



**Board of Riley County
Commissioners
Regular Meeting
Agenda
January 23, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Signatures on the Certificate of Appreciation acknowledging Riley County Planning Board/Board of Zoning Appeals members John Wienck and Joe Gelroth for their years of service.
4. CIP Project Activation
5. Sign Riley County Employee Action Form(s)
6. Approve payroll/accounts payables (when completed)

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Jan 16, 2025 9:00 AM

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:00 AM

Barry Wilkerson, Attorney

10. Staff update

9:15 AM

Bryant Parker, Counselor/Director of Administrative Services

11. Administrative Work Session

9:35 AM

Cory Meyer, IT/GIS Director

12. Out of State Travel Request - ESRI User Conference

13. Imagery Flight Payment Agreement

9:50 AM

Vivienne Leyva, PIO

14. Communications Update

10:05 AM

Breva Spencer, Maternal and Child Health Supervisor

15. Request to Apply - 2025 GMCF Grant

10:15 AM

Russel Stukey, Emergency Management Director

16. Update on the recently purchased fire trucks

10:20 AM

John Ellermann, Public Works Director/County Engineer

17. EMS Headquarters Station Construction Update

10:35 AM

Evan McMillan, Assistant County Engineer

18. University Park Water Benefit District Expansion

10:50 AM

Amanda Webb, Planning/Special Projects Director

19. Valleywood Sewer Benefit District Expansion Petition - Public Hearing

Adjournment

Announcements

The Regional Growth Summit will be held Friday, January 24, 2025
8:00 a.m. - 5:00 p.m. at the Manhattan Conference Center.

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.



**PLANNING &
DEVELOPMENT**
Recognition

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

COMMISSION AGENDA REPORT

FROM: Robert Isaac

MEETING: January 23, 2025

SUBJECT: Signatures on the Certificate of Appreciation acknowledging Riley County Planning Board/Board of Zoning Appeals members John Wienck and Joe Gelroth for their years of service.

PRESENTER: Robert Isaac

BACKGROUND

Serving in a mixed capacity for a combined 13 years as a member, Vice Chair and Chair of the Riley County Planning Board-Board of Zoning Appeals, John Wienck decided to resign from the Riley County Planning Board/Board of Zoning Appeals effective December 9, 2024. He became a board member January 1, 2012, served as Vice-Chair from January 1, 2022 through January 1, 2024 (2 years) and Chair from January 1, 2024 to December 9, 2024 (1 year).

Joe Gelroth, who served six (6) years and nine (9) months, also in a mixed capacity, as a member of the Riley County Planning Board-Board of Zoning Appeals Riley County, will not be renewing his appointment to the Board. He became a board member in March 2018 when board member John Osarczuk resigned, finishing Mr. Osarczuk's term through December 31, 2018 (9 months). Mr. Gelroth continued to serve on the Board for six more years, serving as Vice-Chair for 2024.

Riley County would like to honor both Mr. Wienck and Mr. Gelroth for their years of dedication, commitment and professional expertise by presenting each of them with a certificate of appreciation.

DISCUSSION

The presentation of the framed certificate for Joe Gelroth is scheduled for 9:30 am on January 30, 2025, while no presentation has been scheduled for John Wienck as per his request.

FISCAL IMPACT

None is anticipated

ALTERNATIVES

- . Approve the measure
- . Deny the measure
- . Modify or develop alternatives if other concerns or factors arise
- . Schedule work session to discuss issue further

RECOMMENDATION(S)

Staff recommends that the Board sign the certificates.

POSSIBLE MOTION(S)

Sign the certificates.

ATTACHMENT(S):

Certificates of Appreciation

Enclosures:

- Certificate of Appreciation John Wienck (PDF)
- Certificate of Appreciation Joe Gelroth (PDF)

Certificate of Appreciation

*The Board of Commissioners of Riley County
proudly acknowledges*

John Wienck

*For an extraordinary level of commitment and service to the citizens of Riley County
by serving 13 years as a member, Vice Chair and Chair of the Riley County
Planning Board / Board of Zoning Appeals.*



Greg McKinley, Chair

Kathryn Focke, Vice Chair

John Ford, Member

Certificate of Appreciation

*The Board of Commissioners of Riley County
proudly acknowledges*

Joe Gelroth

*For an extraordinary level of commitment and service to the citizens of Riley County
by serving six years and nine months as a member and Vice Chair of the Riley
County Planning Board- Board of Zoning Appeals.*

Presented this 30th day of January 2025



Greg McKinley, Chair

Kathryn Focke, Vice Chair

John Ford, Member



**COUNTY CLERK &
ELECTIONS**
Work Session

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

COMMISSION AGENDA REPORT

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: January 23, 2025

SUBJECT: CIP Project Activation

PRESENTER: Brittany Phillips, Budget & Finance Officer

BACKGROUND

On January 16th, a CIP Work Session was held to discuss projects to approve.

DISCUSSION

The BOCC has approved the items listed below:

<u>DEPARTMENT:</u>	<u>TOTAL</u>	<u># OF PROJECTS:</u>
Parks (PW)	246,000	4
Museum	50,000	1
Health Department	250,000	1
Public Works	603,000	5
Noxious Weed	65,000	1
TOTAL	1,214,000	

The estimated 2025 cash balance after these approved projects is \$15,653,392.
The estimated remaining **budget authority** after these approved projects is \$10,499,481

RECOMMENDATION(S)

Recommend approval of the CIP project activations.

POSSIBLE MOTION(S)

Move to approve CIP project activation listed above totaling \$1,214,000.

Enclosures:

- First CIP Session Approvals (PDF)

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works-Facilities Date: 01/16/2025

Category(circle): **FACILITIES** INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Museum - Roof Top HVAC w/ Humidifier Total Cost \$: \$ 50,000.00

Brief Description:
Replace an old, 25 year old, Roof Top Unit (RTU) with humidifier for the Museum.

Project Justification:
This unit is old and past its expected life. It is not as efficient as it should be and we want to get it replaced before it goes out. This unit serves the artifact storage area and will include a humidifier.

Operating Cost Implications:
New unit will better control temperature and humidity in an area used for preserving artifacts. A new system will be easier to maintain and be more efficient.

Department Head Name (PRINT): John Ellermann Department Head (SIGNATURE): *John Ellermann*

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

- Y N
- ☐ Will this project be used exclusively by your department?
- ☐ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

- Y N
- ☐ Will the project require the implementation of new technologies/costs? If so, what & costs? _____
- ☐ Is the project duplicated in other CIP requests? _____
- ☐ Is the project compatible with the technology development plans of Riley County? _____

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

- ☒ This project is funded for start-up as cash is available.
- ☐ This project is not funded for start-up as cash is not available.

Shilo Heger 1/17/25
Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: _____

- ☒ This project is funded for start-up as budget authority is available.
- ☐ This project is not funded for start-up as budget authority is not available.

Rich Vargo 1-16-25
Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

- ☐ This project is funded
- ☐ This project is not funded.

Chairman
Board of County Commissioners Date

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works-Parks Date: 01/16/2025

Category(circle): FACILITIES INFRASTRUCTURE **EQUIPMENT** TECHNOLOGY

Project Name: Ventrac Tractor Add-On Equipment Total Cost \$: \$ 18,000.00

Brief Description:

Purchase of add-on equipment for the Ventrac tractor bought in 2024. Equipment includes a snow blower, V-Plow and an edger.

Project Justification:

Tolls will aid in the productivity of the maintenance and snow removal for the Parks crew.

Operating Cost Implications:

These pieces of equipment is design to reduce time and/or labor for a particular job. The Ventrac is one of our newest tractors, these add-ons will allow us to use it more through out the year.

Department Head Name (PRINT): John Ellemann

Department Head (SIGNATURE): *John Ellemann*

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Shilo Heger, Riley County Treasurer Date

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Rich Vargo 1-16-25
Rich Vargo, Riley County Clerk Date

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Approved Amount: _____

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Chairman
Board of County Commissioners Date

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works-Parks Date: 01/16/2025

Category(circle): FACILITIES INFRASTRUCTURE **EQUIPMENT** TECHNOLOGY

Project Name: Turf Cart w/ Brush Guard & Cover Total Cost \$: \$ 18,000.00

Brief Description:

Replace and existing turf cart with a new cart with brush guard and cover.

Project Justification:

Theses carts are used for the fair and are useful for doing work at the larger parks. Projects the carts are used for are trimming around trees and working on te trails.

Operating Cost Implications:

The cart will replace a cart with a lot of hours and age.

Department Head Name (PRINT): John Ellermann

Department Head (SIGNATURE): *John Ellermann*

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APPROVAL:

Approved Amount: _____

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Shilo Heger 1/17/25
Shilo Heger, Riley County Treasurer Date

Rich Vargo 1-16-25
Rich Vargo, Riley County Clerk Date

Chairman Board of County Commissioners Date

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works-Parks Date: 01/16/2025

Category(circle): **FACILITIES** INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Storage Building for Fairmont Park Total Cost \$: \$ 135,000.00

Brief Description:

Build a Equipment Storage Building for Fairmont Park.

Project Justification:

This structure will house mowers and other equipment used at the park. The building will protect equipment that is left at the park overnight. Also prevents crews from having to trailer mowers multiple days while mowing the park. Other uses for the building will be to store disc golf baskets on site.

Operating Cost Implications:

The main reason for the storage building will be to protect the equipment from theft or vandalism when left overnight and to save the operator time from having to load and unload the mower on to a trailer every day.

Department Head Name (PRINT): John Ellemann Department Head (SIGNATURE): *John Ellemann*

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

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Shilo Heger 1/17/25
Shilo Heger, Riley County Treasurer Date

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Rich Vargo 1-16-25
Rich Vargo, Riley County Clerk Date

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Approved Amount: _____

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Chairman Board of County Commissioners Date

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works - Parks Date: 01/16/2025

Category(circle): **FACILITIES** INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Playground Equipment at CICO Park Total Cost \$: \$ 75,000.00

Brief Description:

To install playground equipment in phases in accordance with the Master Plan.

Project Justification:

A lot of the playground equipment has been removed from the playground as it was old and determined to be unsafe. Some small pieces have been added but the playground lacks a lot of equipment. The requested funds will be utilized to purchase several smaller pieces along with the appropriate surface material or one larger piece of equipment with the appropriate surface material. Several years ago a master plan was developed but to date limited funding has been provided.

Operating Cost Implications:

This is a reoccurring request to build up funds for the upgrading of playground equipment.

Department Head Name (PRINT): John Ellermann

Department Head (SIGNATURE): *John Ellermann*

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

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Shilo Heger 1/17/25
Shilo Heger, Riley County Treasurer Date

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This project is not funded for start-up as budget authority is not available.

Rich Vargo 1-16
Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

☒

This project is funded.

☐

This project is not funded.

