



**Board of Riley County
Commissioners
Regular Meeting
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

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. 2024 City of Manhattan Park Receivables Account Write-Off
4. Sign Riley County Employee Action Form(s)

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Jan 27, 2025 8:30 AM

Press Conference Topics

6. Discuss Press Conference

Review Tentative Agenda

7. Tentative Agenda

9:00 AM

Bryant Parker, Counselor/Director of Administrative Services

8. Administrative Work Session
9. City of Manhattan Temporary Easement Request— CiCo Park Ballfields and Tennis Courts Improvements

9:20 AM

Evan McMillan, Assistant County Engineer

10. Bid opening for ditch liner for lagoon shore stabilization

9:30 AM

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

11. 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**
12. Discussion of K.S.A. 79-1613
- 9:55 AM Bryant Parker, Counselor/Director of Administrative Services**
13. Executive session to discuss confidential legal advice regarding pending litigation issues
- 10:40 AM Diane Creek, Health Department Director**
14. Work Session - Discuss Fiscal Analyst position
- 11:00 AM Anna Burson, Appraiser**
15. Request to Refill Residential Appraiser II
- 11:10 AM John Ellermann, Public Works Director/County Engineer**
16. 2025 Community Park Fund Allocation Request and Transfer to CIP
- 11:15 AM David Adams, EMS/Ambulance Director**
17. Staff Update
- Adjournment**

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



PUBLIC WORKS
Recommendations

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

COMMISSION AGENDA REPORT

FROM: Mary Graham, Admin Asst II

MEETING: January 30, 2025

SUBJECT: 2024 City of Manhattan Park Receivables Account Write-Off

PRESENTER: John Ellermann, Director of Public Works

BACKGROUND

Periodically the auditor request the County Commission write off uncollectible accounts in the Park Division accounts receivables. One purpose of this CAR is to recommend the Board of County Commissioners void the City of Manhattan's 2024 park account in the amount of \$1,395.98.

DISCUSSION

As stated in a letter to the City of Manhattan dated April 23, 1981 (see attached), the City of Manhattan will not receive an annual allocation of community park funds and in turn will not be billed for mowing, tree and grounds maintenance costs incurred by Riley County to maintain the outside facilities portion of CiCo park owned by the City of Manhattan. This contribution to the City of Manhattan is similar to the contributions made to each of the small communities (Riley, Leonardville, Ogden, Randolph, Zeandale, and University Park) in Riley County.

FISCAL IMPACT

\$1,395.98 Write-off as per policy.

RECOMMENDATION(S)

Staff recommends the City of Manhattan's outstanding balance in the Park accounts receivable, in the amount of \$1,395.98 be written off as per auditor's instruction.

POSSIBLE MOTION(S)

I move to write-off the Park Fund accounts receivable charges assessed to the City of Manhattan for CiCo Park maintenance as presented in the amount of \$1,395.98 for 2024.

Enclosures:

- 2024 City of Manhattan Write-off (PDF)



Riley County Public Works
6215 Tuttle Creek Blvd
Manhattan, Kansas 66503
(785) 537-6330

Statement

DATE

12/31/2024

TO:

Manhattan, City of Parks
(DO NOT MAIL)

DUE DATE

AMOUNT DUE

AMOUNT ENC.

01/31/2025

\$1,395.98

DATE	TRANSACTION				AMOUNT	BALANCE
07/31/2024	INV #0724-25R&B. Orig. Amount \$51.41.				51.41	51.41
07/31/2024	INV #0724-40R&B. Orig. Amount \$480.61.				480.61	532.02
07/31/2024	INV #0724-41R&B. Orig. Amount \$51.41.				51.41	583.43
08/31/2024	INV #0824-47R&B. Orig. Amount \$71.51.				71.51	654.94
08/31/2024	INV #0824-48R&B. Orig. Amount \$49.03.				49.03	703.97
08/31/2024	INV #0824-84R&B. Orig. Amount \$51.41.				51.41	755.38
09/30/2024	INV #0924-21R&B. Orig. Amount \$51.41.				51.41	806.79
10/31/2024	INV #1024-43R&B. Orig. Amount \$49.03.				49.03	855.82
12/31/2024	INV #1224-46R&B. Orig. Amount \$540.16.				540.16	1,395.98
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	AMOUNT DUE	
540.16	0.00	49.03	51.41	755.38	\$1,395.98	

Director of Public Works

Attachment: 2024 City of Manhattan Write-off (15371 : 2024 City of Manhattan Park Receivables Account Write-Off)



Riley County Public Works
6215 Tuttle Creek Blvd
Manhattan, Kansas 66503
(785) 537-6330

Invoice

DATE	INVOICE #
07/31/2024	0724-41R&B

BILL TO

Manhattan, City of/Parks
(DO NOT MAIL)

DIVISION

PARKS-81

Work Order	TERMS	PROJECT
WO 1473	Net 30	

DATE	ITEM	QTY	DESCRIPTION	RATE	REF	AMOUN
07/15/2024	Durflinger, Jacob	1	Mowing & Trimming	28.93		28.93
07/15/2024	1250 - 2400	1	Mower	22.48		22.48
				Total		\$51.4

Attachment: 2024 City of Manhattan Write-off (15371 : 2024 City of Manhattan Park Receivables Account Write-Off)



Riley County Public Works
6215 Tuttle Creek Blvd
Manhattan, Kansas 66503
(785) 537-6330

Invoice

DATE	INVOICE #
07/31/2024	0724-40R&B

BILL TO
Manhattan, City of/Parks (DO NOT MAIL)

DIVISION
PARKS-81

Work Order	TERMS	PROJECT
WO 1473	Net 30	

DATE	ITEM	QTY	DESCRIPTION	RATE	REF	AMOUN
04/24/2024	Buntjer, Chelsea	2	Mowing & Trimming	26.55		53.10
04/24/2024	Switzer, Samuel	2	Mowing & Trimming	26.55		53.10
04/24/2024	1231 - 2400	7	Ford F250 3/4 ton 4x4 Ext. Cab Truck	1.07		7.49
04/24/2024	1208 - 2400	1	Tractor Mower	22.48		22.48
04/24/2024	1234 - 2400	0.25	Utility Trailer	11.74		2.94
04/29/2024	Buntjer, Chelsea	0.5	Mowing & Trimming	26.55		13.28
04/29/2024	1250 - 2400	0.5	Mower	22.48		11.24
05/01/2024	Martinez, Jeffrey	0.5	Mowing & Trimming	44.42		22.21
05/01/2024	1267 - 2400	0.5	Trimmer	6.45		3.23
05/07/2024	Buntjer, Chelsea	1	Mowing & Trimming	26.55		26.55
05/14/2024	Switzer, Samuel	0.5	Mowing & Trimming	26.55		13.28
05/14/2024	1208 - 2400	0.5	Tractor Mower	22.48		11.24
05/15/2024	Buntjer, Chelsea	0.5	Mowing & Trimming	26.55		13.28
05/15/2024	1205 - 2400	0.5	72" Front Deck Turf Mower	22.48		11.24
06/05/2024	Buntjer, Chelsea	2	Mowing & Trimming	26.55		53.10
06/05/2024	1265 - 2400	2	Trimmer	6.45		12.90
06/05/2024	Switzer, Samuel	0.5	Mowing & Trimming	26.55		13.28
06/05/2024	1280 - 2400	0.5	Trimmer	6.45		3.23
06/17/2024	Switzer, Samuel	1	Mowing & Trimming	26.55		26.55
06/17/2014	1281 - 2400	1	Trimmer	6.45		6.45
06/24/2024	Buntjer, Chelsea	1	Mowing & Trimming	26.55		26.55
06/24/2024	1250 - 2400	1	Mower	22.48		22.48
07/02/2024	Durflinger, Jacob	1	Mowing & Trimming	28.93		28.93
07/02/2024	1252 - 2400	1	Mower	22.48		22.48
				Total		\$480.6

Attachment: 2024 City of Manhattan Write-off (15371 : 2024 City of Manhattan Park Receivables Account Write-Off)



Riley County Public Works
6215 Tuttle Creek Blvd
Manhattan, Kansas 66503
(785) 537-6330

Invoice

DATE	INVOICE #
07/31/2024	0724-25R&B

BILL TO

Manhattan, City of/Parks
(DO NOT MAIL)

DIVISION

PARKS-81

Work Order	TERMS	PROJECT
WO 1473	Net 30	

DATE	ITEM	QTY	DESCRIPTION	RATE	REF	AMOUNT
07/09/2024	Durflinger, Jacob	1	Mowing/Trimming	28.93		28.93
07/09/2024	1208 - 2400	1	Tractor Mower	22.48		22.48
				Total		\$51.41

Attachment: 2024 City of Manhattan Write-off (15371 : 2024 City of Manhattan Park Receivables Account Write-Off)



Riley County Public Works
6215 Tuttle Creek Blvd
Manhattan, Kansas 66503
(785) 537-6330

Invoice

DATE	INVOICE #
08/31/2024	0824-94R&B

BILL TO

Manhattan, City of/Parks
(DO NOT MAIL)

DIVISION

PARKS-81

Work Order	TERMS	PROJECT
WO 1473	Net 30	

DATE	ITEM	QTY	DESCRIPTION	RATE	REF	AMOUNT
08/20/2024	Durflinger, Jacob	1	Mowing & Trimming	28.93		28.93
08/20/2024	1250 - 2400	1	Mower	22.48		22.48
				Total		\$51.41

Attachment: 2024 City of Manhattan Write-off (15371 : 2024 City of Manhattan Park Receivables Account Write-Off)



Riley County Public Works
6215 Tuttle Creek Blvd
Manhattan, Kansas 66503
(785) 537-6330

Invoice

DATE	INVOICE #
08/31/2024	0824-84R&B

BILL TO

Manhattan, City of/Parks
(DO NOT MAIL)

DIVISION

PARKS-81

Work Order	TERMS	PROJECT
WO 1473	Net 30	

DATE	ITEM	QTY	DESCRIPTION	RATE	REF	AMOUN
08/20/2024	Durflinger, Jacob	1	Mowing & Trimming	28.93		28.93
08/20/2024	1250 - 2400	1	Mower	22.48		22.48
				Total		\$51.41

Attachment: 2024 City of Manhattan Write-off (15371 : 2024 City of Manhattan Park Receivables Account Write-Off)



Riley County Public Works
6215 Tuttle Creek Blvd
Manhattan, Kansas 66503
(785) 537-6330

Invoice

DATE	INVOICE #
08/31/2024	0824-48R&B

BILL TO

Manhattan, City of Parks
(DO NOT MAIL)

DIVISION

PARKS-81

Work Order

WO 1473

TERMS

Net 30

PROJECT

DATE	ITEM	QTY	DESCRIPTION	RATE	REF	AMOUN
08/14/2024	Buntjer, Chelsea	1	Mowing & Trimming	26.55		26.55
08/14/2024	1208 - 2400	1	Tractor Mower	22.48		22.48
				Total		\$49.03

Attachment: 2024 City of Manhattan Write-off (15371 : 2024 City of Manhattan Park Receivables Account Write-Off)



Riley County Public Works
6215 Tuttle Creek Blvd
Manhattan, Kansas 66503
(785) 537-6330

Invoice

DATE	INVOICE #
08/31/2024	0824-47R&B

BILL TO

Manhattan, City of/Parks
(DO NOT MAIL)

DIVISION

PARKS-81

Work Order	TERMS	PROJECT
WO 1473	Net 30	

DATE	ITEM	QTY	DESCRIPTION	RATE	REF	AMOUN
07/29/2024	Buntjer, Chelsea	1	Mowing & Trimming	26.55		26.55
07/29/2024	1217 - 2400	1	Tractor Mower	44.96		44.96
				Total		\$71.51

Attachment: 2024 City of Manhattan Write-off (15371 : 2024 City of Manhattan Park Receivables Account Write-Off)

Riley County Public Works

6215 Tuttle Creek Blvd
 Manhattan, Kansas 66503
 (785) 537-6330

Credit Memo

DATE	CREDIT NO.
09/30/2024	0924-91R&B

CUSTOMER
Manhattan, City of Parks (DO NOT MAIL)

				P.O. NO.	PROJECT
Date	ITEM	DESCRIPTION	QTY	RATE	AMOUNT
08/20/2024	Durflinger, Jacob	Credit out duplicate invoice 8/31/24 Inv. 0824-94R&B	-1	28.93	-28.93
08/20/2024	1250 - 2400	Mower	-1	22.48	-22.48
			Total		-\$51.41

Attachment: 2024 City of Manhattan Write-off (15371 : 2024 City of Manhattan Park Receivables Account Write-Off)



Riley County Public Works
6215 Tuttle Creek Blvd
Manhattan, Kansas 66503
(785) 537-6330

Invoice

DATE	INVOICE #
09/30/2024	0924-21R&B

BILL TO

Manhattan, City of/Parks
(DO NOT MAIL)

DIVISION

PARKS-81

Work Order	TERMS	PROJECT
WO 1473	Net 30	

DATE	ITEM	QTY	DESCRIPTION	RATE	REF	AMOUNT
09/04/2024	Durflinger, Jacob	1	Mowing & Trimming	28.93		28.93
09/04/2024	1250 - 2400	1	Mower	22.48		22.48
				Total		\$51.41

Attachment: 2024 City of Manhattan Write-off (15371 : 2024 City of Manhattan Park Receivables Account Write-Off)



Riley County Public Works
6215 Tuttle Creek Blvd
Manhattan, Kansas 66503
(785) 537-6330

Invoice

DATE	INVOICE #
10/31/2024	1024-43R&B

BILL TO

Manhattan, City of/Parks
(DO NOT MAIL)

DIVISION

PARKS-81

Work Order	TERMS	PROJECT
WO 1473	Net 30	

DATE	ITEM	QTY	DESCRIPTION	RATE	REF	AMOUNT
10/09/2024	Buntjer, Chelsea	1	Mowing	26.55		26.55
10/09/2024	1208 - 2400	1	Tractor Mower	22.48		22.48
				Total		\$49.03

Attachment: 2024 City of Manhattan Write-off (15371 : 2024 City of Manhattan Park Receivables Account Write-Off)



Riley County Public Works
6215 Tuttle Creek Blvd
Manhattan, Kansas 66503
(785) 537-6330

Invoice

DATE	INVOICE #
12/31/2024	1224-46R&B

BILL TO

Manhattan, City of/Parks
(DO NOT MAIL)

DIVISION

PARKS-81

Work Order	TERMS	PROJECT
WO 1473	Net 30	

DATE	ITEM	QTY	DESCRIPTION	RATE	REF	AMOUNT
12/31/2024	Labor - 1000		3 way split labor share for 2024 work in common area at Cico Park to be shared by City of Manhattan, USD 383 & Riley Co	127.33	7531	127.33
12/31/2024	Equipment - 2000		3 way split equipment share for 2024 work in common area at Cico Park to be shared by City of Manhattan, USD 383 & Riley Co	412.83	7531	412.83
				Total		\$540.16

Attachment: 2024 City of Manhattan Write-off (15371 : 2024 City of Manhattan Park Receivables Account Write-Off)



Cooperative Extension Service

Alley County Extension Office
Box 987, 105 North Fifth
Manhattan, Kansas 66502
913-778-4781

April 23, 1981

Bruce McCallum
Director of Services
City of Manhattan
City Hall, 11th & Poyntz
Manhattan, KS 66502

Dear Bruce:

I have visited with Dan Harden and the County Commissioners regarding our conversation about the County payment to the City from the Park budget.

As we discussed, we will not send over the usual payment and in turn will not bill any of the mowing or tree and grounds care and maintenance back to the City. This will certainly simplify bookkeeping and the money will definitely stay in Manhattan and be invested in CiCo Park.

Of course, snow removal and any parking lot maintenance will be billed to the three way split.

I guess we'll meet with you next week regarding the placement of the water hydrants along Wreath.

