



**Board of Riley County
Commissioners
Regular Meeting
Agenda
February 05, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Highway Use Permit, WTC Communications Inc.
4. Contract for Completion of USDA Environmental Assessment for Keats Sewer District Project
5. Sign Tax Roll Corrections
6. Sign Riley County Employee Action Form(s)
7. Discuss Good Morning Manhattan

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Feb 1, 2024 8:30 AM

Review Tentative Agenda

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

11. Administrative Work Session
12. Pending County Projects County Counselor

9:20 AM

Julie Gibbs, Health Department Director

13. RCHD MCH Amendment to the Agreement for Outreach, Prevention and Early Intervention Services

9:25 AM

Greg Steere, RCPD

14. Extension for 15JCOPS-22-GG-01493-TECP

9:30 AM

Press Conference

15. RCPD Update - Greg Steere (3-5 minutes)
16. Legal Time Trend Publication for Riley County - Anna Burson (3 minutes)

9:45 AM

Amanda Webb, Planning/Special Projects Director

17. Planning & Development - Staff Update

10:00 AM

Russel Stukey, Emergency Management Director

18. Staff Time Report from EM/FIRE for January 2024

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
Permit

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

COMMISSION AGENDA REPORT

FROM: Andrea Rose, Administrative Assistant II

MEETING: February 5, 2024

SUBJECT: Highway Use Permit, WTC Communications Inc.

PRESENTER: John Ellerman, Director of Public Works

BACKGROUND

WTC Communications Inc, has requested permission to bore/plow fiber optic cable according to the details and route shown on the attached maps.

POSSIBLE MOTION(S)

Move to approve the Highway Use Permit granting WTC Communications Inc, permission to complete work as outlined in permit

Enclosures:

- 1.16.2024 WTC McDowell Creek and Hunter's Island Fiber Optic (PDF)

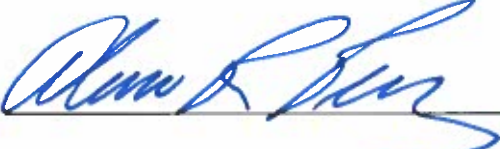
**Riley County Public Works Department
Highway Use Permit - Document Management Form**

Project Number: Fiber Optic McDowell Creek, Hunter's Island

Requesting Party: WTC

Processing Procedure: Date and initial completed
The public works department sends a copy of the document management form and permit to Operations
steps Manager (OM) 1.16.2024 AR & Assistant County Engineer for recommendation. 1.16.24 AR

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

Signature:  1/23/2024

2. The public works department sends a copy of Highway Use Permit to Township for recommendation. Township will call Public Works with any recommendations, if applicable.

Comments: Manhattan & Ashland Townships e-mail sent 1/22/2024
Shaun approved 1-24-2024 via e-mail for Manhattan Township

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

Date 1/29/2024 by AR Schedule for 2-5-2024 #

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

Date _____ by _____

Submitted by: _____

Date Submitted: _____

Attachment: 1.16.2024 WTC McDowell Creek and Hunter's Island Fiber Optic (14464 : Highway Use Permit-WTC Communications Inc)

APPLICATION FOR HIGHWAY USE PERMIT

Riley County, Kansas

WTC Communications Inc. New Fiber Optic Cable

Applicant Name

Type of Construction

1009 Lincoln Ave

Wamego

KS

66547

Applicant Mailing Address

City

State

Zip

Applicant hereby requests permission to bore/plow fiber optic cable
along and/or across the public roads of Riley County, Kansas, according to the details and route shown on the attached plans and standards for said construction.

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

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

- Facility shall be installed in conformance with all items on approved plans, pertinent national codes/standards and the Riley County Highway Use Permit Requirements and Procedures. Any request for variance shall be an addendum to this application. Any utility sharing facilities with another entity is required to obtain a separate Highway Use Permit for their installation.
- A refundable deposit as specified in the Riley County Highway Use Permit Requirements and Procedures, made payable to Riley County, Kansas, shall accompany this application to guarantee satisfactory performance of the conditions of this permit.
- The County Engineer and/or the Township Trustee shall have the authority to require any needed repairs resulting from such construction in the road right-of-way for a period of one year from date of completed construction.
- In the event of road improvement or maintenance within the right-of-way, the applicant or its assigns will be responsible for the relocation of the facility at no cost to Riley County or the Township.
- Applicant shall notify the County Engineer at least 2 business days prior to the beginning of construction and upon completion of construction at 785-537-8330.**
- It is understood, the work shall commence within three (3) months of the permit approval and be completed within thirty (30) days of the estimated duration of construction otherwise, the permit becomes null and void, unless an extension of time is approved.
- Applicant further represents it shall comply with and abide by any rule, regulation or condition of the permit made by the County Engineer and/or the Township Trustee.

Submitted by:

Submitter's signature

Date

Shawn Smith OSP Manager

Printed Name & Title

785-456-1022

Submitter's Telephone Number

Bob Hull Construction

Contractor Name

ssmith@wtc-ks.com

Submitter's Email Address

785-292-4858

Contractor Telephone Number

2/5/2024

Proposed Date of Construction

180 Days

Estimated Duration of Construction

RECOMMENDED BY:

Riley County Engineer

Permit granted this _____ day of _____, 20_____.

BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY, KANSAS

Chairperson

OFFICE USE ONLY:

Application Fee: \$700.00\$1,000 Deposit _____ Bond ☒ Letter _____Receipt No. 013236 Date: 1.16.2024Signature: [Signature]

Process for Highway Use Permit

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

Invoice No.
JAN24

Date
01/12/2024

Invoice Amount
100.00
PERMIT FEE

01/15/2024
Debit Memo Amt
0.00

\$100.00
State W/H
0.00
Federal W/H
0.00

WTC COMMUNICATIONS, INC.

CASH RECEIPT Date 01.16.24 012236

Received From WTC

Address _____

One hundred & 00/100 Dollars \$

For Permit

ACCOUNT		HOW PAID	
AMT. OF ACCOUNT		CASH	
AMT. PAID	<u>100 00</u>	CHECK	<u>✓</u>
BALANCE DUE		MONEY ORDER ☐	
		CREDIT CARD ☐	

By BH

CASH RECEIPT Date 012227



GENERAL FUND
WTC COMMUNICATIONS, INC.
WAMEGO, KANSAS 66547

BANK OF THE FLINT HILLS
WAMEGO, KS 66547

008259

83-285
1011 CHECK NO.

DATE 01/15/2024	AMOUNT \$100.00**
--------------------	----------------------

PAY EXACTLY ***One Hundred And 00/100***

TO THE ORDER OF

RILEY COUNTY PUBLIC WORKS DEPARTMENT
6215 TUTTLE CREEK BLVD.
MANHATTAN, KS 66503

WTC COMMUNICATIONS, INC.

Rodney M. Lockridge
AUTHORIZED SIGNATURE
Supanne Kempthorn
COUNTERSIGNED

008259 1011028521 301 32000

Attachment: 1.16.2024 WTC McDowell Creek and Hunter's Island Fiber Optic (14464 : Highway Use Permit-WTC Communications Inc)



CONTINUATION CERTIFICATE

The Ohio Casualty Insurance Company

Surety upon:

a certain Bond No.: 32S615516

Cross Ref Bond No.: _____

dated effective: June 15, 2021

on behalf of: Wamego Telecommunications Company, Inc.

and in favor of: Riley County Public Works

does hereby continue said bond in force for the further period:

beginning on: June 15, 2022

and ending on: June 15, 2023

Amount of bond: \$20,000.00

Description of bond: Wamego Telephone Performance Bond

PROVIDED: That this continuation certificate does not create a new obligation and is executed upon the express condition and provision that the Surety's liability under said bond and this and all Continuation Certificates issued in connection therewith shall not be cumulative and that the said Surety's aggregate liability under said bond and this and all such Continuation Certificates on account of all defaults committed during the period (regardless of the number of years) said bond had been and shall be in force, shall not in any event exceed the amount of said bond as hereinbefore set forth.

Signed and dated on: June 10, 2022

Surety Name: The Ohio Casualty Insurance Company

By: Timothy A. Mikolajewski

Timothy A. Mikolajewski, Assistant Secretary

Agency Name: M & M FINANCIAL CORPORATION

Agency Address: 1700 E DOUGLAS AVE, WICHITA, KS 67214-4212

Agency Telephone: _____





This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

The Ohio Casualty Insurance Company

POWER OF ATTORNEY

Principal: Wamego Telecommunications Company, Inc.

Agency Name: M & M FINANCIAL CORPORATION

Bond Number: 32S615516

Obligee: Riley County Public Works

Bond Amount: (\$20,000.00) Twenty Thousand Dollars And Zero Cents

KNOW ALL PERSONS BY THESE PRESENTS: that The Ohio Casualty Insurance Company, a corporation duly organized under the laws of the State of New Hampshire (herein collectively called the "Company"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint Timothy A. Mikolajewski in the city and state of Seattle, WA, each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Company in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Company and the corporate seal of the Company has been affixed thereto this 26th day of September, 2016.



The Ohio Casualty Insurance Company

By:

David M. Carey, Assistant Secretary

STATE OF PENNSYLVANIA ss
COUNTY OF MONTGOMERY

On this 26th day of September, 2016, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of The Ohio Casualty Insurance Company and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2025
Commission number 1126044
Member, Pennsylvania Association of Notaries

By:

Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-law and Authorizations of The Ohio Casualty Insurance Company, which is now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature or electronic signatures of any assistant secretary of the Company or facsimile or mechanically reproduced or electronic seal of the Company, wherever appearing upon a certified copy of any power of attorney or bond issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, of The Ohio Casualty Insurance Company do hereby certify that this power of attorney executed by said Company is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Company this 10th day of June, 2022.



By:

Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

For bond and/or Power of Attorney (POA) verification inquiries, please call 816-832-8240 or email HOS1@millermutual.com

Attachment: 1.16.2024 WTC McDowell Creek and Hunter's Island Fiber Optic (14464 : Highway Use Permit-WTC Communications Inc)

ANNUAL RENEWABLE PERFORMANCE BOND

Bond Number: **32S615516**KNOW ALL MEN BY THESE PRESENTS, That we, Wamego Telephone Company, Inc.

, (hereinafter called the Principal), as Principal, and
The Ohio Casualty Insurance Company, duly organized under the laws of the State of New Hampshire
 (hereinafter called the Surety), as Surety, are held and firmly bound unto Riley County Public Works
 , (hereinafter called the Obligee), in the sum of

Twenty Thousand Dollars And Zero Cents

(\$20,000.00) Dollars, for the payment of which sum well and truly to be made, we, the said Principal and the said Surety,
 bind ourselves, our heirs, executors, administrators, successors and assigns.

WHEREAS, said Principal has entered into a written Contract with said Obligee, dated June 15, 2021,
 for Performance bond; Construct, maintain and operation license as facilities along, across upon and under public ROW in provision
 of telecommunication svcs.

, in accordance with the terms and conditions of said Contract, which is hereby
 referred to and made a part hereof as if fully set forth herein:

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, That if the above bounden Principal shall well and
 truly keep, do and perform each and every, all and singular, the matters and things in said contract set forth and specified to be by
 said Principal kept, done and performed, at the times and in the manner in said contract specified, or shall pay over, make good and
 reimburse to the above named Obligee, all loss and damage which said Obligee may sustain by reason of failure or default on the part
 of said Principal so to do, then this obligation shall be null and void; otherwise shall remain in full force and effect.

FURTHERMORE, Notwithstanding the provisions of the Contract, the term of this bond shall apply from June 15,
2021, until June 15, 2022, and may be extended by the Surety by Continuation Certificate.
 However, neither non-renewal by the Surety, nor the failure or inability of the Principal to file a replacement bond in the event of
 non-renewal, shall itself constitute a loss to the obligee recoverable under this bond or any renewal or continuation thereof. The
 liability of the Surety under this bond and all continuation certificates issued in connection therewith shall not be cumulative and
 shall in no event exceed the amount as set forth in this bond or in any additions, riders, or endorsements properly issued by the Surety
 as supplements thereto. In no event shall Surety's aggregate liability exceed the penal sum of this bond.

NO SUIT, ACTION OR PROCEEDING by the Obligee to recover on this bond shall be sustained unless the same be commenced
 within one (1) year following the date on which Principal ceased work on said Contract.

Please send claims to: Liberty Mutual Surety Claims

P.O. Box 34526

Seattle, WA 98124

Signed and sealed this 22nd day of June, 2021

(fill in Principal's name)

Principal Wamego Telephone Company, Inc.By: [Signature]

NAME OF SURETY COMPANY

Surety The Ohio Casualty Insurance CompanyBy: [Signature]Attorney-in-Fact Sandra SchepisAcknowledged and Accepted this 22nd day of June, 2021

By: _____

Name: _____

Title: _____





This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

The Ohio Casualty Insurance Company
POWER OF ATTORNEY

Surety Bond Number: **32S615516** Principal: Wamego Telephone Company, Inc.

Bond Amount: (\$20,000.00) Twenty Thousand Dollars And Zero Cents

KNOW ALL PERSONS BY THESE PRESENTS: that The Ohio Casualty Insurance Company, a corporation duly organized under the laws of the State of New Hampshire (herein collectively called the "Company"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Sandra Schepis

all in the city of Wichita, state of Kansas each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Company in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Company and the corporate seal of the Company has been affixed thereto this 26th day of September, 2016.



The Ohio Casualty Insurance Company

By: David M. Carey
David M. Carey, Assistant Secretary

STATE OF PENNSYLVANIA ss
COUNTY OF MONTGOMERY

On this 26th day of September, 2016, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of The Ohio Casualty Insurance Company and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2025
Commission number 1129044
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-law and Authorizations of The Ohio Casualty Insurance Company, which is now in full force and effect reading as follows:

ARTICLE IV - OFFICERS - Section 12. Power of Attorney. Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, of The Ohio Casualty Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Company, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Company this 22nd day of June, 2021.



By: Renee C. Llewellyn
Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.

Attachment: 1.16.2024 WTC McDowell Creek and Hunter's Island Fiber Optic (14464 : Highway Use Permit-WTC Communications Inc)



National Bond Center
350 E. 96th Street
Indianapolis, Indiana 46240
+1 (888) 8442663 Fax: +1 (866) 5474883

Continuation Certificate

To be attached to and form a part of surety bond number 32S615516 (the "Bond"), for Wamego Telephone Performance Bond dated the 15th day of June, 2021, in the penal sum of 20,000.00 USD issued by The Ohio Casualty Insurance Company as surety (the "Surety"), on behalf of Wamego Telecommunications Company, Inc. as principal (the "Principal"), in favor of Riley County Public Works, as obligee (the "Obligee").

The Surety hereby certifies that this Bond is continued in full force and effect until the 15th day of June, 2024, subject to all covenants and conditions of said Bond.

Said Bond has been continued in force upon the express condition that the full extent of the Surety's liability under said Bond, and this and all continuations thereof, for any loss or series of losses occurring during the entire time the Surety remains on said Bond, shall in no event, either individually or in the aggregate, exceed the penal sum of the Bond.

IN WITNESS WHEREOF, the Surety has set its hand and seal this 25th day of May, 2023.

The Ohio Casualty Insurance Company
(Surety)

By:

Timothy A. Mikolajewski

Timothy A. Mikolajewski, Assistant Secretary



Attachment: 1.16.2024 WTC McDowell Creek and Hunter's Island Fiber Optic (14464 : Highway Use Permit-WTC Communications Inc)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/10/2023

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

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

PRODUCER Telcom Insurance Services Corp. 1700 East Douglas Avenue Wichita, KS 67214 www.TelcomInsGrp.com	CONTACT Telcom Insurance Services Corp. PHONE (A/C No. Ext): 800.222.4664 FAX (A/C No.): 301.474.6196 E-MAIL ADDRESS: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A: Rural Trust Insurance Company</td> <td>11134</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Rural Trust Insurance Company	11134	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: Rural Trust Insurance Company	11134														
INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															
INSURED Wamego Telephone Company, Inc., Wamego Telecommunications Company, Inc., WTC Communications, Inc., WTC Technologies, Inc 1009 Lincoln Avenue, P.O. Box 25 Wamego KS 66547															

COVERAGES **CERTIFICATE NUMBER:** 73819571 **REVISION NUMBER:**

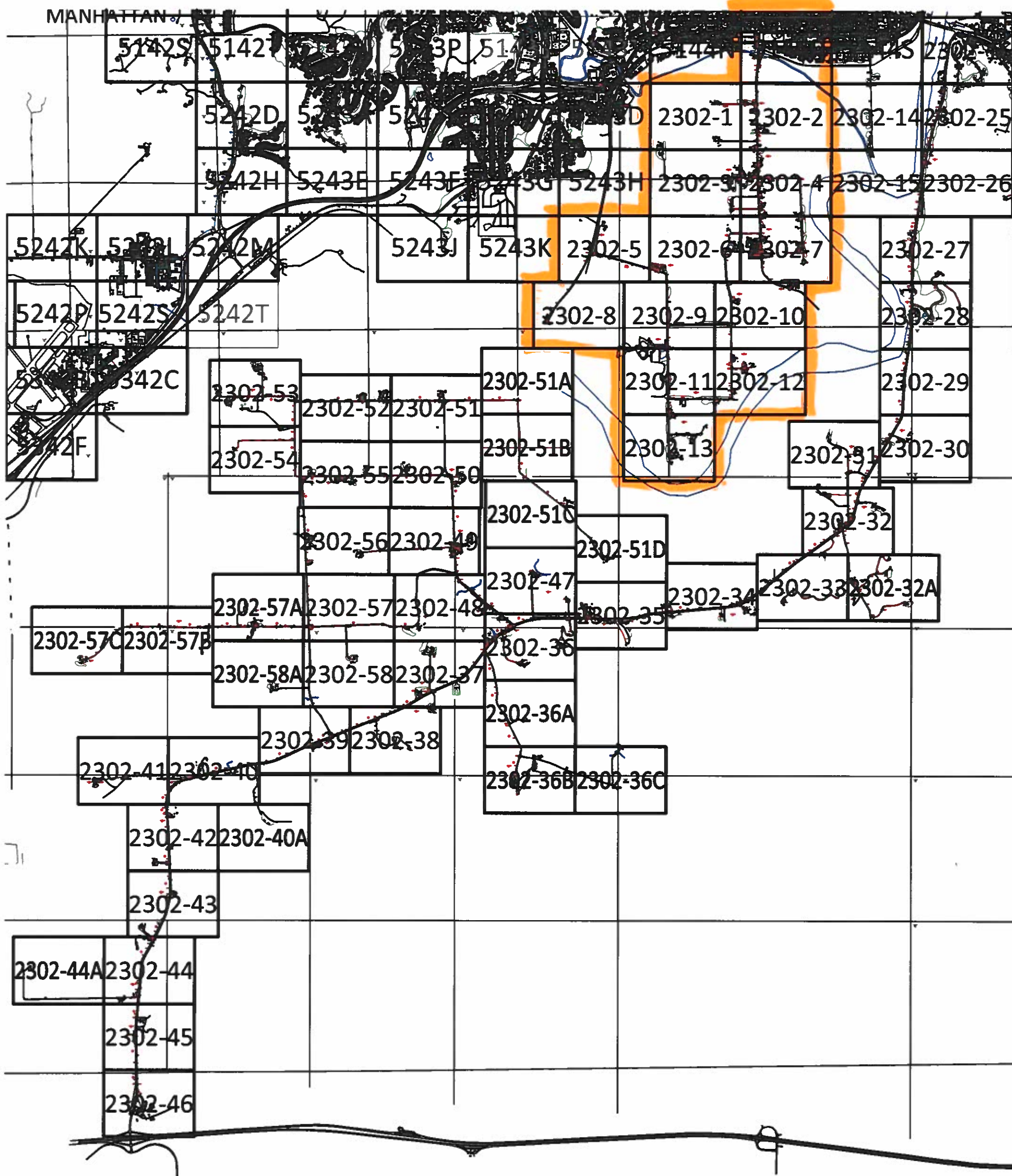
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE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