Chairman Board of County Commissioners Date

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works Date: 01/16/2025

Category(circle): FACILITIES INFRASTRUCTURE **EQUIPMENT** TECHNOLOGY

Project Name: Hydraulic Trailer 32' Gooseneck Total Cost \$: \$ 55,000.00

Brief Description:

New 32' gooseneck hydraulic trailer will replace a 2000 Trail King Trailer.

Project Justification:

Suspension on this trailer is wore out causing tires to wear out quicker. Trailer has visible cracking in frame. The old style Dayton Wheels are difficult and dangerous to break down for tire changes. New trailer will have moveable axles to distribute loads to apply proper weight to the hitch and truck.

Operating Cost Implications:

New trailer will have less tire replacements and make hauling loads more efficient and safe.

Department Head Name (PRINT): John Ellermann

Department Head (SIGNATURE): 

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

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CERTIFICATION OF PROJECT AUTHORITY

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Cash Available: 5

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 Shilo Heger, Riley County Treasurer

1-17/25
Date

BUDGET:

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 Rich Vargo, Riley County Clerk

1-16-25
Date

APPROVAL:

Approved Amount: _____

☒ This project is funded.

☐ This project is not funded.

Chairman

Board of County Commissioners

Date

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works - Operations Date: 01/16/2025

Category(circle): FACILITIES INFRASTRUCTURE **EQUIPMENT** TECHNOLOGY

Project Name: Tandem Axle Truck w/ Plow & Spreader Total Cost \$: \$ 280,000.00

Brief Description:

Purchase a new tandem axle truck to replace older truck #10

Project Justification:

This new truck will replace a 2016 Freightliner (Unit #10) with over 80,000 miles. With the current delivery backlog of trucks, this unit will have over 100,000 miles on it. Currently this truck has been used in snow removal operations and has the double frame operating from the rust. Rust is also affecting the suspension, walking beams, and electrical system. The engine is underpowered with and backfires when loaded with a plow and spreader. The truck has more down time the others in the fleet.

Operating Cost Implications:

The newer model will have better fuel economy, less maintenance and fewer repairs. Ultimately more productive.

Department Head Name (PRINT): John Ellermann

Department Head (SIGNATURE): *John Ellermann*

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

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APPROVAL:

Approved Amount: _____

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This project is funded.

☐

This project is not funded

Shilo Heger 1/17/25
Shilo Heger, Riley County Treasurer Date

Rich Vargo 1-16-25
Rich Vargo, Riley County Clerk Date

Chairman Board of County Commissioners Date

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works Date: 01/16/2025

Category(circle): FACILITIES INFRASTRUCTURE **EQUIPMENT** TECHNOLOGY

Project Name: 3/4 Ton 4x4 Extended Cab Pickup w/Plow Total Cost \$: \$ 78,000.00

Brief Description:

Purchase a new 3/4 Ton 4x4 extended cab pickup to replace an older pickup (Unit #6) in the fleet. A new plow and spreader will be installed.

Project Justification:

This new pickup will replace an older 2015 Ford F-250 (unit #6) 3/4 ton, 4x4 extended cab pickup in the fleet. This pick-up has over 198,000 and has been used for snow removal. Rust has affected the cab mounts, electrical system, utility bed, and frame. The transmission is weak and not very reliable. This truck is using oil between services. This pick-up is beginning to cost us more in repairs than its worth.

Operating Cost Implications:

A new pick-up will have improved dependability and performance.

Department Head Name (PRINT): John Ellermann Department Head (SIGNATURE): John Ellermann

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

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Shilo Heger 1/17/25
Shilo Heger, Riley County Treasurer Date

BUDGET:

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Rich Vargo 1/16/25
Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

☐ This project is funded.

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Chairman
Board of County Commissioners Date

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works-Operations Date: 01/16/2025

Category(circle): ☐ FACILITIES ☐ INFRASTRUCTURE ☒ EQUIPMENT ☐ TECHNOLOGY

Project Name: 550 Diesel Truck w/snow plow and spreader Total Cost \$: \$ 130,000.00

Brief Description:

Replace a 2013 F550 with over 116,000 miles

Project Justification:

This truck is used in snow removal operations and is infested with rust affecting the utilitybox, frame, suspension, cab mounts and electrical system. The gas engine is under powered and transmission is weak. The exhaust manifolds have broken and replaced many times. This truck is used for pulling various trailers with equipment and for snow removal.

Operating Cost Implications:

A diesel engine will allow for more efficient towing and more dependability and reliability.

Department Head Name (PRINT): John Ellemann Department Head (SIGNATURE): *John Ellemann*

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

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Shilo Heger 1/17/25
Shilo Heger, Riley County Treasurer Date

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Rich Vargo 1-16-25
Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

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Chairman
Board of County Commissioners Date

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works- Fleet Date: 01/16/2025

Category(circle): FACILITIES INFRASTRUCTURE **EQUIPMENT** TECHNOLOGY

Project Name: 7+ Passenger Van Total Cost \$: \$ 60,000.00

Brief Description:

Purchase of a new 7 (or more) passenger van to replace a 2007 Chevrolet Uplander van.

Project Justification:

This van will replace Unit 83, a 2007 Chevrolet Uplander passenger van with over 124,000 miles. This 18 year old van has a leaking head gasket and frame rust. It has been a good vehicle over the years for group conference travel, Commission field trips and more. We have been ask often if we had something that could carry 8 or 9 passengers.

Operating Cost Implications:

New van could carry more passengers, be more comfortable and reliable.

Department Head Name (PRINT): John Ellemann Department Head (SIGNATURE): John Ellemann

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Shilo Heger 1/17/25
Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: _____

☒ This project is funded for start-up as budget authority is available.

☐ This project is not funded for start-up as budget authority is not available.

Rich Vargo 1-16-25
Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

☐ This project is funded.

☐ This project is not funded.

Chairman Board of County Commissioners Date

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: Health Dept Date: 11-4-2024

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Health EMR Replacement Total Cost \$ 250,000

Brief Description: Replace existing EMR from CDP. We are 1 of 3 remaining customers. The other 2 are preparing RFP's for replacement

Project Justification: The other 2 remaining KS customers are looking for replacement. Staying as the only KS customer will result in increased costs + poor support.

Operating Cost Implications: It will not be known if the yearly maintenance will cost more or less on a yearly basis.

Department Head Name (PRINT) _____ Department Head (SIGNATURE): _____

TECHNOLOGY PROJECTS (Completed by IT/SIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

- YN
☒ Will this project be used exclusively by your department?
☒ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

- YN
☒ Will the project require the implementation of new technologies/costs? If so, what & costs? _____
☒ Is the project duplicated in other CIP requests? _____
☒ Is the project compatible with the technology development plans of Riley County? _____

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

- ☒ This project is funded for start-up as cash is available
☐ This project is not funded for start-up as cash is not available

BUDGET:

Budget Available: _____

- ☒ This project is funded for start-up as budget authority is available.
☐ This project is not funded for start-up as budget authority is not available.

APPROVAL:

Approved Amount: _____

- ☐ This project is funded
☐ This project is not funded

Shilo Heger 11/7/25
 Shilo Heger, Riley County Treasurer Date

Rich Vargo 11-16-24
 Rich Vargo, Riley County Clerk Date

 Chair Board of County Commissioners Date



**COUNTY CLERK &
ELECTIONS**
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: January 23, 2025

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2025-01 HD HZavala-Chase EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Helena Zavala-Chase**Status Change Date:** 01/21/2025**Status Change:** New Hire**Date of Hire:** 02/18/2025**Seniority:** 0 Year(s), 0 Month(s)**Position:** Public Health Nurse**Position Type:** Regular Full Time**Pay Range:** Range 18**Pay Type:** Exempt**Base Rate:** \$3,022.40**Annualized Pay:** \$78,582.40**Funds Codes:** 30- Health Department/400- Health Department General**Supervisor:** Jacob Clarke**Department Head:** Diane Creek

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-01 HD HZavala-Chase EAF (15361 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
January 27, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

- 8:30 AM** **Call to Order**
- Pledge of Allegiance**
- Public Comment**
- Commission Comments**
- Business Meeting**
- Review Minutes**
- Press Conference Topics**
- Review Tentative Agenda**
- 9:00 AM** **Jacob Hansen, Deputy County Counselor**
1. Resolution for Rural Economic Development Advisory Board
- 9:15 AM** **Lori Feldkamp, Big Lakes Developmental Center Director**
2. Big Lakes Developmental Center update
- 9:30 AM** **Press Conference**
- 9:35 AM** **Breva Spencer, Maternal and Child Health Supervisor**
3. OPEI Letter of Intent
- 9:40 AM** **Jacob Hansen, Deputy County Counselor**
4. Executive session to discuss a performance matter involving non-elected personnel
- 9:50 AM** **Amanda Webb, Planning/Special Projects Director**
5. Comprehensive Plan update
- 10:10 AM** **Bryant Parker, Counselor/Director of Administrative Services**
6. Administrative Work Session

Attachment: 01-27-25 tentative agenda (15302 : Tentative Agenda)

10:30 AM Megan Lewis, Community Corrections Director

7. Staff update

12:00 PM Intergovernmental Luncheon

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: 01-27-25 tentative agenda (15302 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
January 30, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Press Conference Topics

Review Tentative Agenda

9:00 AM

Bryant Parker, Counselor/Director of Administrative Services

1. Administrative Work Session

9:20 AM

Evan McMillan, Assistant County Engineer

2. Bid opening for ditch liner for lagoon shore stabilization

9:30 AM

Greg McKinley, Commissioner and Amanda Webb, Planning/Special Projects Director

3. Presentation of Certificate of Appreciation for Years of Service on the Riley County Planning Board\Board of Zoning Appeals to Joe Gelroth

9:35 AM

Anna Burson, Appraiser

4. KSA 79-1613 Work Session

Adjournment

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



IT/GIS
Travel Request

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

COMMISSION AGENDA REPORT

FROM: Cory Meyer

MEETING: January 23, 2025

SUBJECT: Out of State Travel Request - ESRI User Conference

PRESENTER: Cory Meyer

BACKGROUND/Discussion

Riley County IT/GIS has annually sent 2 participants to the National ESRI User Conference. The conference is 5 days long and those participating sign up for various classes all day long for the 5 days. The conference is July 13-18, in San Diego. This year I would like to send Jacob & Sherie to the conference.

FISCAL IMPACT

The approximate cost for sending 2 participants is \$5430 which includes airfare, lodging, meals, and other transportation. The amount proposed is within the IT/GIS Budget.

RECOMMENDATION(S)

The IT/GIS Director recommends that the BOCC approve the Out of State travel for 2 GIS staff to the ESRI User Conference.

POSSIBLE MOTION(S)

Move to approve.

Move to deny.

Move to modify.

Move to table.