Sincerely,

James L. Lindquist
County Extension Director

JLL:jal

cc/County Commissioners
Dan Harden
Rod Meredith



**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 30, 2025

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2025-01 Clerk CHarris EAF (DOCX)
- 2025-01 EMS KSedler EAF (DOCX)
- 2025-01 CommCorr ELaLond EAF (DOCX)
- 2025-01 Clerk OMurray EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Carley Harris**Status Change Date:** 02/10/2025**Status Change:** Transfer**Date of Hire:** 03/11/2024**Seniority:** 0 Year(s), 10 Month(s)**Position:** Admin Analyst-Levy**Position Type:** Regular Full Time**Pay Range:** Range 8**Pay Type:** Hourly**Base Rate:** \$26.06**Annualized Pay:** \$54,204.80**Funds Codes:** 1- General/2- Clerk**Supervisor:** Joseph Godown**Department Head:** Rich Vargo

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-01 Clerk CHarris EAF (15369 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Kennedy Sedler**Status Change Date:** 01/24/2025**Status Change:** New Hire**Date of Hire:** 02/06/2025**Seniority:** 0 Year(s), 0 Month(s)**Position:** EMT**Position Type:** EMS Full Time**Pay Range:** EMT**Pay Type:** Hourly**Base Rate:** \$17.85**Annualized Pay:** \$66,045.00**Funds Codes:** 1-General/20-EMS**Supervisor:** Joshua Gering**Department Head:** David Adams

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-01 EMS KSedler EAF (15369 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Emma LaLond**Status Change Date:** 01/27/2025**Status Change:** New Hire**Date of Hire:** 01/30/2025**Seniority:** 0 Year(s), 0 Month(s)**Position:** Intern**Position Type:** Intern**Pay Range:** TASND**Pay Type:** TASND**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 2000- KDOC/520- Community Corrections**Supervisor:** Megan Lewis**Department Head:** Megan Lewis

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-01 CommCorr ELaLond EAF (15369 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Olivia Murray**Status Change Date:** 01/28/2025**Status Change:** New Hire**Date of Hire:** 01/30/2025**Seniority:** 0 Year(s), 0 Month(s)**Position:** Election Specialist**Position Type:** Full Time**Pay Range:** Range 5**Pay Type:** Hourly**Base Rate:** \$23.44**Annualized Pay:** \$**Funds Codes:** 1-General/2-Clerk**Supervisor:** Susan Boller**Department Head:** Rich Vargo

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-01 Clerk OMurray EAF (15369 : Employee Action Form (Green Sheet))



**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)
- 9:35 AM** **Anna Burson, Appraiser**
4. Request to fill
- 9:45 AM** **Lori Feldkamp, Big Lakes Developmental Center Director**
5. Big Lakes Developmental Center update
- 10:00 AM** **Russel Stukey, Emergency Management Director**
6. Staff update
- 10:15 AM** **Jacob Hansen, Deputy County Counselor**
7. Public hearing for fence view - Vandahl and Chaffee

Attachment: 02-03-25 tentative agenda (15304 : Tentative Agenda)

11:15 AM Jacob Hansen, Deputy County Counselor

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

11:45 AM Megan Lewis, Community Corrections Director

9. Bureau of Justice grant funding

Adjournment

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



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
February 06, 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

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Elizabeth Ward, Human Resources Director

2. Human Resources update

9:15 AM

Michael Boller, Noxious Weed Director

3. Staff update

9:30 AM

Anna Burson, Appraiser

4. Staff update

10:00 AM

Amanda Webb, Planning/Special Projects Director

5. Staff update

10:15 AM

Bryant Parker, Counselor/Director of Administrative Services

6. Administrative Work Session

Adjournment

Attachment: 02-06-25 tentative agenda (15304 : 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: 02-06-25 tentative agenda (15304 : Tentative Agenda)



**COUNTY
COUNSELOR/ADMINISTRATIVE SERVICES**
Project

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

COMMISSION AGENDA REPORT

FROM: Bryant Parker, Riley County Counselor

MEETING: January 30, 2025

SUBJECT: City of Manhattan Temporary Easement Request— CiCo Park Ballfields and Tennis Courts Improvements

PRESENTER: Bryant Parker, Riley County Counselor

BACKGROUND

The attached easement documents are presented for your review and approval at the request of the City of Manhattan. The city has requested the County grant a Drainage and Stormwater Utility Easement and Temporary Construction Easements in support of the City's improvement projects for the ballfields and tennis courts at CiCo Park. Public Works Director Ellermann has reviewed the legal descriptions for the easements and confirmed that as described they do not conflict with any County improvements.

FISCAL IMPACT

None. The County will remain responsible for maintaining the grounds covered by the drainage and stormwater utility easements. The City will be responsible for repairing any damage done during construction.

ALTERNATIVES

- . Approve granting the easements
- . Deny the measure
- . Schedule work session to discuss any impacts imposed upon the County by granting these easements

RECOMMENDATION(S)

I recommend the Board approve granting the Drainage and Stormwater Utility Easement and Temporary Construction Easements requested by the City and authorize the Board Chair to execute the easements on Riley County's behalf.

POSSIBLE MOTION(S)

- A. "I move the Board approve granting the Drainage and Stormwater Utility Easement and the temporary easements to the City of Manhattan and authorize Board Chairman McKinley to execute said easements."
- B. "I move the Board not approve granting the Drainage and Stormwater Utility Easement and the temporary easements to the City of Manhattan and authorize Board Chairman McKinley to execute said easements."

Enclosures:

- PE Drainage Riley County - Cico 12132024 (PDF)
- TE Construction RiCo - Cico NW Pkg lot 12132024 (PDF)
- TE Construction RiCo - Cico South Area 12132024 (PDF)

DRAINAGE AND STORMWATER UTILITY EASEMENT

THIS EASEMENT is made and entered into this _____ day of _____, 202_, by the Board of County Commissioners of Riley County, Kansas ("Grantor").

WITNESSETH: That Grantor, in consideration of the sum of One Dollar (\$1.00) and other valuable consideration, the receipt of which is hereby acknowledged, does hereby grant and convey to the City of Manhattan, Kansas ("Grantee"), a permanent drainage and stormwater utility easement ("Permanent Easement") for the purposes of the acceptance of stormwater drainage and runoff; and the construction, operation, replacement, repair, and maintenance of the facilities, structures and improvements, both underground and aboveground, that are determined by Grantee to be necessary for the operation and maintenance of a public storm drainage system and appurtenances thereto, over, under, and through the following described real property:

SEE EXHIBIT A (the "Easement Property")

Grantee shall also have the right of ingress and egress over and through the Easement Property for the purpose of grading, construction, operation, replacement, repair and maintenance in furtherance of its infrastructure in this Permanent Easement.

Grantor agrees that Grantee can remove a portion of Grantor's existing asphalt road to facilitate the initial construction of the drainage and stormwater infrastructure. Grantee agrees to repair any removed section with a new concrete road section, including any impacted curb, gutter and sidewalk. After Grantee completes construction of the new concrete road section, Grantor shall continue to own and be responsible for its road, including any reconstruction, maintenance, repair or replacement of the road section.

Grantor maintains the responsibility for maintaining the land that is subject to this Permanent Easement in its current condition or as improved by the City's infrastructure. Grantor's duties include mowing all grass within the Easement Property and refraining from altering City improvements.

This Permanent Easement will run with the land and is binding upon Grantor's successors and assigns.

Granted by an affirmative vote of not less than a majority of the members of the Board of Commissioners of Riley County, Kansas, at its regular meeting held on the _____ day of _____, 202_.

Executed this _____ day of _____, 202_.

IN WITNESS WHEREOF, Grantor has hereunto set its hand on the day and year first above written.

BY: _____
GREG MCKINLEY, CHAIR

RICH VARGO, COUNTY CLERK

ACKNOWLEDGEMENTS

STATE OF KANSAS, COUNTY OF _____, SS:

The foregoing instrument was acknowledged before me on the ____ day of _____, 202__, by Greg McKinley, who is personally known to me to be the Chair of the Board of Commissioners of Riley County, Kansas, and who personally acknowledged executing the foregoing Drainage and Stormwater Utility Easement on behalf of the Board of Commissioners of Riley County, Kansas, and Rich Vargo, who is personally known to me to be the County Clerk of Riley County, Kansas, and who personally acknowledged attesting the signature of Commissioner McKinley.

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

NOTARY PUBLIC

(seal)

(printed name)
My appointment expires:

Attachment: PE Drainage Riley County - Cico 12132024 (15373 : City of Manhattan Temporary Easement Request)

EXHIBIT A**PERMANENT DRAINAGE EASEMENT DESCRIPTION:** (Riley County, Kansas)

A permanent and perpetual drainage easement located in the Northwest One-Quarter (NW 1/4) of Section 11, Township 10 South, Range 7 East of the Sixth Principal Meridian, Riley County, Kansas, as written by Harlan G. Ross, Kansas P.S. No. 1290, dated November 22, 2024, more particularly described as follows:

Commencing at the Northeast Corner of said NW 1/4; Thence South 89°47'18" West (assumed bearing), 964.86 feet measured vs 965.0 feet deed, along the North line of said NW 1/4 to a point on the East line of a tract of land as described in Corporation Deed recorded in Deed Book 297, Page 93 in the Riley County Register of Deeds Office; Thence South 0°11'15" East, 50.00 feet measured and record, along the East line of said tract to a point on the South Right-of-Way (R/W) line of Kimball Avenue and the TRUE POINT OF BEGINNING; Thence continuing South 0°11'15" East, 453.19 feet along the East line of said tract; Thence North 45°24'38" West, 24.14 feet; Thence North 83°53'29" West, 53.18 feet; Thence North 0°11'15" West, 54.30 feet along a line parallel with the East line of said tract; Thence North 89°48'45" East, 52.48 feet; Thence North 50°49'50" East, 8.38 feet; Thence North 0°11'15" West, 370.77 feet along a line parallel with the East line of said tract to a point on the South R/W line of said Kimball Avenue; Thence North 89°47'18" East, 11.00 feet along the South R/W line of said Kimball Avenue to the POINT AND PLACE OF BEGINNING. Said easement contains 0.19 acres, more or less. Subject to all public roads, easements, reservation restrictions, covenants and conditions, if any, now of record.

TEMPORARY CONSTRUCTION EASEMENT

THIS EASEMENT is made and entered into this _____ day of _____, 202__, by the Board of County Commissioners of Riley County, Kansas ("Grantor").

WITNESSETH: That Grantor, in consideration of the sum of One Dollar (\$1.00) and other valuable consideration, the receipt of which is hereby acknowledged, does hereby grant and convey to the City of Manhattan, Kansas ("Grantee"), a temporary construction easement ("Temporary Easement") over, upon, across, through and under the following real estate:

SEE EXHIBIT A (the "Easement Property")

The Temporary Easement shall expire two (2) years from the date of execution and shall be for the purpose of Grantee constructing, grading, improving, surveying and inspecting Grantee's public infrastructure project on property abutting the Easement Property. The Temporary Easement includes the right of Grantee to park vehicles and store construction materials and equipment on the Easement Property and to place a job site office with temporary electrical power paid for by the Grantee. This Temporary Easement includes the right of ingress and egress over and through the Easement Property. Grantor acknowledges that its grant of the Temporary Easement will limit or eliminate Grantor's, or the public's, use of the Easement Property during the easement term.

Grantee shall restore the Easement Property by restoring it to gravel or reseeding the grass, based upon the condition prior to the temporary easement.

This Temporary Easement will run with the land and is binding upon Grantor's successors and assigns.

Granted by an affirmative vote of not less than a majority of the members of the Board of Commissioners of Riley County, Kansas, at its regular meeting held on the _____ day of _____, 202__.

Executed this _____ day of _____, 202__.

IN WITNESS WHEREOF, Grantor has hereunto set its hand on the day and year first above written.

BY: _____
GREG MCKINLEY, CHAIR

RICH VARGO, COUNTY CLERK

ACKNOWLEDGEMENTS

STATE OF KANSAS, COUNTY OF _____, SS:

This instrument was acknowledged before me on the ____ day of _____, 202__, by Greg McKinley, who is personally known to me to be the Chair of the Board of Commissioners of Riley County, Kansas, and who personally acknowledged executing the foregoing Temporary Construction Easement on behalf of the Board of Commissioners of Riley County, Kansas, and Rich Vargo, who is personally known to me to be the County Clerk of Riley County, Kansas, and who personally acknowledged attesting the signature of Commissioner McKinley.

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

NOTARY PUBLIC

(seal)

(printed name)
My appointment expires:

Attachment: TE Construction RiCo - Cico NW Pkg lot 12132024 (15373 : City of Manhattan Temporary Easement Request)

EXHIBIT A**NORTH TEMPORARY CONSRUCTION EASEMENT DESCRIPTION:** (Riley County, Kansas)

A temporary construction easement located in the Northwest One-Quarter (NW 1/4) of Section 11, Township 10 South, Range 7 East of the Sixth Principal Meridian, Riley County, Kansas, as written by Harlan G. Ross, Kansas P.S. No. 1290, dated September 6, 2024, more particularly described as follows:

Commencing at the Northeast Corner of said NW 1/4; Thence South 89°47'18" West (assumed bearing), 965.00 feet measured vs 965.0 feet deed, along the North line of said NW 1/4; Thence South 0°20'35" East, 50.00 feet measured and record, to a point on the South Right-of-Way (R/W) line of Kimball Avenue and the TRUE POINT OF BEGINNING; Thence South 0°11'15" East, 793.38 feet along the East line of a tract of land as described in Corporation Deed recorded in Deed Book 297, Page 93 in the Riley County Register of Deeds Office; Thence North 43°29'16" West, 54.59 feet; Thence on a curve to the left, having a radius of 129.77 feet, an arc length of 41.89 feet with a chord bearing and distance of North 51°30'43" West, 41.70 feet; Thence North 0°11'15" West, 727.55 feet along a line parallel with the East line of said tract of land as described in said Corporation Deed to a point on the South R/W line of said Kimball Avenue; Thence North 89°47'18" East, 70.00 feet along the South R/W line of said Kimball Avenue to the POINT AND PLACE OF BEGINNING. Said tract contains 1.22 acres, more or less. Subject to all public roads, easements, reservation restrictions, covenants and conditions, if any, now of record.

TEMPORARY CONSTRUCTION EASEMENT

THIS EASEMENT is made and entered into this _____ day of _____, 202_, by the Board of County Commissioners of Riley County, Kansas ("Grantor").

WITNESSETH: That Grantor, in consideration of the sum of One Dollar (\$1.00) and other valuable consideration, the receipt of which is hereby acknowledged, does hereby grant and convey to the City of Manhattan, Kansas ("Grantee"), a temporary construction easement ("Temporary Easement") over upon, across, through and under the following real estate:

SEE EXHIBIT A (the "Easement Property")

The Temporary Easement shall expire two (2) years from the date of execution, and shall be for the purposes of Grantee constructing, grading, improving, surveying and inspecting Grantee's public infrastructure project on property abutting the Easement Property. The Temporary Easement includes the right of Grantee to remove a portion of the existing gravel parking lot, existing trail, trail signage, outdoor exercise equipment, bench, and trees from the Easement Property, as shown on Exhibit B. This Temporary Easement includes the right of ingress and egress over and through the Easement Property. Grantor acknowledges that the Grantee will limit or eliminate Grantor's, or the public's, use of the Easement Property during the term.

Prior to termination of the Temporary Easement, Grantee agrees to construct a new sidewalk along the north side of Robinson Drive between Wreath Avenue and the existing sidewalk on abutting USD 383 property; and a new sidewalk from Robinson Drive to the new tennis courts. Grantee further agrees to reconstruct the north portion of the existing gravel parking lot, including a new curb. After Grantee completes construction, Grantor shall thereafter continue to own and be responsible for its sidewalks, parking lots and other grounds, including any reconstruction, maintenance, repair or replacements. Grantee shall further restore any of the Easement Property that was gravel or grass to its same condition prior to the Temporary Easement.

This Temporary Easement will run with the land and is binding upon Grantor's successors and assigns.

