



**Board of Riley County
Commissioners
Regular Meeting
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

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Approval of 2025 Official Depositories
4. Sign a Tax Roll Corrections
5. Sign Riley County Employee Action Form(s)

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Jan 23, 2025 8:30 AM

Press Conference Topics

7. Discuss Press Conference

Review Tentative Agenda

8. Tentative Agenda

9:00 AM

Jacob Hansen, Deputy County Counselor

9. Restatement of Resolution Establishing Rural Economic Development Advisory Board

9:15 AM

Lori Feldkamp, Big Lakes Developmental Center Director

10. Big Lakes Developmental Center update

9:30 AM

Press Conference

9:35 AM

Breva Spencer, Maternal and Child Health Supervisor

11. OPEI Letter of Intent

- 9:40 AM** **Jacob Hansen, Deputy County Counselor**
12. Executive session to discuss a performance matter involving non-elected personnel
- 9:50 AM** **Amanda Webb, Planning/Special Projects Director**
13. Comprehensive Plan Update
- 10:10 AM** **Bryant Parker, Counselor/Director of Administrative Services**
14. Administrative Work Session
15. Pending County Projects County Counselor
- 10:30 AM** **Megan Lewis, Community Corrections Director**
16. Staff Update
- 12:00 PM** **Intergovernmental Luncheon**
17. Intergovernmental Luncheon Agenda
- Adjournment**

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



**COUNTY TREASURER'S
OFFICE**
Report

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

COMMISSION AGENDA REPORT

FROM: Shilo Heger
MEETING: January 27, 2025
SUBJECT: Approval of 2025 Official Depositories
PRESENTER: Shilo Heger

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 Official Depositories (DOC)



TREASURER'S OFFICE

Shilo Heger
County Treasurer

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

TO: Board of County Commissioners
FROM: Shilo Heger
DATE: January 24, 2025
RE: 2024 Official Depositories

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

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

Kansas Municipal Investment Pool

Attachment: 2025 Official Depositories (15352 : 2025 Official Depositories)



**COUNTY CLERK &
ELECTIONS**
Tax Roll Correction

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

COMMISSION AGENDA REPORT

FROM: Joe Godown
MEETING: January 27, 2025
SUBJECT: Sign a Tax Roll Corrections
PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve the Tax Roll Corrections.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 012725 tax roll corrections (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by JGODOWN 2025/01/21

4.a

Taxpayer ID MANH0100
Owner ID MANH0100

Control # 2025000013

Tax Year 2023
Tract # R6833

MANHATTAN RETIREMENT FOUNDA

CAMA # 203-06-2-00-00-010-01-0-01

MEADOWLARK HILLS
RETIREMENT COMMUNITY
#5 PT LOT 1

2121 MEADOWLARK RD

TU 2 Manhattan City
Parcel 80520

MANHATTAN, KS 66502-4569

USD 383

Property Address 2121 MEADOWLARK RD

APPRAISER SECTION (Value)

2025/01/21 JGODOWN APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
NU		724360	724360
RU	602850	16894720	17497570

Appraised After Correction:

CL	Land	Imp	Total
BO		724360	724360
BO	602850	16894720	17497570

Net Change

Total 602850 17619080 18221930

Assessed Prior to Correction:

NU	Imp	Total
NU	86923	86923
RU	69328	1942893

Total 602850 17619080 18221930

Assessed After Correction:

BO	Imp	Total
BO	724360	724360
BO	602850	16894720

Net Change

Total 69328 2029816 2099144

SB41 4836

Total 602850 17619080

SB41

Total 2099144-

SB41 4836-

CLERK SECTION (Tax)

2025/01/21 JGODOWN ORDER PRINTED

Tax Prior to Correction:

Levy 150.37500	Gen Tax	315658.80
	SB41 \$	96.72
SB41 Tax Dollars		315562.08

Tax After Correction:

Levy 150.37500	Gen Tax	
	SB41 \$	
SB41 Tax Dollars		

Net Change

		315658.80-
		96.72-
		315562.08-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

2099144-

Applicable Mill Levy

150.37500

Net Change in Levied Tax Dollars

315658.80-

Net Change in SB41 Exemption

96.72-

Type of Correction DECREASE

Correction Code CO C.O.T.A./OTHER Rate 7.00%

Tax Statement # 20907

Comments BOIA Order Docket No.