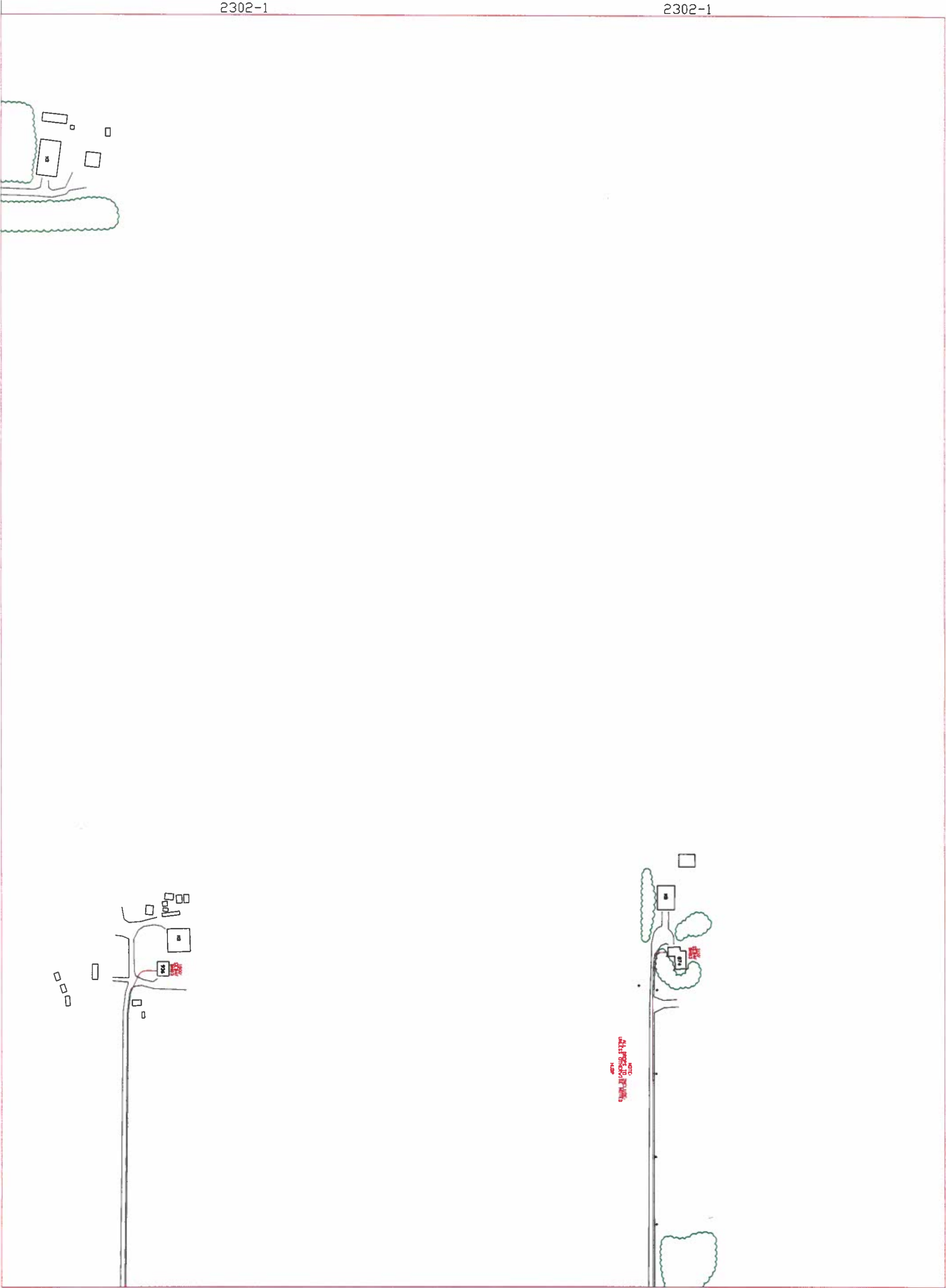
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD / WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:		RTIC-00090P-09	4/9/2023	4/9/2024	EACH OCCURRENCE \$ \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ \$100,000 MED EXP (Any one person) \$ \$10,000 PERSONAL & ADV INJURY \$ \$1,000,000 GENERAL AGGREGATE \$ \$2,000,000 PRODUCTS - COMP/OP AGG \$ \$2,000,000
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY		RTIC-00090P-09	4/9/2023	4/9/2024	COMBINED SINGLE LIMIT (Ea accident) \$ \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☐ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED \$ RETENTION \$		RTIC-00090P-09	4/9/2023	4/9/2024	EACH OCCURRENCE \$ \$10,000,000 AGGREGATE \$ \$10,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	RTIC-00091-09	4/9/2023	4/9/2024	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$ \$1,000,000 E.L. DISEASE - POLICY LIMIT \$ \$1,000,000

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

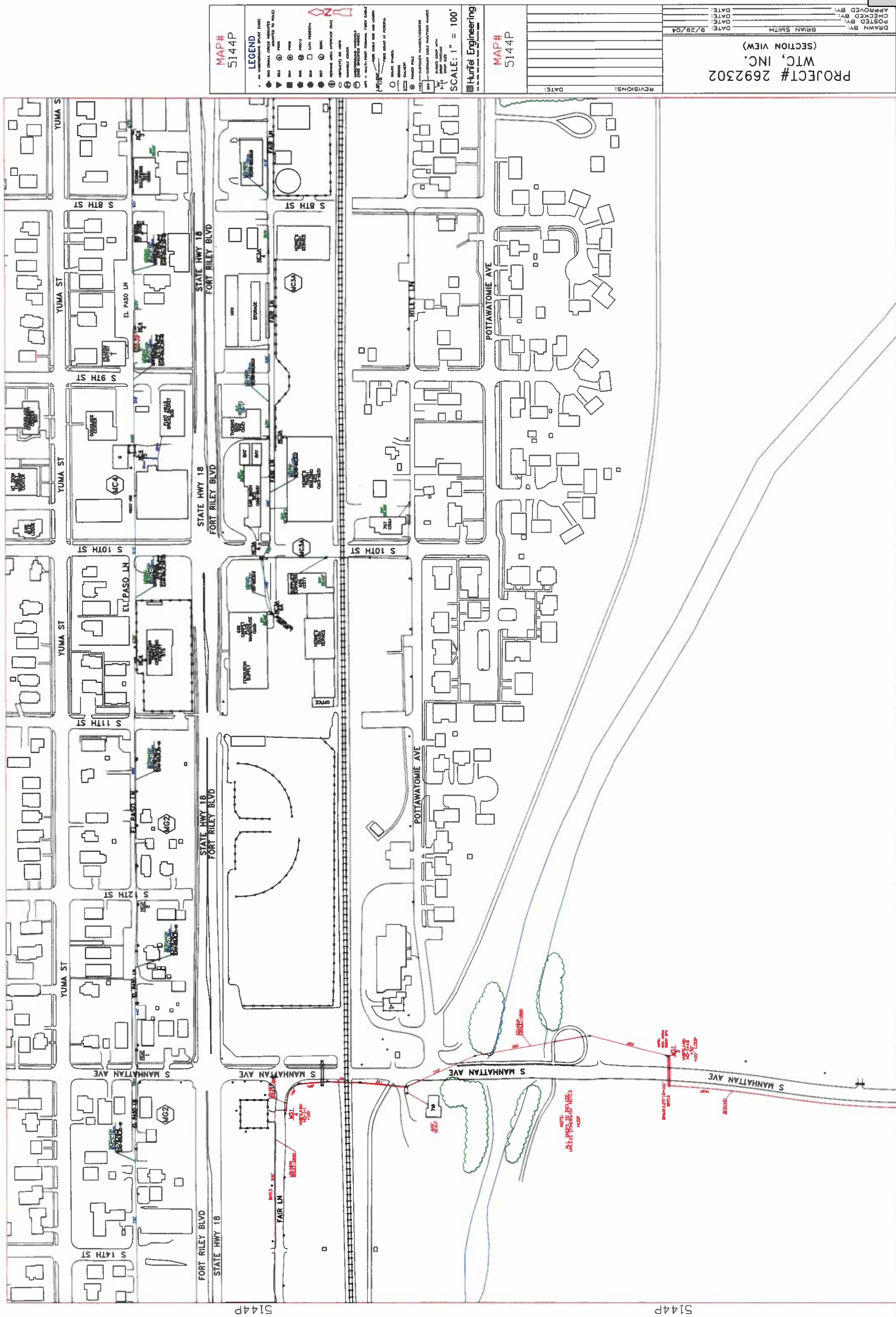
CERTIFICATE HOLDER Riley County Public Works Dept 6215 Tuttle Creek Blvd. Manhattan KS 66503	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Peter J. Elliott
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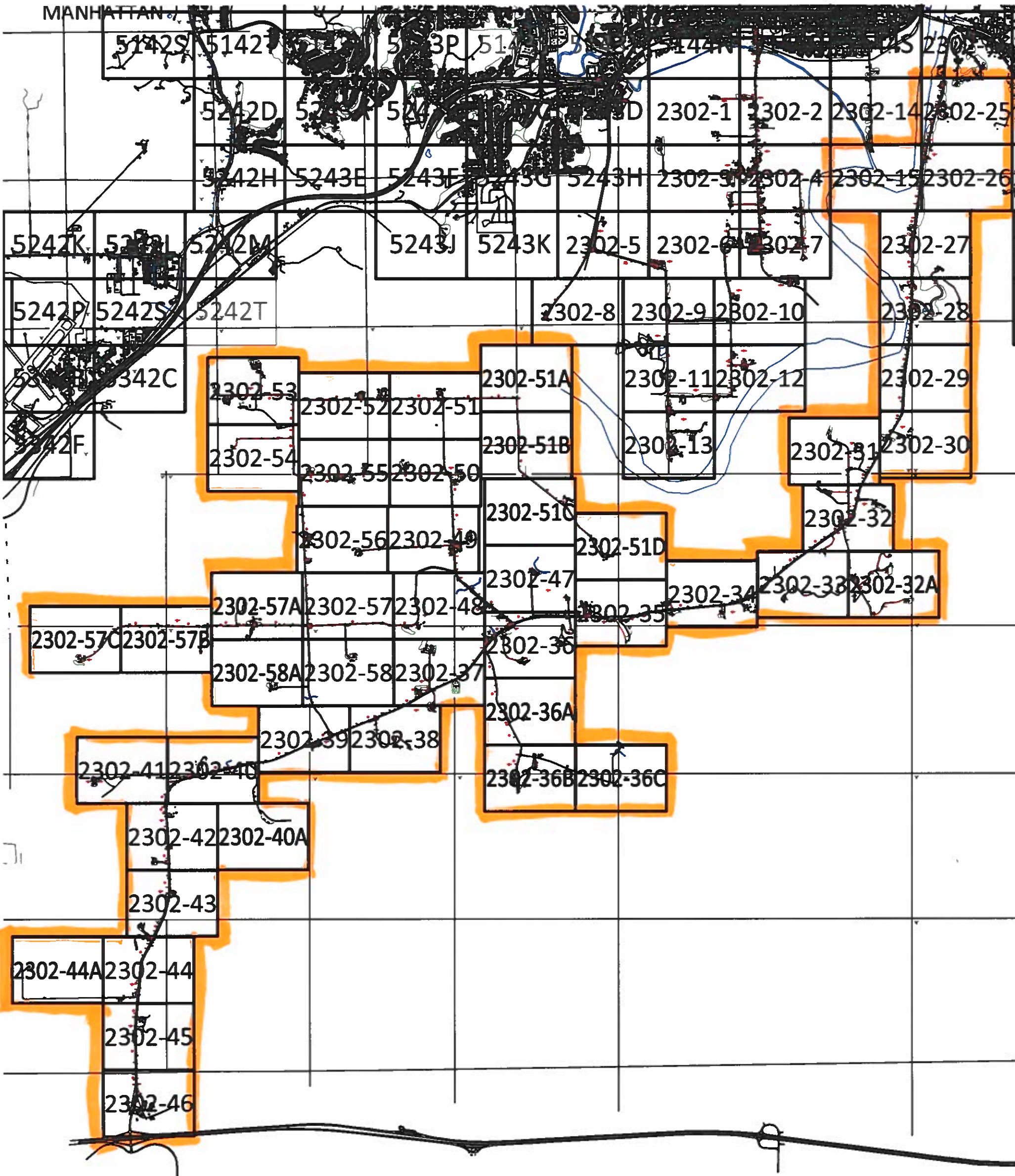
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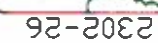






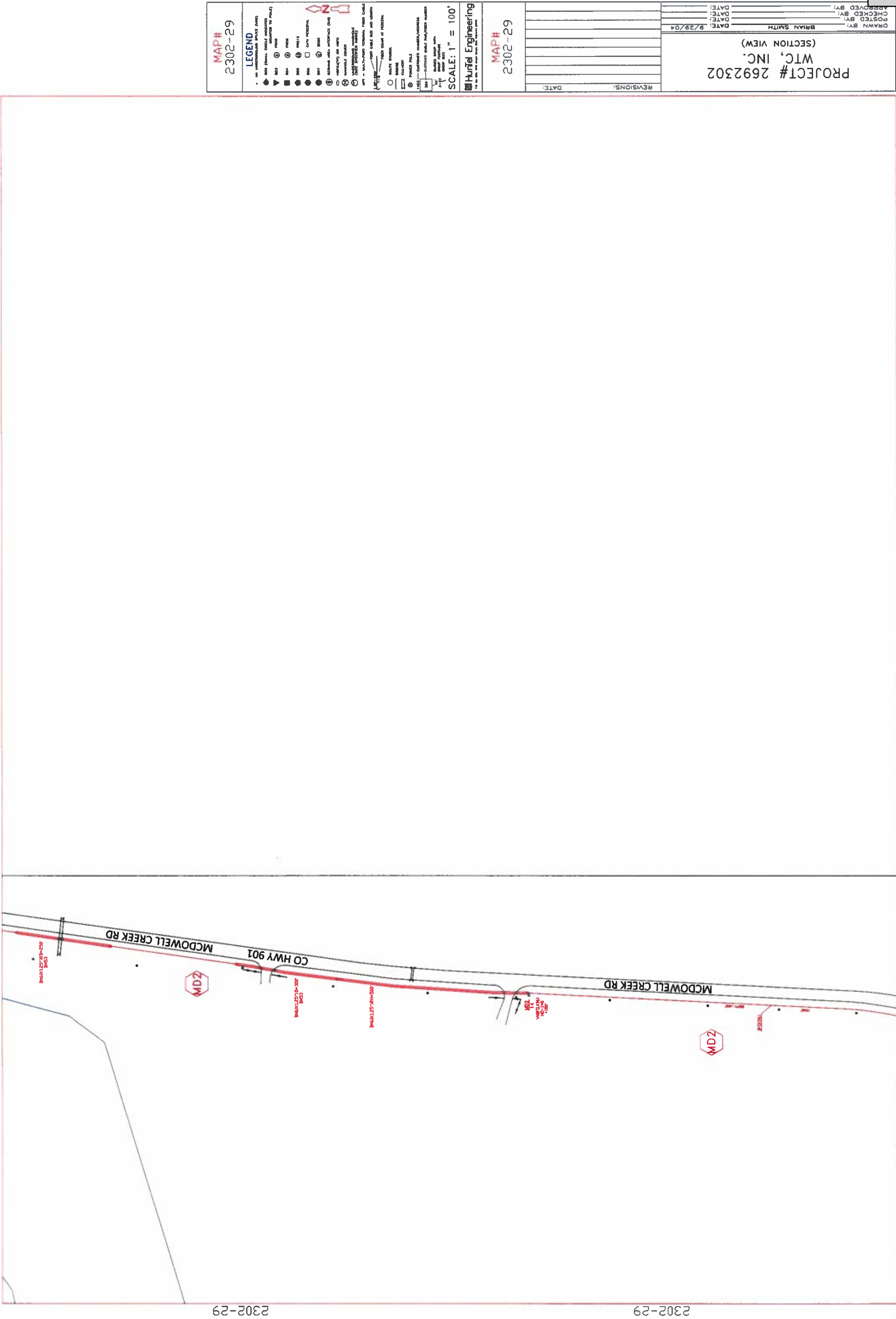
Attachment: 1.16.2024 WTC McDowell Creek and Hunter's Island Fiber Optic (14464 : Highway Use Permit-WTC Communications Inc)



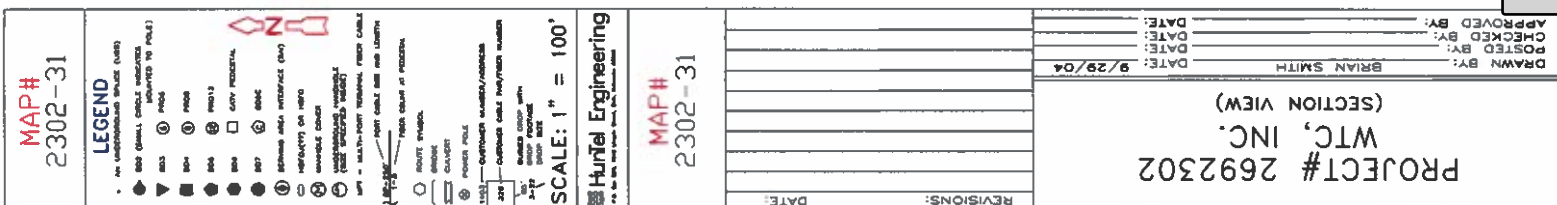
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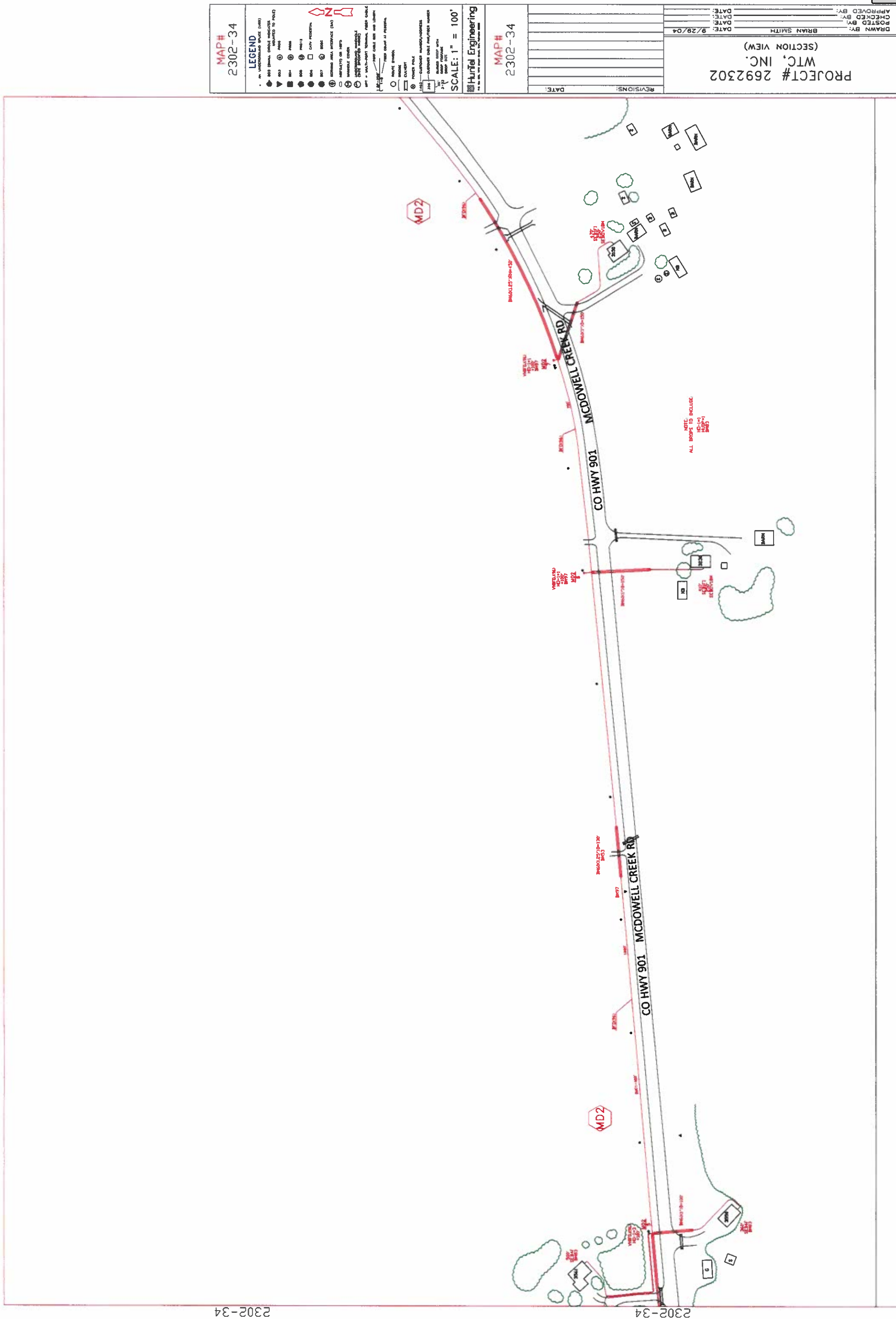


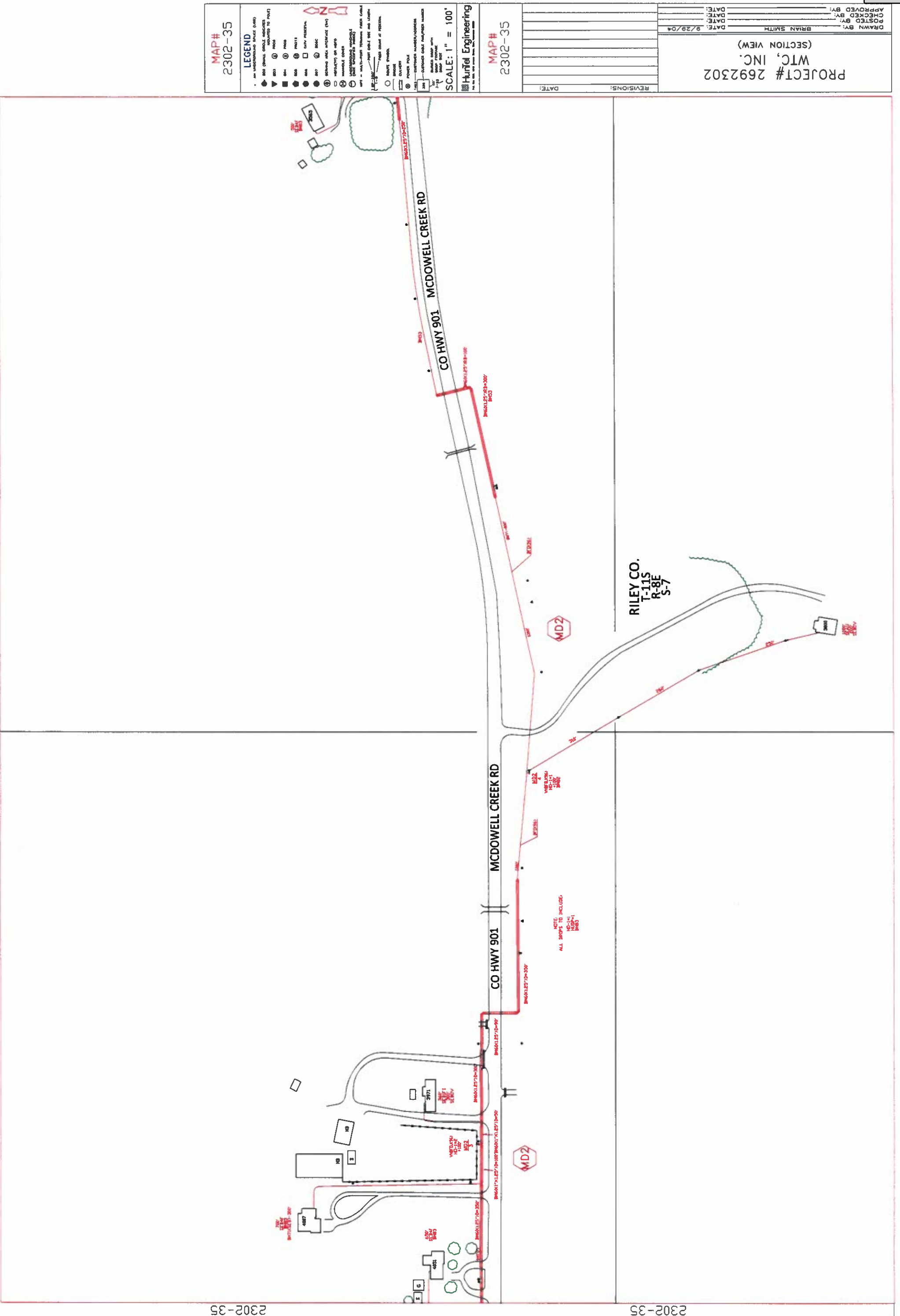




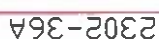
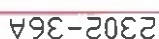


