



**Board of Riley County
Commissioners
Regular Meeting
Agenda
January 05, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Grant of Temporary Construction Easements for Tabor Valley Rd Bridge
4. Approval of 2023 Official Depositories
5. 2023 Elected and Appointed Professional Positions Salary Resolution
6. Retail Dealer's 2023 Cereal Malt Beverages License for Britt's Farm, 1000 S. Scenic Drive
7. Sign a Tax Roll Correction

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Dec 29, 2022 8:30 AM

Review Tentative Agenda

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

9:00 AM

Amanda Webb, Planning/Special Projects Director

11. Planning & Development - Staff Update

9:15 AM

Michael Boller, Noxious Weed Director

12. Riley County Noxious Weed Staff Update
13. KDOT Contract Renewal

9:30 AM

Anna Burson, Appraiser

14. Staff Update

9:45 AM

Amanda Webb, Planning/Special Projects Director

15. Planning & Development fee schedule review

10:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

16. Administrative Work Session

17. Executive session to discuss confidential legal advice regarding potential litigation issues

10:35 AM

Vivienne Uccello, PIO

18. January 2023 - Year-End Communications Summary for 2022

Adjournment

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



PUBLIC WORKS
Project

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

COMMISSION AGENDA REPORT

FROM: Shannon Sterling, Administrative Assistant II

MEETING: January 5, 2023

SUBJECT: Grant of Temporary Construction Easements for Tabor Valley Rd Bridge

PRESENTER: Evan McMillan, Assistant County Engineer

Please find the following easements attached:

Temporary Construction Easement from Robert D. Mertz for the Tabor Valley Road Bridge.
Total cost of easement is \$200.00.

Temporary Construction Easement from Harold Joseph & Kimberly K. Mertz for the Tabor Valley Road Bridge. Total cost of easement is \$200.00

Temporary Construction Easement from Larry D. & Diane C. Hoobler for the Tabor Valley Road Bridge. Total cost of easement is \$200.00.

Temporary Construction Easement from Robert G. & Sara J. Garcia for the Tabor Valley Road Bridge. Total cost of easement is \$200.00.

Staff recommends approval.

POSSIBLE MOTION(S)

Move to approve the Temporary Construction Easement from Robert D. Mertz
Move to approve the Temporary Construction Easement from Harold Joseph & Kimberly K. Mertz
Move to approve the Temporary Construction Easement from Larry D. & Diane C. Hoobler

Move to approve the Temporary Construction Easement from Robert G. & Sara J. Garcia

Move to deny the Temporary Construction Easement from Robert D. Mertz.

Move to deny the Temporary Construction Easement from Harold Joseph & Kimberly K. Mertz

Move to deny the Temporary Construction Easement from Larry D. & Diane C. Hoobler

Move to deny the Temporary Construction Easement from Robert G. & Sara J. Garcia

Move to table for further review.

Enclosures:

- Robert Mertz_Temporary Easement_Tabor Valley Rd (PDF)
- Harold & Kimberly Mertz_Temporary Easement_Tabor Valley Rd (PDF)
- Larry & Diane Hoobler_Temporary Easement_Tabor Valley Rd (PDF)
- Robert & Sara Garcia_Temporary Easement_Tabor Valley Rd (PDF)

GRANT OF TEMPORARY EASEMENT

This agreement, made this 8th day of November, 2022, by and between, Robert D. Mertz, Trustee of the Robert D. Mertz Trust, hereinafter called Party of the First Part; and the BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS, Party of the Second Part.

WITNESSETH: That WHEREAS, it has been found necessary by the Second Party to lay out, relocate, widen, or alter the public road known as:

Tabor Valley Road

NOW, THEREFORE, in consideration of the sum of:

Temporary Easement- 0.18 acres ≈ \$200.00

The party of the First Part does HEREBY AGREE TO GRANT, to the party of the Second Part, TEMPORARY EASEMENT, solely for the purpose of constructing a road and/or Bridge Project, described as follows:

TEMPORARY CONSTRUCTION EASEMENT

A tract of land located in the Northwest One-Quarter (NW 1/4) of Section 21, Township 10 South, Range 9 East of the Sixth Principal Meridian, Riley County, Kansas, as written by Harlan G. Ross, P.S. No. 1290, Survey Director, Schwab-Eaton P.A., dated July 7, 2022, more particularly described as follows:

BEGINNING at the Northwest Corner of said NW 1/4 of said Section 21; Thence South 89°04'28" East (assumed bearing), 148.75 feet along the North line of said NW 1/4; Thence South 0°55'32" West, 30.00 feet; Thence South 42°28'44" West, 175.73 feet; Thence North 89°50'52" West, 30.00 feet to a point on the West line of said NW 1/4; Thence North 0°09'08" East, 161.93 feet along the West line of said NW 1/4 to the POINT AND PLACE OF BEGINNING. Said tract contains 0.37 acres, more or less, including approximately 0.19 acres of existing county road right-of-way. Subject to all public roads, easements, reservations, restrictions, covenants and conditions, if any, now of record.

2/2 Robert D. Mertz Trust Temp Esmt

SAID TEMPORARY EASEMENT, HEREBY GRANTED AND RIGHTS HEREIN SET FORTH to continue so long as said property is used for the construction of, or in connection therewith, said project subject to all the provisions of the law relating thereto.

THIS AGREEMENT will become binding only after both Parties have signed this document.

IN WITNESS WHEREOF: The Said Parties have hereunto subscribed their names.

Party of the First Part

Dated: 11-08-22

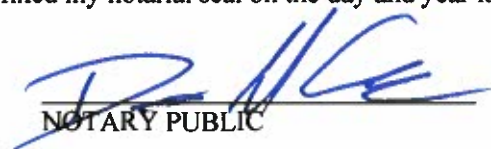

Robert D. Mertz, Trustee, Robert D. Mertz Trust

STATE OF Kansas)
) SS
COUNTY OF Riley)

BE IT REMEMBERED, That on this 8th day of November, 2022, before me, the undersigned, a Notary Public, in and for the County and State aforesaid, came Robert D. Mertz, Trustee of the Robert D. Mertz Trust, who are personally known to me to be the same persons, who executed the within instrument of writing and such persons duly acknowledged the execution of the same.

IN WITNESS WHEREOF. I have hereunto set my hand and affixed my notarial seal on the day and year last above written.

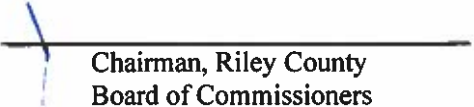
My appointment expires: 3/4/2024


NOTARY PUBLIC



Party of the Second Part

Dated: _____


Chairman, Riley County
Board of Commissioners

Attachment: Robert Mertz_Temporary Easement_Tabor Valley Rd (13090 : Grant of Temporary Construction Easements - Tabor Valley Rd

GRANT OF TEMPORARY EASEMENT

This agreement, made this 2nd day of December, 2022, by and between, Harold Joseph Mertz, Trustee of the Harold Joseph Mertz Trust and Kimberly K. Mertz, Trustee of the Kimberly K Mertz Trust, hereinafter called Party of the First Part; and the BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS, Party of the Second Part.

WITNESSETH: That WHEREAS, it has been found necessary by the Second Party to lay out, relocate, widen, or alter the public road known as:

Tabor Valley Road

NOW, THEREFORE, in consideration of the sum of:

Temporary Easement- 0.23 acres ≈ \$200.00

The party of the First Part does HEREBY AGREE TO GRANT, to the party of the Second Part, TEMPORARY EASEMENTS, solely for the purpose of constructing a road and/or Bridge Project, described as follows:

TEMPORARY CONSTRUCTION EASEMENT

A tract of land located in the Southeast One-Quarter (SE 1/4) of Section 17, Township 10 South, Range 9 East of the Sixth Principal Meridian, Riley County, Kansas, as written by Harlan G. Ross, P.S. No. 1290, Survey Director, Schwab-Eaton P.A., dated July 7, 2022, more particularly described as follows:

BEGINNING at the Southeast Corner of said SE 1/4 of said Section 17; Thence South 89°59'16" West (assumed bearing), 176.25 feet along the South line of said SE 1/4; Thence North 0°00'44" West, 30.00 feet; Thence North 47°41'17" East, 197.73 feet; Thence North 89°59'12" East, 30.00 feet to a point on the East line of said SE 1/4; Thence South 0°00'48" East, 163.07 feet along the East line of said SE 1/4 to the POINT AND PLACE OF BEGINNING. Said tract contains 0.44 acres, more or less, including approximately 0.21 acres of existing county road right-of-way. Subject to all public roads, easements, reservations, restrictions, covenants and conditions, if any, now of record.

SAID TEMPORARY EASEMENT, HEREBY GRANTED AND RIGHTS HEREIN SET FORTH to continue so long as said property is used for the construction of, or in connection therewith, said project subject to all the provisions of the law relating thereto.

THIS AGREEMENT will become binding only after both Parties have signed this document.

IN WITNESS WHEREOF: The Said Parties have hereunto subscribed their names.

Party of the First Part

Dated: 12/2/2022

Harold Joseph Mertz
Harold Joseph Mertz, Trustee, Harold Joseph Mertz Trust

Dated: 12/2/2022

Kimberly K. Mertz
Kimberly K Mertz, Trustee, Kimberly K Mertz Trust

STATE OF Kansas)
) SS
COUNTY OF Riley)

BE IT REMEMBERED, That on this 2nd day of December, 2022, before me, the undersigned, a Notary Public, in and for the County and State aforesaid, came Harold Joseph Mertz, Trustee of the Harold Joseph Mertz Trust and Kimberly K Mertz, Trustee of the Kimberly K Mertz Trust, who are personally known to me to be the same persons, who executed the within instrument of writing and such person duly acknowledged the execution of the same.

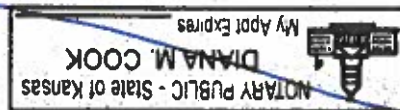
IN WITNESS WHEREOF. I have hereunto set my hand and affixed my notarial seal on the day and year last above written.

My appointment expires: 8/4/24

D. M. Cook
NOTARY PUBLIC

Party of the Second Part

Dated: 12/2/2022



Chairman, Riley County
Board of Commissioners



GRANT OF TEMPORARY EASEMENT

This agreement, made this 19th day of December, 2022, by and between, Larry D. Hoobler, Trustee of the Larry D. Hoobler Trust and Diane C. Hoobler, Trustee of the Diane C. Hoobler Trust, hereinafter called Party of the First Part; and the BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS, Party of the Second Part.

WITNESSETH: That WHEREAS, it has been found necessary by the Second Party to lay out, relocate, widen, or alter the public road known as:

Tabor Valley Road

NOW, THEREFORE, in consideration of the sum of:

Temporary Easement- 0.22 acres ≈ \$200.00

The party of the First Part does HEREBY AGREE TO GRANT, to the party of the Second Part, TEMPORARY EASEMENTS, solely for the purpose of constructing a road and/or Bridge Project, described as follows:

TEMPORARY CONSTRUCTION EASEMENT

A tract of land located in the Northeast One-Quarter (NE 1/4) of Section 20, Township 10 South, Range 9 East of the Sixth Principal Meridian, Riley County, Kansas, as written by Harlan G. Ross, P.S. No. 1290, Survey Director, Schwab-Eaton P.A., dated July 7, 2022, more particularly described as follows:

BEGINNING at the Northeast Corner of said NE 1/4 of said Section 20; Thence South 0°09'08" West (assumed bearing), 161.93 feet along the East line of said NE 1/4; Thence North 89°50'52" West, 30.00 feet; Thence North 47°53'16" West, 196.56 feet; Thence North 0°00'44" West, 30.00 feet to a point on the North line of said NE 1/4; Thence North 89°59'16" East, 176.25 feet along the North line of said NE 1/4 to the **POINT AND PLACE OF BEGINNING**. Said tract contains 0.43 acres, more or less, including approximately 0.21 acres of existing county road right-of-way. Subject to all public roads, easements, reservations, restrictions, covenants and conditions, if any, now of record.

Attachment: Larry & Diane Hoobler_Temporary Easement_Tabor Valley Rd (13090 : Grant of Temporary Construction Easements - Tabor Valley

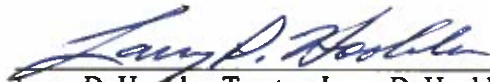
SAID TEMPORARY EASEMENT, HEREBY GRANTED AND RIGHTS HEREIN SET FORTH to continue so long as said property is used for the construction of, or in connection therewith, said project subject to all the provisions of the law relating thereto.

THIS AGREEMENT will become binding only after both Parties have signed this document.

IN WITNESS WHEREOF: The Said Parties have hereunto subscribed their names.

Party of the First Part

Dated: 12-19-22


Larry D. Hoobler, Trustee, Larry D. Hoobler Trust

Dated: 12-19-22


Diane C. Hoobler, Trustee, Diane C. Hoobler Trust

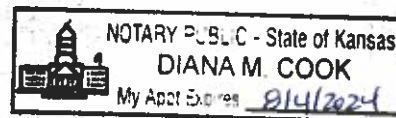
STATE OF Kansas)
) SS
COUNTY OF Riley)

BE IT REMEMBERED, That on this 19 day of December 2022, before me, the undersigned, a Notary Public, in and for the County and State aforesaid, came Larry D. Hoobler, Trustee of the Larry D. Hoobler Trust and Diane C. Hoobler, Trustee of the Diane C. Hoobler Trust, who are personally known to me to be the same persons, who executed the within instrument of writing and such person duly acknowledged the execution of the same.

IN WITNESS WHEREOF. I have hereunto set my hand and affixed my notarial seal on the day and year last above written.

My appointment expires: 8/14/2024


NOTARY PUBLIC



Party of the Second Part

Dated: _____

Chairman, Riley County
Board of Commissioners

Attachment: Larry & Diane Hoobler_Temporary Easement_Tabor Valley Rd (13090 : Grant of Temporary Construction Easements - Tabor Valley

GRANT OF TEMPORARY EASEMENT

This agreement, made this 14th day of December, 2022, by and between, Robert G. Garcia and Sara J. Garcia, Trustees of the Robert G. Garcia and Sara J. Garcia Trust dated October 107, 2017, hereinafter called Party of the First Part; and the BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS, Party of the Second Part.

WITNESSETH: That WHEREAS, it has been found necessary by the Second Party to lay out, relocate, widen, or alter the public road known as:

Tabor Valley Road

NOW, THEREFORE, in consideration of the sum of:

Temporary Easement- 0.19 acres ≈ \$200.00

The party of the First Part does HEREBY AGREE TO GRANT, to the party of the Second Part, TEMPORARY EASEMENTS, solely for the purpose of constructing a road and/or Bridge Project, described as follows:

TEMPORARY ROAD RIGHT-OF-WAY EASEMENT

A tract of land located in the Southwest One-Quarter (SW 1/4) of Section 16, Township 10 South, Range 9 East of the Sixth Principal Meridian, Riley County, Kansas, as written by Harlan G. Ross, P.S. No. 1290, Survey Director, Schwab-Eaton P.A., dated July 7, 2022, more particularly described as follows:

BEGINNING at the Southwest Corner of said SW 1/4 of said Section 16; Thence North 0°00'48" West (assumed bearing), 163.07 feet along the West line of said SW 1/4; Thence North 89°59'12" East, 30.00 feet; Thence South 41°21'13" East, 180.49 feet; Thence South 0°55'32" West, 30.00 feet to a point on the South line of said SW 1/4; Thence North 89°04'28" West, 148.75 feet along the South line of said SW 1/4 to the **POINT AND PLACE OF BEGINNING**. Said tract contains 0.38 acres, more or less, including approximately 0.19 acres of existing county road right-of-way. Subject to all public roads, easements, reservations, restrictions, covenants and conditions, if any, now of record.

2/2 Robert G. Garcia and Sara J. Garcia Trust Temp Esmt

SAID TEMPORARY EASEMENT, HEREBY GRANTED AND RIGHTS HEREIN SET FORTH to continue so long as said property is used for the construction of, or in connection therewith, said project subject to all the provisions of the law relating thereto.

THIS AGREEMENT will become binding only after both Parties have signed this document.

IN WITNESS WHEREOF: The Said Parties have hereunto subscribed their names.

Robert G. Garcia and Sara J. Garcia Trust dated October 17, 2017

Dated: 12/14/22

Robert G. Garcia
Robert G. Garcia, Trustee

Sara J. Garcia
Sara J. Garcia, Trustee

STATE OF Kansas)
) SS
COUNTY OF Riley)

BE IT REMEMBERED, That on this 14th day of December, 2022, before me, the undersigned, a Notary Public, in and for the County and State aforesaid, came Robert G. Garcia and Sara J. Garcia, Trustees of the Robert G. Garcia and Sara J. Garcia Trust dated October 17, 2017, who are personally known to me to be the same persons, who executed the within instrument of writing and such persons duly acknowledged the execution of the same.