Enclosures:

- CAR-01232025 Out of State Travel ESri (DOCX)
- GIS 2025 Out of State Travel ESri - Jacob (DOCX)
- GIS 2025 Out of State Travel ESri - Sherie (DOCX)



COMMISSION AGENDA REPORT

FROM: IT/GIS Department

MEETING: 01/23/2025

SUBJECT: Out of State Travel Request

PRESENTER: Cory Meyer, IT/GIS Director

BACKGROUND/Discussion

Riley County IT/GIS has annually sent 2 participants to the National ESRI User Conference. The conference is 5 days long and those participating sign up for various classes all day long for the 5 days. The conference is July 13-18, in San Diego. This year I would like to send Jacob & Sherie to the conference.

FISCAL IMPACT

The approximate cost for sending 2 participants is \$5430 which includes airfare, lodging, meals, and other transportation. The amount proposed is within the IT/GIS Budget.

RECOMMENDATION(S)

The IT/GIS Director recommends that the BOCC approve the Out of State travel for 2 GIS staff to the ESRI User Conference.

POSSIBLE MOTION(S)

Move to approve.

Move to deny.

Move to modify.

Move to table.

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Jacob Galyon **DEPARTMENT:** IT/GIS

POSITION TITLE: Sr GIS Analyst **DATE REQUESTED** 1/23/2025

FUND: 001-0029

Travel From: Kansas **Date:** July 13, 2025

Travel To: San Diego, CA **Date:** July 18, 2025

Purpose of Travel: Travel to and from the 2025 Esri User Conference for classes

Mode of Travel: Common Carrier ☐ Riley County Vehicle ☐ Privately Owned Vehicle ☐

☐ Administratively determined to be to the advantage of Riley County

☐ Not to exceed the cost of common carrier including food and lodging

Mileage rate of _____

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	Airfare Round Trip	\$1000
Lodging	Hotel 5 Nights	\$1500
Meals	5 Days	\$350
Registration/Fees	Included	
Other	Taxi/Uber	\$75

Total Estimated Travel Costs: _____

Requested by: _____ **Date:** _____

Approved by: _____

Department Head: _____ **Date:** _____

Chair: _____ **Date:** _____

Board of County Commissioners

Attest: _____ **Date:** _____

Riley County Clerk

cc: Department Head
Department Assistant

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Sherie Taylor **DEPARTMENT:** IT/GIS

POSITION TITLE: GIS Analyst **DATE REQUESTED** 1/23/2025

FUND: 001-0029

Travel From: Kansas **Date:** July 13, 2025

Travel To: San Diego, CA **Date:** July 17, 2025

Purpose of Travel: Travel to and from the 2025 Esri User Conference for classes

Mode of Travel: Common Carrier ☐ Riley County Vehicle ☐ Privately Owned Vehicle ☐

☐ Administratively determined to be to the advantage of Riley County

☐ Not to exceed the cost of common carrier including food and lodging
Mileage rate of

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	Airfaire Round Trip	\$1000
Lodging	Hotel 4 Nights	\$1080
Meals	5 Days	\$350
Registration/Fees	Included	
Other	Taxi/Uber	\$75

Total Estimated Travel Costs: \$2505

Requested by: _____ **Date:** _____

Approved by:

Department Head: _____ **Date:** _____

Chair: _____ **Date:** _____

Board of County Commissioners

Attest: _____ **Date:** _____

Riley County Clerk

cc: **Department Head**
Department Assistant



IT/GIS
Contract

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

COMMISSION AGENDA REPORT

FROM: Cory Meyer
MEETING: January 23, 2025
SUBJECT: Imagery Flight Payment Agreement
PRESENTER: Cory Meyer

BACKGROUND/Discussion

The City and County share the cost of the imagery that is flown by Pictometry. In the past there has only been a verbal agreement on the portion that the City of Manhattan pays to Riley County. I ask the City of Manhattan to draft an agreement between us. The attachment agreement was created by Wyatt Thompson with the City. It has been revised by IT/GIS and the Counselors office for accuracy and approval.

FISCAL IMPACT

No expense to the County.

RECOMMENDATION(S)

The IT/GIS Director recommends that the BOCC approve the agreement.

POSSIBLE MOTION(S)

Move to approve.

Move to deny.

Move to modify.

Move to table.

Enclosures:

- CAR-01232025 County City Flight Cost Agreement (DOCX)
- AGREE Payment RiCo 1.15.25 jah (DOCX)



COMMISSION AGENDA REPORT

FROM: IT/GIS Department

MEETING: 01/23/2025

SUBJECT: Payment Agreement with City of MHK

PRESENTER: Cory Meyer, IT/GIS Director

BACKGROUND/Discussion

The City and County share the cost of the imagery that is flown by Pictometry. In the past there has only been a verbal agreement on the portion that the City of Manhattan pays to Riley County. I ask the City of Manhattan to draft an agreement between us. The attachment agreement was created by Wyatt Thompson with the City. It has been revised by IT/GIS and the Counselors office for accuracy and approval.

FISCAL IMPACT

No expense to the County.

RECOMMENDATION(S)

The IT/GIS Director recommends that the BOCC approve the agreement.

POSSIBLE MOTION(S)

Move to approve.

Move to deny.

Move to modify.

Move to table.

AGREEMENT

This AGREEMENT is entered into this ____ day of _____, 202__, by and between the City of Manhattan, a Kansas municipal corporation (“City”), and the Board of Commissioners of Riley County, Kansas (“County”).

WHEREAS, Riley County has a multi-year contract with Pictometry International Corp, dba EagleView, for GIS services as set forth in attached Exhibit A, incorporated herein by reference (“Project”); and,

WHEREAS, the City will benefit from the Project, if the City is provided access to the Project results and platform; and,

WHEREAS, the parties agree that the Project benefits the City, the County and community; and,

WHEREAS, the City desires to contribute toward the Project costs as set forth herein.

NOW THEREFORE, in consideration of the mutual benefits, the parties agree as follows:

1. Payment of Project Costs. The parties agree that the County is responsible for paying EagleView for the Services pursuant to their contract. The City agrees to pay the County for costs associated with the Services as set forth herein. The City and County shall each pay their portion of the Project costs with monies budgeted and appropriated. The City agrees to pay to the County a total of \$73,603.20, as follows:

- a. Flight 1 payment 1 due January 2025: \$12,267.20
- b. Flight 1 payment 2 due August 2025: \$12,267.20
- c. Flight 2 payment 1 due August 2026: \$12,267.20
- d. Flight 2 payment 2 due August 2027: \$12,267.20
- e. Flight 3 payment 1 due August 2028: \$12,267.20
- f. Flight 3 payment 2 due August 2029: \$12,267.20

The County agrees that the City’s payment shall only be used to pay for the Project.

2. Responsibility of the Parties. The Project shall be administered by the County. The parties agree that the City shall not be considered a party to the County’s agreements related to the Project, unless the City formally executes such future agreements. Provided that, the County shall ensure that the City receives the data and deliverables from Eagleview’s services from either Eagleview or the County.

3. Amendments. This Agreement cannot be modified or changed by any verbal statement, promise or agreement, and no modification, change or amendment shall be binding on the Parties unless it shall have been agreed to in writing and signed by both Parties. Provided that, if a Project amendment is for the benefit of the City, the change order cost shall be paid by each party in the same proportion as provided herein.

4. **Term.** This Agreement shall expire upon completion of the Project.

5. **Jurisdiction.** This Agreement shall be governed and construed pursuant to the laws of the State of Kansas and may be enforced in any court of competent jurisdiction.

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

ATTEST

BY: _____
Greg McKinley
Chairman

BY: _____
Rich Vargo
Clerk

CITY OF MANHATTAN

ATTEST

BY: SUSAN E. ADAMCHAK
Mayor

Brenda K. Wolf, CMC
City Clerk

Attachment: AGREE Payment RiCo 1.15.25 jah (15356 : Imagery Flight Payment Agreement)

EXHIBIT A

QTY	PRODUCT NAME	PRODUCT DESCRIPTION
272	EagleView Cloud - Imagery - Certified - Four Band	Provides entitlement to the EagleView Platform, a secure hosted infrastructure and access to EagleView enabled workflow, analytics, and high-resolution imagery to dramatically improve efficiency for government agencies. Each refresh upgraded to include a certified orthomosaic and the collection of a near-infrared fourth band. Certified orthomosaics produced in accordance with state and local requirements and include the application of visual improvements to customer' orthomosaic imagery. Services term commences on date of activation. - GSD: 3in - Refresh Frequency: 2-Year Refresh - Four Band Upgrade: Yes - Certified Orthomosaic Upgrade: Yes - Start Year: 2024
302	EagleView Cloud - Imagery - Certified - Four Band	Provides entitlement to the EagleView Platform, a secure hosted infrastructure and access to EagleView enabled workflow, analytics, and high-resolution imagery to dramatically improve efficiency for government agencies. Each refresh upgraded to include a certified orthomosaic and the collection of a near-infrared fourth band. Certified orthomosaics produced in accordance with state and local requirements and include the application of visual improvements to customer' orthomosaic imagery. Services term commences on date of activation. - GSD: 6in - Refresh Frequency: 2-Year Refresh - Four Band Upgrade: Yes - Certified Orthomosaic Upgrade: Yes - Start Year: 2024
1	EagleView Cloud - Physical Delivery - Ortho	Provides an offline copy of the orthomosaic tiles and mosaics at the GSD specified in the EagleView Cloud - Imagery product once per refresh. Files to be provided in industry standard formats selectable by the customer with delivery made physically via hard drive media.
1	EagleView Cloud - Physical Delivery - Ortho and Oblique Image Frames	Provides an offline copy of the individual ortho and oblique image frames in Pictometry Warehouse format at the GSD specified in imagery refresh. Delivery includes one copy of Pictometry Electronic Field Study (EFS) software, latest version, on the storage media specified herein, and access to download updated versions of the EFS Licensed Software for a period of one years from the initial date of shipment of the EFS software, along with a copy of the updated documentation.
1	EagleView Cloud - Software	Provides an unlimited number of authorized users the ability to login and access the EagleView Cloud software and analytics via the web-based EagleView Cloud platform. This software provides a robust complement of tools for engaging with imagery as well as additional project and collaboration tools, and access to mobile application. Requires the purchase of an EagleView - Imagery entitlement.
1	EagleView Cloud - Comprehensive Integration Bundle	Provides activation of integrations between the EagleView Cloud platform and compatible customer environments (including compatible CAMA providers, 911/PSAP, Cityworks, and ESRI/GIS) and via the Integrated Web Application.
1	EagleView Cloud - Authorized Subdivisions	Extends the ability for a contracting county or non-state consortium of counties the ability to authorize access to their EagleView Cloud organization to any political unit or subdivision located totally or substantially within their boundary.
1	EagleView Cloud - Early Access	Provides entitlement to imagery from counties neighboring the imagery AOI as part of EagleView Cloud. Also provides entitlement to Early Access to refreshed imagery captures which allows authorized users to use new imagery immediately following its preliminary processing and quality control checks and prior to its final processing. Early Access imagery will become available incrementally as it is processed, and it will remain available until final, fully processed imagery is made available through other means.
25000	EagleView Cloud - ChangeFinder	Building outlines are created from the orthomosaic tiles of a specified newer Pictometry imagery source and classified relative to a specified, older imagery source. EagleView delivers digital building outlines from the newer imagery source and their classification attributes in shapefile and geodatabase formats. Coverage includes only locations specified in a single, customer-provided digital parcel shapefile. Parcels in the specified locations must be generally contiguous. All Pictometry imagery to be used must be licensed or owned by the customer. AccuPLUS or aerotriangulated orthomosaic tiles are used if licensed. Final invoiced amount will be adjusted for the actual quantity of records in the parcel file used for production. Use of older non-Pictometry-sourced imagery requires acceptance in advance. Refresh Frequency: 2-Year Refresh
1	EagleView Cloud - Disaster Response Program	Includes eligibility for the Disaster Response Program.
9	EagleView Cloud - Years Capture History	Includes access to historical ortho and oblique frame imagery from the EagleView archive. Quantity represents the number of calendar years of archive imagery available in EagleView Cloud.