Granted by an affirmative vote of not less than a majority of the members of the Board of Commissioners of Riley County, Kansas, at its regular meeting held on the ____ day of _____, 202__.

Executed this _____ day of _____, 202__.

IN WITNESS WHEREOF, Grantor has hereunto set its hand on the day and year first above written.

BY: _____
GREG MCKINLEY, CHAIR

RICH VARGO, COUNTY CLERK

ACKNOWLEDGEMENTS

STATE OF KANSAS, COUNTY OF _____, SS:

This instrument was acknowledged before me on the ____ day of _____, 202__, by Greg McKinley, who is personally known to me to be the Chair of the Board of Commissioners of Riley County, Kansas, and who personally acknowledged executing the foregoing Temporary Construction Easement on behalf of the Board of Commissioners of Riley County, Kansas, and Rich Vargo, who is personally known to me to be the County Clerk of Riley County, Kansas, and who personally acknowledged attesting the signature of Commissioner McKinley.

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

NOTARY PUBLIC

(seal)

(printed name)

My appointment expires:

EXHIBIT A

SOUTH TEMPORARY CONSRUCTION EASEMENT DESCRIPTION: (Riley County, Kansas)

A temporary construction easement located in the Northwest One-Quarter (NW 1/4) of Section 11, Township 10 South, Range 7 East of the Sixth Principal Meridian, Riley County, Kansas, as written by Harlan G. Ross, Kansas P.S. No. 1290, dated September 6, 2024, more particularly described as follows:

Commencing at the Southeast Corner of said NW 1/4; Thence North 0°11'15" West (assumed bearing), 828.58 feet measured and deed, along the East line of said NW 1/4; Thence South 89°47'18" West, 50.00 feet measured and record, to a point on the West Right-of-Way (R/W) line of Wreath Avenue and the TRUE POINT OF BEGINNING; Thence South 0°11'15" East, 167.60 feet along said West R/W line of said Wreath Avenue to the Centerline of Robinson Drive; Thence North 89°32'26" West, 209.31 feet along the centerline of said Robinson Drive; Thence on a curve to the right, having a radius of 317.50 feet, an arc length of 161.93 feet with a chord bearing and distance of North 74°55'46" West, 160.18 feet along the centerline of said Robinson Drive; Thence North 60°19'06" West, 246.65 feet along the centerline of said Robinson Drive to a point on the South line of a tract of land as described in Corporation Deed recorded in Deed Book 297, Page 63 in the Riley County Register of Deeds Office; Thence North 89°47'18" East, 577.72 feet along said South line of said Corporation Deed to the POINT AND PLACE OF BEGINNING. Said tract contains 1.64 acres, more or less. Subject to all public roads, easements, reservation restrictions, covenants and conditions, if any, now of record.



COUNTY APPRAISER'S OFFICE
Work Session

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

MEMORANDUM

FROM: Appraiser's Office

MEETING: January 30, 2025

SUBJECT: Discussion of K.S.A. 79-1613

PRESENTER: Anna Burson

Work Session to discuss whether the County Commission wishes to revisit granting tax abatements pursuant to K.S.A. 79-1613.

Enclosures:

- Overview of K.S.A 79-1613 (DOCX)
- 79-1613 (PDF)
- Memo's from PVD on 79-1613 (PDF)

Overview of K.S.A. 79-1613 and Riley County Policy:

Periodically, the County receives inquiries from property owners whose buildings have been damaged or destroyed by catastrophic events. These inquiries are typically directed to the Appraiser's Office, as property owners often assume that changes to a property's condition within the current calendar year will impact the appraised value of the property/taxes owed for the current year. However, this assumption is incorrect. Kansas operates as a "tax in arrears" state, meaning that a property's value is assessed as of January 1st, with taxes becoming due on December 20th of the same year. Consequently, any changes to the property's condition after January 1st do not affect the assessed value or the taxes due for that year.

In 2013, the Kansas Legislature enacted K.S.A. 79-1613, which permits the abatement of taxes for buildings or improvements that are destroyed or substantially damaged by natural disasters or fire. To qualify for such abatement, the cost of restoring the structure must equal or exceed 50% of the structure's market value prior to the damage.

The decision to grant tax abatements under this statute is at the discretion of the County Commission. Historically, Riley County has opted not to grant such abatements due to concerns regarding equity and fairness among taxpayers.

County staff is now seeking guidance from the Commission on whether this policy should be reevaluated and potentially revised. There is currently no formal written policy in place. Regardless of the Commission's decision, it is essential to establish a written policy to provide clarity and direction for both citizens and County staff when addressing these issues.

We reached out to other jurisdictions regarding policies and procedures and received a handful of responses. Should the Commission determine to revisit granting such abatements, staff will prepare a draft policy for the commissions review and comment based upon several of the policies received.

Staff respectfully requests guidance from the Commission on whether it wishes to consider granting tax abatements pursuant to K.S.A. 79-1613, or to continue adhering to the County's current unwritten policy, which maintains the assessment of property taxes based on the property's condition as of January 1st, irrespective of any subsequent damage or destruction occurring later in the year.

79-1613. Homestead or building or improvement destroyed or substantially destroyed by natural disaster; abatement of tax. (a) As used in this section:

(1) "Destroyed or substantially destroyed" means damage of any origin sustained by a homestead or building or improvement as the direct result of: (A) An earthquake, flood, tornado, fire or storm; or (B) an event or occurrence that the governor of the state of Kansas has declared a disaster, whereby the cost of restoring the structure damaged as a result of subparagraph (A) or (B) to its before-damaged condition would equal or exceed 50% of the market value of the structure before the damage occurred.

(2) "Homestead" means the dwelling, or any part thereof, whether owned or rented, that is occupied as a residence by the household and so much of the land surrounding it, as defined as a home site for ad valorem tax purposes, and may consist of a part of a multi-dwelling or multi-purpose building and a part of the land upon which it is built or a manufactured home or mobile home and the land upon which it is situated. "Owned" includes a vendee in possession under a land contract, a life tenant, a beneficiary under a trust and one or more joint tenants or tenants in common.

(b) The owner of any building or improvement listed and assessed for property taxation purposes as real property or any homestead listed and assessed for property taxation purposes that was destroyed or substantially destroyed may make application to the board of county commissioners of the county in which such property is located for the abatement of property taxes levied upon such homestead or building or improvement or for a credit against property taxes payable by such owner, as permitted by this section.

(1) If such homestead or building or improvement has been so destroyed or substantially destroyed after January 1 of a particular year but prior to August 15 of such year, the owner of such homestead or building or improvement may make application to such board of county commissioners for the abatement of property taxes levied upon such homestead or building or improvement, or if such property taxes have been paid or partially paid, may make application for the granting of a credit against property taxes payable by such owner during any or all of the next succeeding three taxable years.

(2) If such homestead or building or improvement has been so destroyed or substantially destroyed on or after August 15 of a particular year but prior to January 1 of the next succeeding year, the owner of such homestead or building or improvement may make application to such board of county commissioners for the granting of a credit against property taxes payable by such owner during any or all of the next succeeding three taxable years.

(c) An application for relief as permitted by subsection (b) may be made for abatement of property taxes assessed but not yet paid, or for a grant of a credit for assessed property taxes paid or for both, as the case may be, and may be made on or before December 20 of the year next succeeding the year for which such taxes have been assessed.

(d) Upon receipt of any such application, subject to budgetary restraints of the county or taxing subdivision, the board of county commissioners shall inquire into and make findings regarding, among other things, whether the property is a homestead, as defined in subsection (a), whether the property is a building or improvement, whether the homestead or the building or improvement was destroyed or substantially destroyed, as defined in subsection (a) and the assessed valuation thereof. If it is determined that an owner of such homestead or building or improvement is entitled to an abatement of all or any portion of the property taxes levied against such homestead or building or improvement or is entitled to a credit against property taxes payable by such owner in any or all of the next succeeding three years, the board may issue an order so providing.

(e) The county clerk and county treasurer shall in each case of abatement or credit correct their records in accordance therewith and the county clerk shall notify the governing body of any taxing district affected thereby.

(f) The provisions of this section shall be applicable to all taxable years commencing after December 31, 2018.

(g) Notwithstanding any provision of subsection (c) to the contrary, an application for relief as permitted by subsection (b) may be made for abatement of property taxes assessed but not yet paid, or for a grant of a credit for assessed property taxes paid, or for both, as the case may be, and may be made on or before December 20, 2022, for taxable years 2019 and 2020.

History: L. 2013, ch. 135, § 8; L. 2014, ch. 81, § 3; L. 2022, ch. 63, § 35; July 1.

Division of Property Valuation
300 SW 29th Street
PO Box 3506
Topeka KS 66601-3506



Phone: 785-296-2365
Fax: 785-296-2320
www.ksrevenue.org

Mark A. Burghart, Secretary

Laura Kelly, Governor

To: All County Appraisers, County Clerks, County Commissioners, County Treasurers and County Registers of Deeds
From: Bob Kent, Deputy Director, Division of Property Valuation
Date: August 29, 2022
Re: 2022 Legislative Summary

The 2022 legislative year will be remembered as the year the Legislature returned to normal business after the Pandemic. Property tax received a fair amount of attention in the Senate Taxation and Assessment Committee and that resulted in the passage of HB 2239 (2022) which is a bundled tax bill that included many of the property tax law changes proposed during the session. Included in the bundled bill was additional fine-tuning on the revenue neutral rate and procedures required by a county when they exceed such rate. The concept of a revenue neutral rate was enacted into the law during the 2021 Legislative session.

Additionally, the bill includes increases to the residential property tax exemption from the uniform statewide school finance levy; specifies the classification of land used by zoos, land used incidentally by certain agritourism activities, and in the federal Grassland Conservation Reserve Program; creates a property tax exemption for antique utility trailers; allows for the proration of certain personal property taxes; expands the authority of county commissions to abate property taxes for disaster-destroyed property; and modifies the definition of telecommunications machinery and equipment for purposes of property tax exemption.

Below is an index of the 2022 amendments, followed by a brief discussion of each amendment.

Index of Topics

1. **Revenue Neutral Rate** – Amendments to 2021 - Sec. 37 of HB 2239 (2022)
2. **Attracting Powerful Economic Expansion (APEX)** - House Sub. for SB 347 (2022)
3. **Homestead Property Tax Refund** – Claim for Certain Homeowners; Sec. 17 of HB 2239 (2022)
4. **Residential School Levy Exemption** – K.S.A. 79-201x Amended
5. **COVID-19 Retail Storefront** - Property Tax Relief Act; HB 2136
6. **Certain Zoos, Agri-tourism and CRP Grassland Classifications** – Sec. 34 of HB 2239 (2022)
7. **Disaster-Destroyed Property Tax Abatements** – Sec. 35 of HB 2239 (2022); 79-1613 Amended
8. **Personal Property** – Sec. 8 & 9 HB 2239 (2022)
9. **Telecommunication Machinery & Equipment** - K.S.A. 79-224 Amended ; Sec. 33(c)(5) of HB 2239 (2022)

Attachment: Memo's from PVD on 79-1613 (15360 : Work Session to discuss K.S.A. 79-1613)

Summary of Legislative Changes

1. Revenue Neutral Rate – Sec. 37 of HB 2239 (2022)

The Legislature revisited the “revenue neutral rate” that it created in the 2021 Legislative session. The Legislature modified K.S.A. 79-2988 to mandate that additional information be provided with an adopted budget, specifically a copy of resolution to approve exceeding the revenue neutral rate and a roll call of the votes for such resolution. The Legislature created a mechanism for a taxpayer to challenge a governing body determination to raise a mill levy above the revenue neutral rate, if notice and procedural requirements were not followed by the body. Taxpayer complaints are limited to taxpayers with property in the taxing district. Taxpayers are to file a complaint with the state board of tax appeals by filing a written complaint, on a form prescribed by the board. The Legislature clarified that if the only reason why the taxing jurisdiction exceeded the revenue neutral rate was due to mills associated with school districts pursuant to K.S.A. 72-5142, then that increase should not be deemed as an increase to the jurisdictions revenue neutral rate.

2. Attracting Powerful Economic Expansion (APEX) - House Sub. for SB 347 (2022)

The APEX bill concerned the recruitment of industries into Kansas, specifically industries associated with advanced manufacturing, aerospace, distribution logistics and transportation, food and agriculture, or professional and technical services. (SB 347) Initially, the APEX bill permitted significant, partial real property tax exemptions for qualified businesses and their primary businesses suppliers for ten-year periods. The property tax exemption language was removed prior to the bill’s passage.

3. Homestead Property Tax Refund - Sec. 17 of HB 2239 (2022)

Creation of a homestead property tax refund claim for a class of homeowners with a household income of \$50,000 or less and the appraised value of the homestead is \$350,000.00. The class is limited to persons who are 65 years of age or older or to claimants that are disabled veterans.

4. Residential School Levy Exemption - Amendment to K.S.A. 79-201x; Sec. 32 of HB 2239 (2022)

K.S.A. 79-201x was modified to increase the homestead exemption permitted for a portion of the total tax levy. That portion is limited to the school district levy (20 mills). The exemption amount increased from the first \$20,000 of the homestead appraised value to \$40,000 of the homestead’s appraised value. The adjustment also created a process for the Director of Property Valuation to increase the \$40,000 amount of homestead value exempted in subsequent years. The adjustment is to be based on the average percentage change in statewide residential valuation of all residential real property for the preceding 10 years. Such average percentage change shall not be less than zero. The director of property valuation shall calculate the average percentage change for purposes of this annual adjustment and calculate the dollar amount of the extent of appraised valuation that is exempt pursuant to this section each year.

5. COVID-19 Retail Storefront - Property Tax Relief Act; HB 2136

The COVID-19 retail storefront property tax relief act was passed late in the session. This bill does not require reduction of property tax rates or valuations. The bill relies upon a taxing jurisdiction’s property tax rates/classification to determine a monetary amount to be distributed by the State to a specific class of taxpayers, so you may have taxpayers reaching out to your office about enrollment. The Department of Revenue will be preparing a taxpayer application in the future and the department will share the link with your offices when it becomes available.

6. Certain Zoos, Agri-tourism and CRP Grassland Classifications – Sec. 34 of HB 2239 (2022)

The process for valuation of agricultural land valuation was amended. First, the Legislature modified the land use classification for land devoted to agricultural use that is subject to the federal grassland conservation reserve program (CRP grasslands). For all taxable years commencing after December 31, 2022, all land devoted to agricultural use that is subject to the federal grassland conservation reserve program (CRP grasslands) shall be classified as grassland for the purpose of valuation for property tax purposes.

Second, the definition of “land devoted to agricultural use” was expanded to include zoos that hold a valid C exhibitor license issued by the US Dept. of Agriculture, and to include land otherwise devoted to the production of plants, animals or horticultural products that is incidentally used for agritourism activity. The Legislature defined “agritourism activity” as any activity that allows members of the general public, for recreational, entertainment or educational purposes, to view or enjoy rural activities, including, but not limited to, farming activities, ranching activities or historic, cultural, or natural attractions. An activity may be an “agritourism activity” whether the participant pays to participate in the activity. An activity is not an “agritourism activity” if the participant is paid to participate in the activity.

7. Disaster-Destroyed Property Tax Abatements - Sec. 35 of HB 2239 (2022); 79-1613 Amended

The property tax abatement for homesteads destroyed by natural disasters was expanded to also include buildings and improvements listed and assessed for property taxation purposes as real property. Previously K.S.A. 79-1613 only provided the abatement for homestead (dwelling). The amendment also expanded authority of the State/County to address abatements or grant of credit for property taxes already paid.

8. Personal Property - Sec. 8 & 9 HB 2239 (2022)

Kansas House Bill 2239 (2022) made three changes to personal property laws in the state of Kansas: Section 8 of HB 2239 establishes a property tax exemption for antique utility trailers. This section exempts any antique utility trailer registered pursuant to K.S.A. 8-1,119, provided that the property:

- Is used exclusively for personal use and not for the production of income
- Is 35 years or older as determined by the date of manufacture; and
- Has an empty weight of 2,000 pounds or less and a gross weight of not more than 8,000 pounds.