IN WITNESS WHEREOF. I have hereunto set my hand and affixed my notarial seal on the day and year last above written.

My appointment expires: 8/14/24

[Signature]
NOTARY PUBLIC



Party of the Second Part

Dated: _____

Chairman, Riley County
Board of Commissioners

Attachment: Robert & Sara Garcia_Temporary Easement_Tabor Valley Rd (13090 : Grant of Temporary Construction Easements - Tabor Valley



COUNTY TREASURER'S OFFICE
Report

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

COMMISSION AGENDA REPORT

FROM: Shilo Heger
MEETING: January 5, 2023
SUBJECT: Approval of 2023 Official Depositories
PRESENTER: Shilo Heger

Move to approve the following 2023 official depositories eligible to receive Riley County funds:

Capitol Federal Savings and Loan, Manhattan
Central National Bank, Manhattan
Commerce Bank, Manhattan
Community 1st Bank, Manhattan
Intrust Bank, Manhattan
KS State Bank, Manhattan
Landmark National Bank, Manhattan
Peoples State Bank, Leonardville
Riley State Bank, Riley
Sunflower Bank, Manhattan
UMB Bank, Manhattan
United Bank & Trust, Manhattan

Kansas Municipal Investment Pool

Enclosures:

- 2023 Official Depositories (DOC)

**TREASURER'S OFFICE**

Shilo Heger
County Treasurer

110 Courthouse Plaza
Manhattan, Kansas 66502-0100
Phone: 785-537-6321
Fax: 785-537-6322
E-mail: sheer@rileycountyks.gov
Website: www.rileycountyks.gov

TO: Board of County Commissioners
FROM: Shilo Heger
DATE: January 5, 2023
RE: 2023 Official Depositories

The following are the official depositories eligible to receive Riley County funds:

Capitol Federal Savings and Loan, Manhattan
Central National Bank, Manhattan
Commerce Bank, Manhattan
Community 1st Bank, Manhattan
Intrust Bank, Manhattan
KS State Bank, Manhattan
Landmark National Bank, Manhattan
Peoples State Bank, Leonardville
Riley State Bank, Riley
Sunflower Bank, Manhattan
UMB Bank, Manhattan
United Bank & Trust, Manhattan

Kansas Municipal Investment Pool

Attachment: 2023 Official Depositories (13093 : 2023 Official Depositories)



COUNTY CLERK & ELECTIONS
Personnel

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

RESOLUTION

FROM: Elizabeth Ward, Human Resource Manager

MEETING: January 5, 2023

SUBJECT: 2023 Elected and Appointed Professional Positions Salary Resolution

PRESENTER: Elizabeth Ward

BACKGROUND

See attached resolution

FISCAL IMPACT

Approved budgeted professional classification positions for 2023

RECOMMENDATION(S)

Recommendation is to approve Elected and Appointed Professional Salaries for 2023

POSSIBLE MOTION(S)

Move to approve Elected and Appointed Professional Salaries for 2023.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2023 elected and appointed prof salary resolution (DOCX)

RESOLUTION NO. 010523-**A RESOLUTION ESTABLISHING THE SALARIES FOR CERTAIN ELECTED AND APPOINTED OFFICIALS AND OTHER PROFESSIONAL POSITIONS OF RILEY COUNTY, KANSAS**

WHEREAS, in 1975 Riley County passed Charter Resolution No.1, which provided authority for the Riley County Commissioners, by ordinary resolution, to establish the salaries of the Riley County Attorney, County Clerk, County Treasurer, Register of Deeds, County Counselor and County Commissioners; and

WHEREAS, Charter Resolution No. 1 authorized the Riley County Board of County Commissioners, by ordinary resolution, to modify those officials' salaries at any time; and

WHEREAS, K.S.A. 19-101a, as amended, provides that all counties are empowered to transact all county business and perform such powers of local legislation and administration as they deem appropriate when the Legislature of the State of Kansas has not enacted legislation which applies uniformly to all counties; and

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

Effective December 24, 2022, the salaries of the following elected and appointed County officials and other professional positions of Riley County, Kansas, shall be established as shown in the below chart.

All salaries of appointed County officials and other professional positions are conditional upon a satisfactory or above performance evaluation.

<u>Apointed/Elected Official/Other Professional Position</u>	<u>2023 Salary Annualized</u>
County Commissioner (District 1)	\$ 53,708.46
County Commissioner (District 2)	\$ 53,708.46
County Commissioner (District 3)	\$ 53,708.46
Public Information Officer	\$ 84,047.86
Museum Directorr	\$ 100,846.98
County Attorney	\$ 192,723.18
Assistant County Attorney	\$ 108,935.06
Assistant County Attorney	\$ 112,525.66

Assistant County Attorney	\$ 114,964.20
Assistant County Attorney	\$ 156,268.58
Assistant County Attorney	\$ 159,930.68
Assistant Co Attorney- Deputy	\$ 150,480.46
Noxious Weed Director	\$ 105,298.44
Public Works Director	\$ 154,458.98
Assistant County Engineer PE	\$ 110,801.86
Community Corrections Director	\$ 123,778.72
Information Technology Director	\$ 125,307.00
Health Dept Admin	\$ 140,364.12
Advanced Register Nurse Practitioner (ARNP)	\$ 165,044.88
Emergency Services Director/Fire Chief	\$ 125,369.14
Planning & Development Director	\$ 128,774.10
EMS/Ambulance Director	\$ 144,440.92
Assistant EMS/Ambulance Director	\$ 107,923.92
EMS Staff Development Specialist	\$ 96,173.48
Register of Deeds	\$ 142,849.72
County Treasurer	\$ 150,207.98
County Clerk	\$ 174,460.26
Human Resource Director	\$ 101,992.54
Budget and Finance Officer	\$ 99,450.00
County Appraiser	\$ 127,075.00
County Counselor	\$ 206,523.98
Deputy County Counselor*	\$ 165,413.82

**Deputy positions indicated with * also receive a deputy stipend of \$3,000 annually.*

ADOPTED this 5th day of January, 2023.

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

Greg McKinley, Chair

Kathryn Focke, Vice Chair

John Ford, Member

ATTEST:

(Seal)

Rich Vargo, Riley County Clerk



COUNTY CLERK & ELECTIONS
License

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

COMMISSION AGENDA REPORT

FROM: Annaliese Trout, Account Clerk/License

MEETING: January 5, 2023

SUBJECT: Retail Dealer's 2023 Cereal Malt Beverages License for Britt's Farm,
1000 S. Scenic Drive

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to sign Retail Dealer's 2023 Cereal Malt Beverages License for Britt's Farm, 1000 S. Scenic Drive.

Move to deny

Enclosures:

- 2023 cereal malt beverages (PDF)

KEEP THIS LICENSE POSTED CONSPICUOUSLY AT ALL TIMES

Fee, \$ 125.00

RETAIL

No. 5

DEALER'S

2023

LICENSE

TO ALL WHOM IT MAY CONCERN:

License is hereby granted to Britt's Farm Richard & Angela Britt to sell at retail

CEREAL MALT BEVERAGES

Consumption on the premises

(State if for consumption on the premises, or for sale in original and unopened containers and not for consumption on the premises.)

at 1000 S Scenic Dr Manhattan, KS 66503
(Give exact location, with street number, if any.)

in the Township of Ogden in Riley County, Kansas,

Application therefor, on file in the office of the County Clerk of said County, having been approved by the governing body of said Township, as provided by the Laws of Kansas, and the regulations of the Board of County Commissioners.

This License will expire December 31, 2023, unless sooner revoked, is not transferable, nor will any refund of the fee be allowed thereon.

Done by the Board of County Commissioners of Riley County, Kansas,

(SEAL) this 5th day of January, 2023

Attest: _____

County Clerk

Chairman

Form B-374



COUNTY CLERK & ELECTIONS
Tax Roll Correction

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

COMMISSION AGENDA REPORT

FROM: Lori Muir, Real Estate Specialist
MEETING: January 5, 2023
SUBJECT: Sign a Tax Roll Correction
PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve the Tax Roll Correction.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- image27826 (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2023/01/03 11:24:33

Taxpayer ID BANK0006
Owner ID DAMM0004Control # 2023000000Tax Year 2022
Tract # WC00153D1DAMMAN, THATCHER K
ELIZABETH D DEMARS
6500 N 52ND STCAMA # 174-18-0-00-00-012-00-0-0118-9-7 TR IN S2 OF
SW4 3ATU 120 Wildcat Township
Parcel 1370

MANHATTAN, KS 66503-8657

USD 378

Property Address 6500 N 52ND ST

APPRAISER SECTION (Value)

2023/01/03 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RR	17450	252790	270240
—	—	—	—
—	—	—	—
—	—	—	—
Total	17450	252790	270240

Assessed Prior to Correction:

RR	2007	29071	31078
—	—	—	—
—	—	—	—
—	—	—	—
Total	2007	29071	31078
SB41	4600	—	—

Appraised After Correction:

CL	Land	Imp	Total
RR	17450	226440	243890
—	—	—	—
—	—	—	—
—	—	—	—
Total	17450	226440	243890

Assessed After Correction:

RR	2007	26041	28048
—	—	—	—
—	—	—	—
—	—	—	—
Total	2007	26041	28048
SB41	4600	—	—

Net Change
26350-
—
—
—
26350-

Net Change
3030-
—
—
—
3030-

Total	3030-
SB41	—

CLERK SECTION (Tax)

2023/01/03 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 120.17900	Gen Tax	3734.92
	SB41 \$	92.00
SB41 Tax Dollars		3642.92

Tax After Correction:

Levy 120.17900	Gen Tax	3370.78
	SB41 \$	92.00
SB41 Tax Dollars		3278.78

Net Change

364.14-
—
364.14-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)Applicable Mill Levy
Net Change in Levied Tax Dollars

Net Change in SB41 Exemption

3030-
120.17900
364.14-

Type of Correction DECREASECorrection Code TP TAX PROTESTRate 2.00%Tax Statement # 1330Comments PUP adjustment per AppraiserOwner DAMM0004DAMMAN, THATCHER K

Net Change in Total Tax Dollars

364.14-

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

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image27826 (13091 : Tax Roll Corrections)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
January 09, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Swear in Riley County elected officials

Reorganization of the Board of County Commissioners

Public Comment

Commission Comments

Business Meeting

1. Dr. Martin Luther King, Jr. Community Celebration and Day of Service Proclamation
2. Discuss Joint City/County/County Meeting
3. Discuss Intergovernmental Luncheon
4. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Rich Vargo, County Clerk

5. Year to date budget and expenditure reports

9:15 AM

Russel Stukey, Emergency Management Director

6. Staff update

9:30 AM

Press Conference

7. Dr. Martin Luther King, Jr. Community Celebration and Day of Service Proclamation - Greg McKinley (3-5 minutes)
8. 2023 Property Valuation, thing to know - Anna Burson (5 minutes)

9:40 AM

Budget and Planning Committee - Darell Edie, Budget and Finance

Officer

9. Monthly cash flow reports

9:55 AM Amanda Webb, Planning/Special Projects Director and Darrin Hobbs, Planning Compliance Specialist

10. Community Recertification for Community Rating System (CRS)

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

11. Project update

10:25 AM Anna Burson, Appraiser

12. Position request to fill Commercial Appraiser I

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

13. Administrative Work Session

11:00 AM Katharine Hensler, Museum Director

14. 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 10, 2023 (JF).

The Board of County Commissioners will not be in session on Thursday, January 12th and Monday, January 16th.

The 2023 Flint Hills Regional Leaders Retreat will be held at the Hilton Garden Inn and Conference Center, 410 S. 3rd Street, Manhattan January 12th and 13th.

A Special Board of County Commissioners Meeting will be held Saturday January 14, 2023 at 9:00 a.m. in the Commission Chambers, 115 N. 4th Street.

Riley County Offices will be closed Monday, January 16th due to the observance of the Martin Luther King, Jr. Day holiday.

The Law Enforcement Agency Meeting will be held Tuesday, January 17th at 12:00 (noon) in the City Commission Chambers, 1101 Poyntz.

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
Special Meeting
TENTATIVE Agenda
January 14, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

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

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

[District 1 – John Ford, Member](#)

9:00 AM

Call to Order

Board of County Commissioners

1. Public hearing - City of Manhattan, Kansas intent to annex proposed landing business park

Adjournment

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

Attachment: 01-14-23 tentative agenda (12803 : Tentative Agenda)



PLANNING & DEVELOPMENT
Staff Update

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

STAFF REPORT

FROM: Amanda Webb, Planning Director

MEETING: January 5, 2023

SUBJECT: Planning & Development - Staff Update

PRESENTER: Amanda Webb, Planning Director

Enclosures:

- December PD Update (PDF)
- BOCC CE memo (PDF)
- 1 - January Staff Update (PDF)



PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

Date: January 5, 2023
To: Riley County Board of County Commissioners
From: Amanda Webb, Planning & Special Projects Director
Re: Planning & Development December 2022/Year End Staff Update

Short Term Rentals (STR):

As of December 29, we are working with 27 known short-term rentals. The starred numbers below add up to 27; the remaining numbers in the table include additional details within that 27.

Event	#
Applications received	15*
Licensed issued	11
Upcoming inspections	2
Need tank pumped	2
Sent original August 29 letter	24
Applied since August letter	2
Sent September 30 letter	21
Applied since September letter	8
Sent November 29 letter	8
Applied on their own (self-reported, no letter sent)	3
No longer operating	5*
Have not applied	7*

Those who have not yet applied have until January 20, 2023 to apply before legal action may be taken. As always, we try to work with people to get them licensed while avoiding any code violation or legal action. However, people have now had more than ample notice that STR regulations are in place and licensing is required.

Code Enforcement process:

Please see attached sheet for Property Maintenance Code and Zoning Code violations for 2022.

Community Rating System (CRS) Certification:

Riley County currently has a National Flood Insurance Program CRS community classification of 9. By performing several activities, including public outreach, mapping and regulations, and warning and response, the county earns activity points which are added up to determine the classification. Being a Class 9 community saves the residents of unincorporated Riley County 5% on their flood insurance policies.

Communities are required to recertify to maintain their community classification. Certification includes compiling data on how many permits have been issued within the Special Flood Hazard Areas or other regulated floodplains outside the SFHA. We also need to report other data including substantial improvement/damage projects, map revisions, and acreage within the SFHA. For credits, we will indicate a variety of activities including elevation certificates obtained, community outreach, and regulation enforcement (among other activities). This year's recertification is due by February 1, 2023. As CEO for the county, Chairman McKinley is required to sign the documentation which will be before you at your January 9, 2023 regular meeting.

Current Planning Petitions:

- At their regular meeting on January 9, 2023, the Riley County Board of Zoning Appeals (BZA) will hear a request from Claudia Murphy for a Conditional Use permit in the AG (agriculture) zone to allow a secondary dwelling. Conditional Use permits are reviewed and decided upon by the BZA. There will be no review or required decision by the BOCC.
- Staff held one pre-application meeting for a proposed replat.

Riley County Planning Board/Board of Zoning Appeals (RCPB/BZA):

In addition to the requested Conditional Use permit, the board will discuss proposed rules for public comment sessions. Staff will also present a new form for an Agricultural Exemption Request for Accessory Structures. Exclusive agricultural structures are exempt from zoning and subdivision regulations, as well as from paying the fee for building permits. We wanted to create a more formal process for an applicant to indicate their accessory structure will be exclusively agriculture use. This form is nearly identical to those we use for homes and subdivisions in the agricultural zoning district.

Personnel:

- I will be out of the office from January 19 through February 1 with very limited access to email.
- February P&D staff time has been bumped to February 9.
- The BOCC approved the refilling of the as-needed Clerical Assistant, and the job has been posted on Riley County's career portal.

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.
- We have had several folks apply online for their permits and licenses.

City/County coordination:

- Beginning in January 2023, the Manhattan Urban Area Planning Board (MUAPB) will hold their regular meetings on the second and fourth Thursdays at 6:00 pm. The first meeting of the month will remain their legislative meeting, which is where P&D staff take petitions and other matters necessary to the MUAPB for action. The second meeting of the month will remain a work session meeting.
- The Downtown Tomorrow plan update, Beyond Tomorrow, has officially kicked off.
- MCM Annexation – The Notice of Intent to Annex resolution was approved by the city on 12/20 and sent to the county on 12/21, requesting the BOCC make findings whether the proposed annexation will hinder development or growth within the area or other incorporated cities within the county. The BOCC has 30-days to perform this review and return a resolution to the city. The BOCC will

hold their public hearing on January 14, 2023, and review the subsequent resolution at their January 19, 2023 meeting. The resolution will then be sent to the city by the January 20, 2023 deadline.

