15647	2023	MERCY HEALTH CENTER OF MANHATTAN	MHTTN SURGICAL HOSPITAL	\$6,176,700		\$3,089,350	TBA	

2023-2352-EQ	081-211-12-0-30-01-008.01-0	R16064	2023	FOUNDERS HILL APARTMETNS LLC	FOUNDERS HILL APARTMETNS LLC	\$15,086,080	\$13,500,000	TBA
2020-915-EQ	081-211-12-0-30-11-004.01-0	R16204	2020	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,715,200	?	CONTINUED
2021-1439-EQ	081-211-12-0-30-11-004.01-0	R16204	2021	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400	prior year value	CONTINUED
2022-2155-EQ	081-211-12-0-30-11-004.01-0	R16204	2022	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400	?	CONTINUED
2023-2296-EQ	081-211-12-0-30-11-004.01-0	R16204	2023	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400		TBA
2023-2351-EQ	081-211-12-0-40-08-004.00-0	R16397	2023	CHASE MANHATTAN APARTMENTS LLC	CHASE MANHATTAN APARTMENTS LLC	\$12,473,850	\$11,400,000	TBA
PENDING	081-212-03-0-10-05-015.00-0	R16689	2023	OPAT, STEVEN I & MARIA E		\$385,570	\$345,000	TBA
2022-5112-EQ	081-216-14-0-10-03-006.02-0	R19739	2022	ICON INVESTMENTS LLC	AUTO MUSEUM PARKING LOT	\$1,220,060	\$272,021	CONTINUED
2023-1869-EQ	081-216-14-0-10-03-006.02-0	R19739	2023	ICON INVESTMENTS LLC	AUTO MUSEUM PARKING LOT	\$1,270,180	\$200,000	TBA
2021-3484-EQ	081-216-23-0-10-08-001.00-0	R20575	2021	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS	\$7,674,200	\$3,873,100	CONTINUED
2022-1277-EQ	081-216-23-0-10-08-001.00-0	R20575	2022	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS	\$8,152,300	\$4,000,000	CONTINUED
2023-2393-EQ	081-216-23-0-10-08-001.00-0	R20575	2023	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS	\$8,152,300	\$4,076,150	TBA
2020-1525-EQ	081-216-24-0-20-01-002.00-0	R21281	2020	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$7,200,000	\$4,070,000	WAITING FOR DECISION
2021-2023-EQ	081-216-24-0-20-01-002.00-0	R21281	2021	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$7,200,000	\$4,070,000	WAITING FOR DECISION
2022-1355-EQ	081-216-24-0-20-01-002.00-0	R21281	2022	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$7,200,000	\$4,070,000	WAITING FOR DECISION
2020-914-EQ	081-216-24-0-20-02-001.00-0	R21288	2020	TARGET CORPORATION	TARGET	\$9,850,000	?	CONTINUED
2021-1440-EQ	081-216-24-0-20-02-001.00-0	R21288	2021	TARGET CORPORATION	TARGET	\$9,700,000	prior year value	CONTINUED
2022-2157-EQ	081-216-24-0-20-02-001.00-0	R21288	2022	TARGET CORPORATION	TARGET	\$9,700,000	?	CONTINUED
2023-2295-EQ	081-216-24-0-20-02-001.00-0	R21288	2023	TARGET CORPORATION	TARGET	\$9,700,000	?	TBA

Total County Value in Question

\$377,589,310



**EMERGENCY
MANAGEMENT/FIRE**
Staff Update

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

STAFF REPORT

FROM: Russel Stukey EM/Fire
MEETING: January 4, 2024
SUBJECT: Staff Update for month December 2023
PRESENTER: Russel Stukey

Present activity for Emergency Management and Fire District #1 during the month of December 2023

Enclosures:

- 12, 2023 December staff time (DOCX)



Monthly staff time report to BOCC, for the month of December 2023

911

- Constantly working on radio system management, analyzing opportunities to lower the annual operating costs of the 911 system.
- Working with Ka-Com and the counselor's office to negotiate an agreement with a potential tower space tenant.
- Worked with Ka-Comm to complete SUMS update to radio system
- Met with MFD and Blue Valley Public Safety about Siren Upgrade CIP project
-

Emergency Management-Russel

- Attended department head meetings
- Attended several commission meetings
- Employee training committee meetings
- Monitored severe weather events
- Chaired North East KS Homeland Sec. Council meeting in Topeka
- Planning for Firefighter appreciation banquet in January
- Participating in the comprehensive plan review
- Completed performance evals
- Moved forward on CIP project for Pottorf Hall emergency generator replacement
- Working with IT on the MCP CIP upgrade project
- Participated in KEMA conference committee site visit for conference planning
- Participated in monthly Riley Co. Emergency Services Director meeting
- Attended BOCC legislative luncheon
- Participated in north county ERG/propane training in Randolph
-