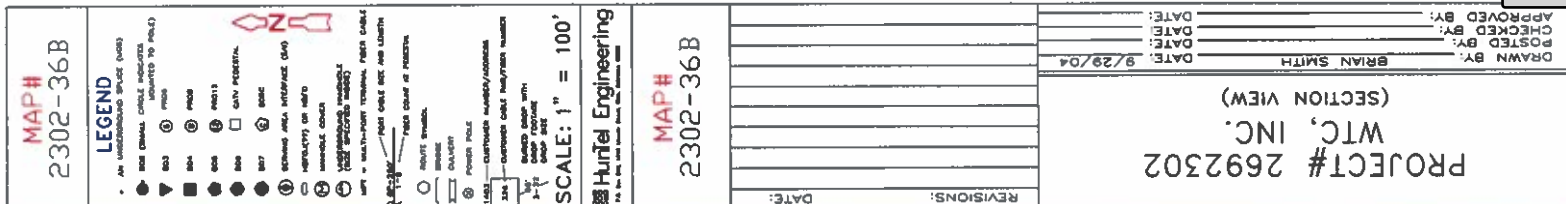




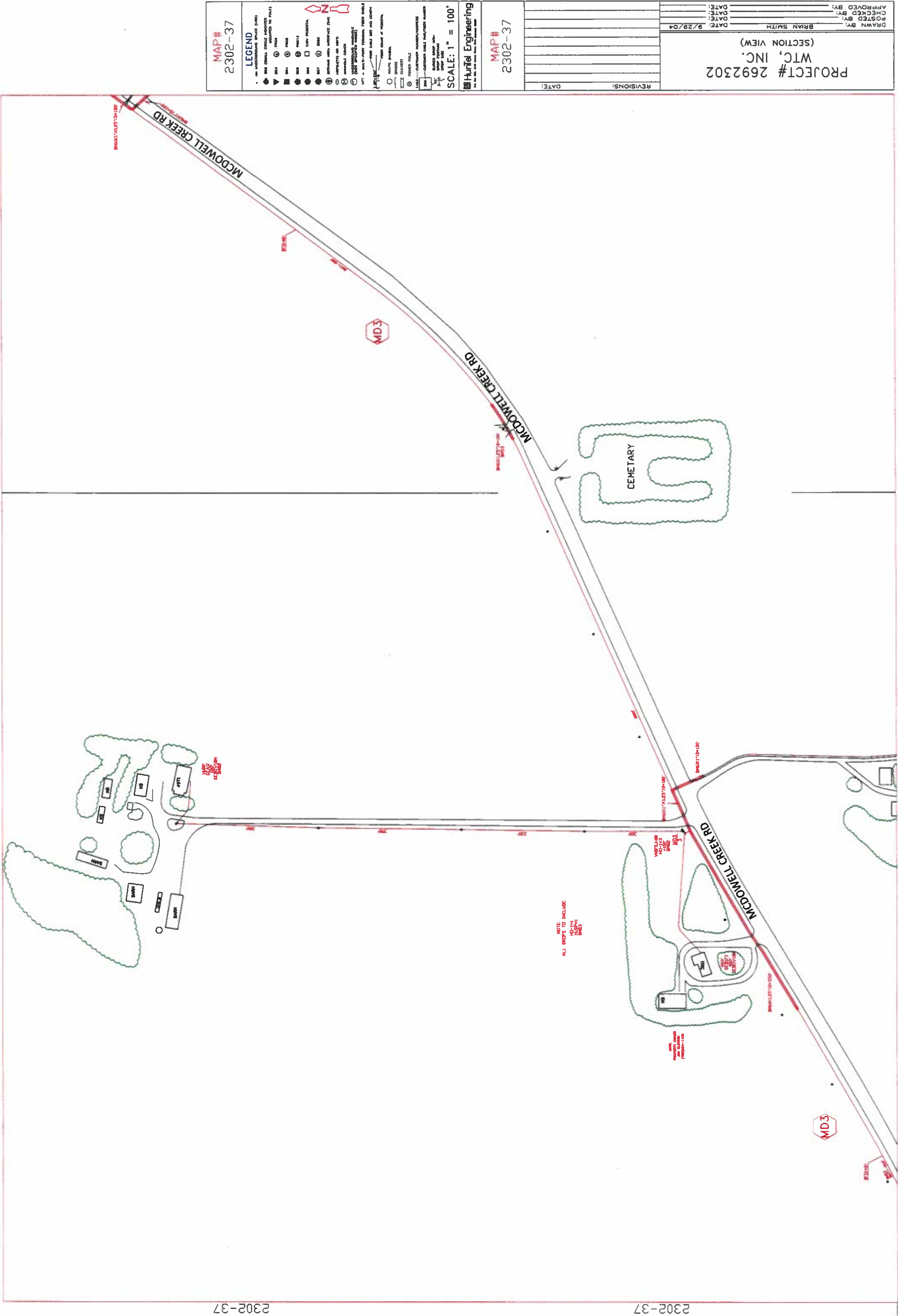




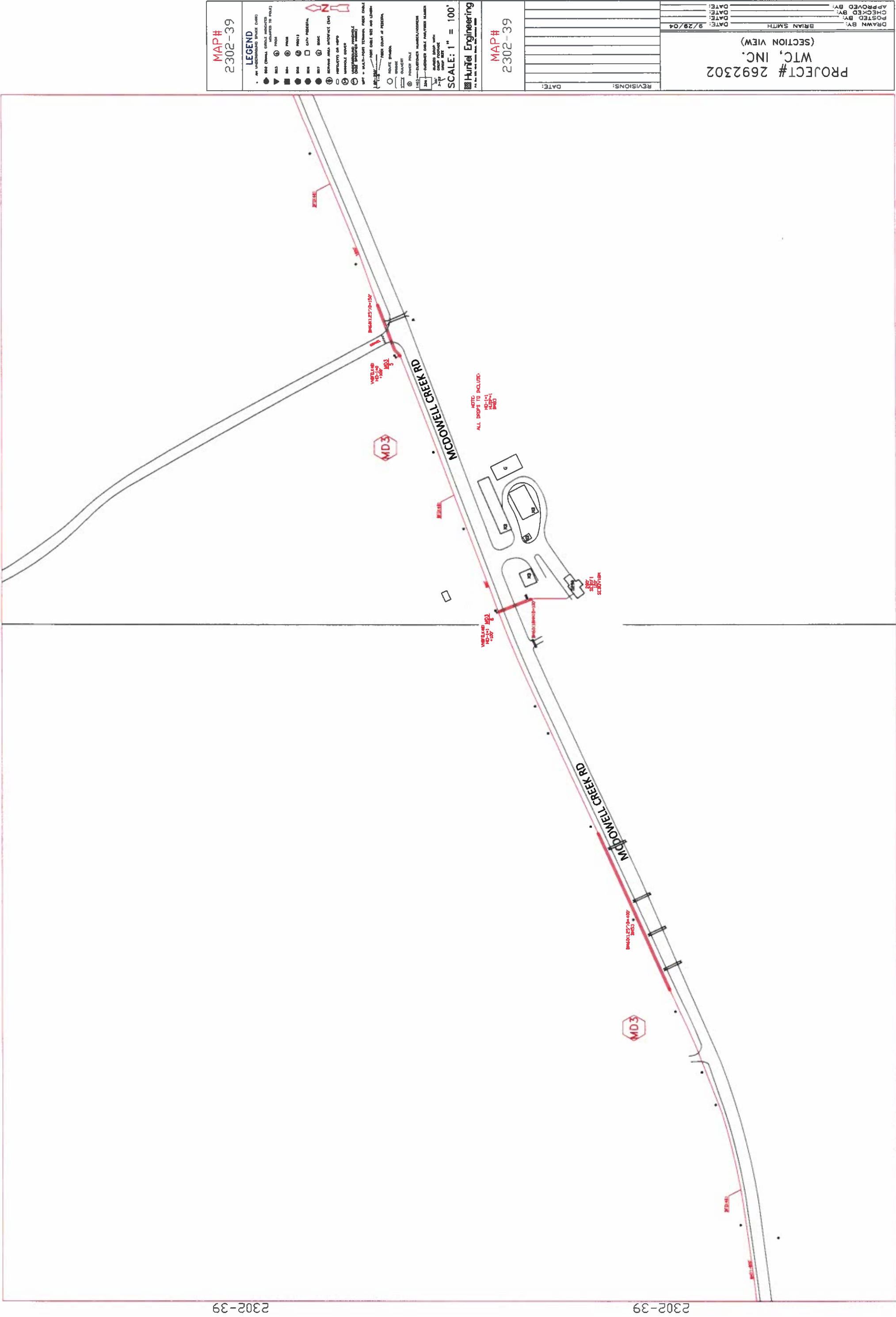
2302-36A

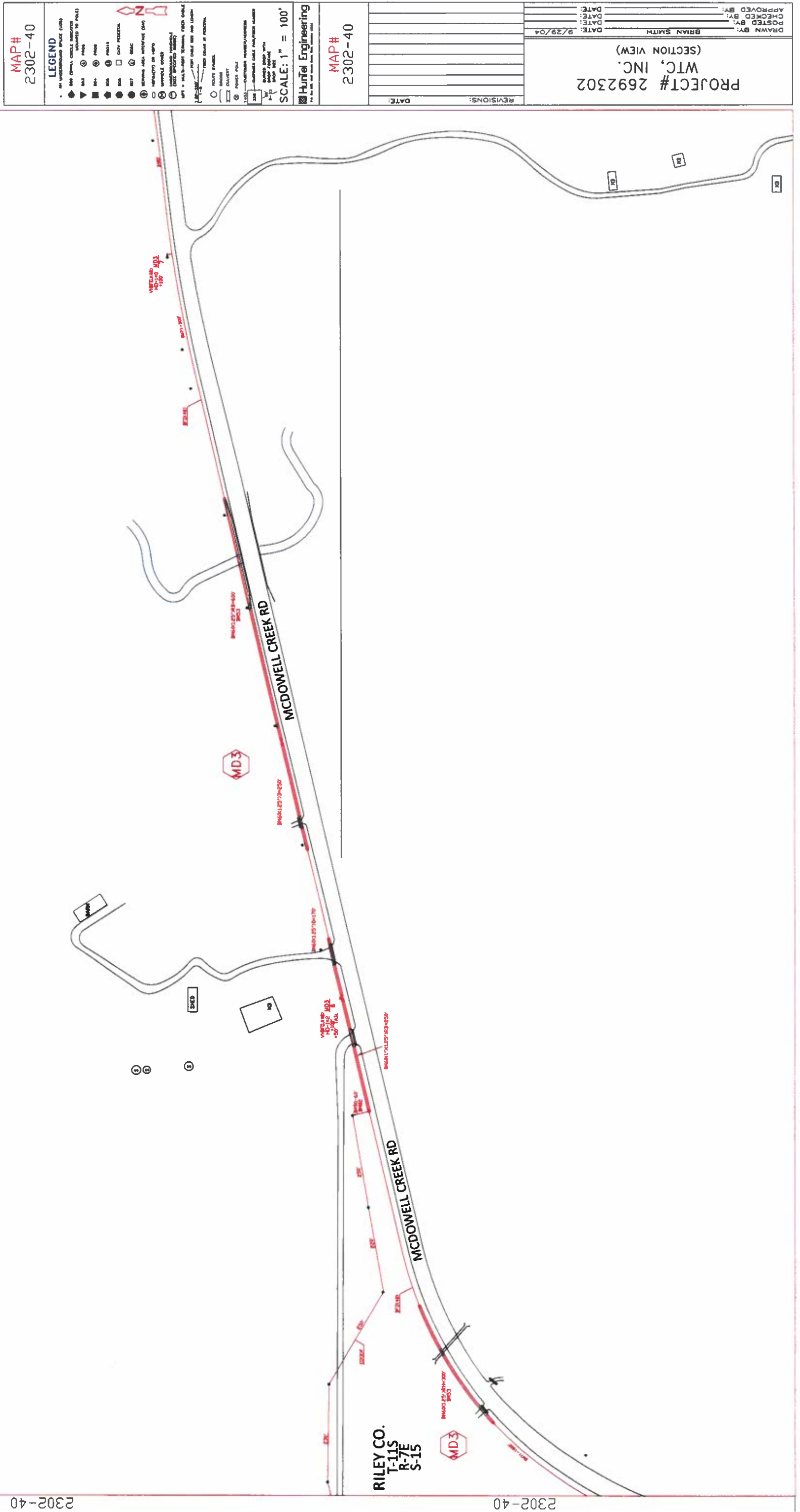


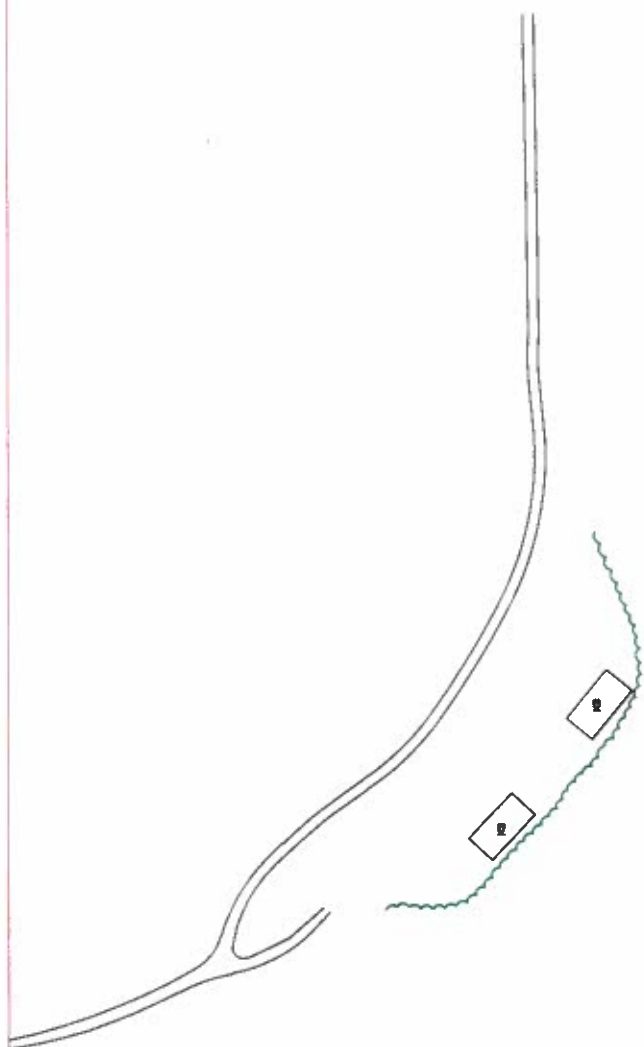




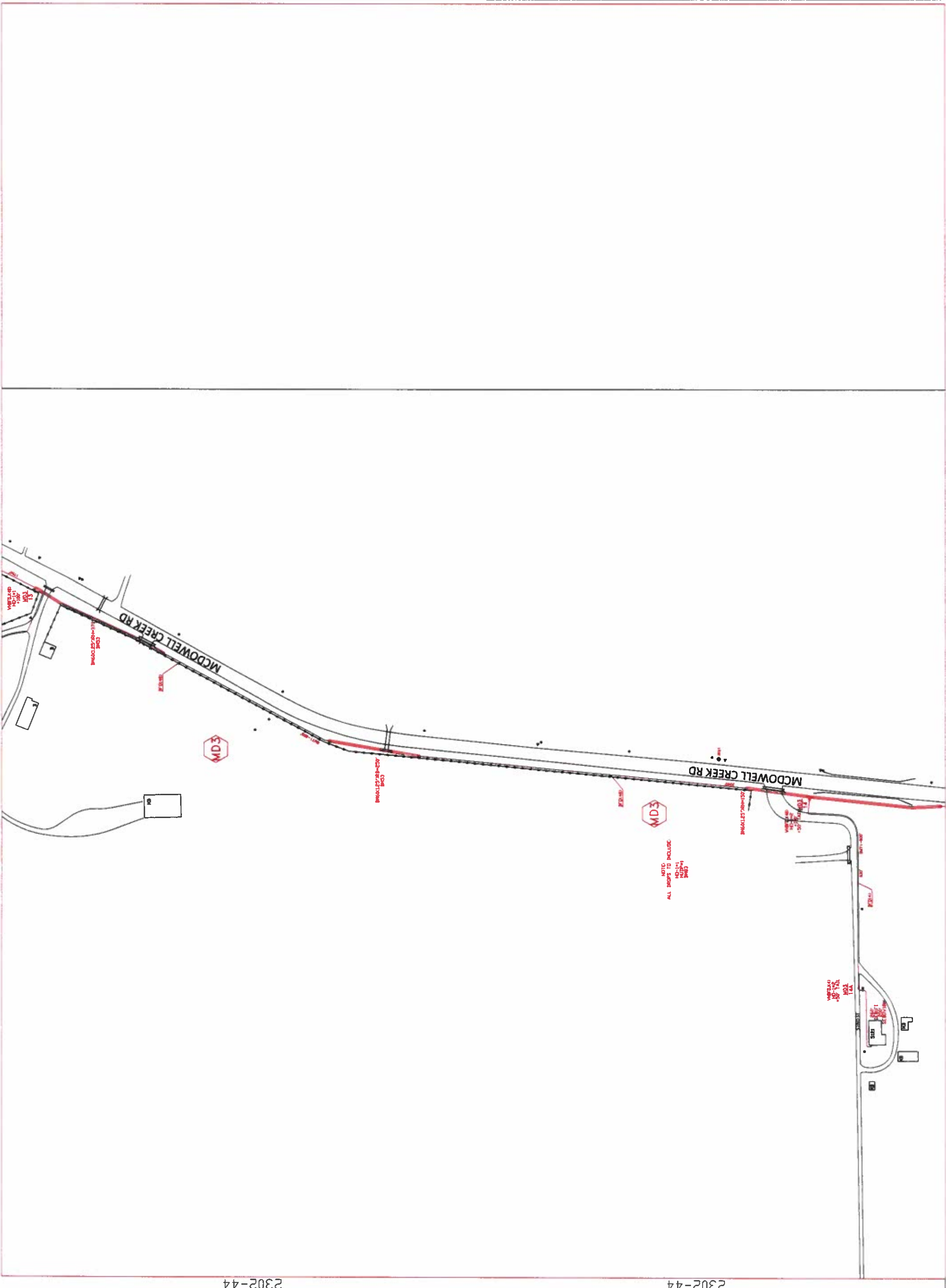








REVISIONS:	DATE:
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PROJECT # 2692302
WTC, INC.
(SECTION VIEW)

DRAWN BY: BRIAN SMITH
CHECKED BY:
POSTED BY:
DATE: 9/29/04

REVISIONS:
DATE:

MAP # 2302-44
Hurtel Engineering
SCALE: 1" = 100'