- The city is working on an amendment to their Urban Service Area Boundary (USAB) and their Future Land use Map (FLUM) with the intent to include the MCM annexation property as well as land adjacent/above Grand Mere. This is scheduled before the Manhattan Urban Area Planning Board (MUAPB) on January 12, 2023 and before Riley County Planning Board on February 13, 2023. It will then be before both city and county commissions for final action.
- City/County procedure for building permits within MUA.

Comprehensive Plan update:

- Comprehensive Plan update webpage: <https://www.rileycountyks.gov/2032/Comprehensive-Plan-Update>
- I will be before you in February to discuss preferred processes for stakeholder engagement and public outreach.

Keats sewer benefit district:

- Working on a fact sheet that may be provided to the public. That will be before the BOCC for approval prior to public distribution. Once the document is finalized, it will be transferred into a PPT presentation as well.
- We are still looking for an appropriate location for a community lagoon and will use the handout and the PPT presentation for any discussions we can have with the public.
- Hope to find out more potential funding information in February.

Fee schedule review

- Reviewed full P&D schedule of fees.
- Will have discussion/recommendations/request for direction before BOCC later this morning.

NG911 road renaming/readdressing:

- The committee is working through readdressing two properties on Sedam and Dawn Avenues. Both property owners intend to submit a request to waive the public hearing as they have agreed upon a new name cooperatively, so the resolution will be before the BOCC for approval during a future regular meeting.

Battery recycling educational program:

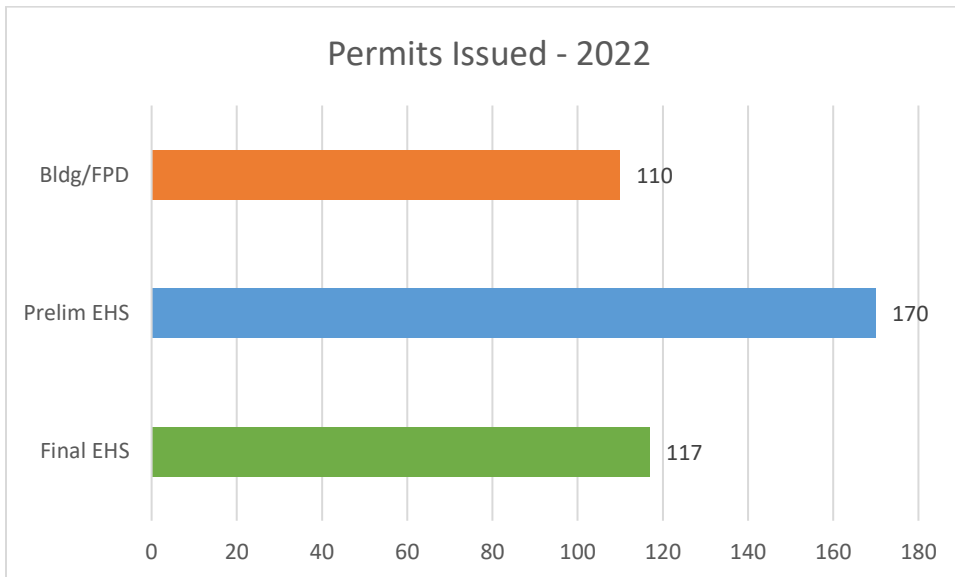
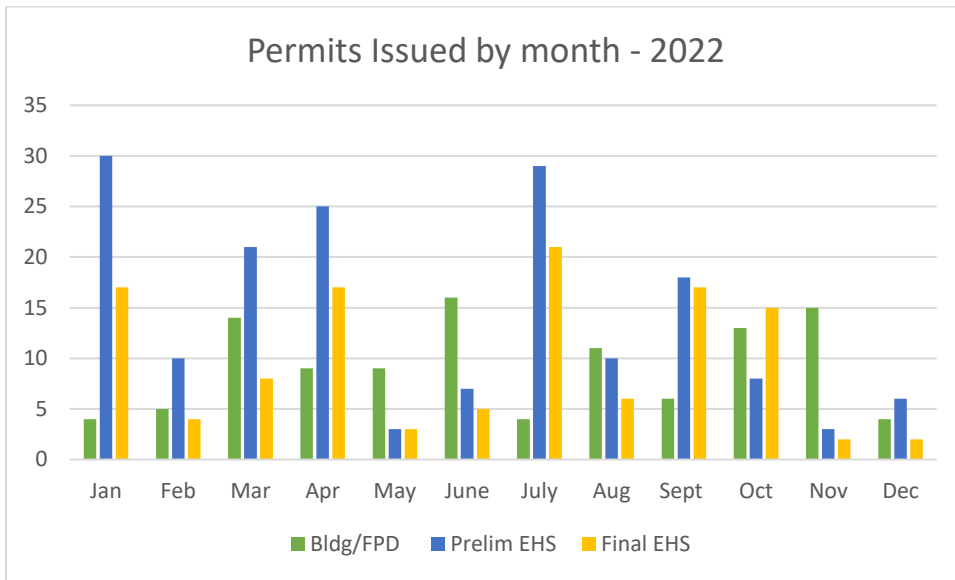
- Michael Boller and I had a brief spot on the December 27 WIBW 6:00 news talking about battery recycling. Thank you to Vivienne for coordinating that!
- We have presentations scheduled for the Konza Club on January 13 and to the Optimist Club on February 15.
- There are many stickers and flyers are 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>

Also attended/participated in:

- Helped select CM@R for Public Safety Headquarters project
- First meeting of Downtown Tomorrow Plan update TAC
- PW/EM/PD Coordination meeting
- BIL funding webinars
- Tattarax discussions with City/HOA/BOCC
- Legal Roundtable
- Riley County legislative conference
- Budget & Planning Committee
- Bi-state APA conference planning committee

December 2022 permits issued:	
Building/floodplain development permit:	4
Environmental Health Permits (Preliminary Approval)	6
Environmental Health Permits (Final/Use)	2

2022 permits issued:	
Building/floodplain development permit:	110
Environmental Health Permits (Preliminary Approval)	170
Environmental Health Permits (Final/Use)	117





PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

Date: January 5, 2023
To: Board of County Commissioners
From: Amanda Webb, Planning Director
Re: 2022 Property Maintenance Code and Zoning Code violations

This brief report covers the Property Maintenance Code (PMC) violations and Zoning Regulations (ZR) violations opened in 2022 (i.e. new for 2022). This report does not include on-going violations that began prior to 2022 that we are still working through. We hear and talk a lot about those that are on-going, or visible, in the community. But these are not the only violations we have worked through. Many 2022 cases, as well as older cases, have been resolved or abated this year. We try to work with people as best we can to resolve things cooperatively before sending on for legal involvement.

This report also does not include Sanitary Code violations which are handled separately from PMC and ZR violations. While the code enforcement procedure is relatively similar, these types of violations are somewhat harder to quantify in terms of time taken to abate. These violations can include simple issues such as not fencing or maintaining a lagoon. Many are more in depth and involve system failures (can include surfacing sewage) that may not get fixed. Sometimes the fixes, or installation of new system parts, are done by the property owner themselves, which is not allowed (unless they are licensed to do so). We also often find that people have added bedrooms without alerting our department and without expanding their system. System size is based on number of bedrooms; inadequate sizing can cause failures. If the BOCC would like, I can provide more information about Sanitary Code violations in another report.

Some issues are remedied simply with a phone call or similar communication, thus not even initiating the formal code enforcement process. For example, Darrin saw new structures on a property that were unpermitted. He contacted them, and they submitted their permit applications. It did not evolve into a full-blown code enforcement case. Perry has worked directly with people in the same manner and often makes a lot of calls to a variety of people to remedy issues before they turn into code-enforcement cases. Because these were never officially code enforcement cases, they were not entered on our staff list, so no one is necessarily aware of the response we've already made to these particular issues.

Property Maintenance Code:

Property Maintenance Code (PMC) violations include trash, rodents, buildings in some state of disrepair, or other issue with the land or building/structure on a property.

PMC code enforcement procedure is as follows:

1. Notification/Friendly letter, 10 days to respond (sometimes a simple phone call or talking with a property owner on site remedies the issue without having to send any letters or open a code enforcement case).
2. Notice of Violation – 14 days to remedy/respond.
3. Request to Prosecute – sent to County Counselor's office for further action

Attachment: BOCC CE memo (13078 : Staff Update)

There were four **new** PMC violations in 2022. Three have been abated.

Description	Status	Open?
Building in major disrepair	Property owner tore down structure	N
House fire needing clean up	Property owner removed junk and applied for building permit	N
Trash dumpster overflowing	Property owner removed trash	N
Accumulation of bagged trash in the yard	Spoke with property owner who is working on removing the trash.	Y

Zoning Regulations:

Zoning Regulations (ZR) violations include building without permits, conducting a prohibited use, inoperable/unregistered vehicles, etc. Anything having to do with how the land is regulated in terms of use, dimensional standards, and permitting.

ZR code enforcement process is as follows:

1. Notification/friendly letter, 10 days to respond (as with PMC violations, sometimes a phone call or visit with a property owner can remedy the issue before sending any letters or opening a formal code enforcement case).
2. Notice of Violation – 14 days to remedy/respond
3. Final Notice of Violation – 14 days to remedy/respond
4. Request to Prosecute – Sent to County Counselor's office for further action

There were 17 **new** ZR violations in 2022. Eleven have been abated. Three are in progress: the property owners have been in contact with us, and we are working with them to remedy their issues. The other three have been in contact with us, but still need to apply for building permits.

Description	Status	Open?
Building without a permit	Property owner applied for BP	N
Tree piles in SFHA/Floodway	Property owner burning trees	N
Unregistered/inoperable vehicles	Vehicles were tagged	N
Structure changes (remodel/reconstruction/addition) without building permit	Property owner applied for BP	N
Use not allowed in zone	All vehicles registered/tagged	N
Unregistered/inoperable vehicles	Removed a vehicle	N
Building without a permit	Property owner applied for BP	N
Signs in need of repair	Signs fixed	N
Building without a permit	Property owner applied for BP	N
Building without a permit	Property owner applied for BP	N
Accumulation of equipment on property	Equipment removed	N
Unregistered/inoperable vehicles	Property owner has moved some vehicles and working with them to put up a screening fence	Y
Unregistered/inoperable vehicles	In progress	Y
Building without a permit	Spoke with property owner who needs to apply for permit	Y
Containers/trucks in Floodway	Working with the bank; containers have been removed, still need to remove trucks	Y
Building without a permit	Spoke with property owner who needs to apply for permit	Y
Building without a permit	Spoke with property owner who needs to apply for permit	Y

Planning and Development
Staff Update
December 28, 2022

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. Comprehensive plan update presentations where held before the Riley County Planning Board on May 9 and before the Manhattan Urban Area Planning Board on May 16. BOCC presentation was 6/27/22. Have created a dedicated website page for the plan update.	Kick off public participation and engaging stakeholders.	11/1/2021		6/30/2025
Keats Sewer District	Amanda Webb & Perry Piper	Sam Johnson working on final PER. Committee met with USDA. Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Sent letters to prospective property owners to inquire about purchasing 10 acres for a lagoon. No interest. Provided BOCC update 4/21/2022. Held working group meeting on 5/24/2022. Sent neighbor letter on 7/12/22. Neighbor is not interested. Perry, Amanda and Commissioner Focke visited the Keats area and several surrounding sites looking for options.	Exploring additional funding options and lagoon sites.	11/1/2014		1/31/2023
Sewer agreement for County shop area	Clancy Holeman & Craig Cox	Met with City staff to discuss report and agreement. City staff analysis reveals that the sanitary system has adequate capacity for the proposed development area.	Wait on City and County Counselors to draft agreement. Investigate water options. Update BOCC on process.	2/1/2014		TBD
NG911 - Private Road Naming	Amanda Webb & Lisa Daily	NG911 Committee met to discuss funding. Emergency Management has agreed to funding the advertising and filing fee as long as only two or three are done per year. Planning & Development has agreed to funding the postage. Committee decided to move forward with renaming a private road off Marlatt Avenue to Dodge Lane. Pre-notification letters were mailed 2/18/22. Second notification letters were mailed 3/21/22. Notice of public hearing letters mailed 5/2/22. BOCC approved 5/16/22. Completed 5/28/22. Scheduled committee meeting for 8/9/2022 to discuss S Chestnut Ln, Riley, KS. It was decided not to pursue this situation unless the property owner's bring it to the County's attention. Met with property owner, Mary Sutterlin concering an ongoing addressing issues and that emergency services considers to be a priority. Mrs. Sutterlin chose the name Rosebud Trail. NG911 Committee and other property owner approved the name. Sent waiver to public hearing to both property owners.	Waiting on property owners to sign and return waiver to public hearing.	8/1/2015		1/31/2023
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		12/31/2022
Regulations						
Grants						
Keats Sewer District	Amanda Webb	Sam Johnson working on final PER. Committee met with USDA. Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Sent letters to prospective property owners to inquire about purchasing 10 acres for a lagoon. No interest. Provided BOCC update 4/21/2022. Held working group meeting on 5/24/2022. Sent neighbor letter on 7/12/22. Neighbor is not interested. Perry, Amanda and Commissioner Focke visited the Keats area and several surrounding sites looking for options.	Exploring additional funding options and lagoon sites.	TBD		1/31/2023
Current Planning						
Tegtmeier/LAWE LLC - PUD Amendment	Bob Isaac	Conducted the RCPB and BOCC hearings. Resolution published. Appeal received and under review by legal.	Waiting for legal response and need to go through appeal process. Plat needs to be filed depending outcome.	3/28/2022		3/31/2023
Briggs/Emley - Boundary Line Adjustment	Bob Isaac	Application received.	Property owner to apply for building permit with the City.	10/6/2022		1/31/2023
Murphy - Conditional Use	Bob Isaac	NOPH published and 1000' letters mailed.	Conduct BZA publich hearing.	11/16/2022		1/9/2023
Permits						
22-0207-OCCU Briggs/Emley	Darrin Hobbs	Application received by contractor and processed on 8/22/22. Issues with enough parking spaces and fire code approval. Boundary line adjustment has been submitted. Permit fee refunded to contractor.	Permit closed.	8/22/2022		12/2/2022
22-0227-NBLD Hanna	Darrin Hobbs	Application received and processed 9/13/22. Permit issued.	Permit issued.	9/13/2022		11/28/2022
22-007-MRWW Baxter	Perry Piper	Install new risers/lids, effluent filter and new rubber grament on outlet side of septic tank.	Await installer to make repairs.	10/6/022		1/31/2023
21-0146-MRWW Worrel	Perry Piper & Craig Cox	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.	Legal counsel to send letter to property owner.	7/8/2021		2/28/2023
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		1/31/2023
21-0228-MRWW Parker	Perry Piper	Application received and processed. Site visit has been completed.	Applicant to complete repair.	10/5/2021		4/30/2023
22-0220-MRWW Swiercinsky	Perry Piper	Requesting a variance for a holding tank. BOCC approved. Property owner applied for repair permit.	Holding tanks installed and waiting on high water float alarm to be installed.	5/27/2021		1/31/2023
Property Maintenance Code Violations						
Kilner - Unsafe structure	Darrin Hobbs & Craig Cox	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.	8/18/2016		2/28/2023
21-0025 Harry Baxter - Dangerous Structure- 780 Tabor Valley Rd	Darrin Hobbs	Property owner is aware that the building needs to be torn down. Property owner stated he would temporarily repair the structure and then remove at later date. Property owner to make temporary repairs to use structure during remodeling of principal structure.	Follow up with property owner.	4/27/2021		1/31/2023
Hermesch - Unsafe structure	Clancy Holeman	Counselor met with P&D staff for Property Maintenance Code application. Photos of property taken.	Counsel put property in 2018 tax case for 2014 & 2015 delinquent taxes.	11/24/2015		TBD
21-0088 Tuttle Terr - Inoperable vehicles/Unregistered vehicles, Mobile Homes that could be harboring rodents and animals, appliances, etc.	Darrin Hobbs	Inspection conducted and notification letter sent. Notification letter sent. No response, sent notice of violation. Due to violations, unable to issue Mobile Home Park license. Water leak has been repaired. Trash issues have been taken care of. Sent another violation notice due to trash situation. Possible new property owner. Under new ownership and improvements have been made.	Monitor progress and new owner has applied for license.	12/9/2021		1/31/2023
Zoning Violations						
Doyle - Illegal mobile home storage (Mobile Gardens) Violation #10-0050	Craig Cox	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.	12/17/2010	4/17/2012	2/28/2023