Items awaiting legal review:

Drake tower lease addendum (this one is potentially costing the CIP fund lost income)

Assistant Director Laurie Harrison activity EM/911

Kansas Emergency Management Association (KEMA):

Serve as Treasurer

Attend NEKEMA meeting

Attend conference planning meeting and venue tour

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

Conduct monthly siren test, Everbridge test, IPAWS test

Facilitate Everbridge NE regional working group meeting

Update contacts

Serve as NE regional account administrator

Comprehensive Resource Management and Credentialing System (CRMCS):

Update resource list


Riley County Emergency Management
Riley County Fire District #1

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

Serve as account administrator
 Northeast Regional Homeland Security Council:
 Serve as a project manager for Everbridge and CRMCS
 Serve as KEMA representative
 Attend meeting
 Emergency Management fund:
 Oversee invoice payment process
 911 fund:
 Pay invoices
 Track expenses and income
 Plans:
 Exercises:
 Volunteer Management:
 Community Outreach:
 Training:
 Misc:
 Audit inventory

EM Planner Baldwin Fisher

Planning:
 Working on County Disaster Recovery Plan

 Exercises:

 Training:
 Attended Staging Area Manager course

 Misc:
 Audit inventory

Fire-Russel

- Attended county fire trainings
- Attended department head meetings
- Continue to accept and process applications for volunteer firefighters
- Covered emergency calls
- Reviewed SOG's with 1501 and 1502
- Attended St. 105 training in Riley on the 5th
- Attended a volunteer ff recruitment event in Randolph on the 4th
- Met with KDOT and construction company on the Pillsbury/177 construction that affects access to and response from Fire Station 115 Konza



- Met with KDOT contract appraiser at Fire Station 112 Tuttle Cove to look at county property that KDOT wants a construction easement on
- Attended south county Fire training on the 7th
- Attend Station 106 Leonardville training on the 19th
- Assisted KDA with their Foam trailer testing / set up
- Submitted AEMT rectification application and was approved
- Completed year end transfer of funds
-

Items awaiting legal review:

- a. University Park proposed fire station property legal description and agreement with UP board to swap property when new fire station is completed
- b. First responder agreement with the City of Randolph, Mercy Hospital Ambulance service (now Riley County EMS) and RCFD #1
- c. RCFD#1 policy/SOG review
- d. Interlocal agreement update between RCFD#1 and City of Ogden (we have been provided a draft to review)

Admin. Asst. M. Horstmeier

Continued to maintain the hiring process for our Volunteer Firefighters by pre-screening, contacting them, setting up interviews as needed, maintaining all candidates through the process, and assisting with the new hires getting gear and with their onboarding process. Two volunteers have completed the probationary period and were moved into full status firefighters. I assisted with updating their information for our records and retrieving their red books.

Generated Issue #8 of the Extinguisher newsletter and distributed it out to the volunteers. The new issue will be ready for release by January 4th, 2024.

Sent out 2024 burn permit renewals and have been processing new permits as people apply. Continued to maintain the burn map and updating dispatch with the burn permit spreadsheet as needed.

Generated and sent out the Prescribed Burn Report for the Kanas Forest Service.

Processed and completed the Payroll Stipends for our Volunteer Firefighters.

Assisted with the completion of incident reports as needed for payroll and our records.

Sent out the annual RCFD awards banquet invitation to our firefighters, their families, and other members of Riley County.

Continued to maintain the financial status report for the LSSE Grant and sent the report in when required.

Met with PIO Leyva to discuss assisting with social media and some PIO duties during emergencies, when needed. Also, discussed helping to create a manual to be used during major emergencies. This is just the beginning stages of conversations, and I will need to take some courses to help learn more about the PIO responsibilities.

Attended the RCFD Support Staff orientation lunch for our new support staff members.



Attended the Lexipol webinar “Stressed & Short-Staffed: What UOU Can Do About It.”

Took and passed the self-paced “Message Design Dashboard: Introductory Training” course presented by FEMA for the new MDD program.

Attended the Grant Writing USA “Grant Writing” Seminar in Kansas City.

Attended the NVFC “Grant Funding Roundtable Talk” on grant writing for fire and emergency services.

Deputy Chief Doug Russell

- Responding to multiple incidents.
- Dealing with personnel issues.
- Working through new applications for FFs.
- Working on and prioritizing truck repairs.
- Monthly truck checks complete.
- Station 102 progress. Kolde ready for concrete
- Scheduling January and February County trainings.
- Preparing for annual Fire Banquet.
- Gettings items in for Station 102 building.
- Preparing station and trucks for winter.
- Skid Unit on B110 completed and in service
- Waiting on County Council on University Park.