The Legislature added for the proration of any property that are classified within Subclass (6) of Class 2 property. This section allows for the proration of any Subclass (6) “Other” personal property that was acquired or sold after January 1 and prior to September 1 of any taxable year. The proration procedures for this subclass are identical to the proration procedures for “Watercraft” as covered in K.S.A. 79-306e. Also, like “Watercraft”, the taxpayer is required to give a notice to the appropriate county appraiser on or before December 20 of the year of such acquisition or sale. Otherwise, the property shall not be prorated.

The provisions of this section will go into effect for all taxable years after December 31, 2022.

9. **Telecommunication Machinery & Equipment** - K.S.A. 79-224 Amended ; Sec. 33(c)(5) of HB 2239 (2022)

K.S.A. 79-224 was amended to expand the exemption for telecommunication machinery and equipment. Namely, the statute is updated to allow for the exemption of any telecommunications machinery and equipment that is placed in inventory or is a work-in-progress.

Authorities:

HB 2239 (2022)

http://www.kslegislature.org/li/b2021_22/measures/documents/hb2239_enrolled.pdf

Attachment: Memo's from PVD on 79-1613 (15360 : Work Session to discuss K.S.A. 79-1613)

Division Of Property Valuation
 Docking State Office Building
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Nick Jordan, Secretary
 David N. Harper, Director

Sam Brownback, Governor

MEMORANDUM

TO: All County Appraisers, County Clerks, County Commissioners, County Treasurers and County Registers of Deeds

FROM: Roger Hamm, Deputy Director, Division of Property Valuation

DATE: June 18, 2014

SUBJECT: 2014 Legislative Session – New Property Tax Related Laws

The 2014 Legislature made several changes to the property tax laws that have a varied effect upon our county offices. Below is a summary by topic, along with the appropriate bill number and section(s).

Summary

Appraisal:

Interim County Appraiser The board of county commissioners or governing body of any unified government may appoint an interim county appraiser. The appointment is subject to approval of the director of property valuation, for a period not to exceed six months to fill a vacancy in the office of county appraiser pending the appointment of an eligible county appraiser.

As amended, this bill clarifies that the county appraiser term shall end on June 30 of the fourth year after the commencement of the four year term. *House Bill 2057 § 1 amending K.S.A. 2013 Supp. 19-430.*

Extension of the Authority to the County Appraiser to Exempt Watershed Land The 2014 legislative session amended K.S.A. 79-213 to provide that with regard to a request for exemption for lands contiguous to a dam or reservoir (K.S.A. 79-201g) or farm reservoir (K.S.A. 82a-409), the county appraiser can grant the exemption without an order from the board of tax appeals as of July 1, 2014. If the county appraiser recommends that the exemption be granted, the county appraiser shall determine the amount of exemption to be granted and shall notify the county clerk who annually shall make an adjustment in the taxes levied against the real property as the owner is entitled.

The exemption begins with the tax year commencing after the issuance of the certificate of completion and during the years that the landowner is entitled to the exemption. *Senate Bill 266 § 4 amending K.S.A. 2013 Supp. 79-213.*

Budget:

Approval of Budget by Taxing Subdivision and Requirements Related to Property Value The 2014 legislative session required municipalities in preparing and approving budgets for the new year to not increase those budgets from the prior year without a majority vote and publication of such vote in official county newspapers, except at the published rate of inflation defined by the rate of the Consumer Price Index. Excluded from this bill are municipalities which receive \$1,000 or less in annual property tax receipts.

The bill also requires all other municipalities, in response to increases in total tangible property valuation, to reduce the amount of tax levied to the prior year's level, except for the following:

1. Inflation allowance;
2. Taxes levied on valuation added as a result of new construction;
3. Valuation added from property located within newly added jurisdictional territory;
4. Valuation added because property has changed in use;
5. Valuation added from certain increased personal property.

Also excluded from the computation are property taxes that have previously been approved by voters, taxes levied to pay principal and interest on bonds, and taxes collected pursuant to the 21.5 mills in state property tax levies.

Municipalities are defined as all political subdivision including counties, townships, municipal universities, school districts, community colleges, drainage districts and other taxing units. *House Bill 2047 § 1 amending K.S.A. 2013 Supp. 79-2925b.*

Valuation and Assessment:

Watercraft valuation and taxation The 2014 legislative session made several changes to the watercraft law passed in 2013 to be implemented January 1, 2014. Watercraft is now defined as any boat or vessel designed to be propelled by machinery, oars, paddles or wind action upon a sail for navigation on the water. Each watercraft may include one trailer which is designed to launch, retrieve, transport and store such watercraft and any nonelectric motor or motors which are necessary to operate such watercraft on the water.

Other changes made that will apply to the 2014 tax year are as follows:

- The levy used to calculate the tax on watercraft shall be the county average tax rate from the prior tax year. Counties should have already received these levies for 2014.
- If a watercraft was exempt or could be exempt because the purchase price was \$750 or less, it is still considered exempt.
- If a watercraft was exempt or could be exempt because it was commercial and industrial machinery and equipment purchased after June 30, 2006, it is still considered exempt.

- Any boat that is designed to be propelled through the water through human power alone shall be exempt.

Language left unchanged by this year's session:

- The county appraiser will determine the fair market value, of each watercraft as of January first of each year. The following assessment rates will be applied to the appraised value to achieve the assessed value when calculating tax: 11.5% for tax year 2014 and 5% for tax year 2015 and all years after.
- Any calculated tax amount for watercraft of less than \$12 will not be less than \$12.

House Bill 2422 amending K.S.A. 2013 Supp. 79-5501

Reduction of Interest Rate on Delinquent Taxes Beginning in tax year 2015 and all years after, the delinquent tax interest rate is developed by only using the prescribed interest rate in K.S.A. 79-2968. The effect will be to reduce by 2 percent the interest rate the county collects when a taxpayer fails to pay his/her property tax by the December 20th and May 10th deadlines. *Senate Bill 231 § 13 amending K.S.A. 2013 Suppl. 79-2004, Senate Bill 231 § 14 amending K.S.A. 2013 Suppl. 79-200a4.*

Clarification of the Definition of Commercial and Industrial Machinery and Equipment, Appraisal of Complex Industrial Facilities, Appraisal of Facilities Built with IRB Funds The 2014 legislative session clarified the intent of the 2006 property tax exemption for certain commercial and industrial machinery and equipment by offering the determination of when this property could be classified as personal property or real property. County appraisers are required to conform to the definitions of real and personal property in Kansas law.

When the classification of property may not be clearly determined, appraisers are required to utilize a three-part, fixture-law test (involving the annexation, adaption and intention) in determining its classification as real or personal. The guidelines are set forth in the personal property guide prescribed by the director of property valuation. The basic factors for clarifying property as real or personal include designated use and purpose of the property with the understanding that all three parts of the three-part fixture test need to be satisfied for property to be classified as real property.

Another provision stipulated that after July 1, 2014, owners of property constructed or purchased with the proceeds of industrial revenue bonds (IRBs) and owners of property exempt from property tax by cities and counties for economic development (EDXs) purposes would be required to notify the county appraisers within 30 days of the completion of improvements on the projects, and the county appraiser would then be required to classify the improvements as real or personal property and notify the owners of the classification within 180 days. The county appraiser may request that the director of Property Valuation Division (PVD) of the Department of Revenue contract with an independent appraiser to determine the classification of the improvements described above. The county would be responsible for paying all reasonable costs of the independent appraisal to determine the classification.

The owner could appeal the classification to the Board of Tax Appeals (BOTA). Property classified in this process could not be reclassified within two years after the expiration of the exemption without approval of BOTA and the determination of a material physical change to the property, a material change in the use of the property, or a substantial change in directly applicable law.

Also listing the property at the time of the exemption for IRBs and EDXs does not constitute an official classification of the property for tax purposes.

A taxpayer or the county appraiser would be authorized to request that the director of the PVD contract with an independent appraiser to classify and appraise certain complex properties. The director of PVD would maintain the list of independent appraisers with qualifications defined in the new section of the law. The counties would be responsible for paying all reasonable costs of the independent appraisals, regardless of which party made the request. The director of PVD would be allowed to require county appraisers and taxpayers to submit relevant documentation to the independent appraisers.

Final determinations made by independent appraisers would be admissible before the courts and BOTA in any subsequent proceedings. *House Bill 2643 New § 1-7, House Bill 2643 § 8 amending K.S.A. 2013 Supp. 79-1609, House Bill 2643 § 9 amending K.S.A. 2013 Supp. 12-1744a, House Bill 2643 § 10 amending K.S.A. 2013 Supp. 79-251.*

Reclassifying Certain Machinery and Equipment Used in Manufacturing of Cement, Lime, etc. The 2014 legislative session listed commercial and industrial machinery and equipment used in the manufacturing of cement, lime and other similar products and specified that this machinery and equipment would be classified as person property for tax purposes.

The list in this legislation includes: kilns, pumps, lifts, process fans, bucket elevators, compressors, raw mills, hammer mills, grinders, conveyors, ball mills, mixers, storage tanks, scales, crushers, reclaimers, processing vessels, filters, electric motors, cements and clinker coolers, finish mills, separators, electric hoists, stackers, roller mills, clinker breakers, hydraulic and lubricating systems, analyzers, aeration systems, air pollution control equipment, bulk loading systems, material and gas flow distribution gates and handling and transport systems.

This section of the bill goes into effect retroactively to December 31, 2013. *House Bill 2643 New § 11.*

Taxes Due on Abandoned or Repossessed Personal Property A bill to address the concerns of manufactured home park owners was passed in the 2014 legislative session. This bill gives tax relief to real property owners with personal property which had been abandoned or repossessed on the real property.

After July 1, 2014 the owner or lessee of any real property on which abandoned or repossessed personal property is located after it has been assessed but before the taxes are paid will not be liable for the unpaid taxes when lawful title is acquired or the legal proceedings to effect repossession commenced within 12 months of the property being abandoned or repossessed. *House Bill 2057 New § 2.*

Tax Liens on Transferred Personal Property The 2014 legislative session clarified the procedures for the collection of taxes on sold or transferred personal property (such as personal watercraft but may apply to other personal property). The bill states that the lien for taxes assessed but not paid on personal property which is being sold or transferred will be attached to the property and will not be a personal debt of the purchaser and that the lien is only for the amount equal to the tax assessment for the year in which the sale or transfer is made and for no previous years.

Also any unpaid taxes on the personal property for any years prior to the sale or transfer will remain as personal debts of the seller and such taxes must be levied against the seller for the purposes of vehicle registration through other existing statutory collection methods.

This bill goes into effect January 1, 2015. *House Bill 2057 § 5 amending K.S.A. 79-2109.*

Tax Refunds:

Destroyed or Substantially Destroyed Homestead Tax Abatement or Tax Credit This is another law that was passed in the 2013 session and amended in the 2014 session. A full review of K.S.A. 2013 Supp. 79-1613 as amended follows.

The owner of any taxable homestead which is destroyed or substantially destroyed due to an earthquake, flood, tornado, fire, or storm, **or** any other destructive event which the Kansas governor has declared a disaster may make application to the board of county commissioners for the abatement of property taxes levied or a credit against property taxes during any or all of the next three (3) years.

“Destroyed or substantially destroyed” means damage sustained by a homestead by the above mentioned natural occurrences **or** for which the Kansas governor has declared a disaster *and* the cost of restoring the structure to its before damaged condition would equal or exceed 50% of the market value of the structure before the damage occurred.

“Homestead” means the dwelling, owned or rented, which is occupied as a residence and the home site land. Homestead may also consist of multi-family dwellings, multi-purpose building or manufactured or mobile homes including the land which they are situated.

If the homestead was destroyed or substantially destroyed after January 1 but prior to August 15, the owner may make application for relief to the county commissioners for the granting of an *abatement* of the property tax levied. If property taxes have been paid or partially paid, the owner may make application for the granting of a credit against property taxes payable during any or all of the next succeeding three (3) taxable years.

If the homestead was destroyed or substantially destroyed on or after August 15 through the end of that year, application for relief may be made to the county commissioners for the granting of a *credit* against property taxes payable during any or all of the next succeeding three (3) taxable years.

Subject to budgetary restraints of the county or taxing subdivision arising from the declared disaster, the county commissioners shall inquire into and make findings regarding, among other things:

- Whether the property is a homestead as defined by this act
- Whether the homestead was destroyed or substantially destroyed as defined by this act and
- The assessed valuation of the homestead

If it is determined that the owner is entitled to an abatement of all or any portion of the taxes levied or is entitled to a credit against property taxes payable by the owner during any or all of the next succeeding three (3) taxable years, the county commissioners may so order.

The county clerk and county treasurer shall in each case of abatement or credit correct their records in accordance with the county commissioner's order. The county clerk shall notify the governing body of any taxing district affected by the county commissioner's order.

The provisions of this section shall be applicable to all taxable years after December 31, 2011. *House Bill 2057 § 3 amending K.S.A. 2013 Supp. 79-1613.*

Exemptions:

Extending the Motor Vehicle Tax Exemption to Additional Members of the Military The 2014 legislative session added the motor vehicle tax exemption of two vehicles, which would be taxed under K.S.A. 79-5101, for any full-time member of the military service of the United States who is stationed in Kansas, or any full-time active guard and reservist member of the Kansas army or air national guard, or a Kansas unit of the reserve forces of the United States under authority of title 10 or title 32 of the U.S. Code and is stationed or assigned in Kansas.

This bill is effective after December 31, 2013. If a member of the military described above has already paid the motor vehicle tax, the county treasurer is to issue a refund of the taxes paid. *House Bill 2643 § 12 amending K.S.A. 2013 Supp. 79-5107.*

Exemption of Amateur-Built Aircraft The 2014 legislative session added amateur built aircraft used exclusively for recreational or display purposes to the legislation that exempted antique aircraft.

Amateur-built aircraft is defined as aircraft, manned or unmanned, that the major portion of which has been fabricated and assembled by a person or persons who undertook the construction project solely for their own education or recreation. This bill applies to all taxable years after December 31, 2013. *Senate Bill 266 § 5 amending K.S.A. 79-220.*

Exemption of Utility Systems and Appurtenances Located on Military Installation The 2014 legislative session added exemption twenty-five to K.S.A. 79-201a. This exempts all utility systems and accessories located on U.S. department of defense military installations located in Kansas as of December 31, 2013 which were acquired pursuant to the military utilities privatization initiative 10 U.S.C § 2688 *et seq.*, or which have been installed after December 31, 2013 and which are provided exclusively or primarily for use by the military of the U.S. *House Bill 2455 § 1 amending K.S.A. 2013 Supp. 79-201a.*

COTA and the Appeal Process:

Abolishing COTA and Reestablishing BOTA, as well as Other Changes in the Appeal Process

The 2014 legislative session requires that the Court of Tax Appeals (COTA), now renamed the Board of Tax Appeals (BOTA), render and serve a written summary decision on property tax cases within 14 days where previously final orders had to be rendered in writing and served within 120 days after the matter had been fully submitted to BOTA.

Within 14 days of receiving the summary decision aggrieved parties can request a full and complete BOTA opinion within 90 days. If BOTA fails to comply with either the 14-day or the 90-day requirements and absent an agreement by the parties or good cause shown, BOTA must return all filing fees to the taxpayer.

Also eliminated is the requirement that a request for reconsideration of final BOTA orders be filed before seeking judicial review. Beginning with final orders or denials of motions to reconsider on or after June 30, 2014, appellants may appeal to the Kansas Court of Appeals or to a Kansas District Court.

Previous to this only the court of appeals had jurisdiction for review of all final orders issued by BOTA. Any appeal made to a district court would be a de novo trial (try the matter anew, the same as if it had not been heard before). Such appeals to the district courts would be conducted by the court in which the property is located; or if the property is located in multiple counties, the appellants would have the option of choosing which district court would hear the appeal.