Attachment: 1 - January Staff Update (13078 : Staff Update)

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
Doyle - Illegal salvage at residence Violation #05-0007	Craig Cox	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.	Schedule a site visit.	4/15/2013	5/1/2014	2/28/2023
Zeller/Thomas - Illegal sign	Craig Cox	Owner has limited signage to MHK Airport (governmental entity).	Counsel to schedule meeting with staff to discuss case status.	12/1/2011	9/27/2012	2/17/2023
Kilner - Unsafe structure	Darrin Hobbs & Craig Cox	Judge Bosch found Kilner in contempt.	Starting August 1, he will be assessed a \$100/day fine until property is in compliance. Mr. Kilner hired an attorney (Bernard Irvine) who filed a motion to docket appeal out-of-time asked for extension to 2/8/23.	8/18/2016		2/28/2023
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.	Monitor progress.	9/27/2021		1/31/2023
20-0077 - Scott - Illegal salvage operation in residential zoning	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Met with property owner on site and will be removing some items by 3/1/2021. Property owner compiling information for registered vehicles.	Await for property owner to schedule site inspection.	12/8/2020		1/31/2023
21-0053 Myers - building without a permit	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 violation notice.	7/14/2021		1/31/2023
20-0079 Miller - Illegal auto repair and salvage operation 1382 Pillsbury Dr	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Property owner is making progress but no contact. Staff met with property owner and agreed to provide a plan to abate violations by 1/29/2021. Final notice of violation sent to property owner. Sent violation, final notice, property owner met with staff and agreed to provide a plan to abate the violation. No response or plan received. Per legal recommendations, starting process again with a new violation number. New notice of violation and final notice have been sent.	Awaiting response from property owner.	12/8/2020		1/31/2023
20-0087 Miller - Illegal auto repair and salvage operation 1420 Pillsbury Dr	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Property owner is making progress but no contact. Staff met with property owner and agreed to provide a plan to abate violations by 1/29/2021. Final notice of violation sent to property owner. Sent violation, final notice, property owner met with staff and agreed to provide a plan to abate the violation. No response or plan received. Sent notification letter.	Send final notice of violation.	12/21/2020		1/31/2023
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.	12/22/2020		1/31/2023
L21MHP-0004 TDJ Stables	Darrin Hobbs & Craig Cox	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.	11/20/2020		2/28/2023
21-0019 Britt - non compliance in flood hazard area/floodway	Darrin Hobbs & Craig Cox	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	4/6/2021		12/31/2022
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.	Monitoring progress.	12/21/2021		1/31/2023
Sanitary Code Violations						
TDJ Stables - illegal repair	Perry Piper & Craig Cox	EHS conducted site inspection, not in compliance with sanitary code.	Legal counsel to determine next course of action.	4/7/2020		2/28/2023
21-0022 Moriarty/Masterson - undersized lagoon	Perry Piper & Craig Cox	Violation determined.	Counsel to send letter.	4/14/2021		3/3/2023
21-0038 Worrell - Sanitation Violation	Perry Piper & Craig Cox	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. Legal sent compliance letter 08.05.2021. Staff to review compliance options.	6/23/2021		3/15/2023
21-0048 Wurtz - lagoon fencing requirement not completed	Perry Piper & Craig Cox	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.	Staff to review compliance options.	7/9/2021		3/9/2023
22-0016 Doyle - sewage on ground	Perry Piper	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.	7/22/2022		1/31/2023

Attachment: 1 - January Staff Update (13078 : Staff Update)



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 Director Riley Co Noxious Weed Department

MEETING: January 5, 2023

SUBJECT: Riley County Noxious Weed Staff Update

PRESENTER: Michael Boller Director Riley Co Noxious Weed Department

Enclosures:

- 1-5-23 Staff Report (DOC)

Riley County Noxious Weed/HHW Department

Michael Boller, Director

January 5, 2023

Staff Report

Noxious Weed/Mowing:

- Crews cleared equipment from building site for pending construction of the storage building that was destroyed in the storm. Construction may begin anytime with a completion date by May.
- Tree and brush removal projects continue this month with weather permitting. Both the gravel and pavement crew from Public Works have been working on tree and brush removal in month of December as well.
- Winter maintenance has started on roadside sprayers, rental sprayers and tractors.
- Crews had 1 snow removal call out in December and did a great job battling ice and snow blowing conditions.
- Inventoried and made a list of items to sale at auction. Working on hopefully having an auction in spring to sale several surplus items.

HHW:

- Riley County HHW conducted a HHW collection at Howie's Recycling on Dec 10th, 2022. We had over 160 participants and over 8000lbs of material collected.
- The next HHW collection at Howie's Recycling is Saturday, January 14, 2023 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. We also have numerous household products on our recycling shelves free to the public.
- Big Lakes Regional HHW Board of Directors met December 15, 2022 at the Riley County Public Works Building. A budget of \$115,000 was approved for 2023 which an increase of \$31,200. This increase is a direct result of transportation cost associated with the processing of HHW material. Big Lakes Region is one of the largest processors of HHW in the State of Kansas.
- Disposal cost of business waste has gone up effective Jan 1, 2023. This is a direct result of rising costs of transportation and commodities.

Other:

- I and will be working and representing Riley Co at the Topeka Farm Show CWDAAK booth on January 12th.

- 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 attend by weed directors from across the State of Kansas. The event will take place March 6th-March 10th.
- 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 scheduled for April 2023.



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 County Noxious Weed

MEETING: January 5, 2023

SUBJECT: KDOT Contract Renewal

PRESENTER: Michael Boller Director Riley County Noxious Weed

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 2023 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:

- KDOT Contract 2023 (PDF)

KANSAS DEPARTMENT OF TRANSPORTATION BUREAU OF MAINTENANCE

COUNTY AGREEMENT TO TREAT NOXIOUS WEEDS

This agreement made and entered into this 5 day of January, 2023, by and between the

Board of County Commissioners of Riley 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>44.60</u> /hr. operator	<u>55</u> /hr.	<u>1 1/2 T 4x4 Spray Truck</u>
_____ /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 5, 2023

SUBJECT: Staff Update

PRESENTER: Anna Burson

Enclosures:

- 01-05-2023 Appraiser's Office Commission Meeting update (DOCX)
- BOTA DETAIL SCHEDULE UPDATE 12-28-22(XLSX)

Appraiser's Office Report

BOCC

January 5th, 2023

- **Personal property-**

- December 29th all personal property renditions were mailed with updated instruction sheets and special attention noted to return to our office to avoid penalties. As these start coming in we will update our records as returned and value them.
- On January 1st, 2023, new proration rules will take effect for all personal property except mobile homes. It is important property owners are aware that if they sell personal property, they must notify our office prior to December 20th and provide us with a bill of sale for the proration to be applied. Again, this does not go into effect until January 1st, 2023. This note was added to the instruction sheet on all renditions that were mailed out.

- **Residential-**

- Staff continue to work through building permits and we are in the process of beginning final review and will start setting 2023 values next week.
- We are working through 2022 payment under protests. I do not have an updated figure due to the holiday's but estimate approximately 75 appeals so far. I will have a more accurate total during February's update.
- As of 11/21/22 we have had 1,478 sales. Of which 1356 are residential properties that is an increase of 154 residential properties since the last update. The total permits for 2022 are 375 an increase of 14 from the last update.
- The County median sales ratio is currently still sitting at 0.88 and the median sale price is still at \$215,000. All 2022 residential analysis has been completed in preparation for 2023 valuation to begin. We are not seeing a decrease in sales prices. This is largely due to a limited supply and high demand. What to expect for 2023. The market indicates an overall inflationary trend of 10-17%. Specific areas may see smaller or larger increases due to market activity. Things to know; if your value for 2022 was set at prior year or you saw a minimal increase last year, the overall increase this year could be higher than what would be considered typical. When property owners receive their valuation notice in February, if they do not believe they could sell their home for the value listed on the notice, I would encourage them to go through the appeals process following the instructions on the back of the notice.
- Our goal again this year is to complete final review and mail valuation notices early like we have done in past years.
- We have conducted several interviews for the Residential Appraiser III position and will be looking to fill the position as a Residential Appraiser I.
- Our 2023 annual review includes 2,936 properties that is an increase of 261 over last year. We will be requesting the same annual review variance we did for the 2022 annual review and will begin this process likely in the first part of May.

- **Commercial-**

- The Commercial BOTA Detail Spreadsheet is included with this presentation. Important things to note from the last update, we have 66 total as ICON Investments has one additional property. The Auto Museum parking lot has been added to the total count. In addition, there is a new column labeled Scheduled. There are several that have been scheduled for BOTA in Topeka in 2023. However, many of these will be rescheduled due to the limited allotted time, the availability of our expert witness for testimony, and attorney availability.
- Currently the commercial department is wrapping up income analysis. The Income and expense statement return rate was 13%. While this seems low overall 88% of what was returned was usable in our analysis.

Attachment: 01-05-2023 Appraiser's Office Commission Meeting update (13082 : Appraiser's Office Staff Update)

- Commercial PUP's currently total 18.

- **Summary of other work-**

- Evaluations were completed. Course work for 2023 is in the process of being scheduled for our appraisers.
- Tatarax review was completed, and recommendations were made. Several other exemption questions came up and were addressed.
- I am in the process of preparing to publish the 2023 Trend and will begin working with Vivienne on preparing property owners for what to expect before value notices are mailed.

DOCKET	PARCEL NUMBER	QR#	YEAR	APPLICANT	PROPERTY OWNER	BUSINESS NAME/SITE	COUNTY VALUE	TAXPAYER VALUE	Scheduled
2022-1383-EQ	081-189-31-0-00-00-007.00-0	R6092	2022	FLANAGAN/BILTON LLC	COLONIAL GARDENS LLC (3050 TCB)	COLONIAL GARDENS MHP OFFICE	\$407,900	\$305,000	
2022-1382-EQ	081-189-31-0-00-00-010.00-0	R6096	2022	FLANAGAN/BILTON LLC	COLONIAL GARDENS LLC (3000 TCB)	COLONIAL GARDENS	\$7,941,430	\$6,000,000	
2022-679-EQ	081-189-31-0-00-00-012.01-0	R6098	2022	MATT CANTESE	COUNTRY MEADOWS RESIDENCES	COUNTRY MEADOWS RESIDENCES	\$5,666,700	??	
2022-1384-EQ	081-189-31-0-00-00-017.01-0	R6104	2022	FLANAGAN/BILTON LLC	COLONIAL GARDENS LLC (0000 E MARLATT)	COLONIAL GARDENS - VACANT	\$1,870	\$1,500	
2020-6179-PR	081-203-07-2-80-01-001.02-0	R9273	2019	JOSEPH CASAD/TAX VALUE SPECIALISTS	BJS, INC	IHOP	\$1,974,000	?	
2020-6180-EQ	081-203-07-2-80-01-001.02-0	R9273	2020	JOSEPH CASAD/TAX VALUE SPECIALISTS	BJS, INC	IHOP	\$1,974,000	\$1,482,207	
2021-1105-EQ	081-203-07-2-80-01-001.02-0	R9273	2021	JOSEPH CASAD/TAX VALUE SPECIALISTS	BJS, INC	IHOP	\$1,974,000		
2020-1714-EQ	081-204-18-2-10-18-001.00-0	R9845	2020	SAVAGE & BROWNING	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$2,100,000	?	
2021-5574-EQ	081-204-18-2-10-18-001.00-0	R9845	2021	SAVAGE & BROWNING	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$1,770,000	??	
2022-1386-EQ	081-204-18-2-10-18-001.00-0	R9845	2020	SAVAGE & BROWNING	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$1,670,000	??	
2020-1099-EQ	081-204-18-2-10-18-001.01-0	R9846	2022	LINDA TERRILL - PROP TAX LAW GROUP	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$133,660	?	
2021-1437-EQ	081-204-18-2-10-18-001.01-0	R9846	2021	LINDA TERRILL - PROP TAX LAW GROUP	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$140,910	prior year value	
2022-2165-EQ	081-204-18-2-10-18-001.01-0	R9846	2022	PROPERTY TAX LAW GROUP-LINDA TERRILL	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$140,040	??	
2020-1097-EQ	081-204-18-2-10-18-002.00-0	R9847	2020	LINDA TERRILL - PROP TAX LAW GROUP	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,398,740	?	
2021-1435-EQ	081-204-18-2-10-18-002.00-0	R9847	2021	LINDA TERRILL - PROP TAX LAW GROUP	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,478,940	prior year value	
2022-2164-EQ	081-204-18-2-10-18-002.00-0	R9847	2022	PROPERTY TAX LAW GROUP-LINDA TERRILL	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,480,660	??	
2020-1098-EQ	081-204-18-2-10-18-011.00-0	R9848	2020	LINDA TERRILL - PROP TAX LAW GROUP	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$119,500	?	
2021-1436-EQ	081-204-18-2-10-18-011.00-0	R9848	2021	LINDA TERRILL - PROP TAX LAW GROUP	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$126,850	prior year value	
23022-2166-EQ	081-204-18-2-10-18-011.00-0	R9848	2022	PROPERTY TAX LAW GROUP-LINDA TERRILL	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$126,000	??	
2020-1509-EQ	081-204-18-2-10-20-001.00-0	R9850	2020	BLAKE NEWELL - J.W.W CHATAM & AASOC	HY-VEE INC	HY-VEE	\$6,750,000	?	May 19th, 2023 3:30 1 Hour
2021-3394-EQ	081-204-18-2-10-20-001.00-0	R9850	2021	BLAKE NEWELL - J.W.W CHATAM & AASOC	HY-VEE INC	HY-VEE	\$6,750,000	\$3,375,000	May 19th, 2023 3:30 1 Hour
2022-1279-EQ	081-204-18-2-10-20-001.00-0	R9850	2022	J. W. CHATAM & ASSOC	HY-VEE INC	HY-VEE	\$7,000,000		May 19th, 2023 3:30 1 Hour
2021-285-PR	081-204-18-2-10-20-004.02-0	R9855	2020	SAVAGE & BROWNING	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,375,000	?	
2021-5575-EQ	081-204-18-2-10-20-004.02-0	R9855	2021	SAVAGE & BROWNING	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,160,000		
2022-1387-EQ	081-204-18-2-10-20-004.02-0	R9855	2022	SAVAGE & BROWNING	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,090,000	??	
2020-1713-EQ	081-204-18-2-10-20-005.00-0	R9857	2020	SAVAGE & BROWNING	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND	\$4,585,000	?	
2021-2046-EQ	081-204-18-2-10-20-005.00-0	R9857	2021	SAVAGE & BROWNING	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND	\$4,125,000		
2022-1385-EQ	081-204-18-2-10-20-005.00-0	R9857	2022	SAVAGE & BROWNING	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND	\$4,015,000	??	
2020-1715-EQ	081-204-18-2-10-20-013.00-0	R302812	2020	SAVAGE & BROWNING	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$745,000	?	
2021-5576-EQ	081-204-18-2-10-20-013.00-0	R302812	2021	SAVAGE & BROWNING	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$630,000		
2022-1388-EQ	081-204-18-2-10-20-013.00-0	R302812	2022	SAVAGE & BROWNING	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$380,000	??	
2021-1615-EQ	081-204-18-2-20-19-001.00-0	R10250	2021	MHI-MANHATTAN 2 LLC	PR MIG MANHATTAN OWNER LLC	COURTYARD BY MARRIOTT	\$14,651,580		
2022-2176-EQ	081-204-18-2-20-19-001.00-0	R10250	2022	MHI-MANHATTAN 2 LLC	PR MIG MANHATTAN OWNER LLC	COURTYARD BY MARRIOTT	\$17,330,300	??	
2021-1662-EQ	081-204-18-2-30-03-004.00-0	R10629	2021	BREER LAW FIRM - KEVIN BREER	KSU REAL ESTATE FUND LLC	HOLIDAY INN CAMPUS	\$3,820,400	?	
2022-2163-EQ	081-204-18-2-30-03-004.00-0	R10629	2022	BREER LAW FIRM - KEVIN BREER	KSU REAL ESTATE FUND LLC	HOLIDAY INN CAMPUS	\$4,011,420	??	
2021-383-PR	081-204-18-2-60-31-005.00-0	R11572	2020	LINDA TERRILL - PROP TAX LAW GROUP	PARKWOOD LLC	PARKWOOD INN & SUITES	\$1,550,000	\$700,000	
2021-1438-EQ	081-204-18-2-60-31-005.00-0	R11572	2021	LINDA TERRILL - PROP TAX LAW GROUP	PARKWOOD LLC	PARKWOOD INN & SUITES	\$1,215,790	prior year value	
2021-420-PR	081-204-18-2-80-09-014.00-0	R12120	2020	BLAKE NEWELL - J.W.W CHATAM & AASOC	ICON INVESTMENTS LLC	PARKING LOT ON HOUSTON STREET	\$208,650	\$100,000	May 19th 2023@ 9:00 for 3 hours
2021-3485-EQ	081-204-18-2-80-09-014.00-0	R12120	2021	BLAKE NEWELL - J.W.W CHATAM & AASOC	ICON INVESTMENTS LLC	PARKING LOT ON HOUSTON STREET	\$213,080	\$106,500	May 19th 2023@ 9:00 for 3 hours
2021-419-PR	081-204-18-2-80-09-015.00-0	R12121	2020	BLAKE NEWELL - J.W.W CHATAM & AASOC	ICON INVESTMENTS LLC	MID TOWN PLAZA	\$1,098,850	\$550,000	May 19th 2023@ 9:00 for 3 hours
2021-3486-EQ	081-204-18-2-80-09-015.00-0	R12121	2021	BLAKE NEWELL - J.W.W CHATAM & AASOC	ICON INVESTMENTS LLC	MID TOWN PLAZA	\$1,094,420	\$547,000	May 19th 2023@ 9:00 for 3 hours
2021-418-PR	081-204-18-2-80-14-002.00-0	R12158	2020	BLAKE NEWELL - J.W.W CHATAM & AASOC	ICON INVESTMENTS LLC	ICON (HOUSTON STREET BALLROOM)	\$1,353,200	\$675,000	May 19th 2023@ 9:00 for 3 hours
2022-5112-EQ	081-216-140-10-03-006.02-0	R19739	2022	BLAKE NEWELL - J.W.W CHATAM & AASOC	ICON INVESTMENTS LLC	AUTO MUSEUM PARKING LOT	\$1,220,060	?	May 19th 2023@ 9:00 for 3 hours
2021-336-PR	081-204-18-2-80-26-001.00-0	R12229	2020	BLAKE NEWELL - J.W.W CHATAM & AASOC	HCW-MANHATTAN, LLC	HILTON GARDEN INN	\$11,301,990	?	
2021-1398-PR	081-204-18-2-80-26-001.00-0	R12229	2021	HCW-MANHATTAN, LLC	HCW-MANHATTAN, LLC	HILTON GARDEN INN	\$7,509,900		
2021-2065-EQ	081-204-18-2-80-28-004.00-0	R12236	2021	BREER LAW FIRM - KEVIN BREER	MANHATTAN HOTELS LLC	HOLIDAY INN EXPRESS	\$3,597,840	?	
2020-1749-EQ	081-211-11-0-40-13-003.00-0	R15610	2020	SAVAGE & BROWNING	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$22,914,700	?	
2021-1660-EQ	081-211-11-0-40-13-003.00-0	R15610	2021	SAVAGE & BROWNING - TIMOTHY SCHENDT	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$22,833,000	?	
2022-2172-EQ	081-211-11-0-40-13-003.00-0	R15610	2022	SAVAGE & BROWNING - TIMOTHY SCHENDT	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$23,790,490	??	
2022-1278-EQ	081-211-12-0-20-01-027.01-0	R15647	2022	J. W. CHATAM & ASSOC	MERCY HEALTH CENTER OF MANHATTAN	MHTTN SURGICAL HOSPITAL	\$6,149,400	?	
2020-1523-EQ	081-211-12-0-30-01-008.02-0	R16065	2019	ROBERT MUNSON	CENTRAL NATIONAL BANK	CENTRAL NATIONAL BANK	\$1,067,700	?	May 19th 2023@ 1:30 for 1 Hour
2020-1523-EQ	081-211-12-0-30-01-008.02-0	R16065	2020	ROBERT MUNSON	CENTRAL NATIONAL BANK	CENTRAL NATIONAL BANK	\$1,038,100	?	May 19th 2023@ 1:30 for 1 Hour
2021-3483-EQ	081-211-12-0-30-01-008.02-0	R16065	2021	BLAKE NEWELL - J.W.W CHATAM & AASOC	CENTRAL NATIONAL BANK	CENTRAL NATIONAL BANK	\$1,038,100	\$519,050	May 19th 2023@ 1:30 for 1 Hour
2022-1276-EQ	081-211-12-0-30-01-008.02-0	R16065	2022	J. W. CHATAM & ASSOC	CENTRAL NATIONAL BANK	CENTRAL NATIONAL BANK	\$1,049,900	\$500,000	May 19th 2023@ 1:30 for 1 Hour
2020-915-EQ	081-211-12-0-30-11-004.01-0	R16204	2020	LINDA TERRILL - PROP TAX LAW GROUP	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,715,200	?	
2021-1439-EQ	081-211-12-0-30-11-004.01-0	R16204	2021	LINDA TERRILL - PROP TAX LAW GROUP	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400	prior year value	
2022-2155-EQ	081-211-12-0-30-11-004.01-0	R16204	2022	PROPERTY TAX LAW GROUP-LINDA TERRILL	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400	??	