Deputy Chief John Martens

- Processing new firefighter applications, interviewing, and onboarding staff
- Responding to emergency calls
- Handling personnel issues and mentoring members
- Performing annual fire and life safety inspections at businesses and follow-ups where necessary
- Reviewing code footprints with Planning and development
In progress- Completing the remaining work with the Recruitment & Retention Committee to finish the 2024 R&R Plan & project work by year-end
- In progress- Completing the remaining work with the Recruitment & Retention Committee to finish the 2024 R&R Plan & project work by year-end
- Preparing Standard Operating Guideline (SOG) Updates for 2024
- Beginning planning stages for Volunteer Fire Assistance (VFA) grant for acquiring wildland equipment, helmets, PPE.
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Submitted by:

Russel Stuke, EM



PLANNING & DEVELOPMENT
Staff Update

Amanda Webb
Planning/Special Projects
Director
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Manhattan, KS 66502
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STAFF REPORT

FROM: Amanda Webb, Planning Director

MEETING: January 4, 2024

SUBJECT: Planning & Development - Staff Update

PRESENTER: Amanda Webb, Planning Director

Enclosures:

- November December PD Update (PDF)
- 1 - January Staff Update (PDF)



PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

Date: January 4, 2024

To: Riley County Board of County Commissioners

From: Amanda Webb, Planning & Special Projects Director

Re: Planning & Development November & December 2023 Staff Report

Keats Sewer Benefit District

- Submitted a Technical Assistance Grant application and a Water Projects Grant application to the Kansas Water Office by the required December 29, 2023, deadline. It is anticipated to learn results of these applications by March/April of 2024.
- Issued a Request for Proposals (RFP) for professional assistance to complete the required Environmental Assessment for the community lagoon option. Due to the tight project timeframe, proposals are due by January 10, 2024. There are several additional environmental review criteria that must be met (including, but not limited to, a cultural resource survey) as part of this assessment.
- The BOCC directed legal counsel to begin eminent domain proceedings for the property west of Keats Park. We are also concurrently seeking a voluntary sale agreement.
- Shelley, Kathryn, and I have met with several Keats community members.
- The Keats SBD have held several of their own community led meetings. Their most recent meeting, December 13, 2023, included staff from KDHE and the Kansas Water Office. Commissioner Focke was invited and attended as well.

Comprehensive Plan update:

- The survey ended on December 1 with over 680 responses. We are working to compile full survey results into a useful format and will share with the BOCC and public in January. There are still plenty of opportunities for public input.
- The subcommittees are still meeting, and we will tentatively reconvene the full committee in February. For those that aren't part of a subcommittee, or those that haven't been able to meet or regularly attend subcommittee meetings, I've given simple instructions on how to provide input.
- The community meetings have commenced, but we are working with members from the Agricultural/Land Use subcommittee to attend a community meeting to provide more specifics relating to current and proposed agricultural-related regulations.
- I provided a "year to date" report on December 18.
- Monthly updates will resume on the 4th Monday of each month at 9:50 am.
- We will start to draft language that will be available for public review (and comment) in March/April.

Solid Waste Management Committee:

- The state-mandated 5-year Solid Waste Management Plan update is due in May 2024. The committee has broken into groups by chapter (area of interest/expertise). The groups are meeting,

Attachment: November December PD Update (14386 : Staff Update)

and we will reconvene the full committee in February to check in before returning to group meetings.

- Welcomed Kelly Briggs, a new (and returning) committee member.
- Additional committee members are always needed and welcome (up to 30 as per state statute; we currently sit at 22), including a representative from a third-class city.

Current Planning:

- The November Riley County Planning Board (RCPB) cancelled due to lack of agenda items.
- The December RCPB cancelled due to lack of agenda items.
- At their January 8, 2024 meeting, the RCPB will:
 - Hold a public hearing to consider the request of Roger & Cynthia Erichsen Trust to receive a Residential Use Designator – Extraneous Farmstead and concurrent plat of Stone House Subdivision.
 - Hold a public hearing to consider the request of Peter Nelson to plat two unplatted tracts into a single lot.
 - Receive a Comprehensive Plan Update report.
- Pre-application meetings held:
 - Residential Use Designator – Extraneous Farmstead/concurrent plat
 - Replat/rezone
 - Replat
 - Replat

RCPB membership:

- Diane Hoobler, RCPB member, resigned effective December 31, 2023.
- The BOCC has appointed Eric Peck to fill Ms. Hoobler's unexpired term through December 31, 2025.
- The BOCC appointed Jack Platt as a new member with a term expiring December 31, 2026.
- The BOCC reappointed John Wienck to an additional term expiring December 31, 2026.