2023-477-TX

Net Change in Total Tax Dollars

315562.08-

Owner MANH0100

MANHATTAN RETIREMENT FOUNDA

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

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: 012725 tax roll corrections (15364 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by JGODOWN 2025/01/21

4.a

Taxpayer ID MANH0100
Owner ID MANH0100

Control # 2025000014

Tax Year 2024
Tract # R6833

MANHATTAN RETIREMENT FOUNDA

CAMA # 203-06-2-00-00-010-01-0-01

MEADOWLARK HILLS
RETIREMENT COMMUNITY
#5 PT LOT 1

2121 MEADOWLARK RD

TU 2 Manhattan City

MANHATTAN, KS 66502-4569

Parcel 80520

USD 383

Property Address 2121 MEADOWLARK RD

APPRAISER SECTION (Value)

2025/01/21 JGODOWN APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
NU		840670	840670
RU	602850	16481680	17084530

Total 602850 17322350 17925200

Assessed Prior to Correction:

NU		
	100880	100880
RU	69328	1895393

Total 69328 1996273 2065601

SB41 8625

Appraised After Correction:

CL	Land	Imp	Total
EO		840670	840670
EO	602850	16481680	17084530

Total 602850 17322350 17925200

Assessed After Correction:

EO		
	840670	840670
EO	602850	16481680

Total 602850 17322350

SB41

Net Change

Net Change

739790

15119809

Total 2065601-

SB41 8625-

CLERK SECTION (Tax)

2025/01/21 JGODOWN ORDER PRINTED

Tax Prior to Correction:

Levy	152.66600	Gen Tax	315347.06
		SB41 \$	172.50
SB41 Tax Dollars			315174.56

Tax After Correction:

Levy	152.66600	Gen Tax	
		SB41 \$ <td> </td>	
SB41 Tax Dollars			

Net Change

315347.06-

172.50-

315174.56-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

2065601-

Applicable Mill Levy

152.66600

Net Change in Levied Tax Dollars

315347.06-

Net Change in SB41 Exemption

172.50-

Type of Correction DECREASE

Correction Code CO C.O.T.A./OTHER Rate 7.00%

Tax Statement # 21241

Comments BOIA Docket No.

2023-477-TX

Net Change in Total Tax Dollars

315174.56-

Owner MANH0100

MANHATTAN RETIREMENT FOUNDA

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

(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: 012725 tax roll corrections (15364 : Tax Roll Corrections)



**COUNTY CLERK &
ELECTIONS**
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: January 27, 2025

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2025-01 Fire MRutkowski EAF (DOCX)
- 2025-01 Fire MNorville EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Matthew Rutkowski**Status Change Date:** 01/22/2025**Status Change:** Separation**Date of Hire:** 01/19/2022**Seniority:** 3 Year(s), 0 Month(s)**Position:** Volunteer Firefighter**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Stipend**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183- Fire District #1/ 183- Fire District #1**Supervisor:** Douglas Russel**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-01 Fire MRutkowski EAF (15363 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Matt Norville**Status Change Date:** 01/22/2025**Status Change:** New Hire**Date of Hire:** 02/06/2025**Seniority:** 0 Year(s), 0 Month(s)**Position:** Volunteer Firefighter**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Stipend**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183- Fire District #1/ 183- Fire District #1**Supervisor:** Douglas Russel**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-01 Fire MNorville EAF (15363 : Employee Action Form (Green Sheet))



**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

9:55 AM

Bryant Parker, Counselor/Director of Administrative Services

5. Executive session to discuss confidential legal advice regarding pending litigation issues

Adjournment

Attachment: 01-30-25 tentative agenda (15303 : Tentative Agenda)

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



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
February 03, 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