The bill repealed the requirement that bonds be given of 125% of taxes assessed when reviews of property taxes cases are being sought by a party other than the director of property valuation or a taxing subdivision. The bill also eliminated the requirement that a request for reconsideration of final BOTA orders be filed before seeking judicial review.

A new provision stipulates that one member of BOTA be a licensed and certified general real property appraiser. Additionally, members of BOTA are allowed to serve a maximum of 90 days after the expiration of members' terms.

Also a new mandate stipulates that all appeals be made available to the public and published on BOTA's website within 30 days. Also BOTA is required to publish a monthly report made available to the public and transmitted to all 165 members of the Kansas legislature on all appeals decided, as well as all of those that have not yet been decided and are beyond the new statutory deadlines.

Relative to cases in the small claims division, the chief hearing officer is prohibited from appointing any persons employed by BOTA as hearing officers. The maximum amount of appraised valuation, above which cases cannot be considered in the small claims division, is increased from \$2 million to \$3 million.

Additional language clarifies that notices of appeal to the small claims division could be signed by either taxpayers or their authorized representatives. An added provision states that when the county appeals a small claims decision, the county bears the burden of proof in the appeal.

Attachment: Memo's from PVD on 79-1613 (15360 : Work Session to discuss K.S.A. 79-1613)

The salaries of members and the chief hearing officer who are newly appointed after June 30, 2014, is set at the same amounts paid to administrative law judges until such time as the continuing education requirements have been met, at which point the salaries would be \$2,465 less per year than amounts paid to a Chief Judge of the district court.

Additional provisions prohibits BOTA from determining who may sign appeals forms; who may represent taxpayers; deciding what constitutes the unauthorized practice of law; deciding whether contingency fee agreements are a violation of public policy; and impeding any agreement or settlement between a county and a taxpayer.

Also the bill provides that no filing fee be charged to a taxpayer who has filed an appeal for the previous year that has not been decided by BOTA and is beyond the new time period, to any taxpayer filing an appeal in regard to single-family residential property, or to any not-for-profit organization if the valuation of the property that is the subject of the controversy does not exceed \$100,000.

The requirement that appraisals be performed in accordance with certain standards of the Appraisal Foundation in effect as of March 1, 1992 was amended to require that all appraisals be performed in accordance with the Foundation's most current standards.

Cases involving leased commercial and industrial property, the taxpayers bear the burden of proof unless they have furnished the county appraisers with complete income and expense statement for the property, within 30 calendar days on forms regularly maintained by the taxpayers in the ordinary course of business for the three years prior to the appeal year in question. Single-property appraisals involving leased commercial and industrial property submitted by the taxpayers with an effective date of January 1, are deemed to return the burden of proof to the county appraisers.

Relative to cases involving residential real estate and commercial and industrial real property, appraisals made by counties are required to be released through the discovery process to taxpayers or their representatives. Taxpayers in such cases submitting single-property appraisals with an effective date of January 1 that have been conducted by certified general real property appraisers and for which valuations are less than the amounts determined by the county mass appraisals are entitled to have the qualifying single-property appraisals accepted into evidence at BOTA.

A new provision prohibits county appraisers from increasing the valuation for two years for certain real property that had its value reduced by a final determination made pursuant to the valuation appeals process, unless substantial and compelling reasons have been documented by the appraisers. "Substantial and compelling reasons" is defined as a change in the character of the use of the property or a substantial addition or improvement to the property.

The bill goes into effect immediately. *Senate Bill 231 § 1 amending K.S.A. 2013 Suppl. 74-2426, Senate Bill 231 § 2 amending K.S.A. 2013 Suppl. 74-2433, Senate Bill 231 § 3 amending K.S.A. 2013 Suppl. 74-2433f, Senate Bill 231 § 4 amending K.S.A. 2013 Suppl. 74-2434, Senate Bill 231 § 5 amending K.S.A. 2013 Suppl. 74-2437, Senate Bill 231 § 6 amending K.S.A. 2013 Suppl. 74-2438, Senate Bill 231 § 8 amending K.S.A. 2013 Suppl. 77-529, Senate Bill 231 § 9 amending*

K.S.A. 2013 Suppl. 79-505, Senate Bill 231 § 10 amending K.S.A. 2013 Suppl. 79-1448, Senate Bill 231 § 11 amending K.S.A. 2013 Suppl. 79-1460, Senate Bill 231 § 12 amending K.S.A. 2013 Suppl. 79-1609.

Mortgage Registration Tax:

Approval of the Change in Mortgage Registration Tax The 2014 legislative session requires that the mortgage registration tax be phased out over the next five years beginning in 2015 and that none of this tax will go to the state Heritage Trust Fund beginning in 2015.

% of Change over time	Current	2015	2016	2017	2018	2019 & after
Mortgage Registration Tax as % of principal debt secured	0.26%	0.20%	0.15%	0.10%	0.05%	0.00%

Current recording fees being charged would increase beginning in 2015 and a new fee to fund the state Heritage Trust Fund would be added beginning in 2015:

Fees charged by county register of deeds/changes over time	Current	2015	2016	2017	2018 & thereafter
First page of deeds, mortgages, other instruments	\$6.00	\$8.00	\$11.00	\$14.00	\$17.00
Each additional page of such documents	\$2.00	\$4.00	\$7.00	\$10.00	\$13.00
Recording town plats, for each page	\$20.00	\$23.00	\$26.00	\$29.00	\$32.00
Release/Assignment of mortgages	\$5.00	\$7.00	\$10.00	\$13.00	\$16.00
Certifying instruments on record	\$1.00	\$4.00	\$7.00	\$10.00	\$13.00
Signature acknowledgment	\$0.50	\$3.50	\$6.50	\$9.50	\$12.50
IRS tax lien filing notices	\$5.00	\$8.00	\$11.00	\$14.00	\$17.00
IRS/KDOR lien release notices	\$5.00	\$8.00	\$11.00	\$14.00	\$17.00
Liens for materials/services under KSA 58-201	\$5.00	\$8.00	\$11.00	\$14.00	\$17.00
Fee per page for the state Heritage Trust Fund for recording mortgages/mortgage releases (annual county maximum is \$30,000)	\$0.00	\$1.00	\$1.00	\$1.00	\$1.00

A maximum of \$125 charged on all fees to register mortgages of \$75,000 or less goes into effect in 2015.

Fund Receiving Per Page Amount/changes over time	Prior to 2015	2015 and After
Register of Deeds Technology Fund	\$2.00	\$2.00
County Clerk Technology Fund	\$0.00	\$0.50
County Treasurer Technology Fund	\$0.00	\$0.50

An existing separate fee of \$2 per page will be increased to \$3 per page beginning in calendar year 2015, and receipts from this additional \$1 fee would be split into two separate \$0.50 portions and deposited in the County Clerk Technology Fund (CCTF) and the County Treasurer Technology Fund (CTTF), which are new funds created by the bill for each county. Moneys up to \$50,000 in each county deposited in the CCTF and the CTTF will be required to be used by the county clerks and county treasurers to acquire equipment and technological services for the storing, recording, archiving, retrieving, maintaining and handling of certain data. County commissioners will be authorized to divert amounts in excess of \$50,000 in each county for the technological needs of other county offices upon the finding of county clerks or treasurers that such amounts exceed the technological needs of those offices. *House Bill 2643 § 14 amending K.S.A. 2013 Supp. 28-115, House Bill 2643 § 15 amending K.S.A. 79-3102, House Bill 2643 § 16 new.*



COUNTY CLERK & ELECTIONS
Personnel

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

MEMORANDUM

FROM: Elizabeth Ward, Director of Human Resources

MEETING: January 30, 2025

SUBJECT: Work Session - Discuss Fiscal Analyst position

PRESENTER: Diane Creek, Health Department Director

BACKGROUND

The Administrative Fiscal Analyst position was inherited from the City-County management style when the Health Department moved to Riley County oversight.

The position description and duties were not adapted to the best practice for Riley County. The role had not been re-evaluated since 1996 as the position was filled by the incumbent. While reviewing the position responsibilities the opportunity to realign this position with correct oversight is suggested.

DISCUSSION

The Health Department Director and Human Resources have discussed the best placement for this position to have clear direction, oversight and most importantly accurate support for the Health Department staff. The Health Department Director recommends placing the position under the Budget and Finance Officer's supervision, within the County Clerk's office. The Human Resources Director, Budget and Finance Officer and County Clerk agree this would be the best scenario for Riley County.

As the Commissioners know, the Health department funding is complicated, with multiple state, federal and local grants supporting programing and personnel expenses, which are combined with direct financial support from Riley County.

The Budget and Finance Officer is tasked with the responsibility of overseeing grants as well as all funding and financial management within the County. We believe having the

Budget and Finance Officer training, supporting, and guiding the Fiscal Analyst-Health Department position, will lead to greater transparency and compliance with Riley County policies and procedures. This will also ensure consistency in fiscal policy administration.

FISCAL IMPACT

No fiscal impact. This position is already included in the 2025 budget in the Riley County appropriation portion of funding, which can be transferred to the Clerk's Department. This will not have any impact on the grant funding for the Health Department.

The personnel budget projections for 2026 would not be affected by these changes either. If approved, the funding will be presented in the Clerk's budget instead of the Health Department.

The approved 2025 personnel budget for this position:

Position	Annualized Salary	Benefits	Total Approved Budget
Fiscal Analyst	\$81,390	\$32,149	\$113,539

If approved, this amount will be transferred from the Health Department appropriation to the Clerk's budget.

RECOMMENDATION(S)

I recommend the Board of County Commissioners consider moving the oversight of the Fiscal Analyst-HD position to the Budget and Finance Officer, in the Riley County Clerk's office.

We are not asking for a decision today but want to clarify the position cannot be filled until the decision is made.

Enclosures:

- Fiscal Analyst -HD position description (DOC)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	FISCAL ANALYST – HEALTH DEPARTMENT	
Department:	Clerk	Division: Finance
Reports To:	Budget & Finance Officer	
Pay Grade:	8	Status: Full time
FLSA Status:	Non-Exempt	

Position Summary: The Fiscal Analyst-Health Department processes accounts receivable & payable, grant funding and reporting, audit and budget preparation, financial processes and provides clerical support for the Health Department. The position will also assist with medical billing.

ESSENTIAL FUNCTIONS:

- Performs accounts payable, reconciles statements, assigns account codes, balances and submits vouchers for payment.
- Deposits and reconciles daily cash receipts, monthly financial and disbursement reports, grant affidavits and general ledgers.
- Assists with resolving day-to-day problems related to Accounts Receivables and Payables.
- Assists Health Department supervisors with annual budget development, revenue, and expenditure reporting for grants in the health department.
- Ensures compliance with financial policies at Riley County.
- Serves as the department purchase card administrator and processes monthly reconciliation for all divisions within the Department
- Consults with vendors, customers and staff to discuss, formulate and resolve accounts payable.
- Communicates with Human Resources and Budget and Finance Officer on personnel and pay-related requests, processes and issues.
- Assists Budget & Finance Officer to update and implement policy and processes.
- Assists Budget & Finance Officer with monthly budget reports for Riley County Board of Health.

SECONDARY FUNCTIONS:

- Supports public health clinic and home visiting program to ensure alignment of services to patients with insurance billing codes prior to submitting to third party payers.
- Assists supervisors with financial planning within the Health Department.
- Assists in public health emergency preparation and response efforts.
- Assists supervisors to determine needs for equipment, staffing and program cost items.
- Reviews requisitions for office supplies to ensure budgetary authority.
- Participates in regional coding and billing meetings.
- Provides review of budgets with Supervisors and Director as requested.
- Acts as back up for Administrative Assistant II for inventory management and supplies.
- Acts as back up for Administrative Assistant II for office administration tasks.
- Maintains patient and staff confidentiality
- Other duties as assigned

Position Requirements:

Education: Associate degree required in business administration, accounting, finance or related field. 2 years' data entry experience preferred. 2 years' AP/AR, grant management or finance related experience preferred. Experience working with the public required. Technology experience required.

License(s)/Certification(s): None

Experience: Knowledge of Microsoft office, emphasis in Excel and experience working with the public.

Updated Jan 2025

Attachment: Fiscal Analyst -HD position description (15375 : Work Session - Fiscal Analyst-HD)

Experience in data collection, entry and reporting with attention to detail. Experience with grant management and Paylocity preferred. Knowledge of Generally Accepted Accounting Principles (GAAP) and basic accounting procedures.

Skills: Ability to analyze financial data. Ability to meet deadlines. Great attention to detail required. Ability to effectively manage multiple priorities while maintaining attention to detail. Communication skills, both written and verbal skills are required. Ability to excel in math and numerical calculations.

Appropriate combination of experience and education considered in lieu of the above requirements.

Supervisory Control: Work is assigned under general guidelines by the supervisor and performed independently on own initiative. Documents are reviewed by supervisor for completeness and accuracy. Deadlines, scheduling, and policies are reviewed and coordinated with supervisor.

Guidelines: Guidelines are both verbal and in writing. Guidelines include personnel policy, financial policy, grant requirements, precedents, direction, local, state and federal regulations pertinent to each circumstance. The employee reviews and recommends changes with supervisor.

Complexity: Accuracy is essential, and deadlines must be met. The work requires self-motivated advance planning. The work requires strong organizational, interpersonal skills and the ability to interpret policies and procedures. Ability to prioritize is critical. There is a tremendous amount of detail involved in budgetary and grant management. The variety of tasks and duties performed involve different and unrelated processes and methods related to the operation of a multipurpose department.

Scope and Effect of Work: Position must perform routine, specific procedures and provide follow-through to ensure the efficient and timely progress of payroll. Work product and its accuracy affects all staff at Riley County. Mistakes are generally correctable but will cause delays.

Personal Contacts: **Contacts** are with co-workers, vendors, various state and federal agencies, general public, and outside agencies and auditors.

Purpose of Contacts: The purpose is to obtain, clarify, or give facts or information, coordinate, and educate on work efforts or to resolve problems by influencing or motivating individuals or groups; the facts or information may range from easily understood to highly technical.

Physical Demands: The physical demands represented are required to perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Required to stand, walk; sit; use hands to finger, handle, or feel; reach with hands and arms. The employee must regularly lift and/or move up to 25 pounds. Specific vision required include close vision.

Work Environment: The work environment represents those required to perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to a normal noise level.

Riley County Health Department is a smoke-free environment.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



**COUNTY APPRAISER'S
OFFICE**
Personnel

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

COMMISSION AGENDA REPORT

FROM: Appraiser's Office

MEETING: January 30, 2025

SUBJECT: Request to Refill Residential Appraiser II

PRESENTER: Anna Burson

BACKGROUND

The Residential Appraiser II position will become vacant 2/07/2025. This position is crucial to the work of the Riley County Appraiser's Office.

DISCUSSION

I am requesting permission to post this position as soon as possible and fill it after it becomes vacant. This role is vital to Riley County. We are currently in one of our most crucial times of the year and maintaining full staffing is crucial.

We are seeking a candidate with two years of appraisal experience to refill this position as an Appraiser II. If we do not receive applicants with the necessary knowledge, skills, and abilities, I would request to refill the position as an Appraiser I. The position descriptions are attached for your review.

FISCAL IMPACT

This position has been in place and is in the Appraiser's Office budget

RECOMMENDATION(S)

My recommendation is to post and refill the position at the earliest opportunity.

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:

- Appraiser I Residential position description (PDF)
- Appraiser II Residential Position Description (PDF)
- 2025-01 Appraiser Residential II or I DOE EAF (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	APPRAISER I-RESIDENTIAL	
Department:	Appraiser	Division: Real Estate
Reports To:	Assistant County Appraiser	
Pay Range:	6	Status: Full Time
FLSA Status:	Non-Exempt	

Position Summary: The Appraiser I-Residential discovers and lists property characteristic data of real property throughout Riley County for the purpose of ad valorem taxation with the specifications and guidelines as set forth by the Property Valuation Division and the Riley County Appraiser's Office.