Other Planning items:

- Shelley, Darrin, and I met with Mr. Scott Miller to discuss on-going code enforcement issues at the Pillsbury Drive property. We've agreed to the removal of one (1) vehicle per day. Additionally, Mr. Miller has met with P&D staff to determine an appropriately zoned property (industrial) that can accommodate auto storage/salvage/repair.
- KDHE has opened a grant through their Local Environmental Protection Program (LEPP) to assist low-income property owners for repair/replacement of on-site wastewater systems. They've reviewed our draft grant application and now staff must determine how to administer funds (before final submittal). This item will be back before the BOCC for approval to submit on January 8, 2024.

Battery recycling educational program:

- This will become a higher priority in 2024.
- There are many stickers and flyers still available for distribution. Anyone is welcome to pick up stickers and/or flyers. We are always looking for volunteers to help get stickers on trash totes.
- Website address: <https://www.rileycountyks.gov/2024/Battery-Recycling>

New permit software implementation:

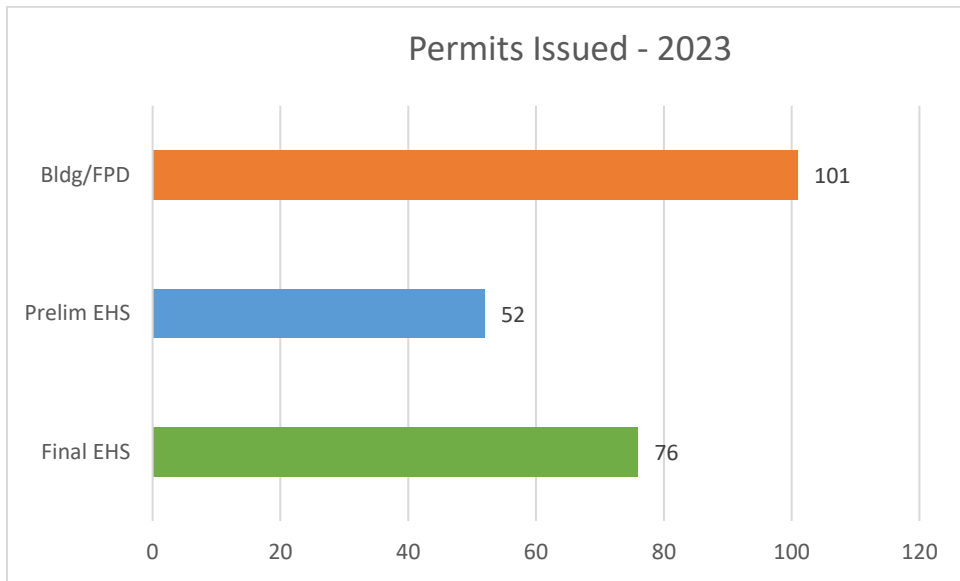
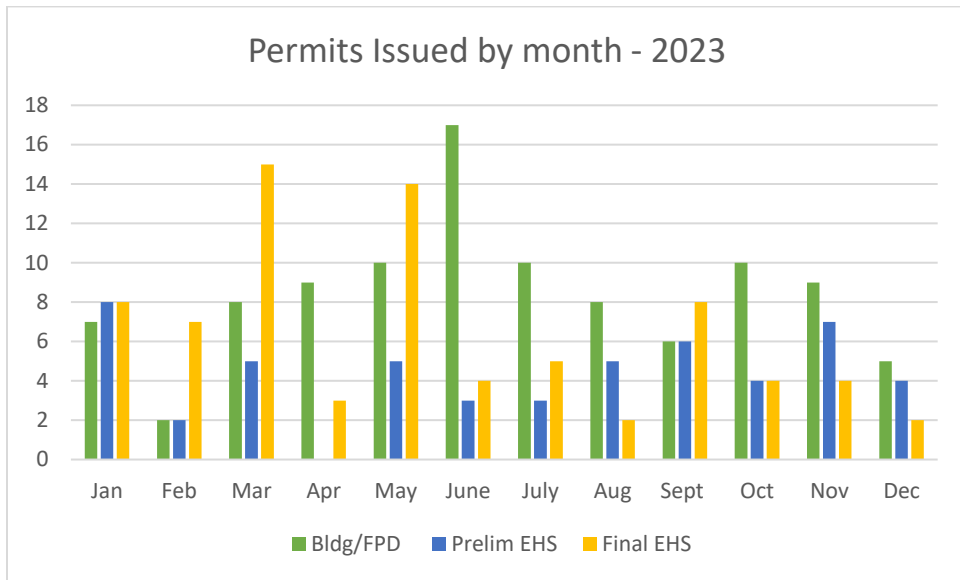
- GovBuilt is Planning & Development's new permit software program. It is fully online and can be found here: <https://rileycountyks.govbuilt.com/>. All permitting can be done online, but people can still submit paper copies and pay over the counter here in our office.
- P&D staff continue to work with GovBuilt to tailor the system to our needs.