Review Tentative Agenda

Press Conference Topics

9:00 AM

Bryant Parker, Counselor/Director of Administrative Services

1. Administrative Work Session

9:20 AM

Amanda Webb, Planning/Special Projects Director

2. Charter Resolution to cease school inspections

9:30 AM

Press Conference

3. RCPD Update - Scott Hajek and Mark French (3-5 minutes)

10:00 AM

Russel Stukey, Emergency Management Director

4. Staff update

10:15 AM

Jacob Hansen, Deputy County Counselor

5. Public hearing for fence view - Vandahl and Chaffee

11:15 AM

Jacob Hansen, Deputy County Counselor

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

Adjournment

Attachment: 02-03-25 tentative agenda (15303 : Tentative Agenda)

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

Attachment: 02-03-25 tentative agenda (15303 : Tentative Agenda)



**County
Counselor/Administrative
Services**
Resolution

Bryant Parker
Counselor/Director of Administrative
Services
115 North 4th Street
Manhattan, KS 66502
Phone: 785-565-6844

RESOLUTION

FROM: Jana Chingway, Office Manager

MEETING: January 27, 2025

SUBJECT: Restatement of Resolution Establishing Rural Economic Development
Advisory Board

PRESENTER: Jacob Hansen, Deputy County Counselor

BACKGROUND

The Rural Economic Development Advisory Board (“REDAB”) was established in 2021 to:

- (1) Provide policy recommendations to the Board of County Commissioners concerning development and economic policies;
- (2) Advise on the attraction and expansion of business, retail, industrial, agricultural and commercial development;
- (3) Provide recommendations on economic development policies, rules, regulations and other matters as directed by the Board; and
- (4) Collaborate with other governmental agencies and organizations for the advancement of economic development programs and projects.

REDAB consists of nine members, and one of those members is required to be the Riley County Extension Director of the Riley County K-State Research and Extension Office.

DISCUSSION

At the request of the Board, the resolution presented shall remove the requirement that one member of REDAB be the Director of the Riley County K-State Research and Extension Office and replace that requirement so that one member of REDAB shall be the Director of the Riley County Planning and Development department.

Updated: 1/23/2025 7:52 AM by Jana Chingway

Page 1

No other changes are intended to be made to the structure of REDAB, nor are any changes made to the current schedule of terms each member is currently serving.

FISCAL IMPACT

None

RECOMMENDATION(S)

That the Board approves the resolution as presented.

POSSIBLE MOTION(S)

- A. "I move that the Board approve the resolution as presented."
- B. "I move that the Board approve the resolution, after the following changes are made..."
- C. "I move the Board not approve the resolution."

Enclosures:

- 012725 (DOCX)
- BOCC - Letter Appointing Amanda Webb REDAB (DOC)

RESOLUTION NO. 012725-

A RESOLUTION OF RILEY COUNTY, KANSAS RESTATING THE RURAL ECONOMIC DEVELOPMENT ADVISORY BOARD FOR RILEY COUNTY STATING THE MEMBERSHIP, PURPOSE, FUNCTIONS AND POWERS

WHEREAS, the Board of Commissioners of Riley County, Kansas (“BOCC”) established the Rural Economic Development Advisory Board by Resolution No. 120921-50 and adopted and approved on December 9, 2021 (“Original Resolution”); and

WHEREAS, the BOCC desires to modify the Original Resolution to replace the required member of the County Extension Director of the Riley County K-State Research and Extension Office with a member being the Riley County Director of Planning and Development.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Riley County, Kansas, that such Original Resolution is restated as follows:

Section 1: A Rural Economic Development Advisory Board (hereinafter "Advisory Board" is hereby established.

Section 2: The Advisory Board shall consist of nine members and all members shall be residents of Riley County, Kansas, except those staff positions identified in Section 3.

Section 3: The members of the Advisory Board shall be appointed by the Board of County Commissioners and have a term limit of three (3) years, unless exempted as otherwise herein, and with the following qualifications:

- Six members shall reside in either Cities of Riley County other than Manhattan, or in the unincorporated area of Riley County.
- One member shall be the Riley County Director of Planning and Development. This member shall not be subject to term limitations.
- One member shall be a staff member of the Riley County K-State Research and Extension Office as appointed by the County Extension Director of the Riley County K-State Research and Extension Office. This member shall not be required to be a resident of Riley County; This member shall not be subject to term limitations.
- One member shall be a staff member of the Manhattan Area Chamber of Commerce; This member shall not be required to be a resident of Riley County; This member shall not be subject to term limitations.