**COUNTY CLERK &
ELECTIONS**
Staff Update

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

STAFF REPORT

FROM: Vivienne Leyva, Public Information Officer

MEETING: January 23, 2025

SUBJECT: Communications Update

PRESENTER: Vivienne Leyva, Public Information Officer

Intergovernmental Luncheons

Riley County will host the Intergovernmental Luncheons the fourth Monday of each month in 2025, except May and December. Rockin' K's will cater each event and provide the meeting space. It's important to note that Monday's lunch will be held at 1960 Kimball Avenue, which is the newest building in the Edge District. They will process the payments on site from 11:25 to 12:00. After that, people will be directed to the restaurant to pay for their meal, which will be a rotating menu of four different options. The presenters for this month will focus on emergency preparedness. Russel Stuke has invited guests from KDEM and the Kansas Forest Service to join us next week. They will share information about a course opportunity for elected officials as well as details of the Community Wildfire Protection Plan adopted last September.

Structure:

- Lunch begins at 11:30 a.m.
- Speaker presentations 12:00 - 12:40 p.m.
- Updates from participating agencies 12:40 p.m.
 - County, City, K-State, USD383, State and National Representatives, Fort Riley, NBAF

- Updates from others present if time allows

Snowstorm Communications Summary

The snowstorm on January 5-6, 2025, brought significant challenges to our community but also highlighted several successes in public communication and interdepartmental efforts. Public Works played a key role by sharing high-quality updates and visually engaging photos that captured the public's attention and reinforced the county's commitment to transparency. Across the county, staff worked tirelessly to manage operations, including conducting critical interdepartmental rescues for emergency responders who became stranded. The City contributed to the overall success by sharing timely and actionable information, which generated positive feedback and goodwill from residents. Community members also stepped up, demonstrating tremendous resilience by assisting neighbors and supporting one another during this difficult time.

Social media played a central role in our communication efforts, reaching tens of thousands of residents and keeping the public informed during rapidly evolving conditions. Posts such as the "Clear Furnace Exhaust Pipe" PSA and updates about road conditions and snow removal generated impressive engagement, with some messages reaching over 125,000 views. Notably, lighthearted content that focused on gratitude, such as a post highlighting a pizza donation, was an effective tone to generate engagement.

	DATE	VIEWS	REACH	INTERACTIONS
Pass the salt	1/3/2025	37,764	26,962	31
PSA - exhaust	1/5/2025	125,454	57,278	542
Snow update	1/5/2025	142,266	80,138	516
Blizzard Warning	1/5/2025	59,345	23,625	343
Stay home	1/5/2025	2,842	1,545	14
Road Update	1/6/2025	85,926	54,137	347
Little Caesars	1/6/2025	57,547	34,220	620
Closed Tuesday	1/6/2025	5,378	2,645	51
Share from MHK	1/7/2025	1,9091	953	16
Open Wednesday	1/7/2025	1,479	900	19
HHW - Howie's	1/8/2025	1,256	792	4
Sidewalks	1/13/2025	2,229	1,700	37
County roads cond. 1/13/2025	42.413	27,395	130	

2024 News and Events Summary

I created a basic list of news release topics to provide an overview of communications in 2024.

Statistics

59 news releases sent in 2024

295,320 active website users in 2024. (250,922 in 2023) An active user in Google Analytics is a unique user who has engaged with a website or app within a specified time period.

Facebook	Jan-24	Jan-25	Change
Riley County, KS	3,207	4,073	866
EMS	3,980	4,222	242
Emergency Management	4,338	4,963	625
Health Department	12,712	12,663	-49
RCFD#1	3,859	4,730	871

Enclosures:

- 2024 News and Events Summary (PDF)
- 2024 Riley County Website Statistics (PDF)



2024 News and Events Summary for Riley County, KS

- Extreme cold in the early winter months prompted public service announcements and weather advisory notifications
- Kansas Forestry Service hosted a prescribed burn class at Pottorf Hall on February 28th with 130 participants. That's the largest number the Forestry Department has ever seen for this course, and the first time Riley County hosted the event.
 - The goal of the class is to educate participants on the safe and effective use of fire as a land management tool.
- In March, the Riley County Health Department was honored as a Breastfeeding Friendly Local Health Department from the Kansas Breastfeeding Coalition
- Cybersecurity incident on April 1st affected radio network communication for Riley County first responders including police, fire, and emergency medical services.
- The Burklund/Axelton fire in that started April 6th burned 8,200 acres of land in Pottawatomie and Riley Counties and destroyed one home on the Riley County side.
 - About 60% of the burned land was on the Riley County side.
 - Firefighters from many counties responded to the request for mutual aid.
 - Dangerous fire conditions with winds gusting to 60 mph pushed the fire up the dry river channel
- Groundbreaking for the new EMS Headquarters building on April 22
- KDHE, the Kansas Water Office, and the Kansas Water Plan Fund awarded a total of \$3.6M to help fund the Keats Sanitary Sewer Improvements Project
 - Survey work and planning is underway with BG Consultants
 - Riley County secured property for the wastewater lagoon
- RCHD hosted the 3rd Annual Community Baby Shower for new and expecting parents on June 8 with the goal of providing resources and sharing information about safe sleep practices for infants.
- State legislators approved SB384 granting Riley County authority to abate property nuisances. Previously, Riley County had limited recourse if property owners refused to comply after the court order.
- In July, the Elections Division moved to the CPE building after renovation.
 - Clerk's Office stopped selling KDWP licenses

- Customer Service Hours for some departments changed to 7:30 a.m. – 5:00 p.m. Monday through Thursday, and 7:30 a.m. to noon on Fridays
- Ashland Fire Station #102 was completed, and we hosted a ribbon cutting ceremony on July 19
- Riley County lowered the mill levy for the 2025 budget, staying under the Revenue Neutral Rate (RNR)
- New flyover of territory to update the GIS website and maps
- Hired more than 220 Election Day Workers in anticipation of increased voter turnout
- Strategic planning retreat for facilities
- Riley County Fire District #1 increased volunteers by almost 30% (from 100 active members to 130)

2025 Notable Projects

- University Park Fire Station
- EMS HQ completion
 - Moving EM and RCFD#1 to old EMS Station #1
- Next steps for Strategic Facilities Planning
- Keats Sanitary Sewer Improvement Project

Riley County Website Statistics 2024

295,320 active website users in 2024. (250,922 in 2023) An active user in Google Analytics is a unique user who has engaged with a website or app within a specified time period.

	Page path and screen class	↓ Views	Active users	Views per active user
☒	Total	873,088 100% of total	295,320 100% of total	2.96 Avg 0%
☒	1 /	59,670	30,623	1.95
☒	2 /428/Drivers-Licenses	44,646	22,253	2.01
☒	3 /CivicAlerts.aspx	39,241	32,107	1.22
☒	4 /Search	36,785	12,303	2.99
☒	5 /190/District-Court	27,642	15,117	1.83
☐	6 /2050/Fentanyl-and-Opioid-Awareness	27,507	24,230	1.14
☐	7 /426/Treasurer-Motor-Vehicle	25,516	15,892	1.61
☐	8 /1988/Court-Dockets	23,481	8,780	2.67
☐	9 /128/Elections	20,982	13,136	1.60
☐	10 /Faq.aspx	20,780	15,177	1.37

Top Search Terms

Term	▼ Number of Searches	Last Searched
divorce	207	12/31/2024 12:40:12 PM
marriage license	185	12/30/2024 5:18:02 PM
property taxes	170	12/30/2024 5:40:50 PM
14. capital improvement	139	12/31/2024 2:03:05 AM
drivers license	139	12/30/2024 11:41:26 AM
marriage	128	12/29/2024 11:27:12 AM
inmate search	107	12/31/2024 11:56:10 AM
divorce records	99	12/31/2024 1:57:32 PM
sample ballot	95	11/5/2024 2:59:04 PM
appointment	93	12/17/2024 4:51:05 PM



HEALTH DEPARTMENT
Grant

Diane Creek
Health Department Director
2030 Tecumseh Rd
Manhattan, KS 66502
Phone: 785-776-4779

COMMISSION AGENDA REPORT

FROM: Breva Spencer, Maternal and Child Health Supervisor

MEETING: January 23, 2025

SUBJECT: Request to Apply - 2025 GMCF Grant

PRESENTER: Breva Spencer, Maternal and Child Health Supervisor

BACKGROUND

Riley County Health Department's (RCHD) Maternal and Child Health (MCH) program has received the Greater Manhattan Community Foundation (GMCF) "Grants for Greater Manhattan" since 2023. The grant provides an opportunity for our community to address critical health issues through primary prevention strategies, with a specific focus on safe sleep practices for infants. The event aligns with our goal to reduce injury and violence while promoting the health and safety of infants and families in our community. Data obtained from previous MCH community baby showers (2022-2024) have shown an increase in safe sleep awareness and knowledge, which demonstrates the importance of supporting the event on an annual basis.

DISCUSSION

The event is a collaboration between the Riley County Health Department programs and community agencies. The primary focus is to reach families facing one or more social determinants of health (SDOH), recognizing their increased risk for unsafe sleep practices and associated negative outcomes. Additionally, the event will focus on and promote positive protective factors, such as access to essential baby items, education on important parent/caregiver practices such as safe sleep, building social support networks, promoting community connection, raising awareness on the importance of prenatal, postpartum and well child care, and empowering expectant or new parents with knowledge and resources to navigate pregnancy and early parenthood.