Also attended/participated in:

- Department Head meetings
- FHMPO TAC
- Legal roundtable
- County official's luncheon
- FHWC/Housing subcommittee
- FHRLP (Fort Riley in November & Manhattan in December). We visited the Flint Hills Breadbasket where we were able to donate over 300 pounds of food and \$1,000.
- Downtown Manhattan Inc.
- Evaluations – Department Head & employees
- Everyone Leads planning discussions

November 2023 permits issued:	
Building/Sign permits:	9
Floodplain development permits:	0
Environmental Health Permits (Preliminary Approval)	7
Environmental Health Permits (Final/Use)	4

December 2023 permits issued:	
Building/Sign permits:	5
Floodplain development permits:	0
Environmental Health Permits (Preliminary Approval)	4
Environmental Health Permits (Final/Use)	2



Planning and Development
Staff Update
December 27, 2023

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
Long Range Planning						
Comprehensive Plan Update	Amanda Webb & Bob Isaac	Vision 2025 adopted in October 2009 and is need of an update. Held committee kickoff meeting, created survey, issued RFQ with no responses. Community meetings complete. Survey closes December 1. Year to date report to BOCC on December 18th.	Monthly BOCC updates on going. Sub committee meetings ongoing.	11/1/2021		12/31/2024
Keats Sewer District	Amanda Webb & EHS staff	Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Held public meetings on March 9th and Sept 20th. BOCC approved amended agreement BG Consultants to evaluate lagoon option. Submitted USDA Application.	Exploring additional funding options and lagoon sites.	11/1/2014		6/30/2024
NG911 - Private Road Naming	Amanda Webb & Lisa Daily	NG911 Committee meeting scheduled for 2/13/2023 to discuss property owners on Boller Road using wrong numbers for their address. Discussed a property owner who applied for a building permit in which there are two tracts of land involved. Driveway is one tract and there the proposed building will be on the other tract which will create a private road. Planning & Development is to contact the property to start the process for the private road name and will assess the \$100.00 road name fee. Property owner decided to look to build elsewhere. Emergency Responders on NG911 Committee agreed to common sense exception and to address the Ashland fire station off of McDowell Creek Road. NG911 meeting was held and the committee agreed for GIS to contact property owners to approve the use of the 12865 and 12869 Boller Rd.	Need to schedule a committee meeting.	8/1/2015		3/1/2024
Develop Riley County - historic land use changes in Wildcat Creek Watershed	Darrin Hobbs	Information gathering from NASA complete for report. Report has been finalized. Waiting for end product.	Present report to all participating entities.	6/1/2020		12/31/2024
Regulations						
Grants						
Keats Sewer District	Amanda Webb	Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Held public meeting on March 9th and Sept 20th. BOCC approved amended agreement BG Consultants to evaluate lagoon option. Submitted USDA Application.	Exploring additional funding options and lagoon sites.	TBD		6/30/2024
Current Planning						
Tegtmeier/LAWE LLC - PUD Amendment	Bob Isaac	Conducted the RCPB and BOCC hearings. Resolution published. Appeal received and under review by legal. Court held Aug 29th. Appeal denied.	Plat filed.	3/28/2022		11/27/2023
Wilkerson-Schlegal - Replat	Bob Isaac	RCPB and BOCC hearings conducted.	File plat.	6/30/2023		6/1/2024
Erichsen - RUD & Plat	Bob Isaac	NOPH published.	Conduct public hearing.	11/17/2023		1/8/2024
Nelson - Plat	Bob Isaac	NOPH published.	Conduct public hearing.	9/15/2023		1/8/2024
Baudoin - Replat	Bob Isaac	Application received.	Process application. MUAPB	12/27/2023		2/8/2024
Maple - Replat	Bob Isaac	Application received.	Process application. RCPB	12/29/2023		2/12/2024
Hood - Replat	Bob Isaac	Application received.	Process application. RCPB	12/18/2023		3/11/2024
Permits						
23-024-MISC Goodwin (13640 Gardner Rd)	Darrin Hobbs & Ben Hamill	Application received and processed. Permits have been issued.	Property owner received quote for alternative wastewater system and has decided to do a second soil profile analysis.	9/27/2023		12/21/2023