MAP # 2302-44

LEGEND

AS SHOWN ON THIS MAP

SEE EXISTING CHARTS AND RECORDS FOR MORE INFORMATION

MD3-1

MD3-2

MD3-3

MD3-4

MD3-5

MD3-6

MD3-7

MD3-8

MD3-9

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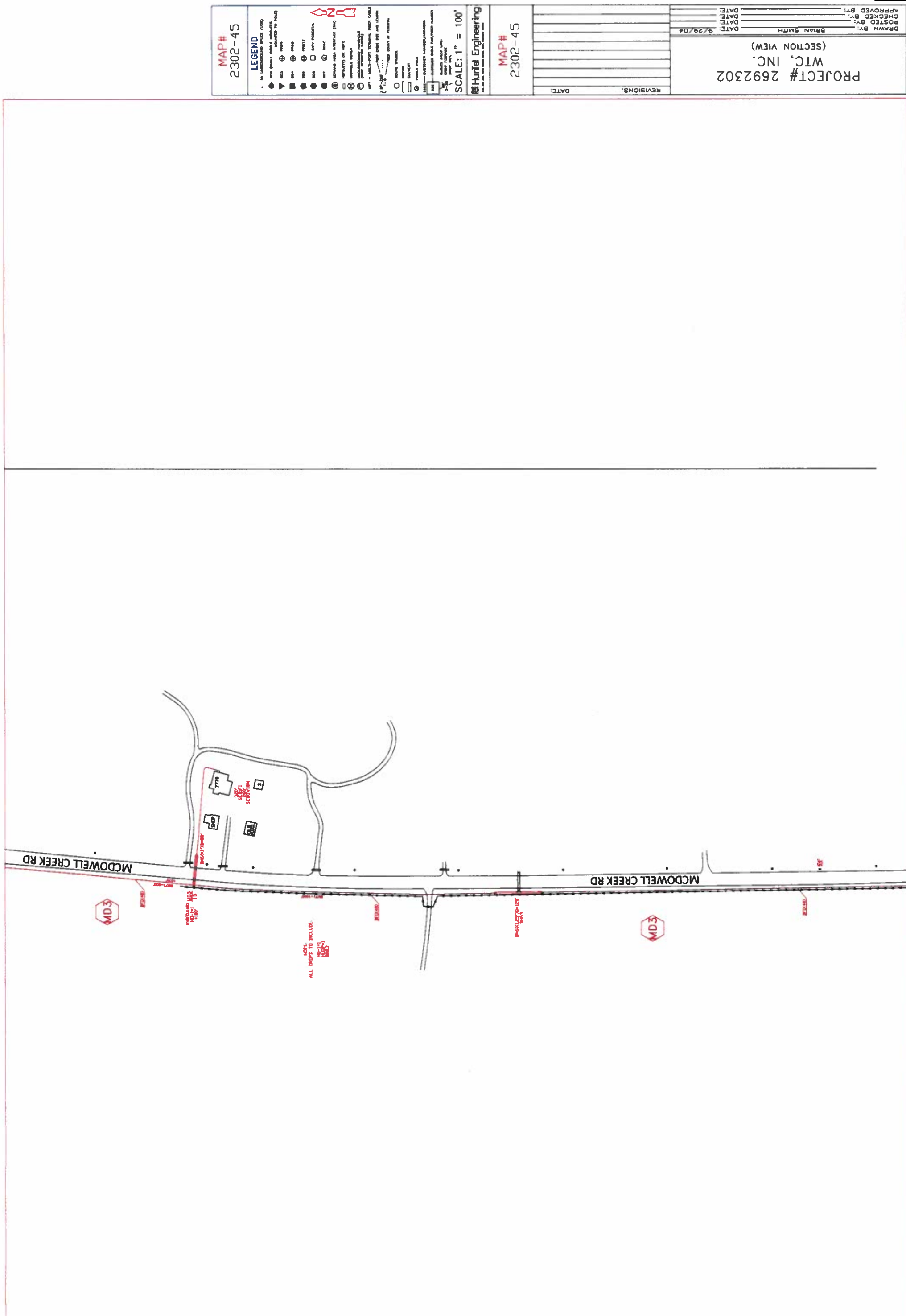
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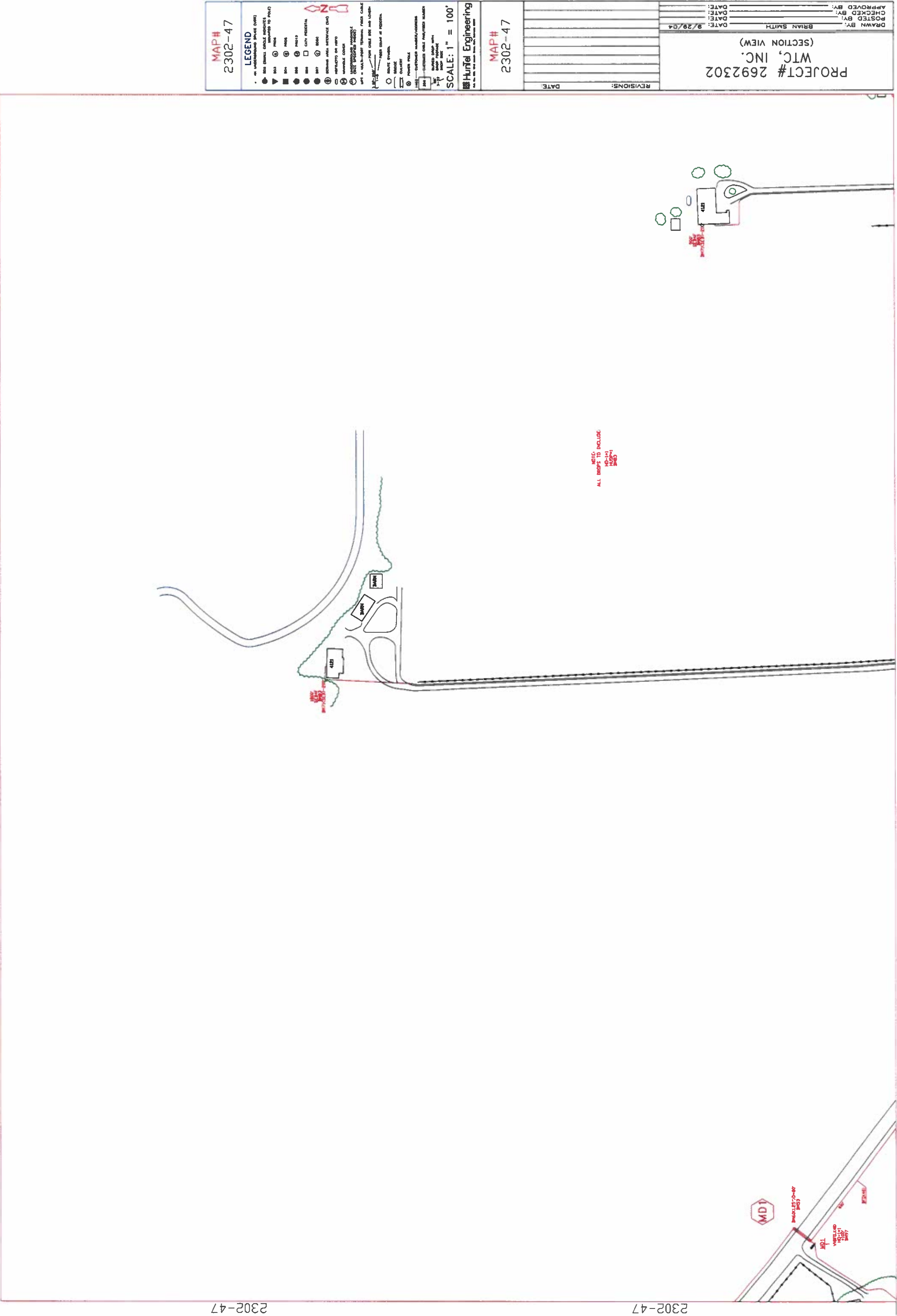
MD3-100

2302-44

2302-44

[illegible]





MAP#
2302-51

LEGEND
• SEE EXISTING PLANS (WAS)
• SEE EXISTING CABLE ROUTING
• SEE EXISTING POLES
• SEE EXISTING STRUCTURES
• SEE EXISTING UTILITIES
• SEE EXISTING ROADWAY
• SEE EXISTING SIDEWALK
• SEE EXISTING CURB
• SEE EXISTING DRIVE
• SEE EXISTING LOT
• SEE EXISTING ZONE
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• SEE EXISTING SELF-CONTROL
• SEE EXISTING PEACE
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• SEE EXISTING BLISS
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• SEE EXISTING PEACE
• SEE EXISTING JOY
• SEE EXISTING HAPPINESS
• SEE EXISTING BLISS

MAP#
2302-51

Legend
• SEE EXISTING PLANS (WAS)
• SEE EXISTING CABLE ROUTING
• SEE EXISTING POLES
• SEE EXISTING STRUCTURES
• SEE EXISTING UTILITIES
• SEE EXISTING ROADWAY
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• SEE EXISTING HAPPINESS
• SEE EXISTING BLISS

PROJECT# 2692302
WTC, INC.
(SECTION VIEW)

DRAWN BY: BRIAN SMITH
CHECKED BY:
DATE: 9/29/04

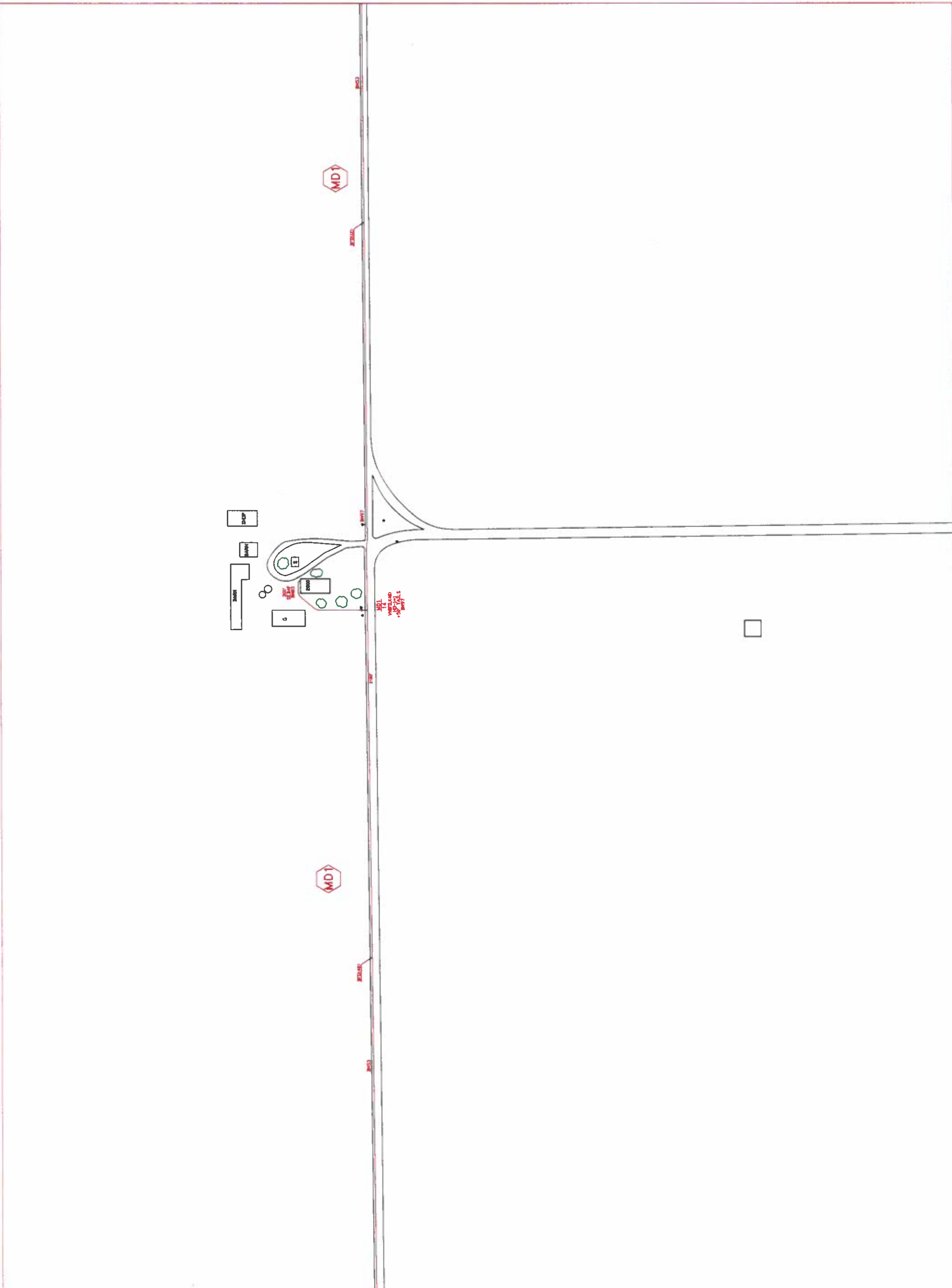
REVISIONS:
DATE:

MAP#
2302-51

MAP#
2302-51

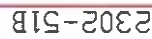
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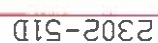
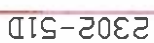
Huntel Engineering



2302-51

2302-51





MAP#
2302-51

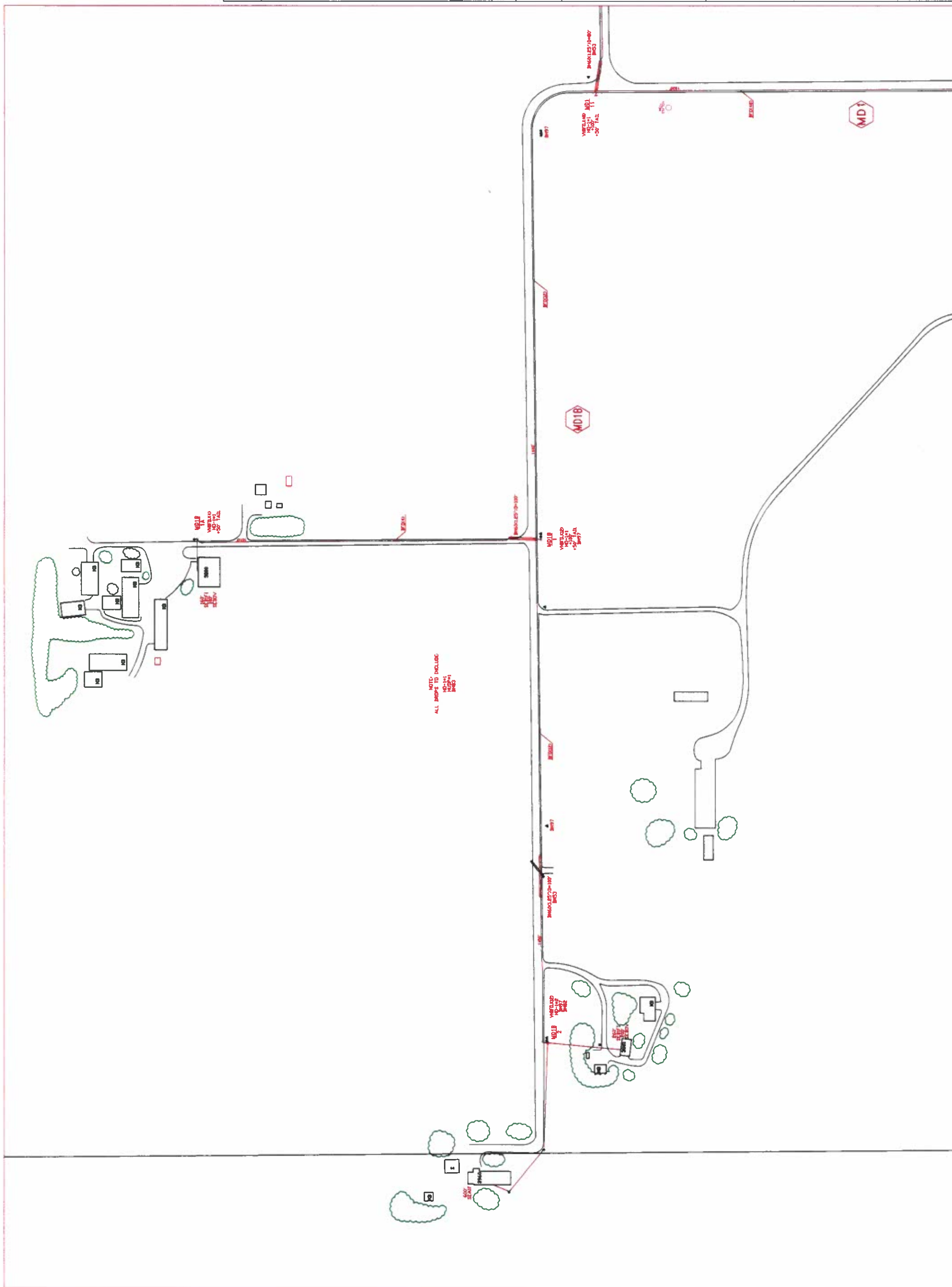
LEGEND

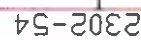
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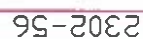
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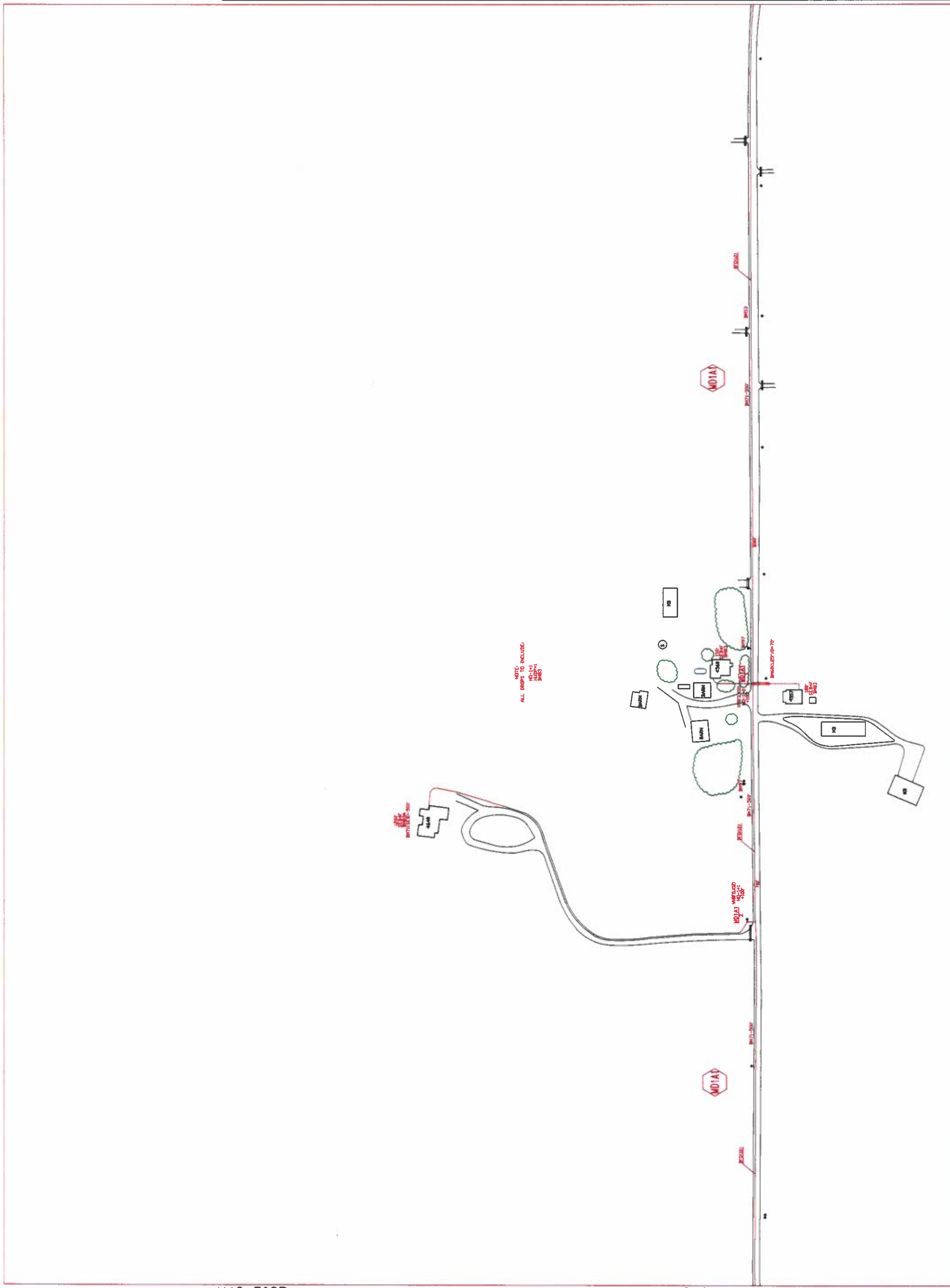
REVISIONS:	DATE:
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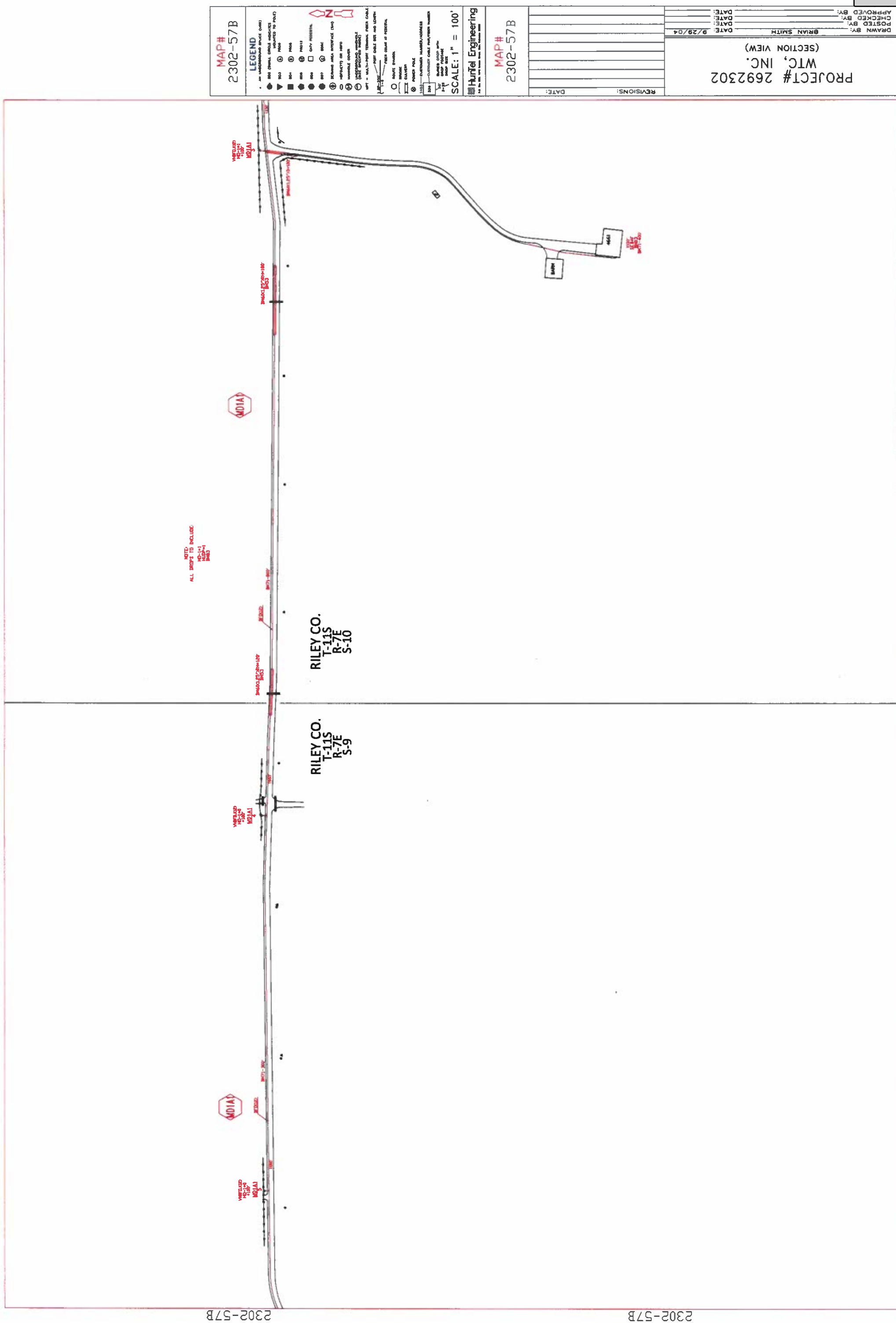
PROJECT# 2692302
WTC, INC.
(SECTION VIEW)