2022-5112-EQ	081-216-14-0-10-03-006.02-0	R19739	2022	CHATAM & ASSOCIATES	ICON INVESTMENTS LLC	AUTO MUSEUM PARKING LOT	\$1,220,060	\$600,000	
2021-3484-EQ	081-216-23-0-10-08-001.00-0	R20575	2021	BLAKE NEWELL - J.W.W.CHATAM & AASOC	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS	\$7,674,200	\$3,873,100	May 19th 2023 @ 2:30 for 1 Hour
2022-1277-EQ	081-216-23-0-10-08-010.00-0	R20575	2022	J. W. CHATAM & ASSOC	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS	\$8,152,300	\$4,000,000	May 19th 2023 @ 2:30 for 1 Hour
2020-1525-EQ	081-216-24-0-20-01-002.00-0	R21281	2020	LATHROP & GAGE LLP, R. SCOTT BEELER	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$7,200,000	\$4,070,000	July 11th 2023 @9:00 full day
2021-2023-EQ	081-216-24-0-20-01-002.00-0	R21281	2021	LATHROP & GAGE LLP, R. SCOTT BEELER	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$7,200,000	\$4,070,000	July 11th 2023 @9:00 full day
2022-1355-EQ	081-216-24-0-20-01-002.00-0	R21281	2022	LATHROP & GAGE LLP, R. SCOTT BEELER	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$7,200,000	\$4,070,000	July 11th 2023 @9:00 full day
2020-914-EQ	081-216-24-0-20-02-001.00-0	R21288	2020	LINDA TERRILL - PROP TAX LAW GROUP	TARGET CORPORATION	TARGET	\$9,850,000	?	
2021-1440-EQ	081-216-24-0-20-02-001.00-0	R21288	2021	LINDA TERRILL - PROP TAX LAW GROUP	TARGET CORPORATION	TARGET	\$9,700,000	prior year value	
2022-2157-EQ	081-216-24-0-20-02-001.00-0	R21288	2022	PROPERTY TAX LAW GROUP-LINDA TERRILL	TARGET CORPORATION	TARGET	\$9,700,000	??	
Grand Total							\$298,525,630		



PLANNING & DEVELOPMENT
Work Session

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

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director

MEETING: January 5, 2023

SUBJECT: Planning & Development fee schedule review

PRESENTER: Amanda Webb, Planning Director

Planning and Development's fee schedule was last fully reviewed in 2012. This review gathered the complete picture of costs for each application/permit/license existing in 2012: staff time (including an administrative fee for the director's oversight), mailing costs, publishing costs, recording costs, and mileage/gas. Most fees were increased in 2012 based on that information. With the exception of several new processes (permits/licenses) added since that time, the only fees that have changed since 2012 are the *removal* of the \$75 fee for minor wastewater repairs and the increase from \$8 to \$9 for bacteria water testing. All other fees that existed in 2012 are the same. Attached is a fee schedule history which shows when each fee was first established and how it has changed (or not changed) over the years. Note that Environmental Health was added to Planning & Development in 2012 which is why there is no fee data pre-2012.

The current review of fees includes all of the factors that were studied in 2012. Attached is a chart comparing the staff hours for each application/permit/license. As you can see, the necessary staff time to complete each process has changed very little. In some cases, the time decreased because of the implementation of an electronic permit system so less work had to be done manually.

However, the cost of doing business has increased - mailing/postage costs, publishing costs, recording fees, and mileage/gas have all risen. Attached is a table showing the fees collected and expended for land use petitions in 2021 and part of 2022. This shows the costs for publishing Notice(s) of Public Hearing and the recording of resolutions, as applicable. It does not specifically outline mailing/postage costs, nor does it show mileage/gas. Those are more minor compared to the other costs shown (but they still need to be considered). While the applicant should not have to bear the entire brunt of these increases, it is prudent to evaluate current fees

and increase as necessary to help offset some of the additional costs to the county. Fees are not intended to fully cover all of the county's costs, and I am not proposing such.

Along with actual fee review, I am also proposing an update to the look of the document itself by adding categories and tables to make it more user-friendly as well as clearly outline some fees that currently apply but are written in a manner that is not necessarily clear. Attached is what the proposed fee schedule resolution would look like, with approval, showing current processes and applicable fees. I have attached a separate document for each fee category (building permits, environmental health permits, licenses, land use petitions) showing current and proposed fees, as well as an explanation for any proposed increases or changes.

I would like to quickly note that there are a few procedures that we offer "free of charge." These include Lot of Record determinations, Agricultural Exemption requests, and pre-application conferences. Pre-application conferences are a required step for all land use petitions and the necessary staff time is dependent on the complexity of the proposal. There are times that we have held a pre-application conference, but no application is ever submitted, yet staff time has still been expended. I am not proposing to assess fees for any of these procedures, but merely to point out that there are services we do offer that do not cost the prospective applicant.

I am not requesting formal BOCC action today (i.e., to approve or deny proposed changes/resolution), but to review together the proposed changes and justifications for each, as well as request direction and input on a couple changes that could go a variety of ways.

Enclosures:

- Current P&D Fee schedule (PDF)
- Fee schedule history (PDF)
- Proposed layout with existing fees (PDF)
- Staff hours (PDF)
- Expense for publishing and mailings (PDF)
- Building (PDF)
- Environmental Health (PDF)
- Licenses (PDF)
- Land Use fees (PDF)

RESOLUTION NO. 121321-55

A RESOLUTION ESTABLISHING PLANNING AND DEVELOPMENT FEES FOR RILEY COUNTY, KANSAS

WHEREAS, K.S.A. 12-741 et seq., allows for the enactment of planning and zoning laws and regulations by counties for the protection of the public health, safety and welfare of said county, and

WHEREAS, K.S.A. 19-212 authorizes the Board of County Commissioners to perform all powers of local legislation and administration it deems appropriate, including charging and collecting fees,

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

Section 1. The Planning and Development Department is hereby authorized to charge and collect the fees outlined below:

<u>ACTION</u>	<u>FEE</u>
*Building Permit - Residential Principal Structure.....	\$150.00
*Building Permit - Commercial/Industrial Principal Structure.....	\$225.00
*Building Permit - Residential Addition/Accessory Structure	\$150.00
*Building Permit - Commercial/Ind Addition/Accessory Structure	\$225.00
Floodplain Development Permit	\$ 75.00
Floodplain Development Permit w/Base Flood Elevation.....	\$100.00
Sign Permit.....	\$ 50.00
Special Event Permit.....	\$100.00
Boundary Line Adjustment or Lot Split	\$100.00
Conditional Use	\$400.00
Easement Vacation.....	\$300.00
Final Development Plan (PUD) Amendment	\$200.00
Platting (4 lots or less)	\$350.00
Platting (5 lots or more)	\$450.00
Platting & Rezoning.....	\$550.00
Replatting.....	\$200.00
Residential Use Designator.....	\$200.00
Residential Use Designator & Plat	\$350.00
Rezoning	\$450.00

PLANNING AND DEVELOPMENT FEES

Road Name Change	\$100.00	
Special Use.....	\$400.00	
Variance	\$300.00	
Zoning Appeal	\$200.00	
Agritourism License.....	\$200.00	
Agritourism License renewal.....	\$100.00	
Short Term Rental License.....	\$200.00	
Short Term Rental License renewal	\$100.00	
Excavation License	\$150.00	
Mobile Home Park License (\$5 per lot)	\$300.00	maximum
Site Evaluation (No Profile).....	\$ 50.00	
Profile/Site Evaluation.....	\$150.00	
New Private Septic Permit.....	\$150.00	
Lagoon Permit.....	\$300.00	
Private Wastewater Disposal System Repair Permit (Major Repairs).....	\$ 75.00	
Private Wastewater Disposal System Repair Permit (Minor Repairs)	No Charge	
Environmental Systems Evaluation (Evaluation for sale of property)	\$100.00	
Environmental Systems Evaluation Revisit.....	\$ 50.00	
Alternative System Permit.....	\$300.00	
Inspection of Alternative Private Wastewater Disposal System.....	\$100.00	
(No charge for County's inspection if homeowner provides documentation of semi-annual service contract and maintenance reports from licensed contractor)		
Re-inspection of Alternative Private Wastewater Disposal System.....	\$ 75.00	
(No charge for County's inspection if homeowner provides documentation of semi-annual service contract and maintenance reports from licensed contractor)		
Initial Septic Hauler License.....	\$150.00	
Septic Hauler License Renewal	\$ 50.00	
Initial Installer License	\$150.00	
Installer License Renewal	\$ 50.00	
Water Well Permit	\$ 75.00	
Mobile Home Park Wastewater Permit	\$100.00	
Coliform Test.....	\$ 9.00	
Nitrate Test.....	\$ 2.00	
Iron Test	\$ 2.00	
Fluoride Test	\$ 5.00	
Hardness Test.....	\$ 2.00	
Alkalinity Test	\$ 2.00	
Chloride Test.....	\$ 2.00	
Chlorine Test.....	\$ 2.00	
Sulfate Test	\$ 2.00	
PH Test.....	\$ 2.00	

* A separate building permit is required for each category; however, if a principal structure and an accessory structure are constructed simultaneously, the total fee for the two permits shall be \$50 above the permit fee for the principal structure. In the event construction is commenced prior to the issuance of a building permit, the permit fee shall be doubled to compensate for the direct costs and additional staff costs involved in enforcement activities.

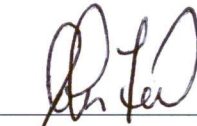
PLANNING AND DEVELOPMENT FEES

Section 2. Resolution No. 062719-20 and all other resolutions in conflict herewith are hereby revoked.

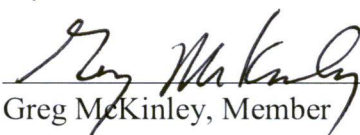
Section 3. This Resolution shall become effective upon publication in the official County newspaper.

ADOPTED this 13th day of December 2021.