21-0146-MRWW Worrel	Ben Hamill & Shelly Woodard	Application received and inspection completed. Spoke to property owner and mailed repair application with no response, additionally lateral field installed unlawfully. Repair application received. Met with Mrs. Worrel, she stated no Conservation money available. Told to contact USDA to see if they would qualify for low interest loan, they never. Sanitary Code Violation 21-0038.	Sent a letter on April 12, 2023 requesting they call to set up appointment. To date, no response from Worrell's.	7/8/2021		1/15/2024
21-0185-ADGR Myers & Maupin (shed)	Darrin Hobbs	Inspections completed, determined a variance is required. Bob and Darrin contacted property owner. Followed up with Mr. Maupin and advised him to visit the Planner, Bob Isaac. Property owner to date has not contacted the Planner.	Send violation notice.	8/23/2021		2/31/2024
22-010-ACC Meader	Darrin Hobbs & Ben Hamill	Application received and processed.	Property owner to provide construction plans to determine use of building. I have contacted the owner and he hasn't presented plans yet.	11/4/2022		2/31/2024
23-008-ACC Klein (15120 Green Randolph Rd)	Darrin Hobbs & Ben Hamill	Application received and processed. Notified property owner that septic tank needs pumped.	Waiting on pumping report. I have contacted the owner and have not received pumping report or a plan of action yet.	4/13/2023		2/31/2024
23-009-ACC Savener (1299 S Manhattan Ave)	Darrin Hobbs	Application received and processed. Property owner has applied for floodplain development permit.	Property owner needs to raise structure 1 additional foot, and submit updated elevation certificate. I have spoken to the property owner regarding this and he is aware.	4/21/2023		2/31/2024
23-022-MISC Reasoner (2961 Keats Ave)	Darrin Hobbs & Ben Hamill	Application received and processed. Notified property owner that septic tank needs pumped. Waiting on pumping report. Ben has called and left message for property owner. Property owner has not returned call.	Proceed with Sanitary Code violation.	9/15/2023		1/31/2024
23-026-MISC Savener (1299 S Manhattan Ave)	Darrin Hobbs	Application received and processed.	Site inspection completed. Structure is a dog house. Looking into FP stuff.	10/20/2023		1/31/2024
Property Maintenance Code Violations						
Kilner - Unsafe structure	Darrin Hobbs & Shelley Woodard	Judge Bosch found Kilner in contempt.	Starting August 1, he will be assessed a \$100/day fine until property is in compliance. Planning Compliance Specialist to take weekly photos of site. Mr. Kilner hired an attorney (Bernard Irvine) who filed a motion to docket appeal out-of-time asked for extension to 2/8/23. Mr. Irvine filed a 2nd extension of time, new date is March 10. Waiting on the opinion from the Court of Appeals. The Court of Appeals ruled they could not hear the appeal. I sent a letter to Mr. Irvine that we will see if the property is brought into compliance the 2nd week of Jan. 2024. If not, we'll ask the court to enforce the order.	8/18/2016		2/28/2024
23-003-CE Howard - 1303 Howard	Darrin Hobbs	Inspection conducted. Sent Notice and Order to Abate Violation. Property owner trying to find someone to remove old, abandoned mobile homes. Final notice sent to property owner. Property owner called stating she has not had any luck finding anyone to remove them.	Property owner called on 10/25/2023, has someone coming to give her an estimate.	2/9/2023		2/31/2024
Zoning Violations						
21-0091 Rogers - Inoperable/Unregistered vehicle, also outside storage.	Darrin Hobbs	Inspection conducted and notification letter sent. Sent notice of violation. Owner replied and working with me.	The unregistered vehicle has a tag now stuff as been screened and picked up for the most part.	12/21/2021		11/9/2023
23-011-CE Kelly - Lakeside Dr	Darrin Hobbs	Inspection conducted on 8/8/2023, found outdoor storage on vacant lot. Sent notification letter, Notice of Violation and Final Notice sent to property owner.	Violated abated.	7/18/2023		11/20/2023
Doyle - Illegal mobile home storage (Mobile Gardens) Violation #10-0050	Shelly Woodard	Staff met with Charlotte Doyle on 8.31.2021. Staff inspected septic on July 25, 2022. Septic surfacing. Met with property owner regarding Lot 17. Home is not occupied.	Replat property and comply with zoning regulations. Replace septic system. Home is unoccupied. Sent a letter on April 12, 2023 requesting they call to set up appointment. Meeting scheduled for May 11, 2023. Met with property owner. She is trying to sell to neighbor.Darrin found that this may have changed ownership. We will investigate further in early January.	12/17/2010	4/17/2012	12/31/2023

Attachment: 1 - January Staff Update (14386 : Staff Update)