The Community Baby Shower will offer the following benefits:

- **Educational Resources:** The event will feature education and resources on topics such as prenatal, postpartum and infant care, breastfeeding, injury prevention, safe sleep, and perinatal mental health and support. Additionally, certified Safe Sleep Instructors (SSI) will provide a safe sleep demo to all attendees who receive a pack n play.
- **Community Connections:** Families will have the opportunity to network with local resources, health services, and organizations focused on the prenatal and postpartum period, child birth, mental health, family planning, pediatric health and overall well-being.
- **Essential Supplies:** Attendees will receive a pack n play (as available) and educational materials to include safe sleep, injury prevention, home safety, etc., which will be particularly helpful for families in need.
- **Collaborative Effort:** The event is supported by partnerships with the local hospital, The Women's Health Group, nonprofit organizations, and community leaders, enhancing the reach and impact of the initiative. Letters of Support from community partners are required to be submitted with the electronic application.

If approved and awarded, this will be the 4th Annual Community Baby Shower hosted by the Riley County Health Department/Maternal and Child Health program.

FISCAL IMPACT

No fiscal impact. The grant funds, if awarded, will cover 100% of the cost and provide critical funding for the event, such as rental fees, safe sleep sacks/bundles, and educational materials.

RECOMMENDATION(S)

Move to approve the submission of the 2025 GMCF Grants for Greater Manhattan application to support the Community Baby Shower and accept the funds if awarded.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2025 GMCF CBS grant application (PDF)

Grants for Greater Manhattan - 2025 Grants for Greater Manhattan Grant Cycle

Brief Project Description:

The Riley County Health Department Maternal and Child Health (MCH) and Women, Infants, and Children (WIC) programs are partnering to host the fourth annual Safe Sleep Community Baby Shower. Expecting families or families with infants up to a year old are invited to attend, engage with community partner agencies, increase their knowledge of safe sleep practices, and receive a safe sleep bundle to decrease sleep related deaths in Riley County. Safe sleep instructors provide education and a crib demonstration during the event, and anyone receiving a safe sleep bundle is required to attend (one bundle per family). Data obtained from previous MCH community baby showers (2022-2024) have shown an increase in safe sleep awareness and knowledge, which demonstrates the importance of supporting the event on an annual basis.

This event is a collaboration between all Riley County Health Department programs and community agencies. All agencies will provide education, a small gift, and the opportunity to enroll in services during or after the baby shower.

The Safe Sleep Community Baby Shower is scheduled for May 31st or June 7th, 2025. The location is yet to be finalized as we seek an affordable venue with adequate space to accommodate community partners and our target population. This year's event is still in the planning stages; however, every effort will be made to target families with identified social determinants of health (SDOH) to ensure we reach those most in need. The planning committee, which includes MCH staff, the RCHD Health Educator, and the WIC Supervisor, is still determining the best way to host the 2025 event, with plans dependent on the grant amount awarded.

List other grant requests (committed or pending) for this project.

Kansas Department of Health and Environment Injury Prevention grant, Shared Risk and Protective Factor approach through safe sleep community baby showers. Funds committed through this grant are \$4,998, listed above for direct client assistance. Per grant stipulations, the funding can only be spent on portable cribs, which is a change from previous awards. Last year's event was a huge success with a 50% increase in the number of attendees from the previous year and we anticipate a larger turnout for 2025. In order to accommodate this growth, additional funds are necessary for program materials, adequate space/venue options, additional safe sleep items not covered by the Injury Prevention grant and other logistical needs, such as marketing. This year the event will require a larger space that is both adequate in size and located in an area accessible to our target population. Given the adjustments required to maintain the quality of the event while accommodating the growth, we are requesting \$5,500 to cover the expanded cost.

Please provide a brief overview of the program for which you are requesting funding.

The Maternal and Child Health program mission is to promote and protect the health and safety of our community through evidence-based practices, prevention, and education. MCH offers prenatal and postpartum education and support to promote healthy outcomes for pregnant women and infants.

WIC is a supplemental nutrition program designed to improve pregnancy outcomes and promote the health of pregnant and postpartum women, infants, and children under the age of five. WIC provides

personalized nutrition information, health care referrals, nutritious food benefits, and breastfeeding support.

Define your target group in detail. What problems or needs of the target population will this project address? Why should these problems be addressed? Where does the target population reside? (Riley County, Manhattan, etc.)

The Maternal and Child Health program and WIC population is pregnant or postpartum persons, caregivers, infants, and children through 5 years of age who reside in Riley County or the Manhattan City limits. WIC also serves Fort Riley, Wamego, and St. Mary's. Anyone residing in surrounding counties may participate in MCH services. Many people who live outside of the county chose to participate in MCH services as they receive OB care with The Women's Health Group and/or deliver at Via Christi Hospital.

In 2022, there were 53 non-natural infant deaths in Kansas, with the leading causes being undetermined sudden unexpected infant deaths (SUID) and unintentional injury from suffocation due to unsafe sleep environments. Most of these cases involved co-sleeping in an adult bed.

This year, the MCH and WIC programs will focus on supporting families facing one or more social determinants of health (SDOH), to include housing, transportation, food, finances, education, and childcare, recognizing their increased risk for unsafe sleep practices and associated negative outcomes. Research indicates that families with limited resources often have less awareness of safe sleep guidelines, lack access to necessary safety items, and face barriers to adequate healthcare, all of which contribute to unsafe sleep practices. We aim to reduce preventable sleep-related infant deaths and improve health equity in our community.

Additionally, the event will focus on and promote positive protective factors, such as access to essential baby items, education on important parent/caregiver practices such as safe sleep, building social support networks, promoting community connection, raising awareness on the importance of prenatal, postpartum and well childcare, and empowering expectant or new parents with knowledge and resources to navigate pregnancy and early parenthood.

How many individuals are in your target group? How many individuals from your target group do you plan to serve in this project?

A total of 160 participants attended the community baby shower in 2022, 125 participants attended in 2023, and 395 participants attending 2024. Of the 2024 total, 135 participants were either pregnant or a caregiver of an infant. Data obtained from the 2024 baby shower indicated of the 135 participants 43% had military insurance and 18% had Medicaid. Thirty nine percent highest education was high school or GED. MCH and WIC plan to target first time parents, low-income families, and those with identified social determinant of health by partnering with community agencies that serve these populations for a personal invitation to the baby shower and work on decreasing barriers, such as an accessible location. MCH and WIC plan to increase the target population by 15%.

What are your project goals?

The project goal will focus on educating, supporting, and providing necessary resources, such as safe sleep items to effect behavior change in participants and create positive outcomes with an overarching goal to decrease infant mortality and sleep related rates in Riley County. Furthermore, prevention is an

important aspect of the MCH program and public health. Safe sleep bundles are not merely an incentive to encourage attendance but also a preventive measure when the items are directly provided to support a safe sleep environment. It's also important to promote a positive and supportive environment for families. MCH and WIC are offering a more traditional style baby shower with prizes, snacks, and games, to celebrate a new addition to their family. Finally, MCH and WIC will work with community partners and connect families with community resources. The goal this year is to increase community partners working with at risk families to ensure we are reaching our target population.

Outline objectives and activities for this project. Include a timeline and indicate the person(s) responsible for each activity. If there are collaborations with cooperating partners, explain their role in the project.

1/31/2025- Complete and submit Greater Manhattan grant, Sarah Haybarker/Breva Spencer

Upon Approval/receipt of funding - Organize details for event. Planning committees include Budgeting-lead Breva MCH, Marketing- lead Kaylyn WIC, Community Outreach-Sarah MCH, Logistics-Sara MCH

- Determine location and layout of the event.
- Order safe sleep bundle items.
- Invite community agencies to participate in the event.
- Email request for volunteers
- Create advertising materials and promote the event
- April through event date in June or May, finalize event details, MCH and WIC staff assigned to committees and the leads.
- Participants register in advance
- Assign tables/space for agencies participating.
- Create safe sleep bundles.
- Create and print handouts.
- Create event agenda
- Order food and drinks
- Assign staff and volunteer duties.
- Set up and prepare for baby shower
- Agencies set up and engage with participants
- Safe Sleep Instructors provide education
- Participants complete safe sleep pre/posttest.
- June-July 2025, Input and analyze data, SSI's Sarah and Maria. Send community agencies survey
- Input data from pre and posttest.

-Send to KIDS Network for analysis.

-Send satisfaction survey to community agencies and participants to complete.

July-August

- Complete final report

-Submit report to GMCF

Community partners who attended in 2024:

Twenty-eight community agencies attended and provided education, handouts, and resources. Agencies in attendance included MCH, WIC, Raising Riley, Child Care Licensing, RCHD Clinic, RCHD Community Health Educator, The Women's Health Group, Aetna, Child Care Aware, DCF, Embrace Grace, Global Women's Community, World Friendship, Infant Toddler Services, Jessica Manny Flynn, KanCare Specialist, Next Step, Manhattan Moms KS, Little Apple Doulas, Manhattan Public Library, Mathis Pelvic Rehabilitation, Parents as Teachers, Pawnee Mental Health, State Farm, TFI, United HealthCare, Via Christi.

Project Expenses

Use the table below to list all expenses associated with the proposed project. If an area doesn't apply, enter 0.

	Grant Request	Applicant's Contribution	Other Resources
Personnel	\$0	\$0	\$0
Supplies & Materials – Safe Sleep Bundles (safe sleep sacks, pacifier, etc.)	\$3,500		\$4,998 Injury Prevention Grant (portable cribs only)
Staff Training	\$0	\$0	\$0
Space & Maintenance	\$1,500	\$0	\$0
Direct Client Assistance	\$0	\$0	\$0
Advertising	\$300.00	\$0	\$0
Food/Drink	\$200.00	\$0	Varsity Donuts (potential sponsor) donated the first 10 dozen – bulk pricing for remaining 15 dozen - last year
	Total: \$5,500	Total: \$0	Total: \$4,998
		Total Expenditures:	\$10,498.00



**EMERGENCY
MANAGEMENT/FIRE**
Project Update

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

COMMISSION AGENDA REPORT

FROM: Russel Stukey Emergency Services Director

MEETING: January 23, 2025

SUBJECT: Update on the recently purchased fire trucks

PRESENTER: Russel Stukey Emergency Services Director

BACKGROUND

We have completed the purchase of the new fire trucks recently approved by the BOCC. We have them here today for you to look at, (weather permitting).

DISCUSSION

Attached you will see the proposed design of the truck designation (number) and door decal. The number will vary from truck to truck. This is the standard design that the current fleet of Fire District of trucks has installed. I believe it is important to remain consistent with the current design so that our personnel and personnel from other departments that we mutual aid with can easily recognize what trucks belong to Riley County Fire District #1. I was told by the previous Fire District Administrator that when the "current" Riley County Logo Policy was drafted in 2000, he went to the BOCC and they stated that the Fire District was exempt. I would like to confirm that with the current BOCC so that there is no question moving forward. The current Fire District insignia has been in place since prior to 1995 according to previous administrator Collins.