Section 4: Those six members of the Advisory Board which are not specifically exempted from term limitations as stated in Section 3 herein, are restated with new continuous and successive terms of three (3) years thereafter, and with said continuous and successive terms set to initially expire as follows:

Attachment: 012725 (15362 : Restatement of Resolution)

Name	Term Expiration
Lorn Clement	December 31, 2025
Kirk Crabtree	December 31, 2025
Ron Wilson	December 31, 2026
Grace Hagenmaier	December 31, 2026
Gordon Hibbard	December 31, 2027
Kent Glasscock	December 31, 2027

Section 5: The Rural Economic Development Advisory Board shall meet monthly. A quorum of the Committee is established by a quorum of the Committee in attendance at any monthly meeting. Meetings of the Committee are subject to the requirements of the Kansas Open Meetings Act and shall be open to the public. Minutes shall be kept of all monthly Committee meetings.

Section 6: The Rural Economic Development Advisory Board shall provide policy recommendations to the Board of County Commissioners but shall not discuss or negotiate any development agreements. Any inquiry to the Advisory Board regarding pending or proposed development agreements shall be referred to the Board of County Commissioners.

Section 7: The Rural Economic Development Advisory Board shall serve in an advisory capacity to the Board of County Commissioners and shall have the following duties:

- (1) Review and provide recommendations to the Board of Riley County Commissioners on Rural Economic Development Strategies and possible Economic Development Incentive Policies;
- (2) Advise the Board of County Commissioners on the attraction and expansion of business, retail, industrial, agricultural and commercial development which is consistent with the County's comprehensive plan;
- (3) Review and provide recommendations to the Board of Riley County Commissioners regarding Economic Development policies, rules, regulations, and other matters relating to the economic development program of Riley County, as directed by the Board of County Commissioners; and
- (4) Collaborate with other governmental agencies, non-profit, and for-profit organizations in the advancement of economic development programs and projects, as directed by the Board of County Commissioners.

Section 8: This Resolution shall take effect and be in full force from and after its adoption by the Board of County Commissioners of Riley County, Kansas.

ADOPTED AND APPROVED on this _____th day of January 2025.

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

Greg McKinley, Chairman

ATTEST:

Rich Vargo, County Clerk

Kathryn Focke, Vice Chairwoman

John Ford, Member

Attachment: 012725 (15362 : Restatement of Resolution)



BOARD OF COMMISSIONERS

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

January 27, 2025

Amanda Webb, Director
Riley County Planning & Development
110 Courthouse Plaza
Manhattan, KS 66502

Re: Rural Economic Development Advisory Board Appointment

Dear Ms. Webb,

This is to confirm your appointment to the Rural Economic Development Advisory Board. We greatly appreciate your willingness to serve on this Council/Board and know that the Rural Economic Development Advisory Board will benefit from your contribution.

Sincerely,

BOARD OF COMMISSIONERS OF
RILEY COUNTY, KANSAS

Greg McKinley, Chairman

Kathryn Focke, Vice-Chairwoman

John Ford, Member

Attachment: BOCC - Letter Appointing Amanda Webb REDAB (15362 : Restatement of Resolution)



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 27, 2025

SUBJECT: OPEI Letter of Intent

PRESENTER: Breva Spencer, Maternal and Child Health Supervisor

BACKGROUND

Since August 2013 Riley County Health Department (RCHD) has received the Outreach, Prevention and Early Intervention (OPEI) services grant from Kansas Department of Health and Environment (KDHE). Renewed annually, the grant allows implementation of a program that provides outreach and prevention services to low-income families and at-risk infants.

DISCUSSION

The Maternal and Child Health (MCH) Weekly Home Visiting program utilizes an evidence-based curriculum, Promoting Maternal Mental Health and Promoting First Relationships for families prenatal through age 5. The Maternal and Child Health (MCH) Weekly Home Visiting program utilizes an evidence-based curriculum, Promoting Maternal Mental Health and Promoting First Relationships for families prenatal through age 5. Additional, OPEI grant funds the MCH Bilingual Navigator position which provides education, weekly home visiting, MCH service interpretation and case management services in both English and Spanish.