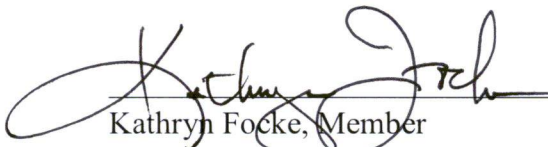
**BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS**



John Ford, Chair

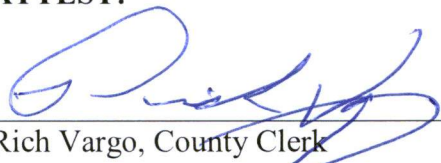


Greg McKinley, Member



Kathryn Focke, Member

ATTEST:



Rich Vargo, County Clerk

Attachment: Current P&D Fee schedule (13089 : Planning & Development fee schedule review)

	1992	2003	2007	2008	2012	2014	2016	2018	2019	2021	First appeared on fee schedule	Change since first cost
Building permit - Residential home	\$60	\$100	\$100	\$100	\$150	\$150	\$150	\$150	\$150	\$150	1992	\$90
Building permit - Commercial/industrial primary use	\$80	\$150	\$150	\$150	\$225	\$225	\$225	\$225	\$225	\$225	1992	\$145
Building permit - residential outbuilding	\$25	\$50	\$50	\$50	\$150	\$150	\$150	\$150	\$150	\$150	1992	\$125
Building permit - commercial/industrial outbuilding	\$25	\$75	\$75	\$75	\$225	\$225	\$225	\$225	\$225	\$225	1992	\$200
Floodplain development permit					\$75	\$75	\$75	\$75	\$75	\$75	2012	\$0
Floodplain development permit w/ BFE					\$100	\$100	\$100	\$100	\$100	\$100	2012	\$0
Sign Permit	\$25	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	1992	\$25
Special Event permit					\$100	\$100	\$100	\$100	\$100	\$100	2012	\$0
BLA/Lot Split					\$100	\$100	\$100	\$100	\$100	\$100	2012	\$0
Conditional Use	\$125	\$200	\$200	\$200	\$400	\$400	\$400	\$400	\$400	\$400	1992	\$275
PUD amendment				\$100	\$200	\$200	\$200	\$200	\$200	\$200	2008	\$100
Plat (4 lots or less)	\$125	\$200	\$200	\$200	\$350	\$350	\$350	\$350	\$350	\$350	1992	\$225
Plat (5 lots or more)	\$125	\$275	\$275	\$275	\$450	\$450	\$450	\$450	\$450	\$450	1992	\$325
Plat/rezone					\$550	\$550	\$550	\$550	\$550	\$550	2012	\$0
Replat	\$75	\$100	\$100	\$100	\$200	\$200	\$200	\$200	\$200	\$200	1992	\$125
RUD					\$200	\$200	\$200	\$200	\$200	\$200	2012	\$0
RUD/plat					\$350	\$350	\$350	\$350	\$350	\$350	2012	\$0
Rezone	\$275	\$275	\$275	\$275	\$450	\$450	\$450	\$450	\$450	\$450	1992	\$175
Road name change		\$50	\$50	\$50	\$100	\$100	\$100	\$100	\$100	\$100	2003	\$50
Special Use			\$275	\$275	\$400	\$400	\$400	\$400	\$400	\$400	2007	\$125
Variance	\$125	\$200	\$200	\$200	\$300	\$300	\$300	\$300	\$300	\$300	1992	\$175
Zoning Appeal	\$125	\$125	\$125	\$125	\$200	\$200	\$200	\$200	\$200	\$200	1992	\$75
Agritourism license										\$200	2021	N/A
Agritourism license renewal										\$100	2021	N/A
Short term rental license										\$200	2021	N/A
short term rental license renewal										\$100	2021	N/A
Excavation license		\$100	\$100	\$100	\$150	\$150	\$150	\$150	\$150	\$150	2003	\$50
Mobile home park license		\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	2003	\$0
Site Evaluation (no profile)								\$50	\$50	\$50	2018	\$0
Profile/site evaluation					\$150	\$150	\$150	\$150	\$150	\$150	2012	\$0
New private septic permit					\$150	\$150	\$150	\$150	\$150	\$150	2012	\$0
Lagoon permit					\$300	\$300	\$300	\$300	\$300	\$300	2012	\$0
Septic major repair					\$75	\$75	\$75	\$75	\$75	\$75	2012	\$0
Septic minor repair					\$75	\$75	\$75	N/C	N/C	N/C	2012	-\$75
ESE					\$100	\$100	\$100	\$100	\$100	\$100	2012	\$0
ESE revisit					\$50	\$50	\$50	\$50	\$50	\$50	2012	\$0
Alt system permit					\$300	\$300	\$300	\$300	\$300	\$300	2012	\$0
Alt system inspection							\$100	\$100	\$100	\$100	2016	\$0
Alt system re-inspection							\$75	\$75	\$75	\$75	2016	\$0
Initial septic hauler license					\$150	\$150	\$150	\$150	\$150	\$150	2012	\$0
Septic hauler license renewal					\$50	\$50	\$50	\$50	\$50	\$50	2012	\$0
Initial installer license					\$150	\$150	\$150	\$150	\$150	\$150	2012	\$0
Installer license renewal					\$50	\$50	\$50	\$50	\$50	\$50	2012	\$0
Water well permit					\$75	\$75	\$75	\$75	\$75	\$75	2012	\$0

MHP wastewater permit					\$100	\$100	\$100	\$100	\$100	\$100	2012	\$0
Text amendment	\$125											
Easement vacation	\$100	\$175	\$175	\$175	\$300	\$300	\$300	\$300	\$300	\$300	1992	\$200

Proposed layout (all current fees)

Building/Floodplain	Current
Residential Principal Structure	\$150
After the fact	\$300
Commercial/Industrial Principal Structure	\$225
After the fact	\$450
Residential Addition/Accessory Structure	\$150
After the fact	\$300
Commercial/Industrial Addition/Accessory Structure	\$225
After the fact	\$450
Floodplain Development Permit	\$75
With Base Flood Elevation	\$100
Sign	\$50
Land Use	
Administrative Adjustment	
Boundary Line Adjustment	\$100
Lot Split	\$100
Conditional Use	\$400
Easement Vacation	\$200
Exception	
Planned Unit Development (PUD)	\$200
Platting	
4 lots or less	\$350
5 lots or more	\$450
With rezoning	\$550
Replat	\$200
Residential Use Designator	\$200
With plat	\$350
Rezoning	\$450
Road Name Change	\$100
Special Use	\$400
Variance	\$300
Zoning Appeal	\$200
Special Event	
Type 1 and 2	\$100
Type 3, Conditional Use permit	\$400
Text amendment	\$125
Easement Vacation	\$300
Licenses	
Agritourism (initial)	\$200
Agritourism (renewal)	\$100
Short Term Rental (initial)	\$200
Short Term Rental (renewal)	\$100
Excavation (initial & renewal)	\$150

Attachment: Proposed layout with existing fees (13089 : Planning & Development fee schedule review)

Mobile Home Park (initial and renewal)	\$300 (max) \$5 per lot
Septic Hauler (initial)	\$150
Septic Hauler (renewal)	\$50
Standard System Installer (initial)	\$150
Standard System Installer (renewal)	\$50
Environmental Health	
Site Evaluation	
No profile	\$50
Profile	\$150
New Private Septic permit	\$150
Lagoon permit	\$300
Private wastewater disposal system repair permit	
Minor	N/C
Major	\$75
Environmental Systems Evaluation (for sale of property)	
Revisit	\$100 \$50
Alternative System permit	\$300
Inspection of alternative private wastewater disposal system	
Reinspection	\$100 \$75
Water well permit	\$75
Mobile home park wastewater permit	\$100
Other	
Water testing	
Coliform Test	\$9
Nitrate Test	\$2
Iron Test	\$2
Fluoride Test	\$5
Hardness Test	\$2
Alkalinity Test	\$2
Chloride Test	\$2
Chlorine Test	\$2
Sulfate Test	\$2
PH Test	\$2

Permit/Project/License type	AA hours		EHS hours		PCS hours		Planner hours	
	2012	2022	2012	2022	2012	2022	2012	2022
BP - Residential Principle Structure	2	1	1	1	3	3		
BP - Commercial/Ind Principle Structure	2	1	4	4	3	3		
BP - Residential Addition/ Accessory Structure	2	1	1	1	3	3		
BP - Commercial/Ind Addition/Acc Structure	2	1	4	4	3	3		
FDP					3	3		
FDP w/ BFE					4	4		
Sign permit	1	1			2	2		
Special Event Permit	2	1	2	2	2	2		
BLA/lot split	1	1					2	2
CUP	5	5	3	3			13	13
Easement Vacation	3	3					8	8
Final PUD Amendment	3	3					5	5
Plat (4 lots/less)	5.5	5.5					13	13
Plat (5 lots/more)	6	6					15	15
Plat/Rezone	6	6					15	15
Replat	5.5	5.5					8	8
RUD	2	2					5	5
RUD/Plat	6	6					13	13
Rezone	5.5	5.5					13	13
Road name change	3	3						
Special Use	5	5					13	13
Variance	4.5	4.5					10	10
Zoning appeal	3	3					2.5	2.5
Excavation license		1			4	4		
Mobile home park license	3.5	1			2	4		
Profile/Site Eval		1	4	4				
New private septic permit		1	4	4				
Lagoon		1	9	9				
Repair (See below - now major/minor separated)		1	2	2				
ESE		1.5	3	3				
ESE Revisit			1	1				
Alternative System Permit		1	12	12				
Initial Septic hauler license		1	5	5				
Septic hauler license renewal		1	1	1				
Initial installer license		1	5	5				
Installer license renewal		1	1	1				
Water well permit		1	2	3				
Mobile Home Park wastewater permit		1	3	3				
Utilities plat		1	2	2				
New since 2012:	AA hours		EHS hours		PCS hours		Planner hours	

This decreased for AA because not having to enter information manually anymore because we have a permit system.

Land use processes have not changed so the hours are the same.

We did not have these processes prior to 2012 so had no data for the AA's time with this last study.

	2022	2022	2022	2022
Agritourism license initial	1	2	4	
Agritourism license renewal	1	1	1	
Short term rental license initial	1	2	3	
Short term rental license renewal	1	1	1	
Site Evaluation (no profile)	1	2	1	
Major Repair	1	2		
Minor Repair	1	1.5		
Inspection of Alternative system	1	3		
Reinspection of alternative system	1	1.5		
Initial alternative system installer license	1	8		
Alternative system installer license	1	5		

These are all "new" permits and processes since 2012 which is why there was no prior fee data.

PETITION #	CASE TYPE	NOPH	RESOLUTION	FEE COLLECTED
20-0064 Peterson Ranch	Plat & Rezone	\$93.12	\$258.74	\$550.00
21-0001 BOCC/Chebultz	Rezoning	\$87.86	\$190.39	\$450.00
21-0002 Dieball	Variance	\$90.49		\$300.00
21-0003 Peterson Ranch	Final Plat	\$90.49		\$450.00
21-0026 Kraemer	RUD & Plat	\$77.34		\$350.00
21-0029 KDOT	Rezoning	\$79.97	\$235.08	\$450.00
21-0030 Friedrich	Replat	\$74.71		\$200.00
21-0031 Sharp	Plat & Rezone	\$77.34	\$295.55	\$550.00
21-0037 Zahner	Replat	\$77.34		\$200.00
21-0038 Rockin Kansas	Conditional Use	\$77.34		\$400.00
21-0039 City of Manhattan	Conditional Use	\$77.34		\$400.00
21-0040 Greg & Theresa	Conditional Use	\$79.97		\$400.00
21-0047 Bluestem	Special Use	\$79.97	\$206.16	\$400.00
21-0048 Mertz	Variance	\$82.60		\$300.00
21-0049 Pottorff	RUD & Plat	\$77.34		\$350.00
21-0050, 51 & 52 Dodd	Variance x 3	\$90.49		\$300.00
21-0060 Rose-Almeda	Replat	\$77.34		\$200.00
21-0061 Tegtmeier	Replat	\$77.34		\$200.00
21-0066 Cook	RUD & Plat	\$87.86		\$350.00
21-0067 Hunter	Variance	\$82.60		\$300.00
21-0069 Vinduska	RUD & Plat	\$79.97		\$350.00
21-0074 RCPB LDRS	Text Amendment	\$119.41	\$295.55	-\$414.96
21-0075 Everyg	Special Use	\$87.86	\$316.58	\$400.00
21-0076 Tremblay	RUD	\$77.34		\$200.00
21-0082 Manhattan DC	Text Amendment	\$277.15	\$256.11	-\$533.26
Final Notice of Flooplain - Keats Sewer		103.63		-\$103.63
22-0001 Lott	Replat	\$74.71		\$200.00
22-0002 Swindler	Residential Use Designator	\$79.97		\$200.00

22-0003 BOCC Ashland Fire Sta	Special Use	\$82.60	\$185.13	-\$271.65
22-0009 Gillespie Family Trust	Replat	\$74.71		\$200.00
22-0010 Spurlock	Replat	\$74.71		\$200.00
22-0017 No Stone Unturned	PUD Amendment	\$77.34		\$200.00
22-0020 LDR Amendments	Text Amendment	\$256.11	\$295.55	-\$551.66
22-0021 Wood	Residential Use Designator/Plat	\$79.97		\$350.00
22-0022 LAWE LLC Tegtmeier	Replat/ PUD Amendment	\$82.60	\$253.48	\$200.00
22-0027 No Stone Unturned	Variance	\$82.60		\$300.00
22-0032 Fleming-Weiser	Rezone&Plat	\$93.12	\$256.11	\$550.00
22-0033 Boudoin-Gassen	Replat	\$82.60		\$200.00
22-0034 Springer	Rezone & Plat	\$79.97	\$248.23	\$550.00
22-0037 Skyway Crossing	Rezone&Plat	\$87.86	Not published yet	\$550.00
22-0038 Gerber	Variance	\$79.97		\$300.00
22-0039 Hoard	Rezone&Plat	\$82.60	Not published yet	\$550.00

Building/Floodplain/Signs	Current	Proposed
Residential Principal Structure	\$150	
After the fact	\$300	
Commercial/Industrial Principal Structure	\$225	
After the fact	\$450	
Residential Addition/Accessory Structure	\$150	
After the fact	\$300	
Commercial/Industrial Addition/Accessory Structure	\$225	
After the fact	\$450	
Floodplain Development Permit	\$75	
With Base Flood Elevation	\$100	
Sign	\$50	

All of the building permit fees were updated/increased in 2012 and Floodplain Development Permit fees were also added at that time. The fee for sign permits increased in 2003 and has remained static since. The necessary staff time and procedure for reviewing and issuing these permits has not changed since 2012. Therefore, I am not proposing an increase to any of these fees at this time. The only change I am proposing is to the fee schedule itself, as shown above: to include the actual dollar figure of after-the-fact building permits. We assess double the base fee for any permit obtained after the start of construction (i.e., after-the-fact). While the current fee schedule indicates that in writing at the bottom of the fee list, I would like to include the actual amount in the table for complete clarity and transparency.

There is an additional note on the existing fee schedule that will remain as is: "A separate building permit is required for each category; however, if a principal structure and an accessory structure are constructed simultaneously, the total fee for the two permits shall be \$50 above the permit fee for the principal structure."

Environmental Health	Current	Proposed
Site Evaluation		
No profile	\$50	
Profile	\$150	
New Private Septic permit	\$150	
Lagoon permit	\$300	
Private wastewater disposal system repair permit		
Minor	N/C	Minor - \$50
Major	\$75	Major - \$100
Environmental Systems Evaluation (for sale of property)	\$100	
Revisit	\$50	
Alternative System permit	\$300	
Inspection of alternative private wastewater disposal system	\$100	
Reinspection	\$75	
Water well permit	\$75	
Mobile home park wastewater permit	\$100	
Daycare licensing		\$50

The Environmental Health division became a part of Planning and Development in 2012. As stated, no Environmental Health fee has changed since that time with exception of: water testing for bacteria increased from \$8 to \$9 (which still does not cover the cost of materials and testing), and the \$75 fee for minor wastewater repairs was removed.

Up until 2018, all wastewater repair permits, regardless of the severity, were assessed a \$75 fee. In 2018, repairs were broken into major and minor categories and only the major repair permit retained the \$75 fee. Minor repair permits became no charge. Major repairs are classified as tank replacement, field replacement, or both. Minor repairs include issues with the lid, inspection port pipe/cap, blower motor, or pump, or a plugged line from the tank to the field. For lagoons, it depends on the issue – are there trees or cattails growing or is it completely silted in? Both minor and major repairs require an application, review, and permit issuance. All major repairs and most minor repairs also require at least one site visit. On occasion, if a minor repair is simple enough, we allow an installer to submit photographs showing the fix. I am proposing a fee of \$50 for minor wastewater repair permits and \$100 for major wastewater repair permits. Minor repairs still require time, so it is sensible to assess a minimum fee to offset some county costs. Major repairs are more intensive and require more work, and site inspections, than minor repairs, so it is also sensible that there is a difference in fees between the two categories.

For daycare licensing, the Health Department collects the application and fee. Planning and Development reviews the wastewater system and well, if applicable, which includes water testing. Review includes compiling permits and documentation, ensuring the system complies with county code (i.e., if it has been pumped in the last five years), and performing at least one site inspection to assess the health and functionality of the system and the well, including water testing. We currently only charge for water testing which is generally not more than \$11. This does not cover the staff time, mileage, and materials necessary for a complete review of the system. I am proposing a \$50 fee for our portion of daycare licensing, in addition to the fees the applicant pays to the Health Department.