FISCAL IMPACT

The cost will average about \$1,500 per truck. It depends on how much has to be removed from each trucks previous departments decals as to what the final pricing will be for each truck.

RECOMMENDATION(S)

Recommend approving design for truck designations as presented and officially grant RCFD#1 a general exemption from the Riley County Logo Policy.

POSSIBLE MOTION(S)

Move to approve an exemption from the Riley County Logo Policy for RCFD #1 to continue to use established RCFD#1 design as presented.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to approve an exemption from the Riley County Logo Policy for RCFD #1 to continue to use established design as presented.

Enclosures:

- RCFD1---Truck-P114_PROOF (GIF)



Date: 01/13/25 Proof #2

Signature of Approval

Date

*Email approval constitutes as signature

16.a

PLEASE REVIEW ALL COPY FOR PUNCTUATION, SPELLING, AND DESIGN!



Attachment: RCFD1---

Packet Pg. 52

Note: Proof is a low resolution screen shot and may look pixelated. Your art will print per your file proof.

Terms: Unless prior arrangements have been made, payment in full is expected upon completion. Quotes over \$500 will require a 50% down payment.



PUBLIC WORKS
Project Update

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, PE, Public Works Director
MEETING: January 23, 2025
SUBJECT: EMS Headquarters Station Construction Update
PRESENTER: Andrew Gerth, BHS

BACKGROUND

BHS began construction of the EMS Headquarters in April of 2024.

DISCUSSION

BHS will present an update on the progress of the new building.

FISCAL IMPACT

NA

RECOMMENDATION(S)

NA

POSSIBLE MOTION(S)

No action required.

Enclosures:



PUBLIC WORKS
Public Hearing

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

COMMISSION AGENDA REPORT

FROM: Andrea Rose, Adminministrative Assistant II.

MEETING: January 23, 2025

SUBJECT: University Park Water Benefit District Expansion

PRESENTER: Evan McMillan, Assistant County Engineer

Background:

A resident of Lakeside Heights has requested water service from the nearby University Park Water Benefit District. A petition has been submitted, attached with this CAR, for the property's inclusion in the Water Benefit District No. 3.

Discussion:

A public hearing must be held to satisfy the requirements for benefit district expansions. Once the meeting is held, and if there are no concerns, the property can be added to the Benefit District at the Commission's approval, and execution of resolution at a later date.

Fiscal Impact:

The cost for installation of services will be the responsibility of the homeowner requesting the expansion. As such, there will be no immediate fiscal impact to the County or Benefit District.

POSSIBLE MOTION(S):

Move to adopt Resolution No. 012325-___ authorizing the enlargement of the University Park Water Benefit District # 3, to include Lots 5-7, Block 10, Lakeside Heights Subdivision, Riley County, Kansas.

Move to deny Resolution No.. 012325-___, denying the enlargement of the University Park Water Benefit District # 3, to include Lots 5-7, Block 10, Lakeside Heights Subdivision, Riley County, Kansas.”

Enclosures:

- Etienne Baudoin peition for District #3 Expansion (PDF)
- Resolution Expanding University Park Water Benefit District 3 - Baudoin.01232025 (DOCX)
- Certificate of Public Works Director - Baudoin Expansion.01022025 (DOC)
- UP Certificate (PDF)

PETITION FOR ENLARGEMENT OF WATER DISTRICT

We, the undersigned petitioner(s), hereby request the Board of Commissioners of Riley County, Kansas, to enlarge University Park Water Benefit District No. 3 (the "District"), pursuant to K.S.A. 19-3536 et seq. In support of this request, we provide the following information:

1. The undersigned petitioner is the owners of at least fifty-one percent (51%) of the acreage of the land in the Proposed Enlargement Area.
2. Petitioner proposes to amend the District by expanding the District to contain the below described property ("Proposed Enlargement Area").
 - **Lots 5-7, Block 10, Lakeside Heights Subdivision, Riley County, Kansas**
3. The total estimated cost of all improvements required to serve the Proposed Enlargement Area as part of the District ("Improvements") will be paid by the owner(s) of the Proposed Enlargement Area.
4. The proposed method of payment is cash payment made directly by the undersigned petitioners to the contractor(s) designing and installing the Improvements.
5. If the District is amended to include the Proposed Enlargement Area as requested by this Petition, the undersigned petitioner(s) shall directly contract with one or more contractor(s) that must be preapproved by the Riley County Director of Public Works for the design and installation of the Improvements. The Improvements must be installed pursuant to plans that have been approved prior to installation by the Riley County Director of Public Works.
6. Water service for the Proposed Enlargement Area designated above will be supplied from the District.
7. The proposed apportionment of the burden of adding an additional user to the existing infrastructure of the District between the Proposed Enlargement Area and the District is a \$1250.00 connection fee to be paid in full by the owner(s) of the Proposed Enlargement Area. Petitioner understands and agrees that such connection fee may be raised from time to time for any new connections within the Proposed Enlargement Area and the District by a resolution adopted by the Board of Commissioners of Riley County, Kansas.

No part of the Proposed Enlargement Area is within any incorporated city, nor is it within three miles of any city that has adopted subdivision regulations.

FILED

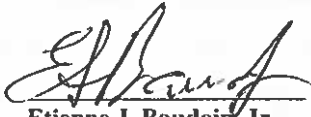
2024 OCT 29 AM 8:44

COUNTY CLERK
RILEY COUNTY, KANSAS

Attachment: Etienne Baudoin petition for District #3 Expansion (15332 : University Park Water Benefit District Expansion)

9. In the event it is determined by the Board of County Commissioners that the Improvements required to provide services to the Proposed Enlargement Area are not feasible, it is understood that all costs and expenses of the work, including preliminary planning, engineering, legal and other preliminary work of skilled personnel employed by the Board, shall be assessed against the owner(s) of the Proposed Enlargement Area

Property Owned Within the University Park Water Benefit District No. 3 Proposed Expansion Area

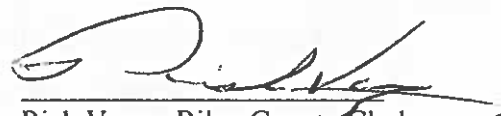

Etienne J. Baudoin, Jr.

29 Oct 24
Date

Lots 5-7, Block 10
Lakeside Heights Subdivision

THIS PETITION was filed in my office the 29 day of October, 2024.




Rich Vargo, Riley County Clerk

RESOLUTION NO. 012325-**A RESOLUTION AUTHORIZING ENLARGEMENT OF UNIVERSITY PARK WATER
BENEFIT DISTRICT NO. 3 IN RILEY COUNTY, KANSAS, AND THE
CONSTRUCTION OF CERTAIN WATER IMPROVEMENTS**

WHEREAS, the Board of County Commissioners of Riley County, Kansas, has previously adopted and approved Resolutions No. 1963-004, 1966-006 and 080414-34, which created University Park Water Benefit Districts No. 1 and No. 2 and subsequently enlarged the area described in said Resolutions so that all such property described in Resolutions Nos. 1963-004, 1966-006 and 080414-34 is included in the current University Park Water Benefit District No. 3 (the “District”), for the purpose of constructing and maintaining water production and distribution facilities and appropriate appurtenances thereto to serve the District; and

WHEREAS, petitioner(s) representing the record owner(s) of at least 51% of the acreage of the land proposed to be added to the District (the “Property”) that is described in their petition submitted to the Riley County Clerk on October 29, 2024 (the “Petition”), have petitioned the Board of County Commissioners to enlarge the District, to make improvements to serve petitioner(s)’ Property within the District (the “Improvements”), and to agree to pay for all costs of design and installation of the Improvements, all pursuant to the provisions of K.S.A. 19-3536 et seq., as amended (the “Act”); and

WHEREAS, the Improvements requested in the Petition include design and installation of an extension of the District’s existing water main in the vicinity of the Property to supply water to the Property, as well as a Connection Fee required to be paid for the Property to be added as a new customer to the District’s existing water supply infrastructure, all at a total estimated cost comprised solely of a \$1250.00 Connection Fee per new user and the costs incurred solely by property owners installing privately-owned laterals to connect structures to the District’s existing water main; and

WHEREAS, the County Engineer and Public Works Director have reviewed the petition and found it sufficient pursuant to K.S.A. 19-3538.

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

SECTION 1. The “District” as created and enlarged by Resolutions No. 1963-004, 1966-006 and 080414-34, is enlarged to include the following Property in the County: **Lots 5-7, Block 10, Lakeside Heights Subdivision, Riley County, Kansas (referred to throughout this Resolution as the “Property”).**

SECTION 2. The construction of the Improvements, including the Connection Fee required to be paid for the Property to be added as a new customer to the District’s existing water supply infrastructure, is estimated to cost and be comprised solely of a \$1250.00 Connection Fee and the private costs incurred solely by property owners installing the Improvements to connect the Property to the District’s existing water supply infrastructure. Pursuant to the terms of the Petition, petitioners have agreed to pay the total cost of all Improvements required to serve the Property. Such estimated costs are hereby approved and authorized, subject to future modification of the \$1250 Connection Fee per new user by a resolution adopted by the Board of County Commissioners of Riley County, Kansas.

SECTION 3. The Improvements shall be designed and installed by one or more contractors that are preapproved by the Riley County Director of Public Works. Improvements not installed by preapproved contractors are subject to not being allowed to connect to the District’s water main or receive water from the District.

SECTION 4. All of the costs of the “Improvements,” including any cost of financing, shall be paid by petitioner(s) and assessed against the Property as a unified single parcel. If petitioners fail to immediately pay for all costs of the Improvements, the Riley County Board of County Commissioners shall impose a lump sum special assessment against the

Property for all unpaid costs of the Improvements pursuant to and in compliance with the provisions of K.S.A. § 19-3540, as amended.

SECTION 5. In accordance with the “Act,” the County may finance the unpaid costs of constructing the “Improvements” by the issuance of general obligation bonds of the County. Until such bonds are issued the County may issue temporary notes to finance the costs of the “Improvements.” This resolution shall constitute a declaration of official intent pursuant to U.S. Treasury Regulation §1.150-2.

SECTION 6. The construction of the “Improvements” shall be in accordance with the rules and regulations of the Kansas State Department of Health and Environment which are applicable to the “Improvements” and subject to the approval of the Board of County Commissioners.

ADOPTED AND APPROVED on this 23rd day of January, 2024.