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
Doyle - Illegal salvage at residence Violation #05-0007	Shelly Woodard	Counsel and staff conducted site visits on 6/25/18 and 7/20/18. Mr. Doyle removed 600 tires and 3 mobile homes. March 19, 2021 conference with Mr. Doyle. He agreed to remove vehicles from the property. Set site visit for May 4, 2021. Mr. Doyle has moved about 90% of the tires and multiple vehicles to a staging area across from his residence for a salvage company to pick up, and will continue with this method. Next site visit 08/11/2021. Staff met with Charlotte Doyle on 08/31/2021. 6/15/2023 Staff and Counsel meet with Charlotte to come up with a plan on removing vehicles and mobile homes from the property. 7/13/2023 Darrin met with Charlotte to talk about the plan and also to review pictures provided of things needing remove. Darrin will be visiting the property 7/18/2023 to view first hand.	Sent a letter on April 12, 2023 requesting they call to set up appointment. Meeting scheduled for May 11, 2023. Met with property owner. Set goad to remove a certain number of cars by 8/31 or a course case will be filed. 6/15/2023 Counsel and staff stet down with Charlotte and came up with a plan for removal of vehicles. Charlotte thought there were around 30 vehicles. Goal is to be down to 20 by 8/31/23, down to 10 by 10/10/23, and down to compliant vehicles by 11/9/23. There were more vehicles than originally thought and so numbers were revised accordingly. If they fail to meet any deadlines an injunction will be filed. The Doyles have removed some vehicles. They are currently about 3 vehicles behind schedule. Working to get them back on track.Darrin is going to go out in early January to see if they have gotten back on track. If not, we'll start the process of filing for an injunction in court.	4/15/2013	9/14/2023	12/31/2023
Kilner - Unsafe structure	Darrin Hobbs & Shelley Woodard	Judge Bosch found Kilner in contempt.	Starting August 1, he will be assessed a \$100/day fine until property is in compliance. Planning Compliance Specialist to take weekly photos of site. Mr. Kilner hired an attorney (Bernard Irvine) who filed a motion to docket appeal out-of-time asked for extension to 2/8/23. Mr. Irvine filed a 2nd extension of time, new date is March 10. Waiting on the opinion from the Court of Appeals. See above about ruling. The Court of Appeals ruled they could not hear the appeal. I sent a letter to Mr. Irvine that we will see if the property is brought into compliance the 2nd week of Jan. 2024. If not, we'll ask the court to enforce the order.	8/18/2016		2/28/2024
20-0063 - Satterlee: Inoperable vehicles and campers	Darrin Hobbs	Determined to be a violation. Notification letter sent. The Notification letter was resent by me for a fresh start to make contact with the property owner. Contacted property owner on what still needs to be removed and provided an aerial map. I sent another letter to the property owner on 6/15/2022, stating that this will be turned over to legal if no progress is made.	Request to Prosecute pending.	9/27/2021		2/31/2024
21-0053 Myers - building within setback	Darrin Hobbs	Inspection completed, Notification Letter and Violation Notice sent. Applications received and processed. Bob and Darrin visited with property owner on 10/27/21 to confirm a Certificate of Survey would need to be done to confirm if the "well house" is located in the building setback. Property owner indicated he wanted to seek legal counsel. 6/15/2022 I spoke with Wes Maupin today about where he was at on the variance process. I encouraged him to call and talk to Bob about the situation. He said that he has never talked to Bob. Send notice of violation for failing to apply for a variance.	Send letter to property owner.	7/14/2021		2/31/2024
20-0090 Fishgill LLC - Illegal auto repair and salvage operation 1312 Pillsbury Dr	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Property owner wants an extension to remove tenant. Vehicles being removed. Sent notice of violation. No response.	Send notification letter. Working with legal on violation.	12/22/2020		2/31/2024
L21MHP-0004 TDJ Stables	Darrin Hobbs & Shelley Woodard	Renewal applications and fees received. License can't be issued until property is compliance sanitary code. EHS conducted site inspection, not in compliance with sanitary code.	Legal counsel to determine next course of action. The next step is to meet with the owner of TDJ Stables and go over the variance proces. Then the next step after that is to draft a variance. Shelley is going to work one up to be presented after meeting with the property owner. A draft should be ready some time in early to mid January.	11/20/2020		12/31/2023
21-0019 Britt - non compliance in flood hazard area/floodway	Darrin Hobbs & Shelley Woodard	Temporary Agreed Injunction filed with the Court. Review dates: July 15-DWS, August 15-No Rise, September 15-Riley County permit, November 1-Remove trees.	Settlement agreement filed. Darrin Hobbs to monitor for compliance, Darrin to monitor compliance and set contract date. Riley County FPD Permit issued 5/24/2022, and remove trees from property. Shelley sent a letter to Britt's attorney who said she would follow up with her client about the remaining issues.	4/6/2021		12/31/2023