ESSENTIAL FUNCTIONS:

- Discover, inventory, and list structures and other improvements associated with residential and agricultural property within Riley County.
- Assist in Ensuring new construction is listed and existing data is accurate.
- Assist in Identifying, photo cataloging, measuring, and sketching pertinent objective data working with an Appraiser III on subjective data i.e. (Quality, CDU, physical condition).
- Conduct interviews of property owners, contractors, or tenants to gain further clarification.
- Reviews maps for accuracy and discrepancies.
- Perform quality control on data entry.
- Communicate workload with supervisor to ensure statutory deadlines are met for all process including annual review and building permits.
- Assist Appraiser III's with sales review and final review prior to finalization of the appraisal estimates and printing of change of value notices.
- Observe informal and payment under protest hearings.

SECONDARY FUNCTIONS:

- Provide information to customers by phone, email, or in person. Information includes appraised values, cost sheets, comparable sales sheets, aerial maps, and legal descriptions.
- Perform other duties as assigned.

POSITION REQUIREMENTS:

Education: High school diploma or equivalent required.

Within 2 years in position must successfully complete:

- ORION Residential & Agricultural Data Collection, Orion Introduction and Overview of Basic Functionality
- Kansas Property Tax Law
- IAAO 101, IAAO 102, and USPAP

**Course work of equal utility in some cases may substituted or time allowance for successful completion may be made on a case-by-case basis at the Department Head's discretion.*

License(s)/Certification(s): Valid driver's license required.

Experience: 2 years office experience preferred.

Skills: Ability to exercise both subject and object reasoning. Ability to read maps. Ability to multitask. Knowledge and ability to utilize Microsoft Office programs. Ability to enter data into a variety of systems

accurately and completely. Ability to communicate tactfully and courteously with the public. Ability to use basic math skills and take measurements accurately.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; outside weather conditions. The noise level in the work environment is usually normally.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	APPRAISER II-RESIDENTIAL	
Department:	Appraiser	Division: Real Estate
Reports To:	Assistant County Appraiser	
Pay Range:	8	Status: Full Time
FLSA Status:	Non-Exempt	

Position Summary: The Appraiser II-Residential discovers, lists, and values real property throughout Riley County utilizing recognized mass appraisal methods and techniques and following specifications and guidelines as set forth by the Property Valuation Division and the Riley County Appraiser's Office.

ESSENTIAL FUNCTIONS:

- Discovers, inventories, lists, values structures and other improvements associated with residential and agricultural property within Riley County.
- Ensures new construction is listed and appraised, and existing data is accurate.
- Identifies objective and subjective data characteristics, photo catalogs, measures, and sketches.
- Conducts interviews of property owners, contractors, or tenants to gain further clarification.
- Reviews sales of residential and agricultural properties throughout the county to determine validity and ensure data is accurately reflective of time of sale conditions.
- Reviews maps for accuracy and discrepancies.
- Performs quality control on all data entry.
- Assists the County Appraiser to develop a final opinion of market value for assigned properties.
- Conducts informal hearings and payment under protest hearings with property owners or representatives to discuss valuation estimate or obtain a explanation of the value estimate.
- Monitors workload throughout the appraisal calendar year to ensure statutory deadlines are met for all processes including annual review, building permits, sales, final review, and hearings.
- Continuously furthering education to advance knowledge, skills and abilities in appraisal.

SECONDARY FUNCTIONS:

- Provides information to customers by phone, email, or in person, including appraised values, cost sheets, comparable sales sheets, aerial maps, and legal descriptions.
- Performs other duties as assigned.

POSITION REQUIREMENTS:

Education: High school diploma or equivalent required.

- ORION Residential & Agricultural Data Collection, Orion Introduction and Overview of Basic Functionality
- Kansas Property Tax Law
- IAAO 101, IAAO 102, and USPAP

Within 3 years in position must successfully complete:

- Orion Sales File Development, Orion Market Modeling Analysis and Automated Sales Comparison
- IAAO 300-Fundamental of Mass Appraisal, IAAO 311-Real Property Modeling Concepts

**Course work of equal utility may be substituted or time allowance for successful completion may be made on a case-by-case basis at the Department Head's discretion.*

License(s)/Certification(s): Valid driver's license required.

Experience: 2 years of appraisal experience required. Established proficiency in all Appraiser I duties

Updated Aug 2023

Attachment: Appraiser II Residential Position Description (15372 : Request to Post and Refill Residential Appraiser II Position)

and responsibilities. Use of ORION CAMA system and APEX software preferred.

Skills: Abilities required include: both subjective and objective reasoning, read and navigate various mapping systems, measure structures accurately, multitask, render identification of and judgement concerning building structural features, quality of construction, CDU rating, and physical condition. Ability also required to interview, work in Microsoft Office, record descriptive data into a variety of systems accurately and completely, communicate tactfully and courteously with the public.

Appropriate combination of experience and education will be considered in lieu of these requirements.

Physical Demands: The physical demands represent those required to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment: The work environment characteristics described represent those encountered while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, outside weather conditions. The noise level in the work environment is usually normal.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

RILEY COUNTY POSITION ACTION FORM

Submitted by Anna Burson on 01/27/2025 at 05:53 AM

Elizabeth Ward, Final Approval

Internal Position Details (not displayed on job posting)		
Company Riley County, KS	Position Template Appraiser II-Residential [App II Res]	Work Location Office Building
Job ID 3004779	Salary \$21.53 - \$25.05 D.O.E.	Supervisor Position No
Pay Grade RANGE 8 [RANGE 8]	EEO Class Paraprofessionals [5]	Workers Compensation 9410 [9410]
Cost Center 1 County General [1]	Cost Center 2 Appraiser [22]	Cost Center 3 --
1 Job Slot APPRAIS-1		

Supervisor: Steven Schurle

Department Head: Anna Burson

☒ No changes to Position or Budget

☒ Position Description attached

Total annual hours: 2080

☒ Budgeted

☐ New or updated position description

☐ New request for budget (details attached)

Salary: \$52,104

Budget for Benefits: \$ 20,581.08

Total proposed annual budget: \$72,685.08

Additional Position Comments: _____

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Original document stored in Human Resources

Revised 2023-01



PUBLIC WORKS
Recommendations

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

COMMISSION AGENDA REPORT

FROM: Mary Graham, Admin Asst II

MEETING: January 30, 2025

SUBJECT: 2025 Community Park Fund Allocation Request and Transfer to CIP

PRESENTER: John Ellermann, Director of Public Works

BACKGROUND

The County Park Advisory Board selected the community park projects at their last meeting. As shown in the attached spreadsheet. This year \$60,000 is set aside for community park purchases. The purchasing process will begin upon approval by the County Commission. We would like to request some of these funds be transferred to CIP to add to future allocations for larger projects.

DISCUSSION

This year \$60,000 is allocated in the county park budget for community park purchases. This is a significant revenue source for the small cities and communities in Riley County. Many of the improvements made to their community parks have been funded through the county park fund over the years. Several projects were proposed. The final list was selected by park board representatives from each community.

Leonardville would like to move \$14,700 and Ogden would like to move \$11,000 to CIP to add to future allocations to build new restrooms. University Park will need \$14,000 moved to CIP for their sports court. The total amount we would like to move to CIP is \$39,700.

FISCAL IMPACT

\$60,000 is allocated from the 2025 Park budget for community park projects.

RECOMMENDATION(S)

Staff recommends the 2025 community park allocations, as selected by the Riley County Park

Advisory Board. Staff also recommends approval of \$39,700 of those funds be moved to CIP for future larger projects.

POSSIBLE MOTION(S)

I move to approve the 2025 Community Park allocations as presented and recommended by the Riley County Park Advisory Board and the transfer of \$39,700 to CIP for future larger projects.

Enclosures:

- 2025 BOCC Community Park Allocation Request (PDF)
- CIP Forms - Project Activation Modified University Park BB-Pickleball Court (XLS)
- CIP Forms - Project Activation Modified Ogden Restroom (XLS)
- CIP Forms - Project Activation Modified Leonardville Restroom (XLS)

2025 Riley County Community Park Allocations

	Requested	Approved		Requested	Approved
RANDOLPH			RILEY		
6 picnic tables	\$6,000.00	\$6,000.00	ADA table and four chair table	\$3,100.00	\$3,100.00
			concrete to add ADA sidewalk @ west park shelter house	\$1,200.00	\$1,200.00
	\$6,000.00	\$6,000.00		\$4,300.00	\$4,300.00
LEONARDVILLE			OGDEN		
restroom	\$15,000.00	\$14,700.00	restroom	\$11,000.00	\$11,000.00
	\$15,000.00	\$14,700.00		\$11,000.00	\$11,000.00
UNIVERSITY PARK			KEATS		
basketball/pickelball court (final balance needed)	\$14,000.00	\$14,000.00	irrigation	\$3,500.00	\$0.00
grinding tree stumps from park/golf course area	\$2,000.00	\$0.00			
	\$16,000.00	\$14,000.00		\$3,500.00	\$0.00
ZEANDALE PARK			FAIRMONT		
pickleball court	\$38,163.00	\$10,000.00			
	\$38,163.00	\$10,000.00		\$0.00	\$0.00
				Requested Total	93,963.00
				Approved Total	60,000.00

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

16.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works - Parks Date: 1/30/2025

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: _____ Total Cost \$: \$ 14,000.00

Brief Description:

Build new Basketball/Pickleball courts in University Park.

Project Justification:

Build up funds from yearly community park allocations to be able to construct a basketball/pickleball court in University Park Community in the future.

Operating Cost Implications:

If this is not done then we will not be able to build up the allocated community park funds to build the new basketball/pickelball court..

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

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, 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, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

☐

This project is **funded**.

☐

This project is **not funded**.

Chairman Date
Board of County Commissioners

ALL FIELDS MUST BE COMPLETED

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

16.c

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works - Parks Date: 1/30/2025

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: _____ Total Cost \$: \$ 11,000.00

Brief Description:

Build new restroom in Ogden Park

Project Justification:

Build up funds from yearly community park allocations to be able to construct a new restroom in Ogden Park in the future.

Operating Cost Implications:

If this is not done then we will not be able to build up the allocated community park funds to build a new restroom.

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

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, 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, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

☐

This project is **funded**.

☐

This project is **not funded**.

Chairman Date
Board of County Commissioners

ALL FIELDS MUST BE COMPLETED

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

16.d

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works - Parks Date: 1/30/2025

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: _____ Total Cost \$: \$ 14,700.00

Brief Description:

Build new restroom in Leonardville Park

Project Justification:

Build up funds from yearly community park allocations to be able to construct a new restroom in Leonardville Park in the future.

Operating Cost Implications:

If this is not done then we will not be able to build up the allocated community park funds to build a new restroom.

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

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, 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, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

☐

This project is **funded**.

☐

This project is **not funded**.

Chairman Date
Board of County Commissioners

ALL FIELDS MUST BE COMPLETED



EMS/AMBULANCE
Staff Update

David Adams
EMS/Ambulance Director
2011 Claflin Rd
Manhattan, KS 66502
Phone: 785-539-3535

STAFF REPORT

FROM: David Adams, EMS/Ambulance Director
MEETING: January 30, 2025
SUBJECT: Staff Update
PRESENTER: David Adams, EMS/Ambulance Director

Operations

Calls for service:

December- 442

911-Call volume by station:

Medic 11 located at 2011 Claflin Rd: 143

Medic 21 located at 11th & Poyntz: 125

Medic 31 located at 3060 TCB (Riley County Public Works): 69

Medic 41 located at Manhattan Regional Airport: 66

Medic 51- Leonardville: 28

The rest of the calls (if applicable) are for event standbys and supervisors writing reports.

Snowstorm

New hires (FT and PRN) are in orientation

Working on new building construction related topics.

Updated: 1/28/2025 1:25 PM by David Adams

Page 1

Packet Pg. 72

Staff Report (ID # 15377)

Meeting of January 30, 2025

Quality Improvement and Safety Course

Participate in Mental Health Working Group (Josh) and Task Force (David)

Participate in Substance Misuse Working Group (Josh) and Task Force (David)

Hands only CPR/Stop the bleed training for county staff.

DEA Changes- Done

Staff Rotation

Supervisor Book Study

Inventory

Medical Director case review with staff.

Observing field performance.

Event Standbys: 12- ; KSU BBall 10; Indoor Track- 2

Education

100% review of all calls.

Review of data metrics to identify trends.

Protocol book development is ongoing.

End of year training wrap up.

Training with MFD.

2025 Training Plan

Community Outreach:

Car seat check lanes.

Enclosures:

- December 2024 Stats (XLSX)
- Riley County EMS Weekly Progress Report WE 12-20-24 (PDF)
- Riley County EMS Weekly Progress Report WE 1-3-25 (PDF)
- Riley County EMS Weekly Progress Report WE 1-10-25 (PDF)
- Riley County EMS Weekly Progress Report WE 1-17-25 (PDF)

EMS RESPONSES BY DAY OF THE WEEK		
Weekday	Count	Percent
01 - Sunday	78	18%
02 - Monday	59	13%
03 - Tuesday	92	21%
04 - Wednesday	49	11%
05 - Thursday	48	11%
06 - Friday	49	11%
07 - Saturday	67	15%
TOTAL	442	

EMS RESPONSES BY HOUR OF DAY		
Hour Range	Count	Percent
00:00:00 - 00:59:59	10	2%
01:00:00 - 01:59:59	9	2%
02:00:00 - 02:59:59	19	4%
03:00:00 - 03:59:59	15	3%
04:00:00 - 04:59:59	6	1%
05:00:00 - 05:59:59	14	3%
06:00:00 - 06:59:59	14	3%
07:00:00 - 07:59:59	18	4%
08:00:00 - 08:59:59	15	3%
09:00:00 - 09:59:59	20	5%
10:00:00 - 10:59:59	23	5%
11:00:00 - 11:59:59	14	3%
12:00:00 - 12:59:59	29	7%
13:00:00 - 13:59:59	23	5%
14:00:00 - 14:59:59	22	5%
15:00:00 - 15:59:59	27	6%
16:00:00 - 16:59:59	18	4%
17:00:00 - 17:59:59	29	7%
18:00:00 - 18:59:59	34	8%
19:00:00 - 19:59:59	26	6%
20:00:00 - 20:59:59	14	3%
21:00:00 - 21:59:59	18	4%
22:00:00 - 22:59:59	15	3%
23:00:00 - 23:59:59	10	2%

EMS RESPONSES BY UNIT CALL SIGN		
CALL SIGN	COUNT	PERCENT
Medic 11	143	32%
Medic 21	125	28%
Medic 31	69	16%

Medic 41	66	15%
Medic 51	28	6%

TOP 5 EMS RESPONSES BY DISPATCH REASON		
Complaint	Count	Percent
Sick Person	88	20%
Falls	65	15%
Transfer	37	8%
Unconscious	26	6%
Other	23	5%



Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd

| JOB NUMBER: 24 - 104

WEEK ENDING: 12.20.24



PROJECT CURRENT STATUS REPORT



NEXT WEEK PROJECT PROJECTIONS

Masonry	Continued with masonry around the South side of Area A.	Masonry	Finish the Masonry Veneer
Plumbing	Continued working on gas rough-in	Plumbing	Finish gas rough-in and piping insulation.
Electrical	Continued rough-in in Area B. Underground electrical for exterior equipment.	Electrical	Continue rough-in in Area B and start building gear for primary power
HVAC	Continued with rough-in between Area A and B.	HVAC	Duct insulation in Area A and B.
Sheetrock	Continued hanging and insulating sheetrock in Area C. Started mudding walls. Started top-out in Area A.	Sheetrock	Continue mudding and fire taping in Area C and top-out in Area A.
Windows	Set the East windows in Area A.	Windows	Continue to follow behind the masons with window install in Area A.
BHS	Continued interior blocking and roof blocking through-out Areas A and C.	BHS	Pour housekeeping pads and continue roof blocking.