Program elements include:

1. Identify all families of at-risk infants from a targeted geographic area using reliable screening mechanisms.
2. Provide intensive, long-term, home visitor support.
3. Facilitate bonding between parent and infant.
4. Empower parents to seek support services through available community resources.
5. Promote healthy child development.
6. Prevent child abuse and neglect among project children from birth to age 5.

7. Link the child to a pediatric medical facility, other community services, and to developmental resources, as needed.
8. Initiate services with new parents before birth or at birth.
9. Identify families who are most in need of services
10. Offer services voluntarily and use positive, persistent, outreach efforts to build family trust.
11. Offer services intensively (at least once a week) and over the long term (2-5 years), with well-defined criteria for increasing or decreasing frequency of services.

The OPEI letter of intent and request to increase funds for the purpose of amending the contract is due to KDHE January 31, 2025. See attached Letter of Intent.

FISCAL IMPACT

Total funding shall not exceed \$639,845.00 and is comprised of \$319,923 from KDHE and \$319,922 in matching funds from Riley County. While the total increase is \$159,845.00, this amount accurately reflects the necessary funding to cover the budget, including salary increases. Riley County is accountable for half of the total increase, which amounts to \$79,922.00.

RECOMMENDATION(S)

Move for Commission Chair Greg McKinley to sign the OPEI letter of intent and amend the contract for renewal.

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:

- OPEI FY26 commission letter of intent(PDF)



January 27, 2025

Melissa Hammond, Contracts Manager
Kansas Department of Health and Environment
Division of Health Care Finance
900 SW Jackson, Suite 900 North
Topeka, KS 66612-1220

Dear Ms. Hammond:

The Riley County Board of County Commissioners wish to participate in the KDHE Healthy Families Outreach, Prevention and Early Intervention program and understand that a match is required in order to pull down federal funding for the program. The source of matching dollars will be local taxes and Riley County has adequate tax funds to provide up to \$319,922.00 in matching dollars.

Sincerely,

Greg McKinley
Chairperson
Riley County Board of County Commissioners



**PLANNING &
DEVELOPMENT**
Work Session

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

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director
MEETING: January 27, 2025
SUBJECT: Comprehensive Plan Update
PRESENTER: Amanda Webb, Planning Director

See attached report.

Enclosures:

- Comp plan staff report 1.27.25 (PDF)
- CPU Schedule (PDF)



PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

Date: January 27, 2025
To: Board of County Commissioners
From: Amanda Webb, Planning Director
Re: Comprehensive Plan update

Consultant:

- The contract was finalized with Stantec Consulting Services in December 2024.
- Planning & Development staff has met with Stantec to kick things back off and set up regular check in meetings.
- They are doing background work by reviewing existing relevant local and regional long-range plans, gathering data, and evaluating existing conditions.
- See attached schedule which was approved as part of the contract.

New Completion Date:

The new plan will be done and adopted by the BOCC no later than October 2025.

Comprehensive Plan Committee:

The full Comprehensive Plan Committee (CPC) is scheduled to reconvene on February 5. Stantec staff will discuss the process, schedule, and next steps forward. The subcommittees (housing, health, parks/recreation, infrastructure, economic development, land use/agriculture) will be encouraged to begin meeting again after that point.

We've added a few new CPC members and are still looking for representatives from, at minimum, the small cities, KSU, school districts, and other townships. A reminder that even if someone does not want to commit to serving on this advisory board, we still welcome all input.

Public Outreach:

- A refresher of the public outreach and engagement completed so far:
 - Eleven community workshops
 - Public survey
 - Newsletter – March 2024
 - Presented update to the intergovernmental group in July 2024.
 - Website (see below more information below)
- All public outreach completed to date will remain useful and relevant. The collected input is still available on the website and will be woven into the plan.
- While public engagement runs for the life of the project, there will be additional public workshops starting in April.