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

Greg McKinley, Chairperson

Kathryn G. Focke, Vice Chairperson

John Ford, Member

ATTEST:

Rich Vargo, Riley County Clerk

(SEAL)

**CERTIFICATE OF PUBLIC WORKS DIRECTOR
AMENDMENT OF UNIVERSITY PARK WATER BENEFIT DISTRICT NO. 3**

This is to certify that I have examined the petition filed in the office of the Riley County Clerk on October 29, 2024 (“Petition”) to amend University Park Water Benefit District No. 3 by expanding its boundaries and certify as follows:

1. The Petition proposes expanding the area and boundaries of University Park Water Benefit District No. 3 to include the following described property which is referred to in the Petition and in this Certificate as the “Proposed Enlargement Area”: **Lots 5-7, Block 10, Lakeside Heights Subdivision, Riley County, Kansas.**

2. I have examined the Proposed Enlargement Area set forth in the Petition and the property proposed to be incorporated within the amended District and hereby approve the legal description of the boundaries of the District as shown in the order of amendment.

3. The area or property within the Proposed Enlargement Area is laid off into lots and lies outside the limits of any incorporated city.

4. The Petition for amendment was signed by the owners of 100% of the acreage of the land in the Proposed Enlargement Area.

Dated this _____ day of January, 2025.

John Ellerman, County Engineer & Director of
Riley County Public Works Department

**CERTIFICATE OF PUBLIC WORKS DIRECTOR
AMENDMENT OF UNIVERSITY PARK WATER BENEFIT DISTRICT NO. 3**

This is to certify that I have examined the petition filed in the office of the Riley County Clerk on October 29, 2024 ("Petition") to amend University Park Water Benefit District No. 3 by expanding its boundaries and certify as follows:

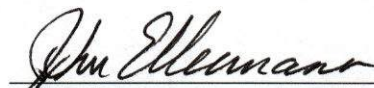
1. The Petition proposes expanding the area and boundaries of University Park Water Benefit District No. 3 to include the following described property which is referred to in the Petition and in this Certificate as the "Proposed Enlargement Area": **Lots 5-7, Block 10, Lakeside Heights Subdivision, Riley County, Kansas.**

2. I have examined the Proposed Enlargement Area set forth in the Petition and the property proposed to be incorporated within the amended District and hereby approve the legal description of the boundaries of the District as shown in the order of amendment.

3. The area or property within the Proposed Enlargement Area is laid off into lots and lies outside the limits of any incorporated city.

4. The Petition for amendment was signed by the owners of 100% of the acreage of the land in the Proposed Enlargement Area.

Dated this 2nd day of January, 2025.



John Ellermann, County Engineer & Director of
Riley County Public Works Department

Attachment: UP Certificate (15332 : University Park Water Benefit District Expansion)



**PLANNING &
DEVELOPMENT**
Public Hearing

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 23, 2025

SUBJECT: Valleywood Sewer Benefit District Expansion Petition - Public Hearing

PRESENTER: Amanda Webb, Planning Director

BACKGROUND

Valleywood is served by a public water source through the City of Manhattan. Public sewer service is available through a County benefit district. In spring 2024, it was discovered that, even though the sewer infrastructure is already in place to all lots within the subdivision, several properties are actually not part of the benefit district.

The Valleywood Combined Sewer District includes both sanitary sewer and storm water sewer.

The original CAR provided to the BOCC in April 2024 is attached for additional historical and background information.

DISCUSSION

Riley County received a petition (attached) to expand the district, to include lots 107-173 Valleywood Addition Replat.

Both Kansas statute and the Riley County Sanitary Code require connection to public sewer if it is within a certain distance from the subject property. Kansas Administrative Regulation 28-4-55 requires properties to connect to public sewers that abut the property. The Sanitary Code requires properties to connect if the sewer is within 400' of the subject property (when feasible). As the sewer mains already exist in front of all properties, the district must be expanded to serve the lots.

FISCAL IMPACT

There is no cost to the county or the district caused by this expansion. The petitioner has agreed to pay 100% of all costs to install all necessary improvements to connect to the existing mains, as well as the connection fees applicable for each new lot.

RECOMMENDATION

Staff recommends the Board of County Commissioners approve the expansion of the Valleywood Combined Sewer District.

POSSIBLE MOTION(S)

Move to adopt Resolution No. 012325-__, authorizing the enlargement of the Valleywood Combined Sewer District, to include lots 107-137 of Valleywood Addition Replat.

Move to deny Resolution No. 012325-__, denying the enlargement of the Valleywood Combined Sewer District, to include lots 107-137 of Valleywood Addition Replat.

Enclosures:

- Executed Petition (PDF)
- Valleywood_April 2024 (DOCX)
- Resolution Expanding Valleywood Combined Sewer District.L L Investments LLC.01232025 (DOCX)
- Valleywood Certificate (PDF)

FILED

PETITION FOR ENLARGEMENT OF COMBINED SEWER DISTRICT

2024 OCT 21 AM 10:05

We, the undersigned petitioner(s), hereby request the Board of Commissioners of Riley County, Kansas, to enlarge the Valleywood Combined Sewer District (the "District"), pursuant to K.S.A. 19-27a01 et seq. In support of this request, we provide the following information:

1. The undersigned petitioner is the owners of at least fifty-one percent (51%) of the acreage of the land in the Proposed Enlargement Area.
2. Petitioner proposes to amend the District by expanding the District to contain the below described property ("Proposed Enlargement Area").
 - **Lots 107-137, Valleywood Addition Replat, Riley County, Kansas**
3. The total estimated cost of all improvements required to serve the Proposed Enlargement Area as part of the District ("Improvements") will be paid by the owner(s) of the Proposed Enlargement Area.
4. The proposed method of payment is cash payment made directly by the undersigned petitioners to the contractor(s) designing and installing the Improvements.
5. If the District is amended to include the Proposed Enlargement Area as requested by this Petition, the undersigned petitioner(s) shall directly contract with one or more contractor(s) that must be preapproved by the Riley County Director of Public Works for the design and installation of the Improvements. The Improvements must be installed pursuant to plans that have been approved prior to installation by the Riley County Director of Public Works.
6. Sanitary sewer and storm water sewer service for the Proposed Enlargement Area designated above will be supplied from the District.
7. The proposed apportionment of the burden of adding each additional user to the existing infrastructure of the District between the Proposed Enlargement Area and the District is a \$300.00 connection fee to be paid in full by the owner(s) of the Proposed Enlargement Area for each additional user to be connected prior to the connection of such user to the sanitary sewer infrastructure of the District. Petitioner(s) understands and agrees that such connection fee may be raised from time to time for any new connections within the Proposed Enlargement Area and the District by a resolution adopted by the Board of Commissioners of Riley County, Kansas.
8. No part of the Proposed Enlargement Area is within any incorporated city.

Attachment: Executed Petition (15334 : Valleywood SBD expansion public hearing)

9. In the event it is determined by the Board of County Commissioners that the Improvements required to provide services to the Proposed Enlargement Area are not feasible, it is understood that all costs and expenses of the work, including preliminary planning, engineering, legal and other preliminary work of skilled personnel employed by the Board, shall be assessed against the owner(s) of the Proposed Enlargement Area.
10. Any person signing this petition who desires to withdraw such person's name may do so by giving written notice to the Riley County Clerk on or before the date of the hearing on this petition to take place before the Board of Riley County Commissioners.

Property Owned Within the Valleywood Combined Sewer District Proposed Expansion Area

L L INVESTMENTS, LLC,
a Kansas limited liability company

BY:



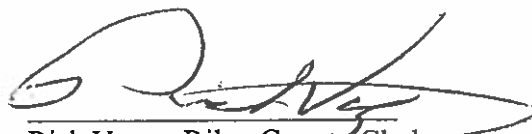
Kendra D. Lister

Date

**Lots 107-137,
Valleywood Addition Replat**

THIS PETITION was filed in my office the 21 day of October 2024.





Rich Vargo, Riley County Clerk

DISCUSSION

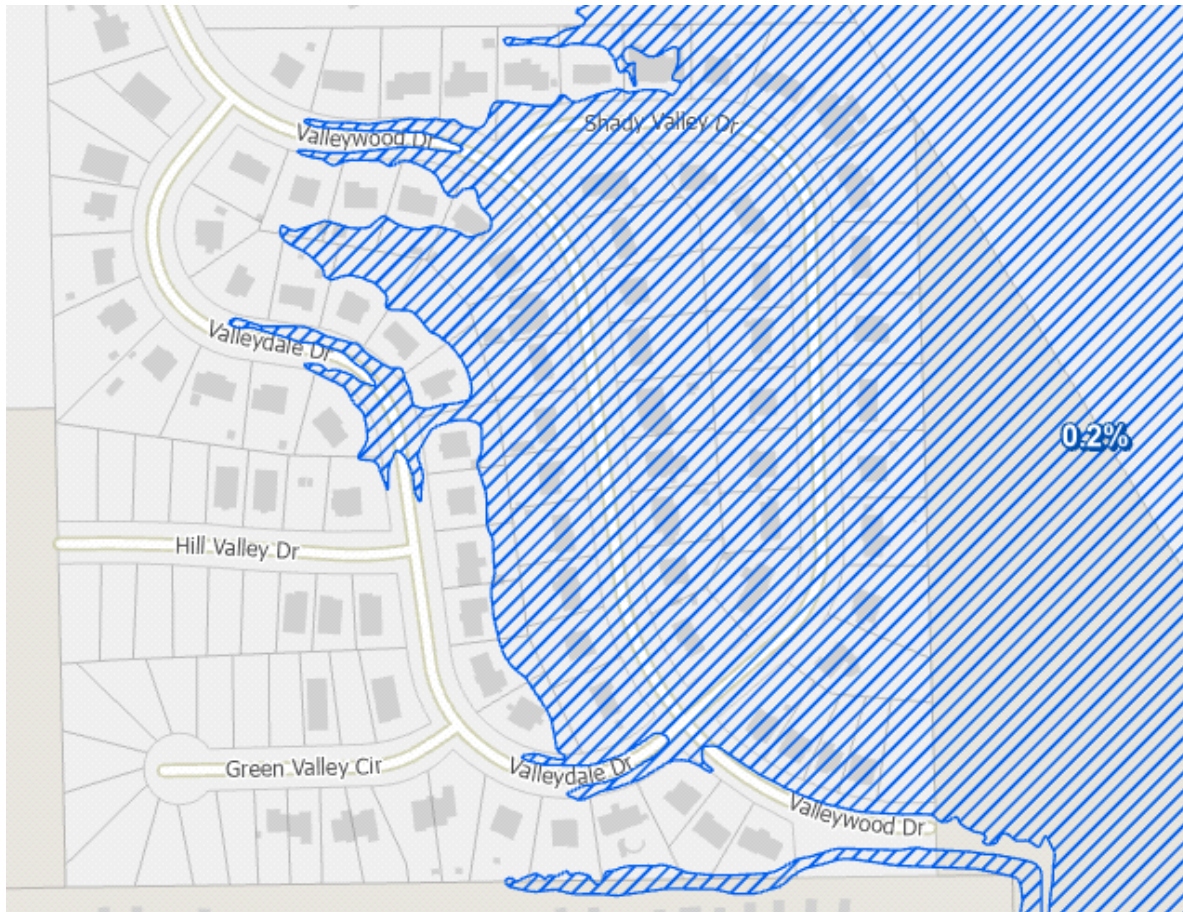
In 2023, Planning & Development issued five building permits for properties along Hill Valley Drive - 1612, 1614, 1616, 1618, and 1619. As lot preparation and construction recently began, there have been questions about the issuance of said permits (and future building permits).