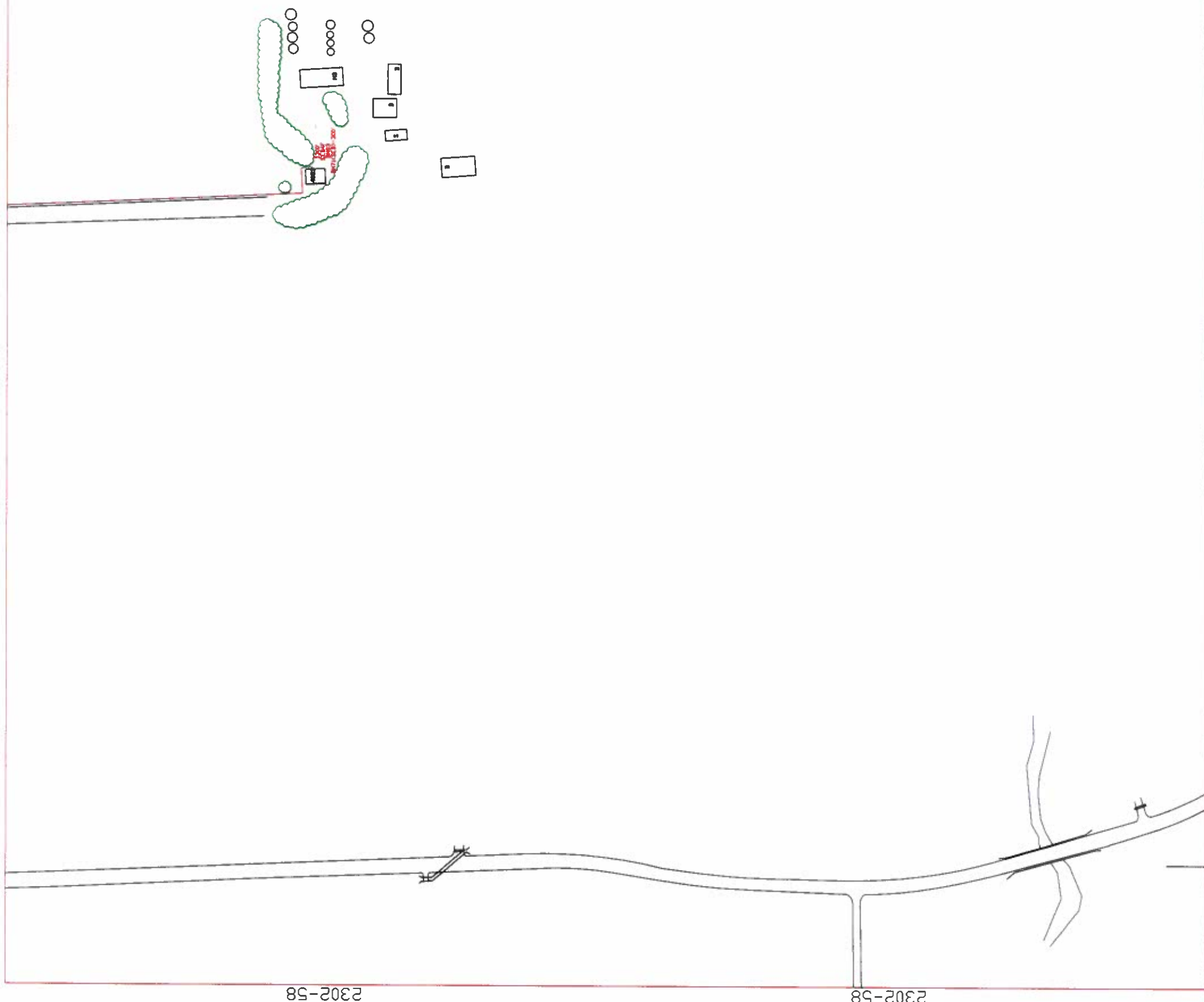


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PROJECT # 2692302
WTC, INC.
 (SECTION VIEW)

LEGEND

- PROPOSED IMPROVEMENTS (SEE SHEET 2)
- EXISTING IMPROVEMENTS (SEE SHEET 2)
- PROPOSED CONSTRUCTION (SEE SHEET 2)
- PROPOSED UTILITIES (SEE SHEET 2)
- PROPOSED FLOOD ZONE (SEE SHEET 2)
- PROPOSED EROSION CONTROL (SEE SHEET 2)
- PROPOSED LANDSCAPE (SEE SHEET 2)
- PROPOSED PAVING (SEE SHEET 2)
- PROPOSED LIGHTING (SEE SHEET 2)
- PROPOSED SECURITY (SEE SHEET 2)
- PROPOSED ACCESS (SEE SHEET 2)
- PROPOSED PARKING (SEE SHEET 2)
- PROPOSED TRAFFIC (SEE SHEET 2)
- PROPOSED UTILITIES (SEE SHEET 2)
- PROPOSED FLOOD ZONE (SEE SHEET 2)
- PROPOSED EROSION CONTROL (SEE SHEET 2)
- PROPOSED LANDSCAPE (SEE SHEET 2)
- PROPOSED PAVING (SEE SHEET 2)
- PROPOSED LIGHTING (SEE SHEET 2)
- PROPOSED SECURITY (SEE SHEET 2)
- PROPOSED ACCESS (SEE SHEET 2)
- PROPOSED PARKING (SEE SHEET 2)
- PROPOSED TRAFFIC (SEE SHEET 2)

SCALE: 1" = 100'

Hurtel Engineering
 1000 10th Street, Suite 100, San Francisco, CA 94103

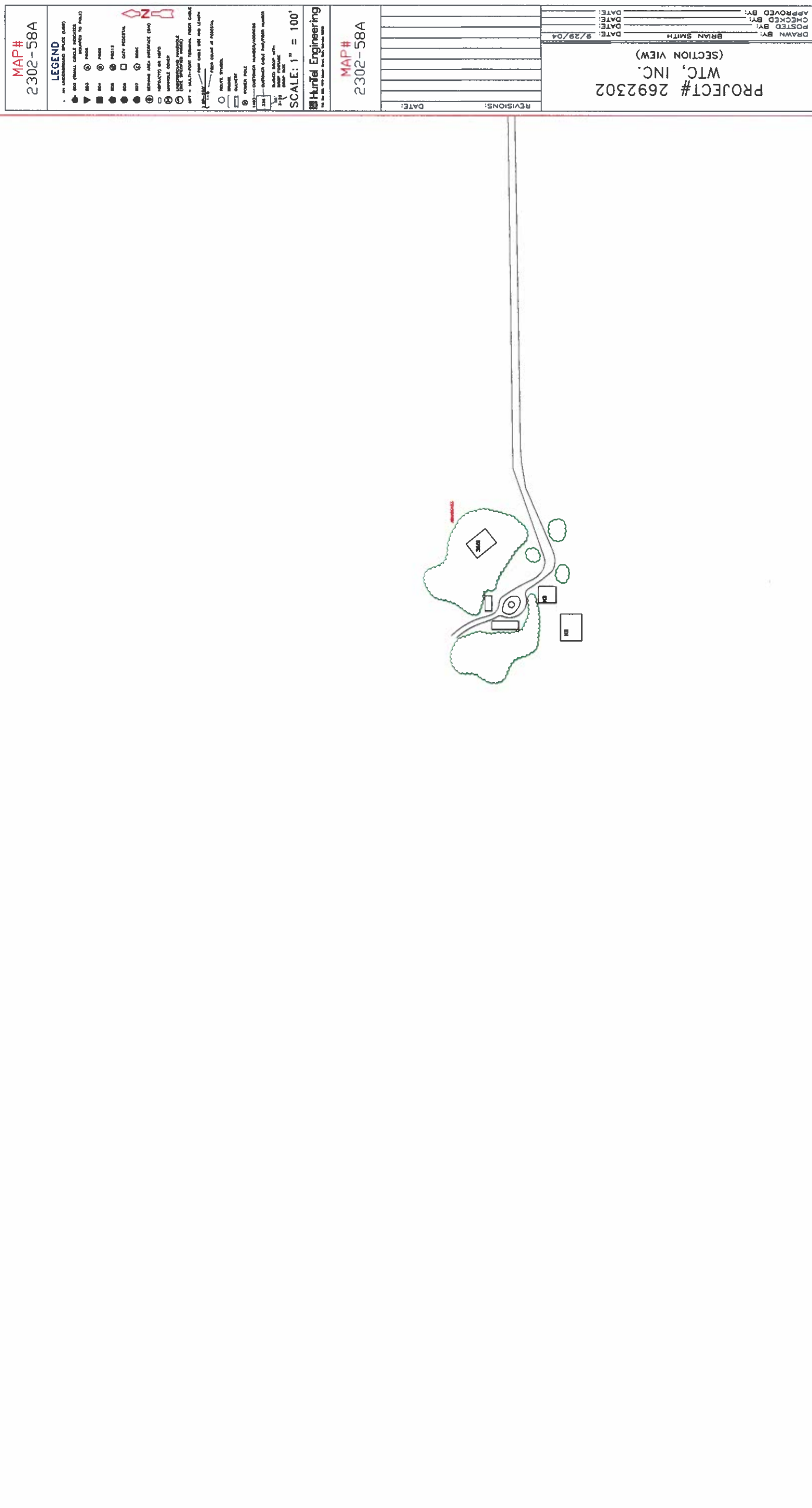
MAP# 2302-58

REVISIONS:

DATE:

DRAWN BY: BRIAN SMITH
CHECKED BY:
APPROVED BY:

DATE: 9/29/04





**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Contract

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

COMMISSION AGENDA REPORT

FROM: Jana Chingway, Office Manager

MEETING: February 5, 2024

SUBJECT: Contract for Completion of USDA Environmental Assessment for Keats
Sewer District Project

PRESENTER: Clancy Holeman, County Counselor

MOTION(S)

Move to approve the Contract for Completion of USDA Environmental Assessment for Keats
Sewer District Project.

Enclosures:

- Contract for USDA Environmental Assessment - Keats Sewer District Project (PDF)

CONTRACT FOR COMPLETION OF
USDA ENVIRONMENTAL ASSESSMENT
FOR RILEY COUNTY, KANSAS
KEATS SEWER DISTRICT PROJECT

THIS CONTRACT made this 25TH day of JANUARY 2024 between WESTERN CONSULTANTS DBA GOVERNMENTAL ASSISTANCE SERVICES (THE CONSULTANT), PO BOX 187, Lawrence, Kansas 66044, and RILEY COUNTY, KANSAS (THE COUNTY).

WHEREAS, THE COUNTY, is engaged in a Community Improvement project, and,

WHEREAS this project requires the completion of an Environmental Review under the National Environmental Policy Act (NEPA) of 1969.

NOW, THEREFORE, THE COUNTY engages the services of THE CONSULTANT upon the following terms and conditions:

1. TERMINATION OF CONTRACT

A. FOR CAUSE

If, through any cause, either party shall fail to fulfill, in a timely and proper manner, their obligations under this Contract, or if either party shall violate any of the covenants, agreements, or stipulations of this Contract, the other party shall thereupon have the right to terminate this Contract by giving written notice to the breaching party of such termination and specifying the effective date thereof. This notice shall not be less than fifteen (15) days prior to the effective date.

B. FOR CONVENIENCE

THE COUNTY may terminate this Contract, in whole or in part, at any time by written notice to THE CONSULTANT.

In event of termination, all finished or unfinished documents, studies and reports prepared by THE CONSULTANT, under this Contract, shall remain the property of THE CONSULTANT until THE CONSULTANT receives just and equitable compensation for any work satisfactorily completed hereunder, in accordance with this Contract, whereupon said documents, studies and reports shall become the property of THE COUNTY.

2. CHANGES

THE COUNTY may from time to time, request changes in the scope of services of THE CONSULTANT to be performed hereunder. Such changes, including any increase or decrease

in the amount of THE CONSULTANT'S compensation, which are mutually agreed upon by both parties shall be incorporated in written amendments to this Contract.

3. PERSONNEL

- A. THE CONSULTANT represents that it has, or will secure at its own expense, all personnel required in performing the services under this Contract. Such personnel shall not be the employees of or have any contractual relationship with THE COUNTY.
- B. All of the services required hereunder will be performed by THE CONSULTANT or under its supervision and all personnel shall be fully qualified to perform such services.
- C. None of the work or services covered by this Contract shall be subcontracted without the prior approval of THE COUNTY. Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this Contract.

4. SERVICES OF THE CONSULTANT

Services outlined in this Contract are those necessary to effectively complete the environmental assessment. The following summary of services is not intended to limit the scope of services but is intended to illustrate the work and services to be provided by THE CONSULTANT.

These services will include, but are not limited to the following:

- Preparation of letters and figures to be submitted to State and Federal agencies involved in the project.
- Prepare and submit Environmental Assessment.
- Prepare "No Significant Impact" certificate, if warranted.
- Work closely with county staff throughout entire project.
- Attend meetings that are project related.
- Report schedule changes to governing body.
- Work closely with all regulatory departments and furnish additional information they may request.
- Operate within federal and state guidelines, specifically:

1. Title VI Civil Rights Act of 1964
2. Section 109 Certifications
3. Section 504 Certifications
4. Age Discrimination Act of 1975
5. Fair Housing Amendments Act of 1988
6. Executive Order 11063 Certifications
7. Kansas Act Against Discrimination
8. Executive Order 11246 Certifications
9. Section 3 Certifications
10. Title VIII of the Civil Rights Act of 1968 as amended by the Housing Act of 1974
11. Section 503 of the Rehabilitation Act of 1973 as amended
12. 24 CFR 85 as modified by CFR 570 Subpart J
13. Title 1 of the Housing & Community Development Act of 1974 as amended
14. Section 519 Public Law 101-144 (The 1990 HUD Appropriation Act)
15. Cranston-Gonzales National Affordable Housing Act (Section 906 & 912)

- Comply with all applicable laws, ordinances, and codes for the state and local governments.
- THE CONSULTANT will not discriminate against any employee or applicant for employment because of race, sex, creed, color, or national origin. THE CONSULTANT will take Affirmative Action to ensure that applicants are employed, and that employees are treated equally during employment, without regard to their race, creed, sex, color or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment, or recruitment advertising, lay-off or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

5. INTEREST OF THE CONSULTANT AND EMPLOYEES

THE CONSULTANT covenants that it presently has no interest and shall not acquire interest, direct or indirect, in the study area or any parcels therein or any other interest of its service hereunder. THE CONSULTANT further covenants that in the performance of this Contract no person having any such interest shall be employed.

6. THE COUNTY will be responsible for all additional studies and surveys that may be directed by State or Federal agencies required to obtain a release of funds.

7. FEES

THE COUNTY agrees to pay THE CONSULTANT a fee for the services outlined.

The fee, for these services, will be as follows:

Payment of \$6,500.00 upon the signing of this contract for the preparation and submission of the environmental assessment, to be paid upon contract execution.

In no way can the contract be changed without a written amendment approved by THE COUNTY.

IN WITNESS WHEREOF, the parties have signed this Contract the day and year first mentioned above.


Brett Waggoner, Partner
Western Consultants dba
Governmental Assistance Services

John Ford – Chairman
Riley County, KS
Board of Commissioners

ATTEST:

Rich Vargo, Riley County Clerk
Riley County, KS

(seal)

Attachment to “Contract” Between Riley County (hereinafter “County”), and Western Consultants d/b/a Governmental Assistance Services (hereinafter “Contractor”).

CONTRACTUAL PROVISIONS ATTACHMENT

The undersigned parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being dated the 25th day of January, 2024.

1. **TERMS HEREIN CONTROLLING PROVISIONS.** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in the contract and any other document relating to and a part of the contract in which this attachment is incorporated. All terms hereof survive termination of the contract.
2. **AGREEMENT WITH KANSAS LAW.** It is agreed by and between the undersigned that all disputes and matters whatsoever arising under, in connection with or incident to the contract shall be litigated, if at all, in and before a state Court located in the State of Kansas, County of Riley, or if in Federal Court, at a Federal Court located in Topeka, Kansas, to the exclusion of the Courts of any other states or country. All contractual promises shall be subject to, governed by, and construed according to the laws of the State of Kansas, without reference to its conflict of laws principles. Both parties submit to venue and jurisdiction in these courts. In the event an action or claim arises outside of the exclusive jurisdiction specified herein which names County as a party, Contractor agrees to initiate, consent to and/or cooperate with any and all efforts to remove the matter to the exclusive jurisdiction named herein and otherwise to take any and all reasonable actions to achieve County’s objectives of this provision.
3. **COMPLIANCE WITH APPLICABLE LAWS, SERVICE STANDARDS AND REQUIRED PROCEDURES.**
 - 3.1. **Service Standards and Procedures.** Contractor shall perform the services set forth in the Contract and RFP in compliance with applicable standards and procedures specified in the Contract and RFP.
 - 3.2. **Compliance With Law.** Contractor shall comply with all applicable local, state and federal laws and regulations, in carrying out the Contract and RFP, regardless of whether those legal requirements are specifically referenced in the Contract.
 - 3.3. **Contractor shall complete by June 1, 2024 all tasks listed in the “Scope of Services” within the “Riley County Request for Consultant Proposals” (incorporated herein by reference).**
4. **CASH BASIS AND BUDGET LAWS.** The right of the County to enter into the Contract is subject to the provisions of the Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935), and other laws of the State of Kansas. The Contract shall be construed and interpreted so as to ensure that the County shall at all times stay in conformity with such laws. Any contract for the term of more than one year shall be interpreted by the parties to provide County the sole option to renew that Contract before the end of each one year term.

5. **ACCEPTANCE OF CONTRACT.** The contract shall not be considered accepted, approved or otherwise effective until the required approvals and certifications have been given and this Contractual Provisions Attachment is signed by the Board of County Commissioners of Riley County, Kansas.

6. **ARBITRATION, DAMAGES, WARRANTIES.** Notwithstanding any language to the contrary, no interpretation shall be allowed to find the County has agreed to binding arbitration, or the payment of damages or penalties upon the occurrence of a contingency. Further, the County does not agree to pay attorney fees and late payment charges; and no provisions will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit implied warranties of merchantability and fitness for a particular purpose.

7. **TERM AND TERMINATION.**
 - 7.1. **Term and Timeline.** This Contractual Provisions Attachment shall be effective as of its date of execution by the parties and shall remain in effect during the term of the Contract, or until terminated either for convenience, breach or default, as set out herein.

 - 7.2. **Termination for Cause.** If Contractor shall fail to fulfill in a timely and proper manner its obligations under the Contract, or if Contractor shall violate any of the terms, covenants, conditions, or stipulations of the Contract, County shall thereupon have the right to terminate the Contract by promptly giving written notice to Contractor of such termination and specifying the reasons for the termination and the effective date thereof. A breach shall include, but not be limited to, failure to comply with any or all items contained in the Contract and any appendices, exhibits or amendments thereto, if any.

 - 7.3. Notwithstanding the above, Contractor shall not be relieved of liability to County by virtue of any breach of the Contract by Contractor.

 - 7.4. **Termination for Convenience.** County may terminate the Contract in whole or in part, upon thirty (30) days written notice to Contractor, stating the effective date of the termination for convenience.

 - 7.5. **Payment Calculation Upon Termination.** In the event of termination under the Contract by either party, any amount owed Contractor will be calculated based solely upon payment for fair value of acceptable services provided by Contractor to the point of termination, which fair value is not the subject of a good faith dispute. That determination of fair value of acceptable services shall be made solely by County.

8. **INDEPENDENT CONTRACTOR RELATIONSHIP.** It is agreed that the legal relationship between Contractor and County is of a contractual nature. Both parties assert and believe that Contractor is acting as an independent contractor in providing the services and performing the duties required by County hereunder. Contractor is at all times acting as an independent contractor and not as an officer, agent, or employee of

County. As an independent contractor, Contractor, and employees of Contractor, will not be within the protection or coverage of County's worker's compensation insurance, nor shall Contractor, and employees of Contractor, be entitled to any current or future benefits provided to employees of County. Further, County shall not be responsible for withholding of social security, federal, and/or state income tax, or unemployment compensation from payments made by County to Contractor. Contractor shall supply all labor, equipment, supplies and materials necessary to complete the required services, at Contractor's sole expense.

9. **PERSONNEL.**

9.1. **Qualified Personnel.** Contractor represents that it has, or shall secure at its own expense, all personnel required in performing the services under the Contract. Such personnel shall not be employees of or have any other contractual relationship with County. All personnel engaged in the work shall be fully qualified according to the laws of the State of Kansas and the provisions of this Contract.

9.2. **Minimum Wages.** Contractor will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act.

10. **ASSIGNMENT.** Neither the Contract nor any rights or obligations hereunder shall be assigned or otherwise transferred by either party without the prior written consent of the other.

11. **SUBCONTRACTING.** None of the work or services covered by the Contract shall be subcontracted without the prior written approval of County. All approved subcontracts must conform to all terms set forth in the Contract and the Contractual Provisions Attachment.

12. **RECORDS, REPORTS AND INSPECTION.**

12.1. **Documentation of Costs.** All costs incurred by Contractor for which Contractor purports to be entitled to reimbursement under the express terms of the Contract shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers, or other official documentation evidencing in proper detail the nature and propriety of charges. All checks, payrolls, invoices, contracts, vouchers, orders or other accounting documents pertaining in whole or in part to the Contract shall be clearly identified and readily accessible to both parties to the Contract.

12.2. **Maintenance of Records.** Except as otherwise authorized by County, Contractor shall retain such documentation for a period of three (3) years after receipt of any applicable final expenditure report under the Contract, unless action, including but not limited to litigation or audit resolution proceedings, necessitate maintenance of records beyond this three (3) year period.

12.3. **Contractor's Purchasing Procedure.** Contractor certifies that it does not practice any form of discrimination based on race, ethnic origin, gender or religion or disability in its purchasing procedures. Contractor agrees to make available a written description of its purchasing procedures if requested by County.

13. **METHOD OF BILLING AND PAYMENT.**

- 13.1. **Billing Procedures.** Contractor agrees that billings and payments under the Contract shall be processed in accordance with established budgeting, purchasing and accounting procedures of Riley County, Kansas. Subject to the maximum amount of compensation prescribed herein, payment shall be made after receipt of billing, and the amount of payment shall not exceed the maximum amount allowed by the Contract.
- 13.2. **Support Documentation.** Billing shall be supported with documentation required by County including, but not necessarily limited to, that documentation described in paragraph 18.1, above.
- 13.3. **Reimbursement Restrictions.** Payments shall be made to Contractor only for items and services provided to support the Contract purpose when such items and services are specifically authorized by the Contract. County reserves the right to disallow reimbursement for any item or service billed by Contractor if County believes that such item or service was not provided to support the Contract purpose, or was not authorized by the Contract.
- 13.4. **Pre-disbursement Requirements.** Contractor must provide to County the documentation required pursuant to the Contract prior to any disbursements being made by County to Contractor.