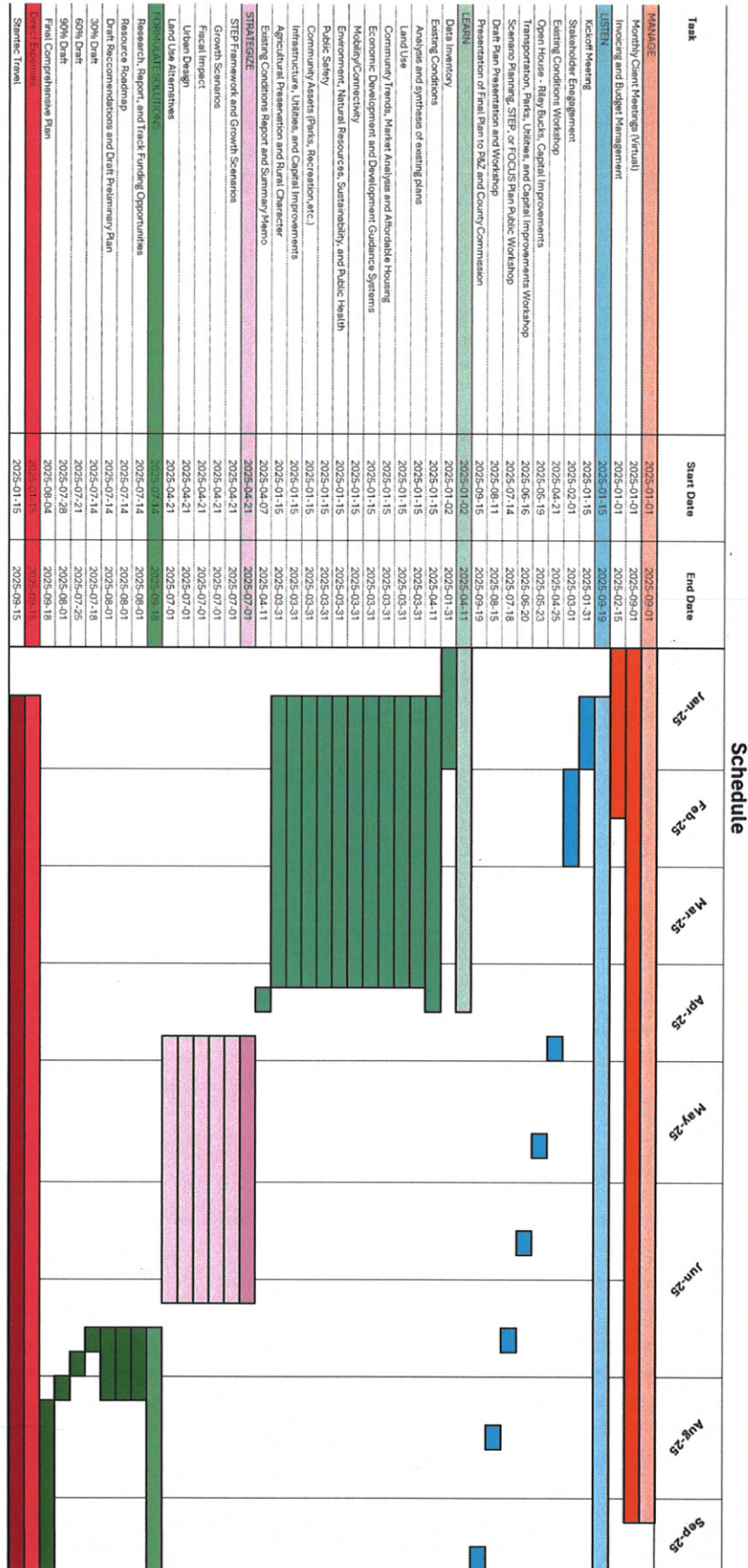
Website:

The Comprehensive Plan Update has its own webpage: www.rileycountyks.gov/plan. This is the place to find the latest information, opportunities for involvement, upcoming meetings, the tentative timeline, next steps, and much more.

All the public input we've collected both from the public survey as well as the community meetings is available for review on the website.

Email Address:

Dedicated email address for the project: complan@rileycountyks.gov. Please email us with any questions or comments at any time.