Outstanding/Hot Items:

Signage to discuss city's response

Mapes Canopies

RFI 63 Laundry Connection Detail



Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd

JOB NUMBER: 24-104

Area A Masonry



Area B Overhead Doors



Primary Power



Area C Sheetrock



FLOOR PLAN GENERAL NOTES

- 1. CONSTRUCTION TO BE IN STRICT ACCORDANCE WITH ALL APPLICABLE BUILDING CODES, LOCAL RULES AND REGULATIONS, AND ALL OTHER CODES, REGULATIONS AND GOVERNING AGENCIES HAVING JURISDICTION WITH ALL APPLICABLE AMENDMENTS UNLESS ALTERED OR CHANGED THROUGH VARIANCES OF OTHER LEGAL PROCEDURES.
- 2. UNLESS OTHERWISE INDICATED, ALL MATERIALS AND EQUIPMENT ON THE DRAWINGS ARE TO BE FURNISHED AND INSTALLED BY THE CONTRACTOR.
- 3. ALL INTERIOR DIMENSIONS ARE TO FINISHED FACE OF GYP. BD. UNLESS NOTED OTHERWISE.
- 4. ALL EXTERIOR MASONRY WALLS ARE DIMENSIONED FROM EXTERIOR FACE OF MASONRY TO FINISHED FACE OF INTERIOR GYPSUM BOARD UNLESS NOTED OTHERWISE.
- 5. ALL EXTERIOR CADDIED WALLS (VINYL SIDING, CEMENT BOARD SIDING, WOOD SIDING AND METAL WALL PANELS) ARE DIMENSIONED FROM EXTERIOR FACE OF SIDING TO FINISHED FACE OF INTERIOR GYPSUM BOARD UNLESS NOTED OTHERWISE.
- 6. GENERAL CONTRACTOR TO PROVIDE AND INSTALL 20 GA. FLAT METAL BRACKETS FOR ALL WALL MOUNTED ITEMS INCLUDING, BUT NOT LIMITED TO CABINETS, TV BRACKETS, SHELVING, PLUMBING FIXTURES, TOILET ACCESSORIES AND ALL OWNER SUPPLIED WALL MOUNTED ITEMS. (NOTE: 2X WOOD BLOCKING MAY BE USED IN B.U. OF 20 GA. METAL).
- 7. ALL ACCESSORIES TO MEET ANSI STANDARDS AND REQUIREMENTS.
- 8. SEE SHEETS 1001 & 1002 FOR PARTITION TYPES.
- 9. CONCEAL ALL CONDUIT FOR SWITCHES, OUTLETS, OH DOOR OPERATORS, ETC. IN/BE CMU. SURFACE APPLIED CONDUIT WILL NOT BE ACCEPTED.
- 10. COORDINATE LOCATION OF ALL F.F.E. ITEMS WITH MECH., ELECTRICAL AND PLUMBING PRIOR TO INSTALLATION.

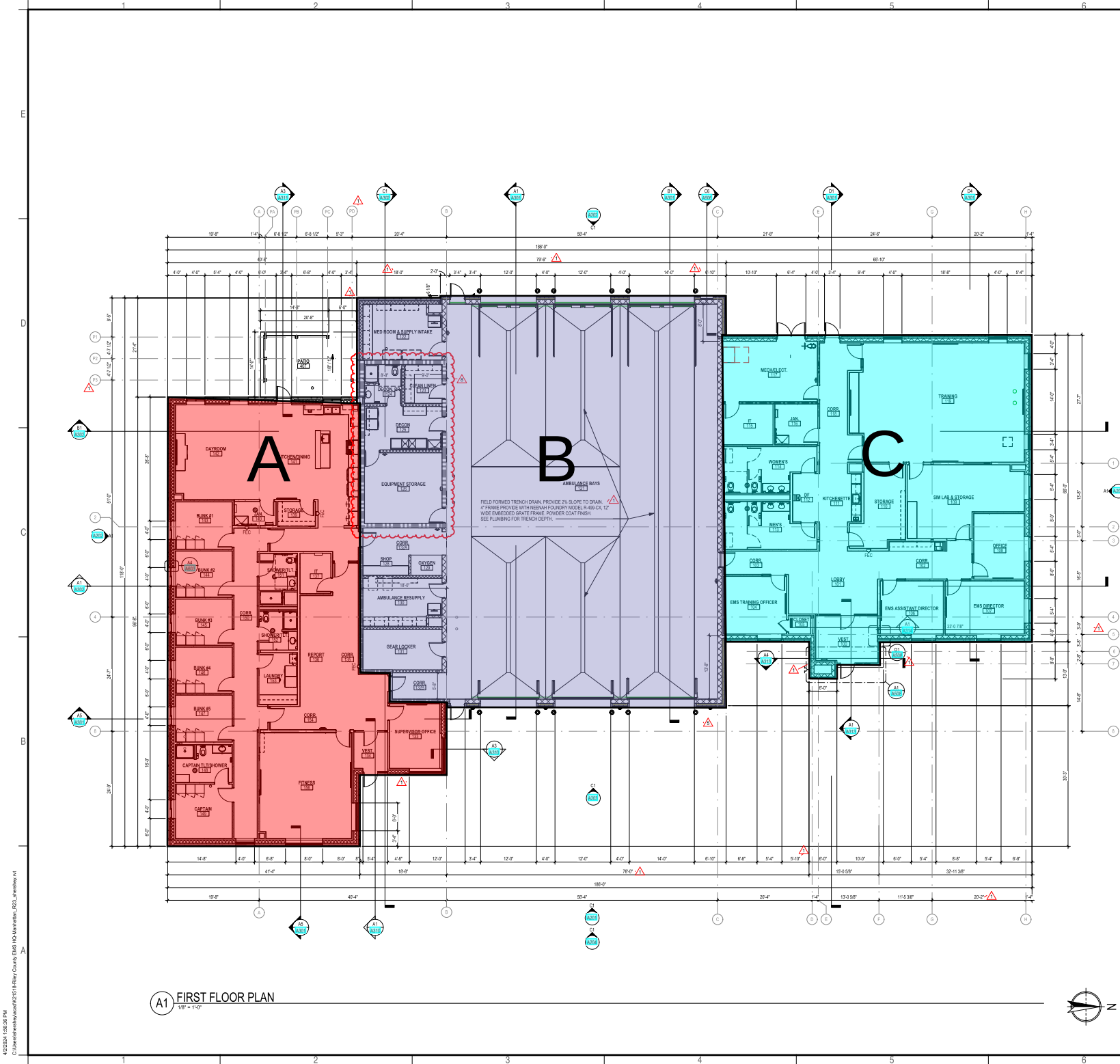


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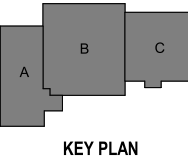
PROJECT:
RILEY COUNTY EMS
STATION NO. 1
Manhattan, KS 66502-0109
1115 CHARLES LITTLE RD
[Consultants]

FOR PERMIT
Revision
No. Date Description
1 02/29/2024 K21518.1
2 02/29/2024 K21518.2
3 02/29/2024 K21518.3
4 02/29/2024 K21518.4
5 02/29/2024 K21518.5
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A1 FIRST FLOOR PLAN
1/8" = 1'-0"



KEY PLAN



Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd

JOB NUMBER: 24 - 104

WEEK ENDING: 1.3.25

Attachment: Riley County EMS Weekly Progress Report WE 1-3-25 (15377 : Staff Update)

PROJECT CURRENT STATUS REPORT		NEXT WEEK PROJECT PROJECTIONS	
Masonry	Layed up the interior 6" walls in Area B.	Masonry	Finish masonry veneer when stone delivers. Started demobilizing.
Plumbing	Continued working on gas rough-in and condensate drains.	Plumbing	Finish gas rough-in and piping insulation.
Electrical	Continued rough-in in Area B. Started building gear for permanent power.	Electrical	Continue rough-in in Area B and continue building gear for primary power
HVAC	Continued with rough-in between Area B.	HVAC	Duct insulation in Area A and B. Hung the tube heaters in Area B.
Sheetrock	Continued mudding walls in Area C. Started top-out in Area A. Built/sheetrocked soffits in Area C.	Sheetrock	Sand and finish acoustical caulking in Area C and continue to top-out and sheetrock in Area A.
Windows	Set some of the South windows in Area A.	Windows	Finish setting the South windows in Area A.
BHS	Continued interior blocking blocking in Area A and prepped the site for potential snow this weekend. Poured temp walkin concrete paths and housekeeping pads.	BHS	Finish interior blocking

Outstanding/Hot Items:

Signage to discuss city's response

Mapes Canopies

RFI 63 Laundry Connection Detail



Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd

JOB NUMBER: 24-104

Area A Sheetrock/Insulation



Area C Sheetrock



Area B Tube Heaters



Area C Sheetrock/Soffits



FLOOR PLAN GENERAL NOTES

- 1. CONSTRUCTION TO BE IN STRICT ACCORDANCE WITH ALL APPLICABLE BUILDING CODES, LOCAL RULES AND REGULATIONS, AND ALL OTHER CODES, REGULATIONS AND GOVERNING AGENCIES HAVING JURISDICTION WITH ALL APPLICABLE AMENDMENTS UNLESS ALTERED OR CHANGED THROUGH VARIANCES OF OTHER LEGAL PROCEDURES.
- 2. UNLESS OTHERWISE INDICATED, ALL MATERIALS AND EQUIPMENT ON THE DRAWINGS ARE TO BE FURNISHED AND INSTALLED BY THE CONTRACTOR.
- 3. ALL INTERIOR DIMENSIONS ARE TO FINISHED FACE OF GYP. BD. UNLESS NOTED OTHERWISE.
- 4. ALL EXTERIOR MASONRY WALLS ARE DIMENSIONED FROM EXTERIOR FACE OF MASONRY TO FINISHED FACE OF INTERIOR GYPSUM BOARD UNLESS NOTED OTHERWISE.
- 5. ALL EXTERIOR CADDIED WALLS (VINYL, SENG, CEMENT BOARD SENG, WOOD SENG AND METAL WALL PANELS) ARE DIMENSIONED FROM EXTERIOR FACE OF SENGING TO FINISHED FACE OF INTERIOR GYPSUM BOARD UNLESS NOTED OTHERWISE.
- 6. GENERAL CONTRACTOR TO PROVIDE AND INSTALL 20 GA. FLAT METAL BRACKETS FOR ALL WALL MOUNTED ITEMS INCLUDING, BUT NOT LIMITED TO CABINETS, TV BRACKETS, SHELVING, PLUMBING FIXTURES, TOILET ACCESSORIES AND ALL OWNER SUPPLIED WALL MOUNTED ITEMS. (NOTE: 2X WOOD BLOCKING MAY BE USED IN B.U. OF 20 GA. METAL).
- 7. ALL ACCESSORIES TO MEET ANSI STANDARDS AND REQUIREMENTS.
- 8. SEE SHEETS 1001 & 1002 FOR PARTITION TYPES.
- 9. CONICAL ALL CONDUIT FOR SWITCHES, OUTLETS, OH DOOR OPERATORS, ETC. INBDE CMU. SURFACE APPLIED CONDUIT WILL NOT BE ACCEPTED.
- 10. COORDINATE LOCATION OF ALL F.F.E. ITEMS WITH MECH., ELECTRICAL AND PLUMBING PRIOR TO INSTALLATION.

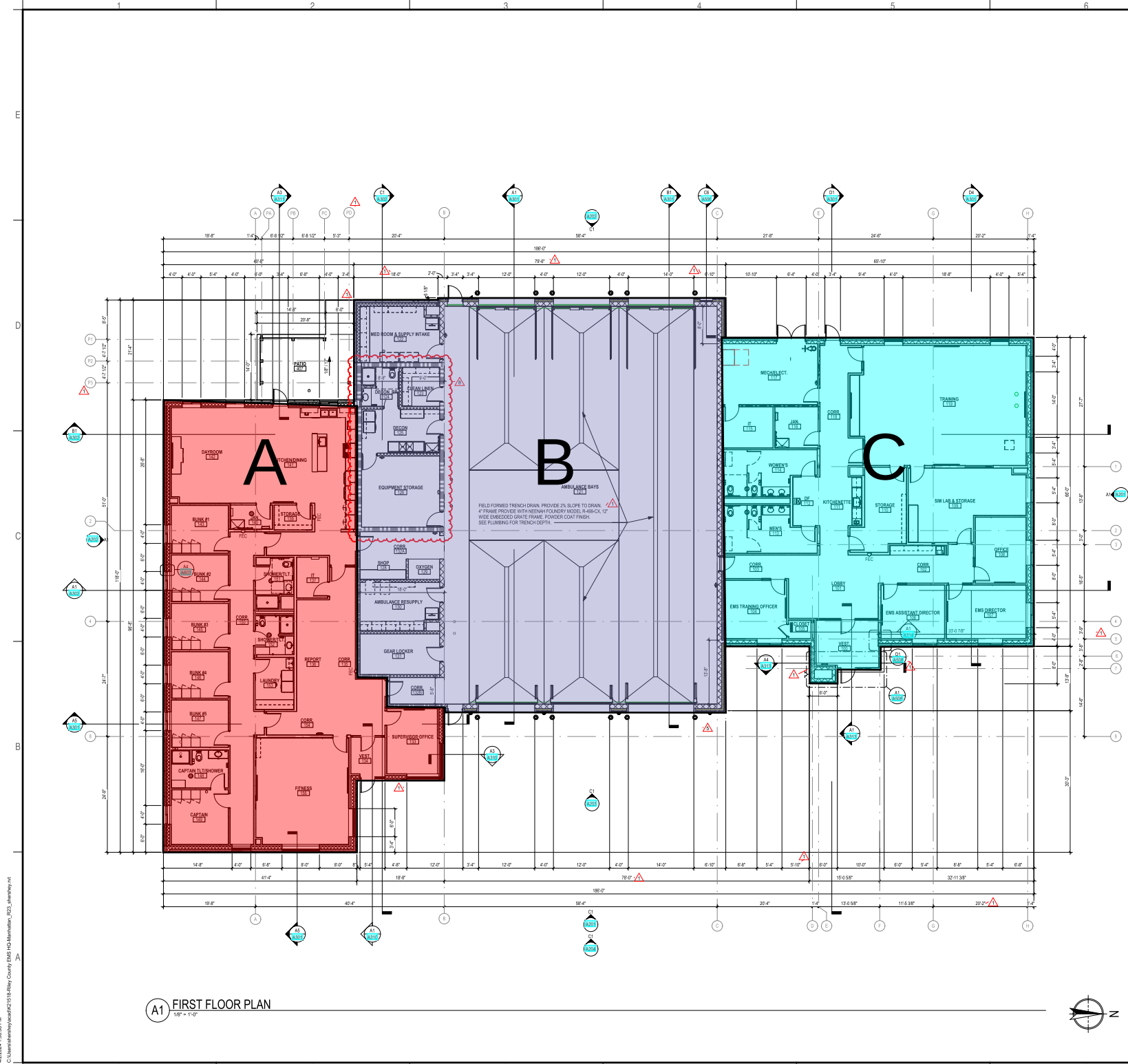


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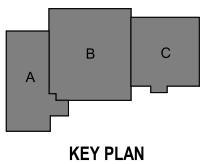
PROJECT:
RILEY COUNTY EMS
STATION NO. 1
Manhattan, KS 66502-0109
1115 CHARLES LITTLE RD
[Consultants]

FOR PERMIT
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No. Date Description
1 02/29/2024 K21518.1
2 02/29/2024 K21518.2
3 02/29/2024 K21518.3
4 02/29/2024 K21518.4

Project No.
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A1 FIRST FLOOR PLAN
1/8" = 1'-0"



KEY PLAN



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Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd

| JOB NUMBER: 24 - 104

WEEK ENDING: 1.10.25

PROJECT CURRENT STATUS REPORT		NEXT WEEK PROJECT PROJECTIONS	
Masonry	Currently waiting on delivery of the remaining split faced stone to finish the veneer.	Masonry	Nothing New
Plumbing	Continued working on rough-in in Area B.	Plumbing	Continued pipe insulation throughout the building.
Electrical	Continued rough-in in Area B. Continued building gear for permanent power.	Electrical	Continue building gear for primary power.
HVAC	Nothing new	HVAC	Duct insulation in Area A and B. Finish the tube heaters in Area B.
Sheetrock	Finished mudding walls in Area C where sheetrock has been hung and started sanding walls for paint. Continued hanging sheetrock in Area A.	Sheetrock	Sand and finish acoustical caulking in Area C and continue sheetrock in Area A.
Windows	Continued setting windows in Area A.	Windows	Finish setting the South windows in Area A.
BHS	Moved snow around the front side of the building.	BHS	Continue to move snow around the backside of the building.