- 14. **LICENSES AND PERMITS.** Contractor shall maintain all licenses, permits, certifications, bonds, and insurance required by federal, state or local authority for carrying out the Contract. Contractor shall notify County immediately if any required license, permit, bond or insurance is canceled, suspended or is otherwise ineffective. Such cancellation, suspension, or other ineffectiveness may form the basis for immediate revocation or cancellation of the Contract by County, in County's sole discretion.
- 15. **PUBLIC DOCUMENTS.** It is agreed that the Contract, and all subsequent agreed amendments or addenda thereto are public documents which will be filed with the Riley County Clerk, and will be open to public inspection.
- 16. **LIMITATION OF LIABILITY.** It is agreed that notwithstanding any language in the Contract to the contrary, County waives no defense, immunity or limitation of liability otherwise available to County under the terms of the Kansas Tort Claims Act or other applicable law.
- 17. **MERGER/SALE/TRANSFER OF CONTRACTOR ASSETS.** Contractor will notify County in writing at least thirty (30) calendar days in advance of Contractor's merger with any other business entity, or of any sale or other transfer of Contractor's assets to any other business entity. In the event of any such merger, sale or other transfer of Contractor assets, Contractor will reasonably cooperate with County in assuring that provision of all products and services under this Contract are not disrupted before, during and after such merger, sale or other transfer of Contractor assets. After such merger, sale or other transfer of Contractor assets, Contractor will reasonably cooperate with County in providing any documents or information necessary to establish any prior payments

made by County to Contractor under this Contract.

18. **SURVIVABILITY.** All terms of this Contractual Provisions Attachment shall survive termination of the Contract.

Contractor
WESTERN CONSULTANTS, d/b/a
GOVERNMENTAL ASSISTANCE
SERVICES

County
BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

By: Brett Waggoner
Name: Brett Waggoner, Partner

By: _____
John Ford, Chairman

Date: 2/1/24

Date: _____

ATTEST: (seal)

Rich Vargo, County Clerk

Approved as to Form

By: _____
Clancy Holeman
Riley County Counselor

Date: _____



COUNTY CLERK & ELECTIONS
Tax Roll Correction

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

COMMISSION AGENDA REPORT

FROM: Lori Muir, Real Estate Specialist

MEETING: February 5, 2024

SUBJECT: Sign Tax Roll Corrections

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve the Tax Roll Corrections.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- image31005 (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2024/01/30 1

Taxpayer ID BANK0146
Owner ID LOVE0030**Current Owners:**
Ronald Boxberger
Cory ForeControl # 2024000035Tax Year 2023
Tract # 010008

LOVEWELL, KATIE M

CAMA # 204-18-2-30-08-010-00-0-01DICKENS PLACE
LOT 8

610 BERKELY DR

TU 11 Manhattan City TIF #6
Parcel 710

GRAPEVINE, TX 76051-7407

USD 383Property Address 1328 FREMONT ST

APPRAISER SECTION (Value)

2024/01/30 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	147600	135150	282750
—	—	—	—
—	—	—	—
—	—	—	—
Total	147600	135150	282750

Assessed Prior to Correction:

RU	Land	Imp	Total
RU	16974	15542	32516
—	—	—	—
—	—	—	—
—	—	—	—
Total	16974	15542	32516
SB41	4836	—	—

Appraised After Correction:

CL	Land	Imp	Total
RU	147600	81300	228900
—	—	—	—
—	—	—	—
—	—	—	—
Total	147600	81300	228900

Assessed After Correction:

RU	Land	Imp	Total
RU	16974	9350	26324
—	—	—	—
—	—	—	—
—	—	—	—
Total	16974	9350	26324
SB41	4836	—	—

Net Change
53850-
—
—
—
53850-

Net Change
6192-
—
—
—
6192-

Total
6192-
SB41

CLERK SECTION (Tax)

2024/01/30 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy	Gen Tax	SB41 \$	Total
150.37500	4889.60	96.72	4792.88
SB41 Tax Dollars	—	—	—

Tax After Correction:

Levy	Gen Tax	SB41 \$	Total
150.37500	3958.48	96.72	3861.76
SB41 Tax Dollars	—	—	—

Net Change
931.12-
—
931.12-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)6192-
150.37500

Applicable Mill Levy

Net Change in Levied Tax Dollars

931.12-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code TP TAX PROTEST

Rate 4.00%

Tax Statement # 7079

Comments PUP adjustment per Appraiser

Net Change in Total Tax Dollars

931.12-

Owner LOVE0030

LOVEWELL, KATIE M

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

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image31005 (14476 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2024/01/30 1

5.a

Taxpayer ID DEBR0005
Owner ID DEBR0005

Control # 2024000036

Tax Year 2023
Tract # 038026

DEBRUYN, ROBERT L TRUST
TRACEY H DEBRUYN TRUST
2030 PIERRE ST

CAMA # 216-13-0-40-06-003-00-0-01

WESTWOOD HILLS
LOT 27-28

TU 2 Manhattan City
Parcel 30750
USD 383

Property Address 2030 PIERRE ST

MANHATTAN, KS 66502-3900

APPRAISER SECTION (Value)

2024/01/30 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	42590	787650	830240

Appraised After Correction:

CL	Land	Imp	Total
RU	42590	766310	808900

Net Change
21340-

Total	42590	787650	830240
-------	-------	--------	--------

Total	42590	766310	808900
-------	-------	--------	--------

21340-

Assessed Prior to Correction:

RU			
	4898	90580	95478

Assessed After Correction:

RU			
	4898	88126	93024

Net Change
2454-

Total	4898	90580	95478
SB41	4836		

Total	4898	88126	93024
SB41	4836		

Total	2454-
SB41	

CLERK SECTION (Tax)

2024/01/30 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy	Gen Tax	
150.37500		14357.50
	SB41 \$	96.72
SB41 Tax Dollars		14260.78

Tax After Correction:

Levy	Gen Tax	
150.37500		13988.48
	SB41 \$	96.72
SB41 Tax Dollars		13891.76

Net Change
369.02-
369.02-

TREASURER SECTION (Summary)

Net Change in Assessed Value

(no SB41 influence)	2454-
Applicable Mill Levy	150.37500
Net Change in Levied Tax Dollars	369.02-

Type of Correction DECREASE

Correction Code TP TAX PROTEST Rate 4.00%

Tax Statement # 12898

Comments PUP adjustment per Appraiser

Net Change in SB41 Exemption

Net Change in Total Tax Dollars	369.02-
---------------------------------	---------

Owner DEBR0005

DEBRUYN, ROBERT L TRUST

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

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image31005 (14476 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2024/01/30

Taxpayer ID MAST0013
Owner ID MAST0013

Control # 2024000037

Tax Year 2023
Tract # 504001

MASTER TEACHER INC,THE

CAMA # 211-02-0-00-00-001-00-0-01

MASTER TEACHER ADDN

PO BOX 1207

TU 2 Manhattan City

LOT 1 LESS TR IN

MANHATTAN, KS 66505-1207

Parcel 93520

35-9-7

USD 383

Property Address 2600 LEADERSHIP LN

APPRAISER SECTION (Value)

2024/01/30 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CU	556000	2306330	2862330

Total	556000	2306330	2862330
-------	--------	---------	---------

Assessed Prior to Correction:

CU	139000	576583	715583
----	--------	--------	--------

Total	139000	576583	715583
SB41			

Appraised After Correction:

CL	Land	Imp	Total
CU	556000	2299840	2855840

Total	556000	2299840	2855840
-------	--------	---------	---------

Assessed After Correction:

CU	139000	574960	713960
----	--------	--------	--------

Total	139000	574960	713960
SB41			

Net Change	6490-
------------	-------

Net Change	1623-
------------	-------

Total	1623-
SB41	

CLERK SECTION (Tax)

2024/01/30 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 150.37500	Gen Tax	107605.80
----------------	---------	-----------

SB41 Tax Dollars	107605.80
------------------	-----------

Tax After Correction:

Levy 150.37500	Gen Tax	107361.74
----------------	---------	-----------

SB41 Tax Dollars	107361.74
------------------	-----------

Net Change

Net Change	244.06-
------------	---------

Net Change	244.06-
------------	---------

TREASURER SECTION (Summary)

Net Change in Assessed Value

(no SB41 influence)

Applicable Mill Levy

Net Change in Levied Tax Dollars

Net Change in SB41 Exemption

1623-

150.37500

244.06-

Type of Correction DECREASE

Correction Code TP TAX PROTEST

Tax Statement # 21198

Comments PUP adjustment per Appraiser

Rate 4.00%

Owner MAST0013

MASTER TEACHER INC,THE

Net Change in Total Tax Dollars

244.06-

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

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

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image31005 (14476 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by IMUIR

2024/01/30 15:19:15

Taxpayer ID THEM0001
Owner ID THEM0001Control # 2024000038Tax Year 2023
Tract # 446068THE MUSEUM OF ART & LIGHT LAND
INC
P.O. BOX 1207CAMA # 204-18-2-80-01-009-00-0-01WARD 1
LOTS 340 &
341 N2 VAC ALLEY

MANHATTAN, KS 66505-1207

TU 2 Manhattan City
Parcel 118830
USD 383Property Address 311 HOUSTON ST

APPRAISER SECTION (Value)

2024/01/30 IMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CU	204880	1656840	1861720
—	—	—	—
—	—	—	—
—	—	—	—

Total 204880 1656840 1861720

Assessed Prior to Correction:

CU	51220	414210	465430
—	—	—	—
—	—	—	—
—	—	—	—

Total 51220 414210 465430
SB41

Appraised After Correction:

CL	Land	Imp	Total
CU	204880	1405220	1610100
—	—	—	—
—	—	—	—
—	—	—	—

Total 204880 1405220 1610100

Assessed After Correction:

CU	51220	351305	402525
—	—	—	—
—	—	—	—
—	—	—	—

Total 51220 351305 402525
SB41Net Change
251620-251620-
Net Change
62905-Total 62905-
SB41

CLERK SECTION (Tax)

2024/01/30 IMUIR

ORDER PRINTED

Tax Prior to Correction:		
Levy 150.37500	Gen Tax	69989.04
	SB41 \$	
SB41 Tax Dollars		69989.04

Tax After Correction:		
Levy 150.37500	Gen Tax	60529.70
	SB41 \$	
SB41 Tax Dollars		60529.70

Net Change
9459.34-
9459.34-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)Applicable Mill Levy
Net Change in Levied Tax Dollars62905-
150.37500
9459.34-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code TP TAX PROTEST

Rate 4.00%

Tax Statement # 29282

Comments PUP adjustment per Appraiser

Net Change in Total Tax Dollars

9459.34-

Owner THEM0001

THE MUSEUM OF ART & LIGHT LAND

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

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image31005 (14476 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2024/01/30 15:19:15

Taxpayer ID BANK0146
Owner ID KELL0161Control # 2024000039Tax Year 2023
Tract # 961050

KELLER, MICHAEL R

CAMA # 189-31-0-70-06-009-00-0-01NORTHWING ADDN #2
LOT 50

900 WAXWING DR

TU 2 Manhattan City
Parcel 290420

MANHATTAN, KS 66502-0000

USD 383Property Address 900 WAXWING DR

APPRAISER SECTION (Value)

2024/01/30 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	28470	248230	276700
—	—	—	—
—	—	—	—
—	—	—	—
Total	28470	248230	276700

Appraised After Correction:

CL	Land	Imp	Total
RU	28470	239030	267500
—	—	—	—
—	—	—	—
—	—	—	—
Total	28470	239030	267500

Net Change
9200-
—
—
—
9200-

Assessed Prior to Correction:

RU	3274	28546	31820
—	—	—	—
—	—	—	—
—	—	—	—
Total	3274	28546	31820

Assessed After Correction:

RU	3274	27488	30762
—	—	—	—
—	—	—	—
—	—	—	—
Total	3274	27488	30762

Net Change
1058-
—
—
—
1058-

SB41	4836	—	—
------	------	---	---

SB41	4836	—	—
------	------	---	---

Total	1058-
SB41	—

CLERK SECTION (Tax)

2024/01/30 LMUIR

ORDER PRINTED

Tax Prior to Correction:		
Levy 150.37500	Gen Tax	4784.94
	SB41 \$	96.72
SB41 Tax Dollars		4688.22

Tax After Correction:		
Levy 150.37500	Gen Tax	4625.84
	SB41 \$	96.72
SB41 Tax Dollars		4529.12

Net Change
159.10-
—
159.10-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

1058-

Applicable Mill Levy

Net Change in Levied Tax Dollars

159.10-

Type of Correction DECREASE

Correction Code TP TAX PROTEST

Rate 4.00%

Tax Statement # 6456

Comments PUP adjustment per Appraiser

Net Change in SB41 Exemption

Net Change in Total Tax Dollars

159.10-

Owner KELL0161

KELLER, MICHAEL R

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

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

(Date)

Approved by Commission:

Attest by County Clerk:

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2024/01/30 15:19:15

Taxpayer ID LIBR0001
Owner ID LIBR0001Control # 2024000040Tax Year 2023
Tract # 005263LIBRAHIM, LILIANA
WENDY ROSTANDY TAN
1020 COLORADO STCAMA # 204-18-2-70-23-010-00-0-01WARD 5
LOT 406TU 2 Manhattan City
Parcel 17750
USD 383

MANHATTAN, KS 66502-5537

Property Address 1020 COLORADO ST

APPRAISER SECTION (Value)

2024/01/30 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	28500	79400	107900
Total	28500	79400	107900

Assessed Prior to Correction:

RU			
RU	3278	9131	12409
Total	3278	9131	12409
SB41	4836		

Appraised After Correction:

CL	Land	Imp	Total
RU	28500	26880	55380
Total	28500	26880	55380

Assessed After Correction:

RU			
RU	3278	3091	6369
Total	3278	3091	6369
SB41	4836		

Net Change
52520-
52520-

Net Change
6040-
6040-

Total	6040-
SB41	

CLERK SECTION (Tax)

2024/01/30 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 150.37500	Gen Tax	1866.00
	SB41 \$	96.72
SB41 Tax Dollars		1769.28

Tax After Correction:

Levy 150.37500	Gen Tax	957.74
	SB41 \$	96.72
SB41 Tax Dollars		861.02

Net Change

908.26-
908.26-

TREASURER SECTION (Summary)

Net Change in Assessed Value

(no SB41 influence)	6040-
Applicable Mill Levy	150.37500
Net Change in Levied Tax Dollars	908.26-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code TP TAX PROTEST Rate 4.00%

Tax Statement # 20141

Comments PUP adjustment per Appraiser

Net Change in Total Tax Dollars

908.26-

Owner LIBR0001

LIBRAHIM, LILIANA

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

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

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image31005 (14476 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2024/01/30 15:19:15

Taxpayer ID MORR0080
Owner ID MORR0080

Control # 2024000041

Tax Year 2023
Tract # MA40009MORRAND, TERRY P JR
SHARI L MORRAND
1903 SOD LN

CAMA # 208-34-0-00-03-013-00-0-01

SEDAM ADDN
LOT 9

MANHATTAN, KS 66502-1535

TU 130 Manhattan Township
Parcel 10620
USD 383

Property Address 1903 SOD LN

APPRAISER SECTION (Value)

2024/01/30 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RR	12000	223600	235600
—	—	—	—
—	—	—	—
—	—	—	—
Total	12000	223600	235600

Assessed Prior to Correction:

RR	1380	25714	27094
—	—	—	—
—	—	—	—
—	—	—	—
Total	1380	25714	27094
SB41	4836	—	—

Appraised After Correction:

CL	Land	Imp	Total
RR	12000	201000	213000
—	—	—	—
—	—	—	—
—	—	—	—
Total	12000	201000	213000

Assessed After Correction:

RR	1380	23115	24495
—	—	—	—
—	—	—	—
—	—	—	—
Total	1380	23115	24495
SB41	4836	—	—

Net Change
22600-
—
—
—
22600-

Net Change
2599-
—
—
—
2599-

Total
2599-
SB41

CLERK SECTION (Tax)

2024/01/30 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 116.13200	Gen Tax	3146.48
SB41 \$	96.72	—
SB41 Tax Dollars	3049.76	—

Tax After Correction:

Levy 116.13200	Gen Tax	2844.66
SB41 \$	96.72	—
SB41 Tax Dollars	2747.94	—

Net Change
301.82-
—
301.82-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

Applicable Mill Levy

Net Change in Levied Tax Dollars

Net Change in SB41 Exemption

2599-

116.13200

301.82-

Type of Correction DECREASE

Correction Code TP TAX PROTEST

Tax Statement # 22425

Comments PUP adjustment per Appraiser

Rate 4.00%

Net Change in Total Tax Dollars

301.82-

Owner MORR0080

MORRAND, TERRY P JR

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

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

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image31005 (14476 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2024/01/30

Taxpayer ID MUEL0015
Owner ID MUEL0015

Control # 2024000042

Tax Year 2023
Tract # 003317

MUELLER, RYAN C

CAMA # 203-07-2-70-21-008-00-0-01

WARD 3

115 N RAILROAD ST

TU 2 Manhattan City

LOT 365

HANOVER, KS 66945-9009

Parcel 6720

USD 383

Property Address 726 BERTRAND ST

APPRAISER SECTION (Value)

2024/01/30 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	37880	89320	127200
Total	37880	89320	127200

Assessed Prior to Correction:

RU			
	4356	10272	14628
Total	4356	10272	14628
SB41	4836		

Appraised After Correction:

CL	Land	Imp	Total
RU	37880	71320	109200
Total	37880	71320	109200

Assessed After Correction:

RU			
	4356	8202	12558
Total	4356	8202	12558
SB41	4836		

Net Change
18000-
18000-

Net Change
2070-

Total	2070-
SB41	

CLERK SECTION (Tax)

2024/01/30 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy	Gen Tax	
150.37500		2199.70
	SB41 \$	96.72
SB41 Tax Dollars		2102.98

Tax After Correction:

Levy	Gen Tax	
150.37500		1888.42
	SB41 \$	96.72
SB41 Tax Dollars		1791.70

Net Change
311.28-
311.28-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

Applicable Mill Levy

Net Change in Levied Tax Dollars

2070-

150.37500

311.28-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code TP TAX PROTEST

Tax Statement # 22540

Comments PUP adjustment per Appraiser

Rate 4.00%

Owner MUEL0015

MUELLER, RYAN C

Net Change in Total Tax Dollars

311.28-

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

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image31005 (14476 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2024/01/30

Taxpayer ID GREA0017
Owner ID GREA0017Control # 2024000043Tax Year 2023
Tract # 003086

GREAT PLAINS MHK LLC

CAMA # 204-18-2-10-07-003-00-0-01WARD 3

8418 GREENWOOD DR

TU 2 Manhattan CityLOT 118

NIWOT, CO 80503-7244

Parcel 4460
USD 383Property Address 413 KEARNEY ST

APPRAISER SECTION (Value)

2024/01/30 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	34880	60580	95460
—	—	—	—
—	—	—	—
—	—	—	—
Total	34880	60580	95460

Assessed Prior to Correction:

RU	4011	6967	10978
—	—	—	—
—	—	—	—
—	—	—	—
Total	4011	6967	10978
SB41	4836	—	—

Appraised After Correction:

CL	Land	Imp	Total
RU	34880	24970	59850
—	—	—	—
—	—	—	—
—	—	—	—
Total	34880	24970	59850

Assessed After Correction:

RU	4011	2872	6883
—	—	—	—
—	—	—	—
—	—	—	—
Total	4011	2872	6883
SB41	4836	—	—

Net Change
35610-
—
—
—
35610-

Net Change
4095-
—
—
—
4095-

Total	4095-
SB41	—

CLERK SECTION (Tax)

2024/01/30 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy	150.37500	Gen Tax	1650.82
SB41 \$	—	96.72	—
SB41 Tax Dollars	—	1554.10	—

Tax After Correction:

Levy	150.37500	Gen Tax	1035.04
SB41 \$	—	96.72	—
SB41 Tax Dollars	—	938.32	—

Net Change
615.78-
—
615.78-

TREASURER SECTION (Summary)

Net Change in Assessed Value

(no SB41 influence)	4095-
Applicable Mill Levy	150.37500
Net Change in Levied Tax Dollars	615.78-

Net Change in SB41 Exemption

Type of Correction DECREASECorrection Code TP TAX PROTEST Rate 4.00%Tax Statement # 15828Comments PUP adjustment per Appraiser

Net Change in Total Tax Dollars

615.78-

Owner GREA0017GREAT PLAINS MHK LLCBy order of the Board of County Commissioners of RILEY COUNTY, Kansas.
(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission: _____

Attest by County Clerk: _____

Attachment: image31005 (14476 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2024/01/30 15:19:25

Taxpayer ID STLU0001
Owner ID STLU0001Control # 2024000044Tax Year 2023
Tract # R17200ST LUKES EVAGELICAL LUTHERN
CHURCH
4801 ANDERSON AVECAMA # 212-09-0-00-00-009-02-0-01ST LUKE'S ADDN
LOT 1

MANHATTAN, KS 66503-8520

TU 8 Manhattan City
Parcel 5770
USD 378Property Address 4801 ANDERSON AVE

APPRAISER SECTION (Value)

2024/01/30 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
AU	9820		9820
EO	644000	1977920	2621920

Total 653820 1977920 2631740

Assessed Prior to Correction:

AU	2946	2946
EO	644000	2621920

Total 646946 1977920 2946
SB41

Appraised After Correction:

CL	Land	Imp	Total
AU	2780		2780
EO	644000	1977920	2621920

Total 646780 1977920 2624700

Assessed After Correction:

AU	834	834
EO	644000	2621920

Total 644834 1977920 834
SB41Net Change
7040-Net Change
2112-Total 2112-
SB41

CLERK SECTION (Tax)

2024/01/30 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy	151.48500	Gen Tax	446.28
SB41 Tax Dollars			446.28

Tax After Correction:

Levy	151.48500	Gen Tax	126.34
SB41 Tax Dollars			126.34

Net Change
319.94-

319.94-

TREASURER SECTION (Summary)

Net Change in Assessed Value

(no SB41 influence)	2112-
Applicable Mill Levy	151.48500
Net Change in Levied Tax Dollars	319.94-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code TP TAX PROTEST Rate 4.00%

Tax Statement # 28562

Comments PUP adjustment per Appraiser

Net Change in Total Tax Dollars

319.94-

Owner STLU0001ST LUKES EVAGELICAL LUTHERNBy order of the Board of County Commissioners of RILEY COUNTY, Kansas.
(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image31005 (14476 : Tax Roll Corrections)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: February 5, 2024

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2024-01 Temp Election AHutchinson EAF (DOCX)
- 2024-01 Fire - EMarsh EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Andrew Hutchinson**Status Change Date:** 02/05/2024**Status Change:** New Hire**Date of Hire:** 02/05/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Election Worker**Position Type:** As-Needed**Pay Range:** Election**Pay Type:** STIPEND**Base Rate:** By Position**Annualized Pay:** \$0.00**Funds Codes:** 19-Election**Supervisor:** Susan Boller**Department Head:** Rich Vargo

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-01 Temp Election AHutchinson EAF (14480 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Eric Marsh**Status Change Date:** 02/13/2024**Status Change:** New Hire**Date of Hire:** 02/13/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Volunteer Firefighter Stipend**Position Type:** As-Needed**Pay Range:** TASND**Pay Type:** STIPEND**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183-Riley Co Fire District #1, 183-Fire District #1**Supervisor:** Douglas Russell**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-01 Fire - EMarsh EAF (14480 : Employee Action Form (Green Sheet))



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

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

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

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

9:20 AM

Michael Boller, Noxious Weed/HHW Director

4. Staff update

9:30 AM

Shilo Heger, Treasurer

5. Monthly Revenue Reports

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

6. Economic development update

10:00 AM

Julie Gibbs, Health Department Director

7. Staff update
8. Out of State Travel Requests

10:35 AM

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

Attachment: 02-08-24 tentative agenda (14175 : Tentative Agenda)

9. Monthly Cash Flow Reports

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 12, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, 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

Rich Vargo, County Clerk

1. Year to date budget and expenditure reports

Elizabeth Ward, Human Resources Director

2. Request for Interim Community Corrections Director

9:30 AM

Press Conference

3. Presentation of Certificate of Appreciation to Diane Hoobler for Years of Service on the Riley County Planning Board - Greg McKinley and Amanda Webb (3-5 minutes)
4. Presentation of Certificate of Appreciation to Nathan Larson for Years of Service on the Riley County Planning Board - Greg McKinley and Amanda Webb (3-5 minutes)

10:00 AM

Break

10:10 AM

John Ellermann, Public Works Director/County Engineer

5. Project update

10:40 AM

Clancy Holeman, Counselor/Director of Administrative Services

Attachment: 02-12-24 tentative agenda (14175 : Tentative Agenda)

6. Administrative Work Session

11:00 AM Katharine Hensler, Museum Director

7. Staff update

12:00 PM County Officials Luncheon

Adjournment

Announcements

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

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, February 13, 2024 (GM).