Planning & Development will not issue a building permit for any structure requiring water and/or wastewater service until we have confirmed said water and/or sewer source. If it is a private well and/or private wastewater system, the process and all permitting goes through Planning & Development. Additionally, for any properties within the regulatory floodplain, additional permitting is necessary that must be completed before the building permit can be issued.

For Valleywood, there is a public water source which is through the City of Manhattan. The City Commission approves the agreement for the connection outside of the city (which is processed through Risk Reduction where they collect fees and issue plumbing permits for this. Public sewer service is available through a county benefit district. With the sewer infrastructure already in place it was thought that the properties in question would be able to hook onto that sewer service. After-the-fact, additional research revealed that these and other remaining lots were never added to the benefit district.

The properties in question are not located within the regulatory floodplain - see map below. This means, no floodplain development permit, nor elevation of structures, is required for the building permits to be issued, nor for any fill material brought in to elevate the properties for construction. The remaining portion of Valleywood is located within the 0.2% floodplain, which does not require a floodplain development permit either. Limitations, and permitting, only applies when a property is within the 1% annual chance floodplain and/or the 1% future conditions floodplain.

Under Planning & Development's regulations, there was no reason to deny the building permits for properties along Hill Valley Drive. Preliminary approval of a building permit is the final step after all other permitting (or confirmation of availability) has been completed. There is nothing regarding drainage or stormwater within Planning & Development's codes.



Staff from Public Works, County Counselor, and Planning & Development have researched the issues and bring before you the following timeline of events for Valleywood dating back to the 1970s when the initial plat was approved.

Year	Month	Event
1977	October	Valleywood Subdivision approved
1978	May	Hill's (developer) request to form district for water and sewer rejected by BOCC for prudent financial management.
1983	November	Richard Hill entered into original agreement with Manhattan to hook his sewer lines into the City's system.
1983	December	Valleywood Subdivision Replat of Lots 1-5, 12-33, and 36-39
1991	January	Benefit district petition certification
1993	Spring	Residents sued developer and accused him of defrauding them. It appears a jury sided with the residents.
1993		Resident removed manhole lid in attempts to help drain stormwater, flooded homes in the area.
1994	April	Kathleen McKelvy Murray requested lots 107-137 and 148 be added to the sewer and water district. It does not appear that ever happened.
1994	August	Petition filed for Storm Water Drainage Sewer District (Valleywood minus

		Replat)
1994	October	Resolution approving Storm Sewer Drainage District (Resolution #100694-66) minus lots 107-137 of replat (estimated costs of \$175,000)
1995	March	BG Consultants Drainage Study Dan Harden (PW Director) presented study to BOCC McKelvy Murray followed up on request to be added to water and sewer districts as well as voice her concern than Dan Harden was talking with the Corp about the lots potentially being in a wetland. She was informed she would need to get a permit from the Corps to use dirt-work to fill in that area and she was able to obtain the proper permit.
1995	May	BG developed additional options to study diverting storm water to Marlatt. Second mention of a Corps designated wetland between Green Valley Circle and Hill Valley Drive.
1996	August	BG changes direction of stormwater from going north to Barnes Road ditch, to pumping south to Marlatt Ditch and including Carson Ditch improvements.
1997	May	Resolution authorizing eminent domain to obtain easements for drainage improvements (Resolution #052997-16)
1997	December	Contract signed with Ebert Construction for stormwater drainage improvements
2000	December	Manhattan City Commission approves water connections to city water.
2004	December	Resolution #122004-76 authorizing Valleywood Sewer District and Valleywood Storm Sewer Drainage District to be combined. City takes over sewer billing with their water bill and county collects mill levy for storm sewer and sewer maintenance. Excludes lots 107-137 of replat area.
2007	June	BOCC approves replacing electrical and control panel for storm sewer pumps. This did not happen.
2010	May	BOCC agreed to hire consultant (SMH) to study potential improvement to the drainage district. BOCC approves funds to video sewer lines and clean drainage ditch
2011	April	SMH Drainage Study (Hydraulics and Hydrology analysis)
2011	July	Presented results of SMH study to BOCC
2011	October	Public meeting held to discuss drainage options from SMH study. Concern was residents willing to pay for the improvements as well as concerns neighbors would not participate in maintaining any projects as some residents had already done extensive work to remove measures, such as dips in the driveways, that were designed to help move water. Ultimately no project was authorized.
2011	November	Some residents had a meeting to discuss forming or reviving an HOA to enforce restrictive covenants. There was not enough support in the community for the HOA.

RESOLUTION NO. 012325-**A RESOLUTION AUTHORIZING ENLARGEMENT OF VALLEYWOOD COMBINED SEWER DISTRICT IN RILEY COUNTY, KANSAS, AND THE CONSTRUCTION OF CERTAIN WATER IMPROVEMENTS**

WHEREAS, the Board of County Commissioners of Riley County, Kansas, has previously adopted and approved Resolutions No. 100694-66, 013194-6 and 122004-76, which created the Valleywood Subdivision Storm Sewer Drainage District and the Valleywood Subdivision Sewer District, and subsequently combined said districts to form the Valleywood Combined Sewer District (the “District”), all pursuant to the authority of K.S.A. 19-27a01 et seq. (the “Act”); and

WHEREAS, petitioner(s) representing the record owner(s) of at least 51% of the acreage of the land proposed to be added to the District (the “Property”) that is described in their petition submitted to the Riley County Clerk on October 21, 2024 (the “Petition”), have petitioned the Board of County Commissioners to enlarge the District, to make improvements to serve petitioner(s)’ Property within the District (the “Improvements”), and to agree to pay for all costs of design and installation of the Improvements, all pursuant to the provisions of the Act; and

WHEREAS, the Improvements requested in the Petition include design and installation any and all necessary improvements and modifications to the District’s existing sanitary sewer and storm water sewer facilities in the vicinity of the Property to provide sanitary sewer services to the Property, as well as a Connection Fee required to be paid for the Property to be added as a new customer to the District’s existing sanitary sewer and storm water sewer infrastructure, all at a total estimated cost comprised solely of a \$300.00 Connection Fee per new user and the costs incurred solely by property owners installing privately-owned laterals to connect structures to the District’s existing sanitary sewer mains; and

WHEREAS, the County Engineer and Public Works Director have reviewed the Petition and found it sufficient pursuant to K.S.A. 19-27a14 and the Act.

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

SECTION 1. The “District” as created and combined by Resolutions No. 100694-66, 013194-6 and 122004-76, is enlarged to include the following Property in the County: **Lots 107-137, Valleywood Addition Replat, Riley County, Kansas (referred to throughout this Resolution as the “Property”).**

SECTION 2. The construction of the Improvements, including the Connection Fee required to be paid for each new user within the Property to be added as a new customer to the District’s existing sanitary sewer and storm water sewer infrastructure, is estimated to cost and be comprised solely of a \$300.00 Connection Fee per new user and the private costs incurred solely by property owners installing privately-owned laterals to connect structures to the District’s existing sanitary sewer mains. Pursuant to the terms of the Petition, petitioners have agreed to pay the total cost of all Improvements required to serve the Property. Such estimated costs are hereby approved and authorized, subject to future modification of the \$300 Connection Fee per new user by a resolution adopted by the Board of County Commissioners of Riley County, Kansas.

SECTION 3. The Improvements shall be designed and installed by one or more contractors that are preapproved by the Riley County Director of Public Works. Improvements not installed by preapproved contractors are subject to not being allowed to connect to the District’s sanitary sewer main or receive sanitary sewer services from the District.

SECTION 4. All of the costs of the “Improvements,” including any cost of financing, shall be paid by petitioner(s) and assessed against the Property on an equal share per platted lot served basis. If petitioners fail to immediately pay for all costs of the Improvements, the Riley County Board of County Commissioners shall impose a lump sum special assessment

against the Property for all unpaid costs of the Improvements on an equal share per platted lot basis pursuant to and in compliance with the provisions of the Act, as amended.

SECTION 5. In accordance with the “Act,” the County may finance the unpaid costs of constructing the “Improvements” by the issuance of general obligation bonds of the County. Until such bonds are issued the County may issue temporary notes to finance the costs of the “Improvements.” This resolution shall constitute a declaration of official intent pursuant to U.S. Treasury Regulation §1.150-2.

SECTION 6. The construction of the “Improvements” shall be in accordance with the rules and regulations of the Kansas State Department of Health and Environment which are applicable to the “Improvements” and subject to the approval of the Board of County Commissioners.

ADOPTED AND APPROVED on this 23rd day of January 2025.

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

Greg McKinley, Chairperson

Kathryn G. Focke, Vice Chairperson

John Ford, Member

ATTEST:

Rich Vargo, Riley County Clerk

(SEAL)

**CERTIFICATE OF PUBLIC WORKS DIRECTOR
AMENDMENT OF VALLEYWOOD COMBINED SEWER DISTRICT**

This is to certify that I have examined the petition filed in the office of the Riley County Clerk on October 21, 2024 ("Petition") to amend Valleywood Combined Sewer District by expanding its boundaries and certify as follows:

1. The Petition proposes expanding the area and boundaries of Valleywood Combined Sewer District to include the following described property which is referred to in the Petition and in this Certificate as the "Proposed Enlargement Area": **Lots 107-137, Valleywood Addition Replat, Riley County, Kansas.**

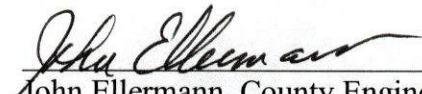
2. I have examined the Proposed Enlargement Area set forth in the Petition and the property proposed to be incorporated within the amended District and hereby approve the legal description of the boundaries of the District as shown in the order of amendment.

3. Sewage from the Proposed Enlargement Area set forth in the Petition and the property proposed to be incorporated within the amended District flows by gravity into the mains of the amended District.

4. The area or property within the Proposed Enlargement Area is laid off into lots and lies outside the limits of any incorporated city.

5. The Petition for amendment was signed by the owners of 100% of the acreage of the land in the Proposed Enlargement Area.

Dated this 2nd day of January, 2025.



John Ellermann, County Engineer & Director of
Riley County Public Works Department

Attachment: Valleywood Certificate (15334 : Valleywood SBD expansion public hearing)