**COUNTY
COUNSELOR/ADMINISTRATIVE SERVICES**
Staff Update

Bryant Parker
Counselor/Director of Administrative Services
115 North 4th Street
Manhattan, KS 66502
Phone: 785-565-6844

STAFF REPORT

FROM: Bryant Parker, Riley County Counselor

MEETING: January 27, 2025

SUBJECT: Pending County Projects County Counselor

PRESENTER: Bryant Parker, Riley County Counselor

The County Counselor's Office plays a unique and active role in many of Riley County's ongoing projects and activities. We work closely with the staff of the various County departments to implement the goals and priorities of the County Commission.

Our activities frequently include negotiating contracts and other documents on behalf of the County, coordinating with state and federal regulators, working with private businesses and our local government partners on matters involving the County, and assessing and responding to potential and ongoing litigation.

We are also responsible for preparing draft resolutions for consideration by the County Commission, and frequently work with other County Departments in the assembly of information requested by the Commission.

ONGOING TASKS

Our office participates in several ongoing tasks, which include the following:

- Assist County departments with responses to Kansas Open Records Act requests
- Advise upon interpretation of County policies and procedures
- Assist with human resources matters
- Advise department heads and the County Commission on the interpretation of Kansas law as it applies to the County

- Conduct and supervise the County's tax foreclosure sale
- Assist with delinquent tax collection activities, including obtaining and maintaining enforceable judgments against non-paying taxpayers

CURRENT PROJECTS

In addition to our ongoing duties, the County Counselor's Office actively participates with County staff to address any and all legal issues surrounding county projects. These may include, but are not limited to, negotiation of project contracts, resolution of disputes between parties, advice concerning compliance, and other matters. A partial list of projects recently completed or currently being worked upon follows.

- Indigent Defense Counsel - Attorney Contracting
- Legislative Platform - Preparation of Model Short Term Rental Statute
- Advise Upon Removal of Multiple Trailers Illegally Parked on County Property and/or Right-of-Way
- Fire Department Benevolent Organization Bylaws Update
- Mid-Year Property Casualty Tax Abatement Procedure Review
- Parks and Recreation Easements/Rights of Way Request Review
- Prepare for Kansas Court of Appeals Oral Arguments in The Board of Riley County Commissioners of the County of Riley, Kansas vs. Kansas Historical Society, et al., Kansas Court of Appeals Case No. 23-126435-A
- Prepare for Kansas Court of Appeals Oral Arguments in Prairiewood Holdings, LLC v. Board of County Commissioners of Riley County, KS, et al., Kansas Court of Appeals Case No. 24-127166
- Coordination with City of Manhattan RE Stormwater and Sidewalk Improvements
- Employee Training Forgivable Repayment
- University Park Fire Station Utilities Services
- Keats Sewer Project
- University Park Fire Station Replacement
- EMS Headquarters Construction
- Benefit District Formation at Request of Property Owners
- Multiple Benefit District Expansions at Request of Property Owners
- Comprehensive Plan Update
- Remediation of Former Firing Range
- Boundary Line Adjustment & Replatting Educational Materials Project
- University Park Sewer Improvements
- Marlatt Improvements
- Elevator Refurbishment
- Adjustment of Speed Limits
- Public Declaration of Riley County Mental Health Task Force as Professional Voice for Mental Health
- Transfer of Rural Economic Advisory Board to Planning and Development Department

Enclosures:



**COMMUNITY
CORRECTIONS**
Staff Update

Megan Lewis
Community Corrections Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6380

STAFF REPORT

FROM: Megan Lewis
MEETING: January 27, 2025
SUBJECT: Staff Update
PRESENTER: Megan Lewis

Please see the attached Power Point

Enclosures:

- Monthly Staff Report January 2025 (PPTX)



Riley County Community Corrections

Monthly Update

Juvenile Intake & Assessment Services (JIAS)

- 11 Intakes in December
 - 1 returned to a parent/guardian
 - 2 placed with a relative/family friend
 - 3 placed in an Emergency Shelter
 - 5 released to a DCF Worker/Foster Home

FY25 Juvenile Intake & Assessment (Riley County)	Oct	Nov	Dec
Juvenile Offender	13	8	4
Status Offender (MIP, MIC, Runaway, Curfew, Truancy)	1	0	3
Child-In-Need-of-Care	8	3	4
Total	22	11	11