Licenses	Current	Proposed
Agritourism (initial)	\$200	
Agritourism (renewal)	\$100	
Short Term Rental (initial)	\$200	
Short Term Rental (renewal)	\$100	
Excavation	\$150 (for initial & renewal)	\$200 initial \$100 renewal
Mobile Home Park	\$300 (max) \$5 per lot (for initial and renewal)	Initial between \$100 - \$200 + \$5 per unit over 50 lots Renewal – between \$75 to \$100 + \$5 per unit over 50 lots. See second paragraph below.
Septic Hauler (initial)	\$150	
Septic Hauler (renewal)	\$50	
Standard System Installer (initial)	\$150	
Alternative System installer (initial)		\$150
Standard System Installer (renewal)	\$50	
Alternative System installer (renewal)		\$50

In late 2021, the board approved fees for Agritourism licenses and Short-Term Rental licenses, as shown above. Both require review of application and materials, a site visit(s), license tracking and issuance, and continued monitoring to ensure conditions are met. Excavation licenses have the same process, but right now there is only a single fee of \$150 for both initial application and renewal. I am proposing to be consistent with the other licenses and assess a \$200 fee for initial Excavation licensing, and a \$100 fee for renewals. That equates to more up front, but less for each annual review. We are also working to streamline the renewal process for the Excavation licenses.

Mobile Home Park licensing works a little differently than the other licenses, so fees should be assessed differently. We have six permitted mobile home parks within the county ranging from five lots to over 160 lots. Mobile home park licensing includes review of application and materials, site inspections of each unit, lot, **and** the entire park grounds (usually multiple site visits), tracking and license issuance, and continued monitoring to ensure conditions are met. Right now, the fee is \$5 per lot with a \$300 maximum for both initial and renewal licenses. This has been the same since 2003. It would not be right to assess the same flat fee for both large and small mobile home parks. That said, \$5 per lot is not enough to cover all the tasks necessary to issue a license. Both the Planning Compliance Specialist and Environmental Health Specialist review mobile home park licenses. I am considering an initial license fee of between \$100 and \$200 plus \$5 per lot over 50 lots, with a maximum of between \$400 and \$500. Depending on the fee for initial licensing, renewals would be between \$75 and \$100, plus \$5 per lot over 50 lots, with the same maximum as initial licenses. The majority of the existing mobile home parks within the county are less than 50 lots. Because they are all existing, each will only be assessed the renewal fee.

Wastewater installer licensing is completely different from the other types of licenses. To license a person to install a wastewater system, the Environmental Health Specialist must "classroom train" the applicant and administer an exam. He must also observe the first system installation.

For renewals, licensees must submit proof of additional training (we can offer this training, however, installers generally get this training elsewhere). The fee for wastewater installer licensing is \$150 for initial and \$50 for renewal. I am not proposing to change these fees. However, there are standard wastewater systems and there are alternative wastewater systems. The current single fee covers both types of systems but not all installers look to be licensed in both. That means those who are only licensed in standard wastewater systems are somewhat subsidizing those that are licensed in both. The licensing process for alternative wastewater system installation is the same as standard system installation: training, exam, and observation of first install. Because alternative systems are more complex than standard systems, the time necessary to observe the installation is greater. I am proposing to assess a \$150 initial license fee and \$50 renewal fee for alternative system installer licenses. This is in addition to the fees charged for standard system installer licenses.

Land Use	Current	Proposed
Administrative Adjustment		\$100
Boundary Line Adjustment	\$100	
Lot Split	\$100	
Conditional Use	\$400	
Easement Vacation	\$200	
Exception		\$100
Final Development Plan (PUD) amendment	\$200	
Platting		
4 lots or less	\$350	
5 lots or more	\$450	
With rezoning	\$550	
Replat	\$200	
Residential Use Designator	\$200	
With plat	\$350	
Rezoning	\$450	
Road Name Change	\$100	
Special Use	\$400	
Variance	\$300	
Zoning Appeal	\$200	
Special Event		
Type 1 and 2	\$100	
Type 3, Conditional Use permit		\$400 (CUP)
Text amendment	\$125	
Easement Vacation	\$300	

No land use petition fee has changed since 2012 and there is no fee for pre-application conferences. The staff time necessary for each petition process has not really changed since 2012. However, mailing, publishing, and recording costs have all increased. Because proposals can vary in detail, even the same land use process does not always take the same amount of time. Therefore, rather than an increase in petition fee based on staff time, I am considering the addition of a flat \$50 fee for Notices of Public Hearing and 1,000' notification mailings. While this doesn't cover the entire cost of each, it helps offset the county's costs. I am also considering an additional flat \$50 fee for any project that requires a resolution to be recorded. Right now, the cost for recording the resolutions for rezonings, special use permits, and text/map amendments comes from Planning & Development's budget. We have spent \$3,583 in legal publication fees in 2022. Plats and other document recording fees are paid for by the applicant.

Administrative adjustments are a new process with the new Land Development Regulations. The intention is to bring existing structures into compliance by granting up to 10% relief from any horizontal distance requirement. This is done administratively and is the same process as a Boundary Line Adjustment (BLA) and a Lot Split, with the exception that this new process requires public notice. I am proposing a \$100 fee, which is the same as the fee for BLA and lot splits.

Exceptions are another new process with the new Land Development Regulations. The Board of Zoning Appeals (BZA) is authorized to grant exceptions providing up to 20% relief from

dimensional standards including height, width, depth, setback distance, floor area, lot area, etc. This also includes dimensional standards related to signs (as well as lighting or maximum number of signs), height restrictions in the Airport Overlay District, telecommunication tower dimensional standards (as well as colocation and use limitations), and parking. Exceptions require a pre-application conference, application submittal/review, public notice, staff report, and a public hearing with the BZA to review and decide. I am proposing a \$100 fee for this process. This is similar to the variance process (this is essentially a "minor" variance) which has a \$300 fee. A full variance is generally more intense than an exception, so while the process is relatively the same, a fee difference is sensible based on complexity and staff time.

Type 1 and Type 2 Special Event permits are each assessed a \$100 fee. Type 3 permits are processed as a Conditional Use permit which has a fee of \$400. I am not proposing to change any of these fees. I am proposing a change to the fee schedule itself to list the dollar amount of the Type 3 Special Event in the table for complete clarity and transparency.

For Easement Vacations, I am not proposing any change to the fee. Instead, I am proposing to remove the word "Easement" and simply title it "Vacation." This is how the process is listed in the Land Development Regulations. A vacation can apply to a plat, road, street, alley, utility easement, or other public reservation or part thereof. It is not specific to an easement.



COUNTY CLERK & ELECTIONS
Staff Update

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

STAFF REPORT

FROM: Vivienne Uccello Public Information Officer

MEETING: January 5, 2023

SUBJECT: January 2023 - Year-End Communications Summary for 2022

PRESENTER: Vivienne Uccello Public Information Officer

2022 was a big year, and it seems worthwhile to take a moment to reflect on the major events, happenings, and news items as we prepare for the year ahead. The Board of County Commissioners has received staff reports from each department, but as the Public Information Officer I have the unique role of working closely with all departments and the media, which provides a 30,000-foot view of the organization and I would like to share a brief summary and photographs with you today.

JANUARY

- Omicron variant of COVID-19
- Community Corrections launches Drug Court Program and holds training classes for the Protective Home Program

FEBRUARY

- New website launch
- Public meeting in Leonardville to discuss Emergency Medical Services
- Valuation mailing
- RCFD#1 started using OpsCentral, a new technology for emergency response
- County Appraiser Greg McHenry passed away

MARCH

- RCHD began accepting walk-in appointments at the health clinic
- Protective Home Program enrolled 11 new households
- Started sharing employee of the month information more widely
- Burn permits for outdoor burning season

-EMS participates in the annual Polar Plunge

APRIL

- Wildfire near Sedalia Community Church
- Carlson Road Fire
- Baldwin Park Road Fire
- Bjorling Road Fire

MAY

- Welcoming new employees in leadership positions; Anna Burson, Jacob Clarke, MD, Darell Edie, Katharine Hensler
- Community Baby Shower
- Mid-year pay increase approved
- 6 cases of chicken pox

JUNE

- Severe storms
- COVID-19 vaccines available for young children

JULY

- Two structure fires and overturned cattle trailer
- US Flag retirement bin
- Annual active violence training exercise
- Media appreciation luncheon
- Salary study implementation approved

AUGUST

- Primary Election
- Community burn pile at Transfer Station
- Property Fraud Alert
- Shilo Heger given the 2022 Betty J. McBride Outstanding Kansas Treasurer Award

SEPTEMBER

- Windy Hill Road Fire
- RCHD provides free COVID-19 testing
- Outdoor warning sirens, education

OCTOBER

- Keats barn fire
- Ogden structure fire
- Oct-FLU-ber Fest
- National Night Out

NOVEMBER

- General Election
- Operation Green Light
- Redistricting error

Staff Report (ID # 13088)

Meeting of January 5, 2023

- Riverfront MHK endorsement
- Roger and Kim Davis appear on Live! with Kelly and Ryan
- GIS Department spotlight

DECEMBER

- Perry Piper, Sanitarian of the Year
- Free virus testing at RCHD
- Winter storm

Enclosures:

- 2022 - communications summary for BOCC (PDF)

2022 RILEY COUNTY

FOCUS ON PEOPLE

Provide excellent customer service.



Riley County Transfer Station

1881 Henton Rd, Manhattan, KS

4.5 ★★★★★ 12 reviews ⓘ

Sort by

Most relevant

Newest

Highest

Lowest



Justin Wiebers

Local Guide · 60 reviews · 37 photos

★★★★★ 5 months ago

I am always impressed with their friendly, helpful attitudes!! And when we had the storm recently, they opened on a SUNDAY to help the community dispose of tree branches! Very good move! We appreciate your whole team!!

Reply 1



Timmy Is A Bassist

3 reviews

★★★★★ 5 months ago

Super easy to get in and out of. Everyone is polite and helpful. The staff is knowledgeable on where to take items that are not acceptable at the transfer station, and the price is better than some other counties.

Reply 2

Get more reviews

Riley County, Kansas

110 Courthouse Plz, Manhattan, KS

4.1 ★★★★★ 147 reviews ⓘ

People often mention

All

professional 11

drivers license 9

number plates 8

state 8

+6

Sort by

Most relevant

Newest

Highest

Lowest



Eric Mayfield

Local Guide · 342 reviews · 995 photos

★★★★★ 7 months ago

Went here for an out of state vehicle registration and the staff were incredible. Very supportive and helpful, even advancing my niece's appointment up to accommodate her and her young children coming in to transfer title.



Like

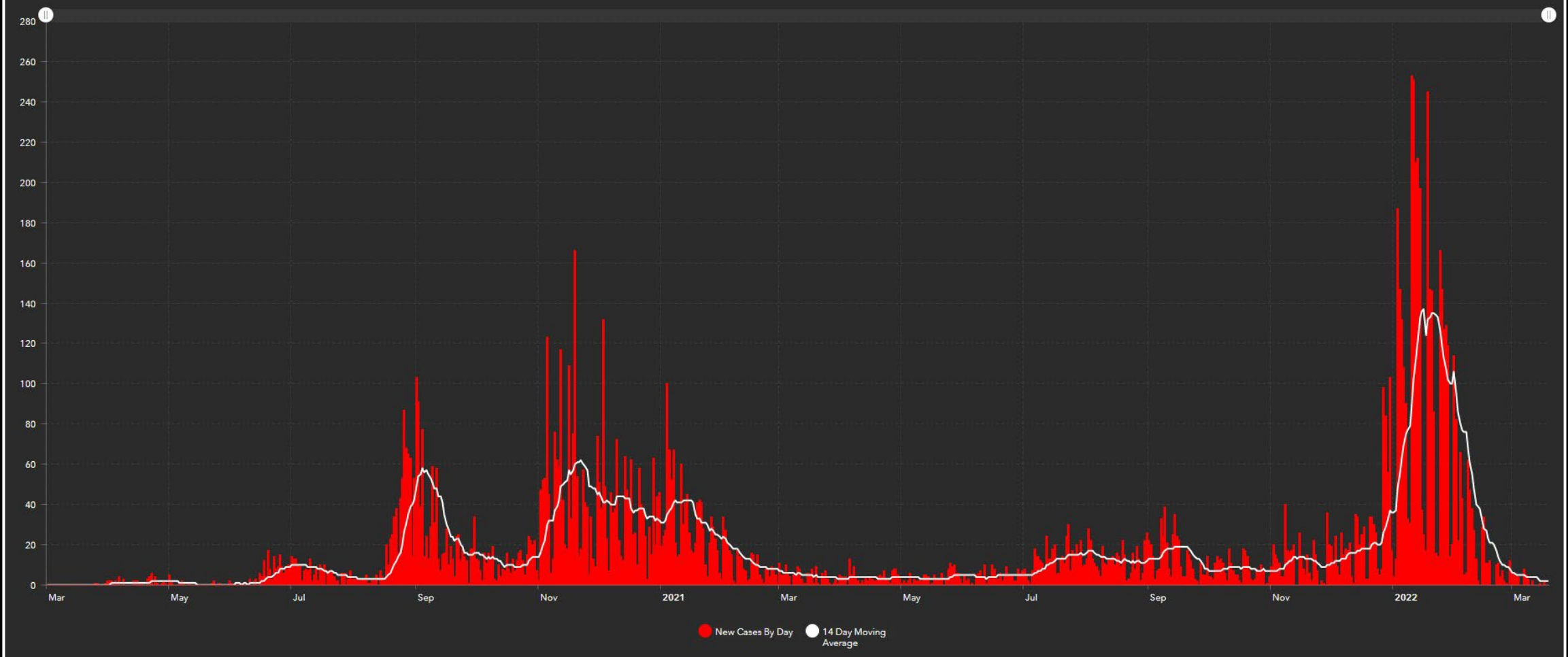
Response from the owner 6 months ago

Thanks so much for the kind review. It makes us feel great to know we can make a sometimes dull and inconvenient process a little easier for people. Hope your niece and her family are enjoying the summer!

Get more reviews

COMMUNICATE IN A WAY THAT IS
HELPFUL,
WHOLESOME, &
ACCURATE.

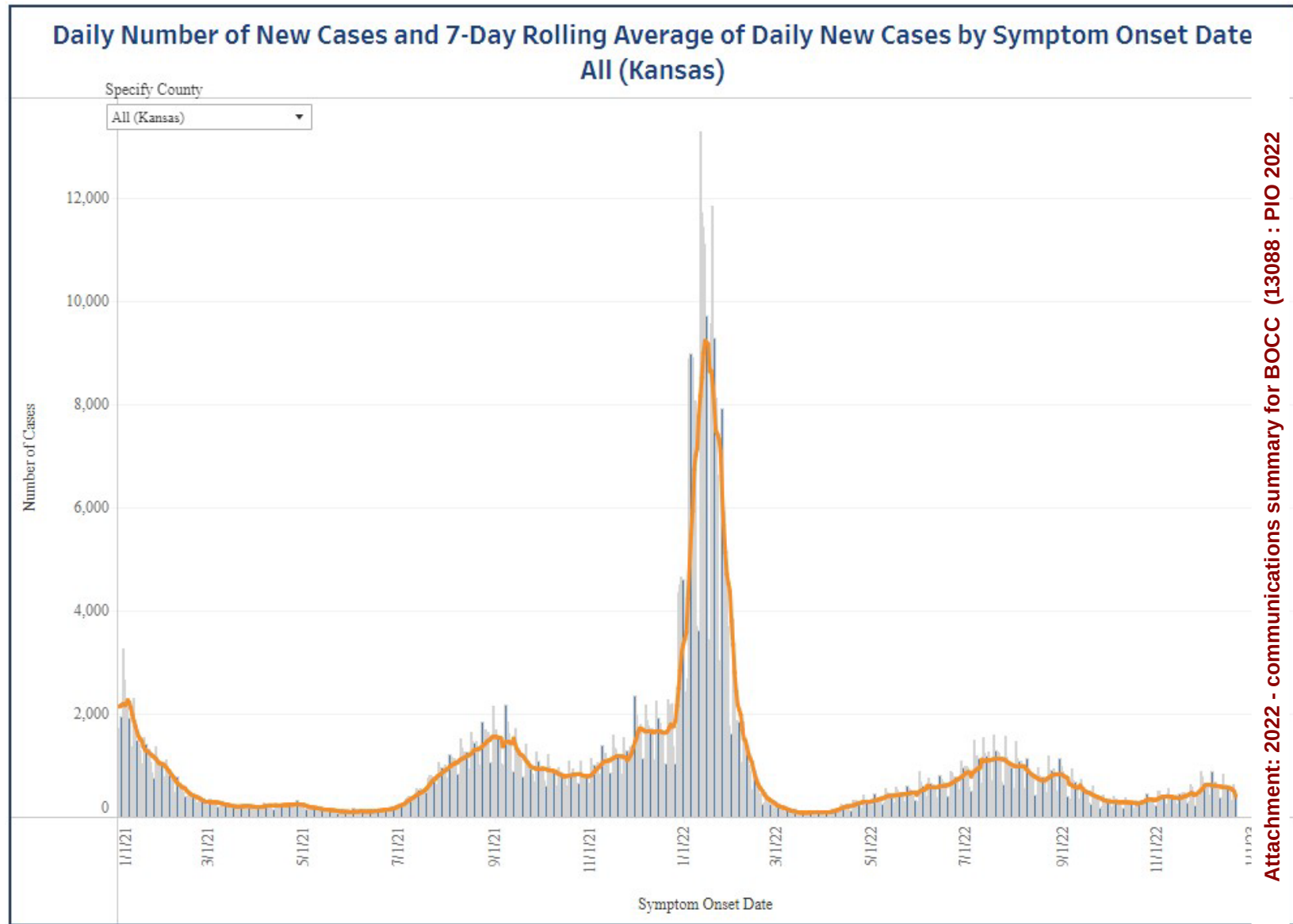
New Cases - 14 Day Moving Average
No Longer Reporting 3/19/2022



January 2022 Omicron in Riley County

Attachment: 2022 - communications summary for BOCC (13088 : PIO 2022

KDHE Stats for COVID-19



Attachment: 2022 - communications summary for BOCC (13088 : PIO 2022



February

EMS Leonardville public meeting

County Appraiser Greg McHenry passed





RILEY COUNTY

Become a Protective Home

Help a child in need by providing a short-term, safe space.