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: 02-12-24 tentative agenda (14175 : Tentative Agenda)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

STAFF REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: February 5, 2024

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- FINAL_Commission List 02.05.2024 (DOCX)

PENDING COUNTY PROJECTS ▪ August, 2023 and through January 31, 2024 Submitted by Clancy Holeman, Riley County Counselor

NOTE: The below lists are not intended to be a comprehensive list of all “pending” Commission or other County Department/Division projects underway. Instead, the below lists represent an ongoing “snapshot” of the current status of selected pending projects which have either consumed significant staff time or involve county issues of widespread significance. Additional entries show selected project work for individual county departments. The sequence of entries below is not intended to reflect the priority assigned to any work described. All entries more than 6 months old have been removed (with the exception of some entries when historical information may be useful). *Bold type entries are the most recent.*

COMMISSION LIST

I. Projects By Category:

American Rescue Plan: Discussion with staff about possibly engaging consultant to assist County with federal/state requirements in future use of County’s \$14M allocation of ARPA funds. Similar concept to staff’s use of consultant with prior CARES funding. Unlike CARES funding, a primary focus of ARPA funding is infrastructure. (8-31-21)

Board of Riley County Commissioners: Prepare for public hearing on special use authorization on BOCC agenda 5-1-23. (4-30-23) Attend and participate in 5-1-23 BOCC public meeting. (5-1-23) Return 5-2-23 call from citizen requesting a “fence view.” Leave voicemail. (5-3-23) Discuss with citizen their return call requesting a “fence view.” I’ll send packet for citizen to complete and return, cautioning this matter may not be subject to fence view process. Citizen says they understand that is a possibility. (5-3-23) Attend and participate in BOCC public meeting. (5-4-23) New request for fence view. Advise packet will be mailed to them. (5-4-23) Prepare for BOCC public meeting of 5-8-23. (5-6-23;5-7-23) Attend and participate in regular BOCC public meeting. (5-18-23; 5-22-23; 6-1-23) Work on county budget preparation information. (5-18-23; 5-19-23) Review information from a department on township legal issue.(5-21-23) Work on scheduling future executive session. (5-22-23) Preparation for presentation to BOCC during its June 1, 2023 meeting of City of Ogden “Interlocal Service Agreement”—fourth of those agreements presented to our 4 “small cities”. Prepare correspondence to City of Ogden attorney. (5-30-23) Attend and participate in BOCC meetings. (6-1-23; 6-5-23) Mail City of Ogden attorney fully executed originals of “Interlocal Service Agreement—sales tax reimbursement. (6-5-23) Review request for letter of support from BOCC. (6-6-23) Work on county budget preparation information. (6-6-23) Work on fence view scheduling and notice. (6-5-23; 6-6-23-6-7-23) Prepare requested letters of support for telecommunications providers’ applications for state of Kansas LINC grant program. (6-9-23). Email completed letter of support to contact for one provider, as requested by Cox Communications. (6-12-23) Work on 2 fence view applications. Attend and participate in BOCC public meetings. (6-8-23; 6-12-23) Conversation with opposing counsel on pending litigation in Riley County District Court. (6-14-23) Provide TVT BOCC-signed letter of support. (6-14-23) Work on scheduling fence views. Notices out to applicants and adjoining landowners served by the fence. (6-15-23) Teams meeting with Bond Counsel and Craig, Shelley and Rich about route for financing two pending county projects. I review and approve authorizing resolution and send it on to Bond Counsel for review. (6-21-23) Attend and participate in BOCC meetings.(6-22-23; 6-26-23; 6-29-23) Attend delinquent tax sale. (6-23-23) Work on scheduling of fence view. (6-22-23; 6-23-23; 6-26-23; 6-27-23) Work on and provide letter of support from BOCC for City of Ogden grant application federal program. (6-28-23; 6-29-23; 7-1-23) Work on District Court appeal by Prairiewood of BOCC approval of preliminary and final development plans for Liquid Art Winery. (6-29-23; 7-1-23) Work on county budget analysis for BOCC. (7-2-23; 7-3-23; 7-4-23) Prepare for BOCC public meeting of July 6, 2023. (7-5-23) Communicate with counsel for fence view applicant Hopkins. Request property access address detail. (7-5-23) Attend and participate in BOCC meetings. (7-6-23;7-10-23) Register

for upcoming KAC zoom on LAVTR. (7-11-23) Work on fence view scheduled for 7-13-23. (7-11-23) Work on scheduling of different upcoming fence view for end of July, 2023. (7-7-23; 7-8-23; 7-9-23; 7-11-23) Work on Bala Township “county property” issue. (7-10-23; 7-11-23) Work on fence view scheduled for 7-13-23. (7-10-23; 7-12-23) Legal analysis of appropriation question involving outside agency. (7-12-23) Attend and participate in BOCC meetings. (7-13-23; 7-17-23) Attend and participate in Hopkins/Pralle fence views. (7-13-23) Final additional notices of Nelson fence view to occur July 24, 2023 prepared and mailed to both parties. (7-14-23) Prepare for 7-24-23 BOCC meeting. Attend and participate in BOCC meetings. (7-20-23; 7-24-23) Attend and participate in Nelson and Rhoton fence view. (7-24-23) Attend and participate in BOCC meetings. (7-27-23; 7-31-23) Work on Hopkins/Pralle fence view. (7-28-23) Attend and participate in BOCC meetings. (8-10-23; 8-14-23) Work on commission agenda report for draft fence view order on Hopkins/Pralle view. (8-14-23; 8-15-23) Attend and participate in BOCC meetings. (8-17-2023; 8-21-23; 8-24-23; 8-28-23; 8-31-23) Prepare letter of support for City of Ogden grant application. (9-13-23) Attend and participate in BOCC meetings. (9-7-23; 9-11-23) Assist in finalization of annual County financial audit. (9-14-23) Attend and participate in BOCC meeting. (10-12-23.) Work on pending litigation “I”. (10-13-23) Attend and participate in BOCC meeting (10-16-23.) Attend and participate in BOCC meetings. (10-19-23; 10-23-23) Work on communication project. (10-24-23; 10-25-23.) Review contractual provisions for subsequent use. (10-25-23.) Attend and participate in BOCC meeting. (10-26-23.) Attend and participate in County/City/USD 383 meeting. (10-26-23.) Attend and participate in BOCC public meeting in City of Ogden. (10-30-23.) Attend and participate in BOCC meeting. (11-2-23.) Prepare for late arrival to BOCC meeting on November 6, 2023. (11-5-23.) Work on Fire District project. (11-7-23) Attend and participate in BOCC meetings. (11-9-23; 11-13-23) Attend and participate in BOCC meeting. (12-28-23) (Work on fence view issue. (1-2-24) Review agenda and prepare for 1-4-24 BOCC meeting. (1-3-24) Attend and participate in BOCC meeting. (1-4-24) Prepare for 1-8-24 BOCC meeting. (1-5-24) Work on fence view issue. (1-5-24) Attend and participate in BOCC public meetings. (1-8-24; 1-11-24) Review project contract. (1-11-24) Work on fence view. (1-14-24; 1-15-24; 1-16-24; 1-17-24) Work on Fence view. (1-18-24; 1-19-24; 1-20-24; 1-21-24; 1-22-24) Work on letter of support for WTC. (1-19-24; 1-20-24) Attend and participate in BOCC meeting. (1-18-24; 1-22-24) Obtain BOCC approval of letter of support for WTC. ***Attend and participate in BOCC meetings. (1-25-24; 1-29-24) Draft and place on BOCC agenda support letter for City of Ogden’s grant application. (1-25-24) Work on fence view. (1-25-24; 1-26-24; 1-28-24; 1-29-24; 1-30-24; 1-31-24)***

“Constitutional Protection of County Home Rule”:

County Counselors Association of Kansas:

County Jail Inmate Medical Care: Schedule staff discussion of contract development. (5-21-23)

Countywide Emergency Radio Communications System Upgrade: The upgrade is complete. But now the “program” phase has been completed, additional work from this department will be provided, as necessary, during the “maintenance” and “warranty” periods now underway. Discussion with contract administrator for vendor (L3Harris) scheduled for August 27, 2021. Discussion held with vendor contract administrator. Discussion with EM Director (8-30-21). Working toward final documents of “program” phase. Conversation with EM Director. (9-24-21) Conversation with L3Harris contract administrator, moving this matter toward likely resolution by the BOCC on 9-30-21. (9-24-21) Review appropriately continues among EM, KSU and Emergency Dispatch personnel regarding close out of this phase of the project. (9-24-21) Draw Commission Agenda Report and place on 9-30-21 agenda for BOCC review and approval of contract documents. (9-28-21) Discuss final contract documents for agenda separately with EM Director and L3Harris Contract Administrator. (9-29-21) Obtain BOCC approval of Amendment 1 to Master Service Agreement. (9-30-21)

“Dark Store”:

District Court:

Federal Rules on Vaccination Mandate:

First Christian Church: Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure. Discuss text of journal entry proposed by counsel for Respondents. (12-9-22; 12-11-22) Request transcript of Court’s ruling. Arrange for generation of check based on invoice from court reporter. (12-20-22) Work on pending appeal by neighboring property owner. (12-27-22; 12-28-22; 12-29-22) Review transcript and notify opposing counsel I will provide revised version of her proposed journal entry—in order to conform the journal entry to the text of the transcript. (1-4-23) Provide opposing counsel proposed revised journal entry. (1-29-23) Following exchange of respective journal entries in February, 2023, counsel review proposed changes and agree on final version for filing with court. (2-28-23; 3-3-23; 3-5-23) Prepare notice of appeal, following legal research. (4-3-23; 4-4-23; 4-5-23) File Notice of Appeal in District Court. (4-5-23) Finalize notice of appeal, given appointment of Lyon County District Judge at outset of appeal. Discuss with staff of Lyon County District Court Judge and with Riley County District Court Clerk staff member. Provide copy of notice of appeal to Lyon County District Court Judge who was assigned and heard appeal. (4-6-23) Work on appeal. (5-24-23; 5-30-23; 5-31-23; 6-1-23) Legal research on appeal. (6-2-23; 6-5-23) Work on appeal. (6-13-23; 6-14-23; 6-15-23.) Work with opposing counsel on Court of Appeals request for additional document from me. We are in agreement its equivalent is already part of the Record on Appeal. I will file response with Court of Appeals stating that fact. (7-17-23; 7-19-23) Communication with opposing counsel on immediately preceding issue. (7-21-23; 7-22-23; 7-24-23-7-25-23) Work on immediately preceding response and file with Court of Appeals. (7-21-23; 7-22-23; 7-23-23; 7-24-23; 7-25-23) Court of Appeals has retained jurisdiction based upon my Response to Order to Show Cause. Draft and file Motion for extension of time to file brief in support of County’s position. (7-31-23) Work on record on appeal. (9-11-23; 9-12-23; 9-13-23) Work on Appeal. (9-14-23; 9-15-23; 9-16-23; 9-17-23; 9-18-23; 9-19-23; 9-20-23; 10-4-23; 10-5-23; 10-6-23; 10-7-23; 10-8-23; 10-10-23; 10-11-23.) Work on appeal. (10-12-23; 10-17-23; 10-18-23.) Conversation with opposing counsel and agree to extend her time to file brief. (11-3-23) Receive emailed brief from opposing counsel on appeal; following two extensions of time which opposing counsel had requested—which extensions were granted by the Court of Appeals. (1-19-24)

Indigent Legal Services: Attorney contracts for 2022 were created and emailed to current attorneys under contract. (11-3-21) Notice to Riley County Bar Association of at least one attorney vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current lawyers under contracts. None returned as of 11-23-21. No indigent legal service contracts are in place for calendar year 2022. Work on various issues related to this service. (2-10-23; 2-13-23; 2-14-23; 2-15-23; 2-16-23; 2-19-23; 2-20-23; 2-21-23; 2-22-23; 2-24-23; 2-26-23; 2-27-23; 2-28-23; 3-1-23; 3-2-23; 3-3-23; 3-4-23; 3-6-23; 3-7-23; 3-8-23) Work on various issues related to this service. (3-19-23) Work at staff level on compensation for this service. (3-28-23) schedule next staff level discussion of compensation for this service. Discuss with Deputy Counselor compensation for this service. (3-29-23) Work on project. (6-1-23) Work on project. (6-8-23) Draw up final version of CAR; RFP; and Contract. (6-19-23; 6-20-23) Obtain BOCC approval of form RFP and Contract. (6-22-23) Finalize RFP and contract and distribute to local Bar Association membership with encouragement to apply well before August 4, 2023 deadline for proposals because they will be considered as they are submitted. (6-29-23; 6-30-23) Create documents for publication in newspaper and placement on county website for this service. (7-7-23; 7-10-23; 7-11-23; 7-12-23) Deadline for proposals to arrive in Clerk’s office 5 p.m. August 4. Work on issue related to service. (10-25-23.)

Legislation: Invitations out to state delegation for December 12, 2022 legislative conference, along with copy of agenda. (12-1-22) Reminders out to legislative delegation of 12-12-22 legislative conference. (12-8-22) Preparation for legislative conference. (12-11-22) Attend and participate in legislative conference. (12-12-22) Discuss legislative issue with County Appraiser. Review information and advise. (12-27-22) Discuss with 2 other county’s county counselors possibility of linking up both our respective legislative delegations

and lobbyists for cooperative action on potential “nuisance abatement” statute during 2023 legislative session. (12-29-22) Discuss with County Clerk and legislative delegation member the RNR statute. (1-3-23) Drive to Topeka and pick up lobbyist badge for 2023 state legislative session. (1-3-23) Week of January 23, 2023: Work on “vacant lot” house bill (HB 2083) and discuss with our legislative delegation; Work on RNR statute modification bill (HB 2002) and provide BOCC written testimony in support. Review legislative issues identified by contract lobbyist. (1-27-23.) Work on Nuisance Abatement legislation proposal on Riley County platform. (1-25-23;1-26-23; 1-27-23) Work on SB 90 and HB 2148—Treasurers’ Association auto tag fee bill. (1-26-23; 1-27-23) Review proposed schedule for temporary financing of High Plains Road project. (1-28-23) Review testimony from County Clerk’s association on HB & HB involving election matters. (2-6-23) Work on SB 162 (nuisance abatement) (2-9-23;2-10-23) Complete testimony in support and deliver required 75 paper copies to lobbyist for routing to Senate Local Government committee secretary.(2-10-23) Provide Riley County state legislative delegation, contract lobbyist, and KAC Riley County’s testimony in support of SB 162. (2-10-23) Route to Rep. Mike Dodson County Appraiser’s input on: HB2232 (Appraiser Qualifications); HB 2319 (tax exemption on business property in competition with property owned or operated by government); HB 2201(requiring 5 years valuations listed on CVNs); HB 2200 (exemption on homestead, retired, military); HB 2220 (5yr property tax exemption on startups); HB 2231 (tax exemptions for daycare); HB2056, HB 2057, HB 2237(no position from appraisers’ association or Appraiser). Provide BOCC testimony and our SB 162 to another county at that other county’s request—they are struggling with a number of “nuisance” real properties. (2-10-23) Work on SB 1623 and prepare for upcoming legislative hearing. (2-13-23) Attend and participate in legislative hearing on SB 162 before Senate Local Government Committee. (2-14-23) Zoom with Treasurer and County Clerk on SB 248. (3-1-23) Work on SB 248 & 252 analysis for relay to KAC and legislative delegation. (3-2-23;3-3-23; 3-7-23; 3-8-23) Work on analyzing SB 228 (amendment of multiple statutory provisions on jail administration) in response to legislative delegation member’s question; after requesting and receiving impact opinion from RCPD on any change county might support for reimbursement of jail inmate medical costs. Communicate with legislator. (3-8-23; 3-13-23;3-14-23) Communicate with contract lobbyist to work on scheduling “virtual” follow up legislative conference with delegation. Work with Cindy K. (3-15-23). Analyze and prepare for discussion of potential litigation in upcoming executive session. (3-15-23) Discuss legislative matter with member of delegation. (3-15-23) Communicate with legislative delegation to schedule virtual follow up legislative conference either April 10, 2023, or April 17, 2023. (3-16-23) Communicate with contract lobbyists. (3-17-23) Communicate with responding delegation members about their preferred dates. (3-18-23;3-19-23) Review communication from delegation member on pending bills. (3-19-23) Communicate with County Appraiser on proposed SCR freezing real property tax values at no more than 3% increase annually.(3-19-23) Work with PIO and County Appraiser on public statement regarding legislative item. (3-20-23; 3-21-23) Respond to staff communication on apparent status of SB 248 (exemption for “food” in existing and future local sales taxes) and HB 2002 (RNR notice costs paid by the state). (3-22-23) Work at county staff level on SB 248; SB 252. (3-1-23; 3-2-23; 3-3-23) Prepare for discussion with BOCC I’ll suggest at tonight’s public meeting in City of Riley. (3-30-2023) SB 323—requiring election of all county appraisers statewide. (3-30-23) Work on H Sub SB 42. Discuss with contract lobbyist. (4-2-23; 4-3-23) Work with PIO and County Appraiser on possible press release regarding SCR 1610. (3-21-23; 3-22-23) Prepare for March 27, 2023 Intergovernmental Luncheon and legislative update to present. (3-26-23) Attend and participate in Intergovernmental Luncheon—statutory update. (3-27-23) Work with PIO and County Appraiser on possible press release regarding SCR 1610. (3-27-23) Email delegation invitation to virtual follow up legislative conference scheduled for April 10, 2023, 10:30-11:30 a.m. (4-3-23) Review amended HB 2002—eliminating that portion of existing locally voter approved sales taxes generated by food sales; SCR 1611—4% ceiling on annual property valuations. (4-6-23) Draft agenda for 4-10-23 virtual legislative conference. Invitations out to contract lobbyist and KAC lobbyist. (4-7-23) Discussion with county’s contract lobbyist on status of various legislative items following legislature’s 4:30 a.m. adjournment Friday morning. (4-7-23) Draft agenda for virtual legislative conference. (4-7-23) Assist BOCC with conducting virtual legislative conference. (4-10-23) Review portions of 127-page Conference Committee Report on SB 8 “competition” and a host of other legislative issues. (4-27-23) Conversation with contract lobbyists to schedule teams meeting. (8-2-23) Communicate with contract

lobbyists to schedule upcoming Teams meeting. (8-3-23; 8-4-23;8-6-23) Prepare for Thursday upcoming presentation to BOCC of 2024 session legislative requests for KAC legislative platform. (8-6-23) Teams meeting with contract lobbyists. (8-9-23) Meeting with member of state legislative delegation and BOCC member. (8-21-23) Attend and participate in first KAC legislative policy committee meeting. (8-30-23) Discuss with BOCC potential annual legislative conference dates in December, 2023.(10-16-23) Notify delegation members conference scheduled on the following date which worked for a majority of responding legislators: December 14, 2023, noon to 2 pm. (10-26-23) Work on agenda for legislative conference (10-27-23; 10-30-23) *Work on agenda for legislative conference. (11-13-23;11-14-23;11-15-23) Work on letter of BOCC support for SB 196. Obtain BOCC signatures and email to Senate Assessment and Taxation Committee. (1-4-24;1-5-24;1-7-24;1-8-24) Prepare and submit timely lobbyist compensation report for 2023 legislative session. (1-10-24) Prepare BOCC opposition letter for HB 2036. (1-10-24) Present draft of HB 2036 opposition testimony. Re-draft to insert BOCC changes. Obtain BOCC final approval of letter. Timely submit to senate committee secretary final version of HB 2036 BOCC opposition testimony. (1-11-24) Communicate with House delegation on BOCC testimony submitted previously to Senate Tax on SB 196 and HB 2036. (1-15-24) Communicate with contract lobbyist on HB 2468 (a bill of concern to Emergency management) (1-16-24) Communicate with member of state delegation on SB 196; HB 2036. Work on HB 2026 opposition testimony. (1-16-24) Work on HB 2036. (1-17-24) Work on SB 162. Communicate with lobbyist. (1-18-24) Work on SB 162 (1-19-24) Appear before Senate Committee on Local Government on SB 162. (1-22-24) **Review SB346(upzoning/downzoning—removal of county authority). (1-25-24) Work on SB 162. (1-25-24; 1-31-24))***

Leonardville North County EMS Station: Follow up call to City of Leonardville attorney. (4-11-23) Set up phone appointment with City of Leonardville Attorney—to discuss having city begin process of opening the easement as an alley for access to the site. (5-3-23) Phone discussion with City of Leonardville attorney and arrange for teams meeting next Tuesday (5-9-23) with him, Craig and me to discuss details of City legally “opening” alley to site of ambulance and performing tree trimming along that alley. (5-3-23)

National Opioid Litigation Settlement: Notice of Deadline to “opt in” to latest round of national opioid class action litigation settlements is April 18, 2023. (3-27-23) Prepare and submit CAR for BOCC 4-10-23 public meeting; with my recommendation to BOCC regarding “opt in” to latest round of national opioid class action litigation settlements—5 new defendants settling. Discuss with Assistant Attorney General managing this matter state-wide. (4-6-23) Submit electronically our “opt in” to latest round of national opioid class action settlements, as previously authorized by BOCC. Confirmation from settlement administrator that “opt in” accomplished. (4-14-23)

NG-911 Committee (Road naming): Attend and participate in committee meeting. (2-14-23)

Proposed Construction of EMS/EM/RCFD Emergency Services Headquarters: Schedule work session for discussion of design issue related to facility. (1-27-23)

Riley County Annual Legislative Conference: Discussion with County Register of Deeds to schedule meeting week of December 5th to review documentation of long-term revenue loss to Riley County caused by legislature’s past elimination of the mortgage registration fee. (12-1-22) Work preparing for 12-12-22 legislative conference. (12-8-22; 12-11-22) Discuss legislative conference information with County Appraiser. (12-8-22) Discuss legislative conference information in meeting with County Register of Deeds. (12-9-22) Work with members of delegation; 2023 Annual Legislative Conference scheduled for Thursday, December 14th, from noon to 2 p.m., BOCC chambers. (10-23-23) Conversation with member of delegation—confirming member will attend. (10-24-23.)