22-008-CE Fowler-641 Zeandale Rd	Darrin Hobbs & Shelley Woodard	Building without a building permit.	Craig sent a letter and permit form requesting the completed permit application and check by April 28, 2023. Waiting on bank foreclosure. Court systems are down.	3/16/2023		1/30/2024
23-007-CE Jones - 3981 Zeandale Rd	Darrin Hobbs & Shelley Woodard	Inspection conducted on 3/9/23 and confirmed someone is living a camper. Sent notification letter. No response from property owner, sent notice of violation and final notice of violation. Conducted final site inspection on 4/24/23 and someone is still living in camper.	Sent to Counselor's office to prosecute. Court system is down. Still need to contact RCPD. Trailer has been moved but appears to be occupied. Darrin is going to reach out to RCPD about accompanying him to check if it is occupied and then we can file an injunction in court if it still is.	3/16/2023	5/15/2023	1/30/2024
23-009-CE Saylor - 4609 Freeman	Darrin Hobbs	Inspection conducted on 3/27/2023 and confirmed auto repair being conducted which is not allowed in SF-3. Notification letter, Notice of Violation and Final Notice sent to property owner.	Last four inspections, auto repairs have stopped.	3/27/2023		1/30/2024
23-015-CE Miller - 1382 Pillsbury Dr	Darrin Hobbs & Shelley Woodard	Friendly letter sent 9/28/23. 10/13/2023 friend of property owner can into office and met with Darrin & Shelly Woodard. It was recommended that property owner set up time speak with us. Notice of Violation sent 10/23/23. Meeting with property owner was scheduled for 11/15/2023. Property owner called 11/15/2023 will be meeting with an attorney 11/16/2023. Final Notice of Violation sent 11/15/2023.	Meet with property owner 12/1/2023. Working with legal on violation. Mr. Miller sent an application to the state to operate a salvage yard. That was denied. The state also revoked his dealer license. A notice of violation has been sent. We met with Mr. Miller on 12/1/23. He has agreed to start removing cars and work with Darrin. He is going to remove 30 cars per month and if he falls behind we will file a petition with the court.	9/28/2023		2/28/2024
23-016-CE Miller - 1420 Pillsbury Dr	Darrin Hobbs & Shelley Woodard	Friendly letter sent 9/28/23. 10/13/2023 friend of property owner can into office and met with Darrin & Shelly Woodard. It was recommended that property owner set up time speak with us. Notice of Violation sent 10/23/23. Meeting with property owner was scheduled for 11/15/2023. Property owner called 11/15/2023 will be meeting with an attorney 11/16/2023. Final Notice of Violation sent 11/15/2023.	Meet with property owner 12/1/2023. Working with legal on violation. Mr. Miller sent an application to the state to operate a salvage yard. That was denied. The state also revoked his dealer license. A notice of violation has been sent. We met with Mr. Miller on 12/1/23. He has agreed to start removing cars and work with Darrin. He is going to remove 30 cars per month and if he falls behind we will file a petition with the court.	9/28/2023		2/28/2024
Sanitary Code Violations						
21-0038 Worrell - Sanitation Violation	Ben Hamill & Shelly Woodard	Spoke to property owner and mailed repair application with no response, additionally lateral field installed unlawfully. Repair application received, no work done. Referred to legal for enforcement.	Met with Mrs. Worrel, she stated no Conservation money available. Told to contact USDA to see if they would qualify for low interest loan, they never. Legal sent compliance letter 08.05.2021. Staff to review compliance options. Counsel preparing a letter requesting a call to set up meeting (to include new staff). Sent a letter on April 12, 2023 requesting they call to set up appointment. To date, no response from Worrell's.	6/23/2021		12/31/2023
21-0048 Wurtz - lagoon fencing requirement not completed	Ben Hamill & Shelly Woodard	Violation letter sent to property owner. Counsel sent a letter to property owner. Fencing deadline 8/31/2021 and seeding deadline 9/30/2021. No trespassing sign placed at entrance. Legal to to schedule meeting with staff.	Counsel preparing a letter requesting a call to set up meeting (to include new staff). Sent a letter on April 12, 2023 requesting they call to set up appointment. Mrs. Wurtz called. They are not living on the property. Will call once they are and lagoon is complete. Signed agreement is in place for property owner to install fence and seed.	7/9/2021		12/31/2023

Attachment: 1 - January Staff Update (14386 : Staff Update)

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
22-0016 Doyle - sewage on ground	Ben Hamill	Sent Emergency Order to property owner. Spoke with property owner and agreed to make repairs.	Home condemned until repairs are made. Home is vacant and waiting on property owner to replat so lateral field can be replaced.	7/22/2022		3/31/2024
23-CES-004 Innes - Alternative system pump and alarm float not working.	Ben Hamill	Friendly notification by phone 12-14-22, no reply. Notice of Violation sent 1-20-23. Received repair permit.	Wait for replacement of failed alarm and pump.	12/14/2022		3/31/2024
23-CES-005 Bean - Alternative system blower not working. Failed pump report on field.	Ben Hamill & Shelly Woodard	Friendly letter sent 12-19-22, no reply. Notice of Violation sent 1-20-23. \$100.00 inspection fee final notice was due 1-19-23 and has not been paid yet.	Set up meeting with legal counsel.	12/14/2022		12/31/2023