Call or email for more info

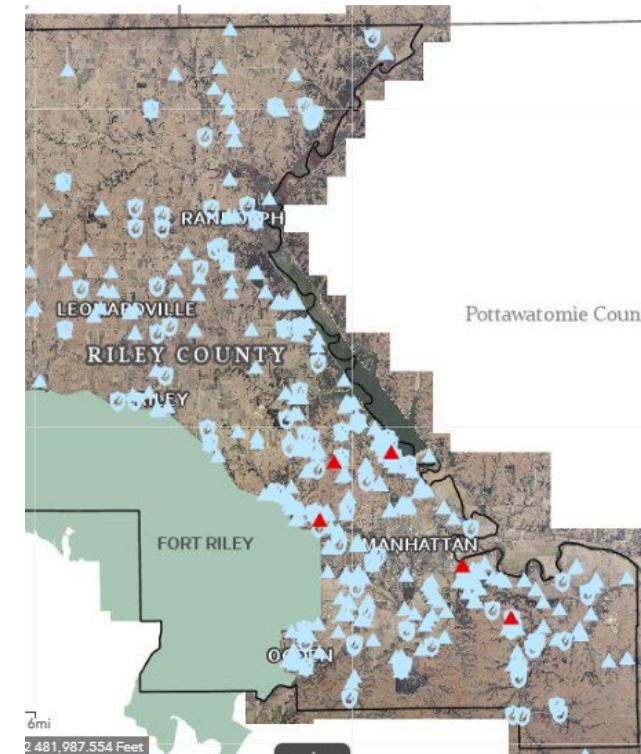
Michael McNatt (785) 565-6873
mmcnatt@rileycountyks.gov

Jessie H. Jhubba

Protective Home Program



RCHD started seeing walk-in patients



Burn Permits

March

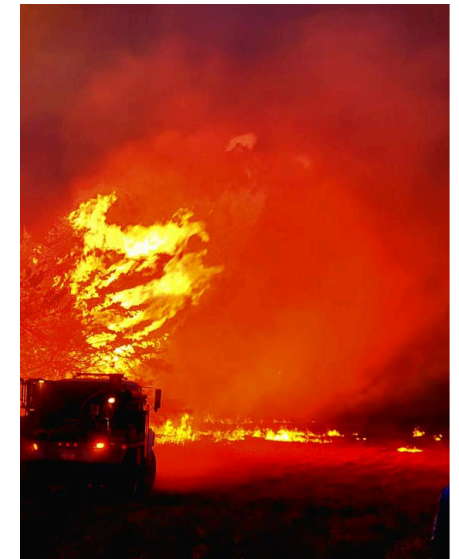


Polar Plunge March 29





18.a



Attachment: 2022 - communications summary for BOCC (13088 : PIO 2022

April – wildfire season

MAY - WELCOME NEW EMPLOYEES



Anna Burson



Jacob Clarke



Darell Edie



Katharine Hensler



**May
Community Baby Shower
Mid-Year Pay Increase**

Riley County Community Baby Shower

Saturday, June 4
9-11 am

Family and Child Resource Center
2101 Claflin Ave

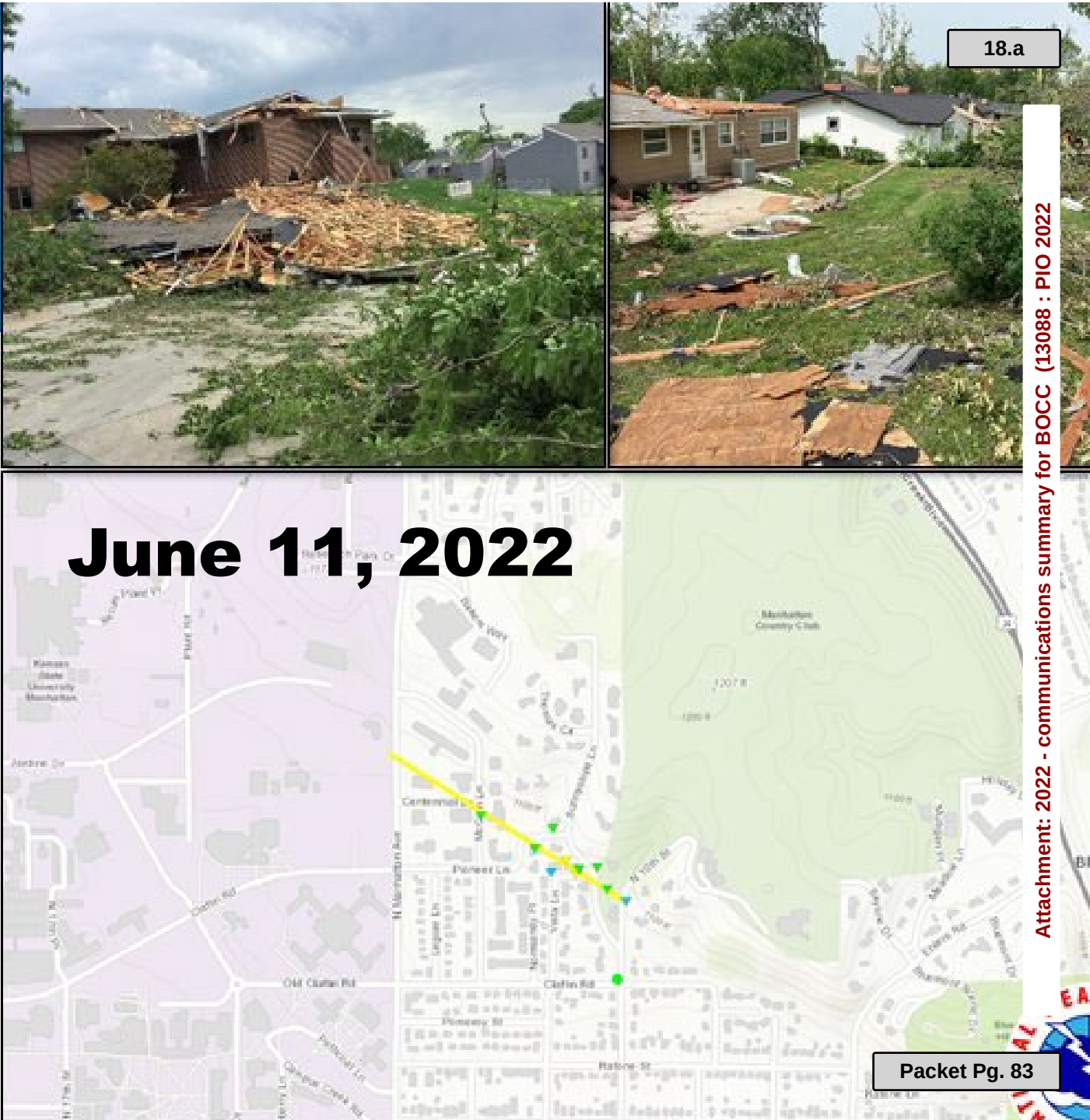
For Expecting Families and New Parents



 **Preliminary
Damage Survey Results**

Manhattan Tornado

Date	June 11, 2022
Time (Local)	7:20 PM
EF Rating	EF-2
Est. Peak Winds	115 mph
Path Length	0.30 miles
Max Width	50 yards
Injuries/Deaths	0/0





18.a



Attachment: 2022 - communications summary for BOCC (13088 : PIO 2022

Emergency Operations Center



Transfer Station 760 tons of storm debris

HELP PROTECT THEM WITH ROUTINE VACCINES.



National Immunization
Awareness Month





July Structure fires in Randolph



Overturned cattle trailer July 12



**Annual active violence training exercise
July 13-15**

Chip and seal projects

HOW TO RETIRE A U.S. FLAG

When a U.S. flag is so damaged that it can no longer serve as a symbol of the country, it should be retired in a dignified way:

- Burning is the preferred method
- Bring to a community flag retirement box
- Bury a folded flag in a wooden box
- Recycle with a flag company

Info from the National Flag Foundation





August Primary Election



DUNK TANK!

Saturday
August 13
11:30 - 2:30





18.a

Attachment: 2022 - communications summary for BOCC (13088 : PIO 2022

Also in August

- Property Fraud Alert program launched
- Shilo Heger given the 2022 Betty J. McBride Outstanding Kansas Treasurer Award



**Transfer Station burned more than 6,000 tons
of trees, limbs, and storm debris**

September



OUTDOOR WARNING SIRENS



www.rileycountyks.gov/alerts

Attachment: 2022 - communications summary for BOCC (13088 : PIO 2022



October – National Night Out



Oct-FLU-ber Fest



RILEY COUNTY
K A N S A S

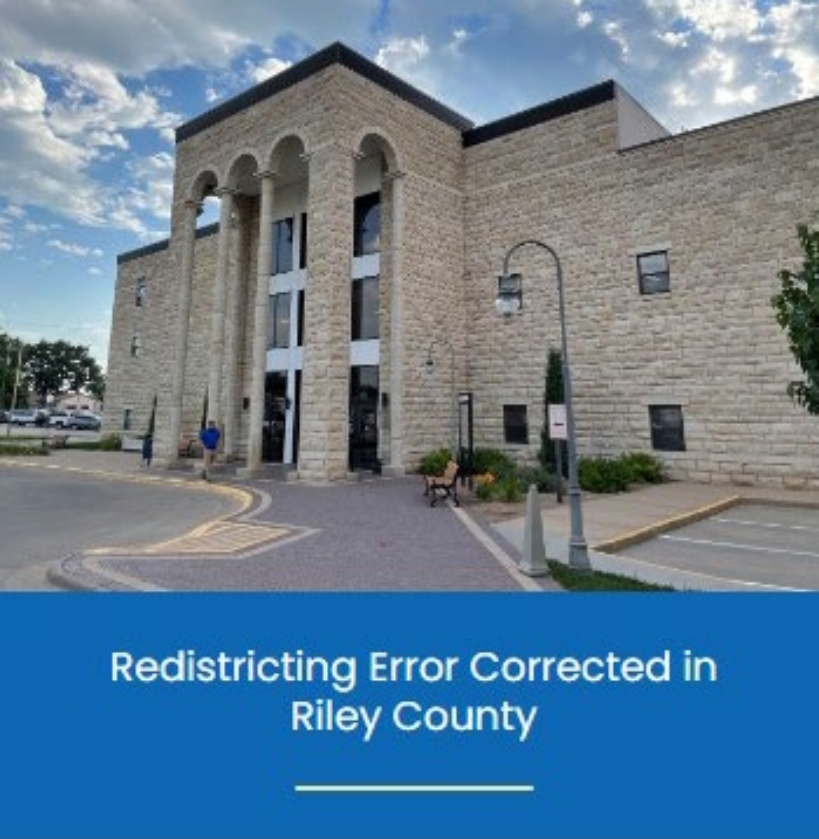


New Public Safety Headquarters to be built in Manhattan

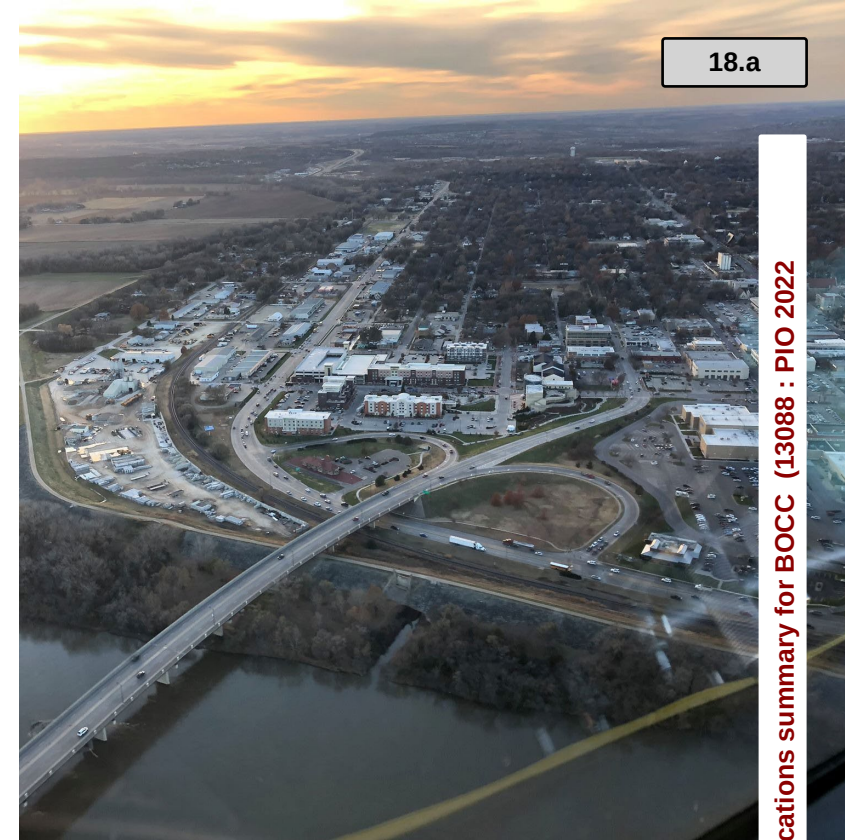




November General Election



Redistricting Error Corrected in
Riley County



18.a

Attachment: 2022 - communications summary for BOCC (13088 : PIO 2022

Also in November

- Redistricting error in Riley County
- GIS Department spotlight
- Riverfront MHK endorsement

Shine a light of
hope and support
for veterans



#OperationGreenLight for Veterans

Operation
Green Light

-Nice to
meet you guys.
-So nice to meet you.

**RCFD#1 on
national TV**



December

- Perry Piper recognized for being awarded 2022 Sanitarian of the Year
- Free virus testing for COVID-19, influenza, and RSV

Winter Storm

- Life-threatening wind chills
- Winds gusting to 45 mph
- Freezing rain
- Snow



US National Weather Service Topeka Kansas

December 22, 2022 at 9:04 AM

Northwest winds are gusty this morning, causing blowing snow and extreme wind chills. Here's a look at the latest observations as of 8:30 A.M. on Dec. 22nd. Bundle up and stay warm! #kswx



Observed Wind Gusts & Wind Chills

12/22/22, 8:30 A.M.

Location	Observed Wind Gust (mph)	Observed Wind Chill (°F)
Concordia	41	-38
Marysville	33	-36
Manhattan	33	-25
Topeka	24	-23
Ottawa	36	-25
Emporia	44	-26

NATIONAL WEATHER SERVICE
WEATHER FORECAST OFFICE • TOPEKA, KS



A landscape photograph showing a sunset over a field. The sun is a bright orange circle on the horizon, partially obscured by a line of trees. The sky is filled with wispy, golden clouds. The foreground is a field of dry, brownish grass. The overall tone is warm and serene.

Looking ahead **2023**



“A people without the knowledge of their past, history, origin, and culture, is like a tree without roots.” - Marcus Garvey



Outreach – connect with people



Continue to celebrate
good work



THANK YOU!