Outstanding/Hot Items:

Signage to discuss city's response

Mapes Canopies

RFI 67 Parallel Fan Terminal Unit Breaker Sizes



Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd

JOB NUMBER: 24-104

Area A Sheetrock/Insulation



Area C Sheetrock



Area B 4 Fold Doors



Area C Electrical Gear



FLOOR PLAN GENERAL NOTES

- 1. CONSTRUCTION TO BE IN STRICT ACCORDANCE WITH ALL APPLICABLE BUILDING CODES, LOCAL RULES AND REGULATIONS, AND ALL OTHER CODES, REGULATIONS AND GOVERNING AGENCIES HAVING JURISDICTION WITH ALL APPLICABLE AMENDMENTS UNLESS ALTERED OR CHANGED THROUGH VARIANCES OF OTHER LEGAL PROCEDURES.
- 2. UNLESS OTHERWISE INDICATED, ALL MATERIALS AND EQUIPMENT ON THE DRAWINGS ARE TO BE FURNISHED AND INSTALLED BY THE CONTRACTOR.
- 3. ALL INTERIOR DIMENSIONS ARE TO FINISHED FACE OF GYP. BD. UNLESS NOTED OTHERWISE.
- 4. ALL EXTERIOR MASONRY WALLS ARE DIMENSIONED FROM EXTERIOR FACE OF MASONRY TO FINISHED FACE OF INTERIOR GYPSUM BOARD UNLESS NOTED OTHERWISE.
- 5. ALL EXTERIOR CADDIED WALLS (VINYL SIDING, CEMENT BOARD SIDING, WOOD SIDING AND METAL WALL PANELS) ARE DIMENSIONED FROM EXTERIOR FACE OF SIDING TO FINISHED FACE OF INTERIOR GYPSUM BOARD UNLESS NOTED OTHERWISE.
- 6. GENERAL CONTRACTOR TO PROVIDE AND INSTALL 20 GA. FLAT METAL BRACKETS FOR ALL WALL MOUNTED ITEMS INCLUDING, BUT NOT LIMITED TO CABINETS, TV BRACKETS, SHELVING, PLUMBING FIXTURES, TOILET ACCESSORIES AND ALL OWNER SUPPLIED WALL MOUNTED ITEMS. (NOTE: 2X WOOD BLOCKING MAY BE USED IN B.U. OF 20 GA. METAL).
- 7. ALL ACCESSORIES TO MEET ANSI STANDARDS AND REQUIREMENTS.
- 8. SEE SHEETS 1001 & 1002 FOR PARTITION TYPES.
- 9. CONCEAL ALL CONDUIT FOR SWITCHES, OUTLETS, OH DOOR OPERATORS, ETC. IN/BE CMU. SURFACE APPLIED CONDUIT WILL NOT BE ACCEPTED.
- 10. COORDINATE LOCATION OF ALL F.F.E. ITEMS WITH MECH., ELECTRICAL AND PLUMBING PRIOR TO INSTALLATION.

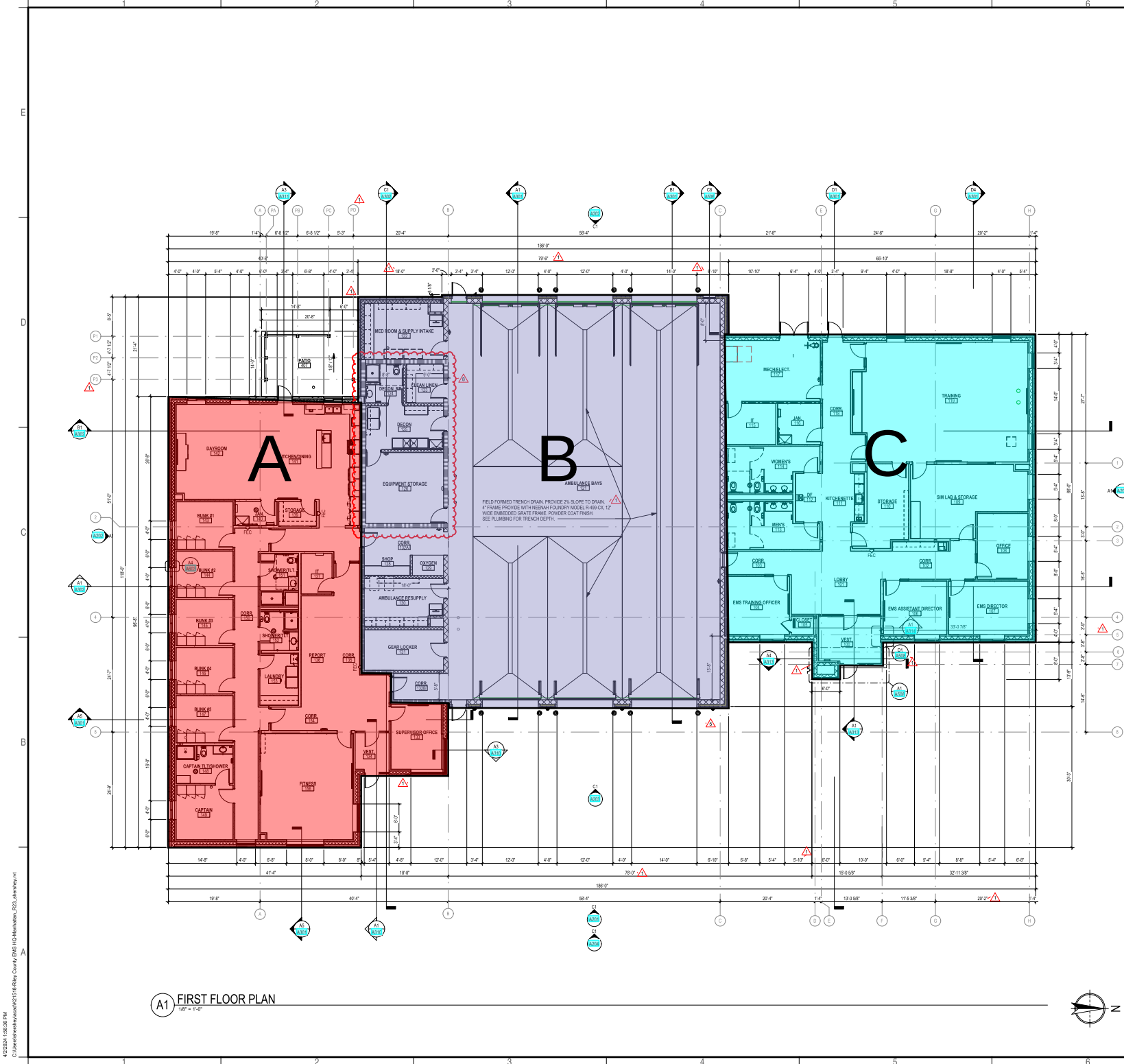


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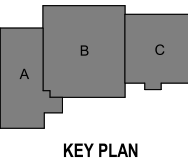
PROJECT:
RILEY COUNTY EMS
STATION NO. 1
Manhattan, KS 66502-0109
1115 CHARLES LITTLE RD
[Consultants]

FOR PERMIT
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OVERALL FLOOR PLAN
Project No. K21518
Sheet No. A101
Date 02/29/2024
Packet Pg. 85



A1 FIRST FLOOR PLAN
1/8" = 1'-0"



KEY PLAN

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Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd

JOB NUMBER: 24 - 104

WEEK ENDING: 1.17.25



PROJECT CURRENT STATUS REPORT

Electrical	Installed the ceiling rough-in for Area C bathrooms. Continued to build gear for permanent power.
Sheetrock	Finished sanding in Area C. Continued to hang and insulate sheetrock in Area A. Started fire taping and mudding in Area A.
Paint	Taped off doors and windows in Area C to start primer.
Windows	Nothing new
Doors	Installed all the 4 fold doors in Area B.
Metal Panels	Installed all the girt system in preparation for metal panels.
BHS	Moved snow from the North side of the building to the west side of the retaining wall. Continued to keep the site cleaned and organized.



NEXT WEEK PROJECT PROJECTIONS

Electrical	Continue to build gear and pull wire for permanent power.
Sheetrock	Continue to hang, fire tape and mud in Area A.
Paint	Prime and paint first coat in Area C.
Windows	Finish installing Area A windows and start storefronts in Area C.
Metal Panels	Start installing the ACM panels
Bathroom Tile	Tile will start after the ceilings in Area C bathrooms are completed.
BHS	Start prepping the metal door frames in the masonry walls for grout. Clean building/site.

Outstanding/Hot Items:

Signage
Mapes Canopies
Access Panel Approval
RFI 66 Area B Center of Bay Camera Mounting
RFI 68 Corridors 132A and 132B switch to Epoxy



Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd

JOB NUMBER: 24-104

Area A Sheerock/Insulation



Area C Paint Prep

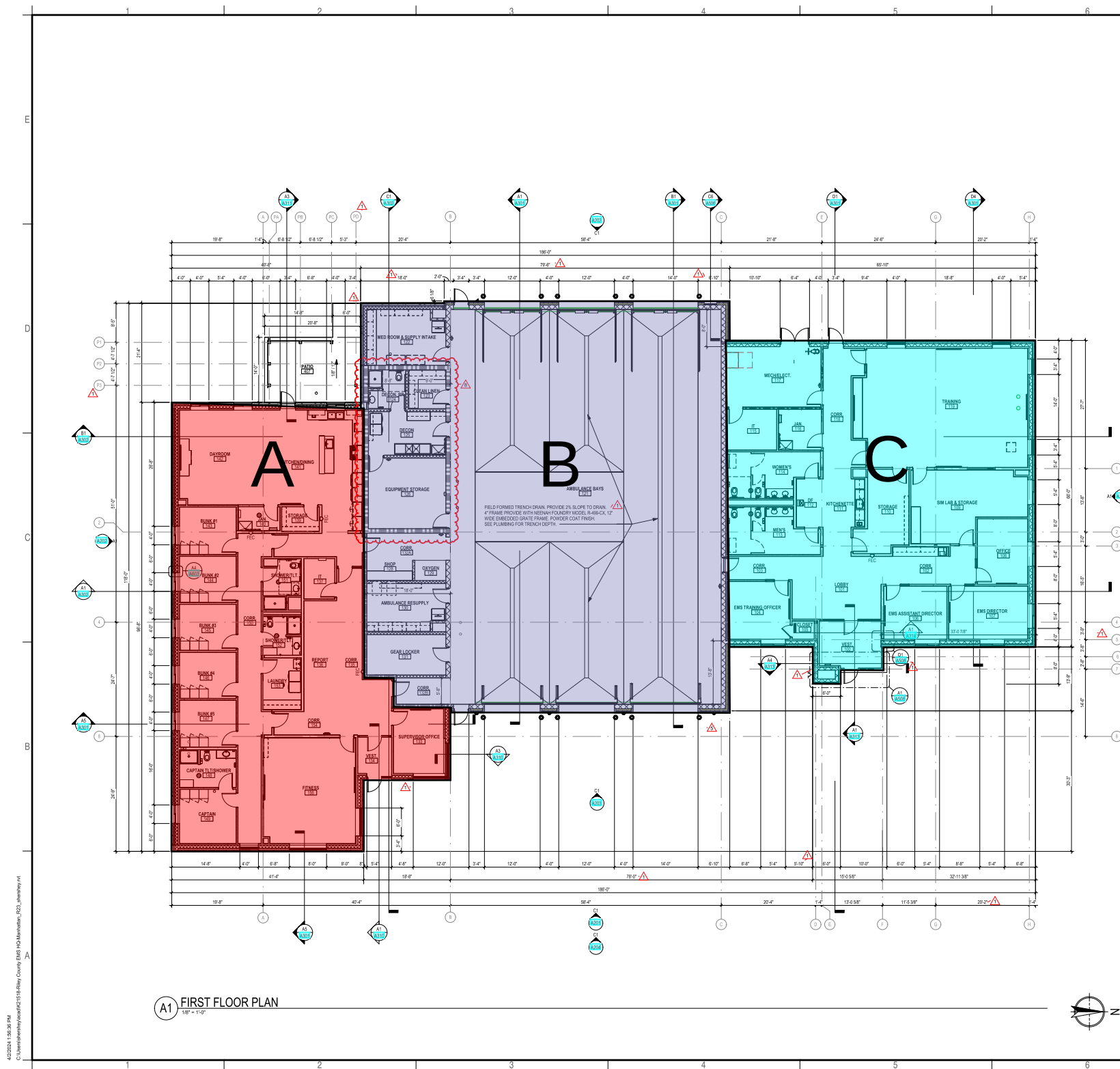


Area B 4 Fold Doors



Exterior Girt System





FLOOR PLAN GENERAL NOTES

1. CONSTRUCTION TO BE STRICTLY ACCORDANCE WITH ALL APPLICABLE BUILDING CODES, LOCAL RULES AND REGULATIONS, AND ALL OTHER CODES, REGULATIONS AND GOVERNMENT AGENCIES HAVING JURISDICTION WITHIN THE APPLICABLE AREAS UNLESS ALTERED OR CHANGED BY THE VENDOR'S SPECIFICATIONS AND STANDARD PROCEDURES.
2. UNLESS OTHERWISE INDICATED, ALL MATERIALS AND EQUIPMENT ON THE DRAWINGS ARE TO BE FURNISHED AND INSTALLED BY THE CONTRACTOR.
 - A. ALL INTERIOR DIMENSIONS ARE TO FINISHED FACE OF GY. BD. UNLESS NOTED OTHERWISE.
 - B. ALL EXTERIOR MASONRY WALLS ARE DESIGNED FROM EXTERIOR FACE OF MASONRY TO FINISHED FACE OF INTERIOR GYPSUM BOARD UNLESS NOTED OTHERWISE.
 - C. ALL EXTERIOR CEMENT BOARD SHALL BE 5/8" THICK, CEMENT BOARD, SOUND WOODING AND METAL WALL PANELS ARE DESIGNED FROM EXTERIOR FACE OF SINGING TO FINISHED FACE OF INTERIOR GYPSUM BOARD UNLESS NOTED OTHERWISE.
3. GENERAL CONTRACTOR TO PROVIDE AND INSTALL DUAL 2x4 PLAT METAL BACKING STRIPS FOR ALL WALL MOUNTED ITEMS INCLUDING, BUT NOT LIMITED TO CLOCKS, TV BRACKETS, CLOSET RODS, ETC. (SEE ATTACHED DRAWING FOR DIMENSIONS) (FURNISH SUPPLY AND MOUNT, ITEMS) (NOTE: 2X4 STUDS BEHIND STANDING REQUIRE USE IN LESS OF 2x4 OR METAL)
4. ALL ACCESSORIES TO MEET LOCAL BUILDING AND REQUIREMENTS
5. SEE SHEET 000000 FOR PARTITION TYPES
6. CONSULT ALL CONSULTANT PROVIDERS, OUTLETS, OR OTHER OPERATORS, ETC. INSIDE CLO. COORDINATE APPLICATION USED CLOSET WILL NOT BE ACCEPTED
7. COORDINATE LOCATION OF ALL F.I.F. IT ITEMS WITH MECHANICAL, ELECTRICAL, AND PLUMBING CONTRACTORS



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STATION NO. 1

PROJECT: RILEY ST
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Date 02/29/2021

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OVERALL FLOOR PLAN

Project No.
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