FY25 Juvenile Intake & Assessment (Clay County)	Oct	Nov	Dec
Juvenile Offender	0	0	0
Status Offender (MIP, MIC, Runaway, Curfew, Truancy)	1	0	0
Child-In-Need-of-Care	3	0	0
Total	4	0	0



Youth Court Immediate Intervention Program (YCIIP or IIP)

FY25 Youth Court IIP (Riley County)	Oct	Nov	Dec
Participants	44	34	36
Required Jurors	10	0	7
Volunteer Jurors	3	0	0
MDT Referrals	1	0	0
Total	58	34	43
FY25 Youth Court IIP (Clay County)	Oct	Nov	Dec
Participants	2	2	2
Required Jurors	0	0	0
Volunteer Jurors	0	0	0
MDT Referrals	0	0	0
Total	2	2	2



Juvenile Intensive Supervision

FY25 Juvenile Services (Riley County)	Oct	Nov	Dec
Juvenile Intensive Supervision	3	3	4
Juvenile Correctional Facility	1	2	2
Conditional Release	0	0	0
Courtesy Supervision Out	1	1	0
ICJ	0	1	1
Total	5	7	7

FY25 Juvenile Services (Clay County)	Oct	Nov	Dec
Juvenile Intensive Supervision	0	0	0
Juvenile Correctional Facility	0	0	0
Conditional Release	1	1	1
Courtesy Supervision Out	0	0	0
ICJ	0	0	0
Total	1	1	1



Adult Intensive Supervision

FY25 Adult Services	Oct	Nov	Dec
ISP	106	114	100
In Treatment	1	2	2
In Jail	12	9	12
Total	119	125	114
Absconder ADP	52	51	51



(Adult) Recovery Court

Recovery Court started – 2/23/22

- 21 current participants
 - 15 Riley County Clients
 - 6 Clay County Clients
- A total of 53 participants since the start of the program
- 14 Participants have graduated from Riley County
- 7 Participants have graduated from Clay County
- 8 clients have been removed or revoked from Recovery Court
- Recovery Court Graduation held on January 22nd in Riley County
- Clay County Graduation - March.



Job Club

- Job Club is held on Tuesday mornings at 9:00 am at the Manhattan Workforce Center
- FY25 2nd quarter – Oct/Nov/Dec – 14 RCCC clients participated in Job Club
- 7 out of 14 or 50% of those that participated obtained employment in the community



Cognitive Behavior Education

- The Courage to Change Curriculum
 - Evidence-based supervision/case management model
 - Interactive Journaling system
 - Participants address individual problem areas based on their criminogenic risk and needs assessment
 - 8-week program
 - High and Moderate Supervision levels
- Classes are separated, male and female
- Mondays at 5:30 pm - Men
- Mondays at 7:00 pm – Women
- Each client completes the PICTS – Psychological Inventory of Criminal Thinking Styles before and after
- Measures clients current and historical criminal thinking changes as a result of completing the class.



Other Updates

- Part #1 of the KDOC Program Review was completed on January 21st. Next step – KDOC will schedule Part #2 – in the coming months
- Kansas Department of Corrections Comprehensive Plan due date is now March 15th, 2024 – previously these plans were due on May 1st.





INTERGOVERNMENTAL LUNCHEON

Monday, January 27, 2025
12:00-1:00 p.m.

Rockin K's
1960 Venue
1960 Kimball Avenue
Manhattan, KS

AGENDA

- I. Gather and luncheon (11:30 a.m. – 12:00 p.m.)
- II. Convene and Introductions
- III. Agenda Topics
 - A. G402 Class Introduction – Mark Willis and JD Mersman, KDEM
 - B. Community Wildfire Protection Plan – Michelle Horstmeier, Riley County Emergency Management and Luke Berning, Kansas Forest Service
- IV. Legislative Items of Interest
- V. Miscellaneous Discussion Items and Announcements
- VI. Discussion about Potential Agenda Topics for Next Meeting
- VII. Next Meeting Date: Monday, February 24, 2025
- VIII. Adjournment

For those who have RSVP'd for lunch, food will be served starting at 11:30 a.m.

Payments will be collected on site by Rockin K's.