Riley County District Court: Discussion regarding BOCC consideration of funding potential “resolution docket” to assist with case backlog. (4-27-23)

Rural Economic Development Advisory Board:

Staff Budget and Planning Committee:

White Canyon Benefit District: White Canyon benefit district's residents' request, made during this date's public commission meeting, asking whether Riley County willing to supplement the cost of the benefit district's proposed private road improvement project. No dollar figure provided by benefit district residents. County staff instructed to provide BOCC at upcoming meeting most recent Riley County Public Works' "estimate" of "northern route" as an option to current benefit district project proposed. (8-30-21)

II. Projects by Department or Division:

Administrative Services/County Counselor: Work on matters related to departmental transition. (1-25-2023; 1-26-2023; 1-27-2023) Interviews of applicants for Deputy County Counselor position in transition scheduled to take place 9-29-23.-23. (3-2-23; 3-3-23)

Riley County Appraiser's Office: Discuss separate exemption through bond issue. (5-3-23) Analyze IRB issue and advise Department Head. (5-5-23) Advise on legal question. (5-19-23) Assist Dept. Head with legal issue. (5-30-23) Advise on separate legal issue different from immediately preceding first two issues. (5-30-23) Discussion with Department Head. (6-13-23) Return call from Department Head. Discussion with Department Head of legal issue. (6-14-23) Meeting with County Appraisal and legal staff on nuisance property issue. (6-14-23) Communicate with Department Head on legal issue. (6-20-23) Assist and advise Dept. Head on BOTA issue. (7-18-23;7-19-23) Advise Department Head on BOTA issue. (7-20-23) Communicate with Department Head and Deputy County Counselors about BOTA issue. (8-9-23) Communicate with Department Head and this office's Deputies regarding property tax exemption issue. (8-13-23) Communicate with Department Head and this offices Deputies regarding property tax valuation issue. (8-13-23) Discuss with Department Head and advise on legal issue. (8-14-23; 8-15-23) Communicate with department Head on costs associated with BOTA appeal. (12-29-23) Communicate with staff on immediately preceding issue. (1-1-24) Communicate with Appraiser on exemption application. (1-11-24) **Advise Department Head on legal issues. (1-24-24)**

Riley County Attorney: Work on contract for services. (2-22-23) Work on immediately preceding contract with Department Head. (2-27-23;2-28-23;3-1-23;3-2-23) Respond to Department head update on pending discussion to schedule with counsel on our BOTA cases. (4-7-23) Discuss with Department Head legislative issue. (4-7-23)

Riley County Clerk: Assist with KORA issue. (5-3-23) Assist with same KORA issue through communication with outside requester; communication with I.T. based on prior provision of similar information requested in 2021. (5-4-23) Work on request for electronic data. (5-22-23; 5-23-23; 5-26-23) Discuss contract issue. (6-2-23) Discuss contract issue. (6-13-23; 6-14-23) Work on same contract issue. (6-14-23) Teams meeting with Clerk and Election Supervisor on contract issue. (6-15-23) Confirm with County Clerk and Election Supervisor vendor has agreed to contractual provisions attachment; advise to place on BOCC agenda of public meeting on 6-22-23. (6-19-23) Work on separate proposed contract. Schedule Teams Meeting with Department Head and Election Supervisor for 6-21-23. (6-20-23) Teams meeting with Department Head and Election Supervisor on contract issue. Discuss. (6-21-23) Work with staff and advise on open records act issue. (7-24-23;7-25-23;7-26-23) Work on new open records act issue. (7-27-23; 7-28-23; 7-31-23; 8-1-23) Work on open records act issues. (8-2-23; 8-3-23; 8-4-23; 8-7-23; 8-8-23; 8-9-23) Advise and assist on open record act issue. (9-12-23;9-13-23) Schedule meeting with staff of two departments to plan means of addressing particular type of KORA request in most fair and efficient manner to reduce, potentially, two departmental workloads. (9-13-23;9-14-23) Reschedule forgoing meeting to 10-27-23. (10-19-23) Work

on contract law issue. (10-24-23) Assist with legal issue. (11-3-23;11-5-23; 11-6-23.) Approve on minute track as to form revised parking lot resolution developed by Deputy Counselor. (1-2-24)

Riley County Community Corrections: Discuss with PIO and department Head proposed correction of recent published newspaper article on grant award to Department. (1-2-24) Further conversation with Department Head and PIO about immediately preceding newspaper article. (1-2-24)

Riley County Emergency Management: *Work on project issue. (11-7-23; 11-8-23)* Conversation with stakeholders on a radio tower lease amendment. (1-2-24) ***Communicate with Director on state winter weather disaster declaration just released. (1-24-24)***

Riley County Emergency Medical Services: City Commission has asked counsel for both entities to develop a document allowing County use and potential improvements to alley providing access to lot purchased by County for North County ambulance station. I send email to counsel for City of Leonardville advising of this and inviting him to call me to discuss. (12-7-22) City Attorney responds and confirms parties understand what's necessary. Consultation with Craig. (12-8-22) Discuss with Department Head arrangement for site visit on 12-21-22. (12-20-22) Site visit with Department Head and Deputy County Counselor to be rescheduled. (12-21-22) Work on North County ambulance station design project. Discuss with Department Head. (1-29-23) Respond to communication from outside counsel on pending matter.(3-19-23) Prepare for teams meeting tomorrow morning on opening of alley easement for estimated September, 2023 completion of Leonardville North County Ambulance station. (5-8-23)

Riley County Extension: Work on annual authorization for controlled beer sales during rodeo at county fair. (5-31-23) Work with Director on parking issue at fair site. Contact USD 383. (7-20-23; 7-21-23)

Riley County Fire District No. 1: Schedule conversation with Department Head for 4-21-23 on Ashland Bottoms and University Park fire station projects—recently rejected bids—next steps. (4-17-23) Attend staff meeting on open burning issues with: Riley County Attorney; RCPD; Fire District Chief. (4-19-23) Meeting with Fire Chief on issues related to construction of two fire stations. (4-21-23) Review material on land swap proposed between Fire District and University Park, for construction of new fire station. (4-27-23) Leave message for Department Head in response to call earlier today. (4-27-23) Discussion with Department Head regarding University Park's agreement to contract terms for land swap as relayed previously by Department Head to University Park Advisory Board members. (4-27-23) Work on contract law issue. (11-7-23; 11-8-23.) Work on separate contract law issue. (11-7-23) Prepare for January 9, 2024 training presentation to District leadership. (12-27-23; 12-28-23; 12-29-23; 12-30-23; 12-31-23; 1-1-24) Conversation with HR Director regarding upcoming training to District leadership. (1-2-24) Conversation with Department Head on pending litigation. (1-2-24) Additional conversation with HR Director regarding upcoming training to District leadership. (1-2-24) Preparation for January 9, 2024 training presentation to District Leadership.(1-3-24) Check out technology at Public Works for tonight's training presentation to District Leadership. (1-16-24) Present training, along with HR Director, to District Leadership. (1-16-24)

Riley County GIS: Assist with provision of "shapefile" requested by company. Communicate with company representative and GIS staff. (6-5-23; 6-6-23)

Riley County Health Department Advise Department Head on issue involving small city. (6-19-23) *Work on contract law issue. (10-12-23;10-13-23.)* Work on contract law issue. (10-19-23;10-23-23; 10-24-23.)

Riley County Historical Museum:

Riley County Human Resources. (5-3-23) Work with HR and Department Head on personnel issue. (5-4-

23) Discuss with staff “COVID” working group (Ambulance; RCHD; HR; Clerk) end of the public health emergency and benefits question raised. ((5-4-23) Communicate with HR and Department Head on personnel issue. (5-4-23) Discussion with Deputy County Counselor Woodard regarding legal issues surrounding immediately preceding legal issue. (5-4-23) Work on immediately preceding issue. Communicate with HR and Department Head. Schedule meeting with HR and Department for 5-5-23 (5-4-23) Meet with HR and assist with unrelated personnel issue. (5-4-23) Meet with Department Head and Deputy Counselor Woodard on issue scheduled on 5-4-23. (5-5-23) Teams meeting with HR and department leadership on personnel issue. Follow up with HR on same personnel issue. (5-8-23) Conversation with HR on different personnel issue. (5-8-23) Discuss personnel issue with HR Director. (5-19-23) Work on personnel issue. (5-22-23) Communicate with HR on pending litigation matter. (5-22-23) Assist HR with personnel issue. (5-31-23) Assist HR with personnel issues. (6-6-23) Assist HR with contractual issue. (6-7-23) Assist HR and county department with personnel issue. (6-12-23) Exchange communications with HR and department about personnel issue discussion rescheduling. (6-16-23) Communication from Dept. on personnel issue. Analyze. (6-15-23) Work on legal issue for Department. (6-25-23) Assist Department with legal issue. (6-26-23) Assist Director and a Department Head with HR matter. (7-11-23; 7-12-23) Discuss 3 different personnel law issues with Director. (7-18-23) Advise Department on 2 unrelated personnel law issues. (7-21-23) Discuss personnel law issue. (8-2-23) Communicate with HR regarding legal issue. (8-9-23) Communicate with HR regarding search to fill vacant Legal Assistant Position. (8-13-23) Finalize Greed Dot Contract. (9-12-23) Conversation with HR. (10-12-23.) Review example of proposed Performance Review new form to be completed by 10-16-23.(10-12-23) Work with a department on HR issue “IV.” (10-13-23.) Work with Department on unrelated HR issue(“V”). (10-16-23.) Work with Department on unrelated HR issue “VI”.(10-16-23.) Work with department on Personnel issue I. (10-19-23;10-23-23; 10-25-23.) Work with division on personnel law issue II. (10-24-23.) Work with Division and Department Head on personnel law issue II. (10-25-23;10-26-23;10-27-23;10-28-23-10-29-23;10-30-23) Work with Division and Department Head on personnel law issue. (11-1-23.) Work with Division and Department on personnel law issues. (11-2-23;11-3-23; 11-5-23;11-6-23.) *Work on personnel law issue for Division and Department. (11-10-23).Work with Division and Department on personnel law issues. (11-9-23;11-13-23; 11-14-23).* Prepare for disciplinary action appeal scheduled for January 4, 2024. (12-289-23) Communicate with team members on working group considering revision of personnel manual. Working group to reconvene 1-9-24. (1-2-24) Work on personnel issue. (1-4-24; 1-5-24) Communicate with Department head and Division head on upcoming potential meeting regarding process. (1-12-24) Communication from Division head on upcoming work group work for discussions on personnel policies. (1-12-24) Working group discussion of personnel policy issues. (1-12-23) Working group discussion of personnel policy manual. (1-18-24) Working group discussion of personnel policy practice. (1-22-24) Analyze and comment upon potential policy. (1-24-24) **Analyze potential changes to personnel policy. (1-29-24; 1-30-24; 1-31-24)**

Riley County Information Technology/GIS Follow up on “shapefile” request from company. (6-5-23) *Work with department on contract law issue. (10-24-23.)* Conversation with GIS staff member regarding City GIS “layer” issue. (1-2-24)

Riley County Museum: Advise Director on question raised on behalf of Historical Society. (5-3-23)

Riley County Noxious Weeds/Hazardous Household Waste: Discuss with department head upcoming potential property leases of county ground. (5-3-23) Request Department Head provide copy of deed on one of leased properties—to review restrictions on all the leased properties. (5-4-23) Schedule discussion with Department Head on real property issue. (5-22-23) Review and approve as to form weed control contract proposed by KDOT. Inform Department head I’ve done so. (1-2-24) Conversation with Department Head on immediately preceding contract. (1-2-24)

RILEY COUNTY POLICE DEPARTMENT—Administered by Law Enforcement Agency (“Law Board”): *Communication from City Manager, County Clerk and County Attorney regarding RCPD question*

about potential ordinance or resolution. I contact Barry Wilkerson for discussion. (1-12-24)

Riley County Public Information Officer: Conversation on lawful options for final version of BOCC minutes. (10-24-23.)

Riley County Planning & Development: Relay information obtained to Planning & Development. (5-3-23) Assist Dept. Head with road renumbering issue. (5-30-23) Draw up agreed order withdrawing my motion finding requests for admission provided appellant are admitted. File approved order electronically. (6-5-23; 6-6-23) Schedule meeting with Department Head and staff on nuisance property. (6-9-23) Work on benefit district project and its authorization. (6-12-23; 6-13-23) Communicate with staff on nuisance property. (6-14-23) Work on Prairiewood appeal to District Court. (7-25-23; 7-26-23) Communicate with staff on different property in violation of county codes. (7-27-23) Work on Prairiewood appeal to District Court. (8-1-23; 8-2-23) Work on Prairiewood appeal to District Court. (8-3-23; 8-4-23; 8-6-23; 8-7-23; 8-8-23; 8-9-23) Work on Prairiewood appeal to District Court. (8-10-23; 8-11-23; 8-12-23; 8-13-23; 8-14-23; 8-15-23; 8-16-23) Work on Prairiewood appeal to District Court. (8-17-23; 8-18-23; 8-19-23; 8-20-23; 8-21-23; 8-22-23; 8-23-23; 8-24-23; 8-25-23; 8-26-23; 8-27-23; 8-28-23) Represent County in District Court hearing on Prairiewood appeal. (8-29-23) Conversation with landowner. (10-12-23.) Review and approve Comprehensive Plan resolution “as to form” for 10-16-23 BOCC meeting. (10-12-23.) Work on pending litigation. (10-13-23) Work on pending litigation “III”. (10-13-23.) Work on pending project “I”. (10-13-23.) Conversation with opposing counsel in pending appeal “II.” (10-13-23) Work on benefit district project. (11-6-23; 11-7-23.) Work to schedule meeting with business and staff on different pending legal issue. (11-7-23; 11-8-23) ***Work on benefit district contract for environmental assessment. (1-26-24; 1-31-24)***

Riley County Public Information Officer: (5-8-23) Further communication with PIO and working group about same informational program. (5-8-23) Communication from PIO requesting legal advice. (7-24-23)

Riley County Public Works: Discuss with Department Head and Assistant County Engineer transfer station operation. (5-2-23) Work toward potential agreement on parking lot. (5-3-23) Work toward potential agreement on parking lot. (5-4-23) Discuss potential contract and bid documents on culvert replacement. Advise Assistant County Engineer. (5-5-23) Communicate with Staff on completion of review of contract issue. (5-19-23) Analyze contract issue on separate project at request of Department Head. Discuss with Department Head. (5-19-23) Teams meeting with Department Head on lease issue; and on township issue. (5-23-23) Communicate with landowner. (5-24-23) Continue work on lease issue. (5-24-23; 6-6-23) Work on same lease issue. (6-11-23; 6-12-23) Discuss transfer station operation with Department Head and Assistant County Engineer (6-12-23; 6-13-23; 6-14-23) Work on benefit district project and its authorization (6-12-23; 6-13-23) Discuss transfer station issue with Department Head and Assistant County Engineer. (6-14-23) Communicate with Department Head and Assistant County Engineer about opportunity to Teams Meet with Operator and his counsel 6-23-23. (6-19-23) Send invitations for Teams Meeting to Operator, his counsel, Department Head and Assistant County Engineer. (6-20-23) Work on parking lot lease project. (6-19-23; 6-20-23; 6-21-23; 6-22-23; 6-26-23) Work on contract for transfer station. Communicate with Department Head and Assistant County Engineer. (7-1-23) Communication from KDOT on City of Ogden bridge inspection. (7-1-23) Work on contract for transfer station. (7-1-23; 7-2-23; 7-5-23) Review and approve “as to form” term sheets and associated bond counsel documents for financing of two distinct scheduled construction projects. (7-20-23) Work with bond counsel on financing for two distinct scheduled projects. (7-24-23; 7-25-23) Review and approve as to form contract documents for public safety headquarters construction project—Construction Manager at Risk. (7-27-23) Work on contract for transfer station. (8-3-23; 8-4-23) Review for BOCC signature at this Thursday’s scheduled public meeting, proposed final contract returned today by transfer station operator. (8-14-23) Discuss land use issue with Department Head. (10-12-23.) Communicate with potential vendor on project. (10-13-23.) Communicate with county insurer on project. (10-13-23.) Contract law issue. (11-6-23.) ***Work on bid packet issue. (1-2-24) Contacted by KDHE requesting permission for project. Relay request to Public Works Director and invite conversation. (1-3-24)***

Riley County Register of Deeds: Discuss legislative conference issue with Department Head. (12-6-22; 12-7-22) Advise on legal issue. (2-12-23) Communicate with Department head on deed issue. (3-17-23) Discuss with Deputy Counselor correction deed prepared for filing. (3-28-23) Communicate with three offices, their staff and department heads on common legal issue. (11-7-23) Communicate with department head on same issue. (11-8-23)

Riley County Treasurer: Discuss with Department Head process for Opioid Settlement Fund payments routed from Attorney General's Office. Discuss with Assistant Attorney General supervising such distributions. (12-21-22)

III. Projects by Professional Association, Internal and External Committees/working groups, CLE, & Other Administrative Matters:

Ad Hoc Staff Committees/Work Groups on Multiple Subjects: Staff committee discussion of issue in recent tax sale. Clerk and staff, Treasurer, Appraiser and staff. (3-6-23)

Administrative Matters: Discuss with HR CAR I'll prepare for transition of Counselor position based upon my scheduled 2025 retirement. (5-19-23) Work on transition of Deputy position given incumbent's scheduled retirement. (5-22-23; 5-23-23) Discuss and decide with staff on renewal of "Hawver" subscription. (5-30-23) Register for June 20 webinar on Title VI requirements under ARPA; to be conducted by Officer of Recovery. (6-5-23) Information to Office Manager on invoice for Westlaw. (7-5-23) Partners' Meeting. (7-21-23) Review and approve proposed CAR drafted by H.R. for upcoming position vacancy due to a retirement. (7-27-23) Work with HR and staff working group preparing for candidate interviews for 2 positions. (7-27-23; 7-28-23) Staff meeting to discuss departmental input, as requested by PIO, on survey regarding retention and recruitment and retention. Provide info to PIO. (8-2-23) Review, approve Department timecards. (8-6-23) Work on transition of department for upcoming vacancy in Office Manager position. Review all internal applications. Communicate with both Riley County Deputy County Counselors and H.R. Director. (8-6-23) Work on transition of department to fill vacancy in Legal Assistant position. (8-10-23; 8-11-23; 8-13-23) Review City/County/County agenda for 8-17-23 meeting. (8-13-23) Work on upcoming retirement receptions for department. (8-11-23; 8-14-23; 8-15-23; 8-16-23; 8-17-23) Continued work on transition of department to fill vacancy in Legal Assistant position. (8-15-23) Participate in panel interview of candidate for Legal Assistant I position. (8-18-23) Attend retirement reception in BOCC chambers for Jill Seaton. (8-31-23) *Relay reflex latest to staff—No access to court of appeals or supreme court yet as of noon today.* (1-26-24)

Continuing Legal Education: Attend online CLE program. (6-11-23) Attend CCAK CLE program. (6-16-23)

County Counselor Association of Kansas:

Department Head Committee: Attend and participate in committee meeting. (7-5-23) Attend and participate in meeting. (7-19-23) Attend and participate in committee meeting. (8-2-23) Attend and participate in Committee Meeting. (10-18-23) Attend and participate in committee meeting. (11-1-23.) Prepare for meeting scheduled for 1-3-24 (1-2-24) Attend and participate in Committee meeting. (1-3-24)

Intergovernmental Luncheon:

Joint Task Force on Possible Fair and Rodeo Relocation: Attend 2nd meeting of group at Chamber offices. (7-14-23) Attend first ½ hour of task force meeting at KSU foundation. (8-16-23)

Kansas Association of Counties:

Staff Budget and Planning Committee: Work with B & P on development of contracts for transfers to small cities for loss of funds as countywide ½ cent sales tax sunsets 12/31/22. (11-15-22) Review material for BOCC presentation to be made by Budget and Planning during the next BOCC public meeting. (11-28-22) Attend and participate in Committee meeting. (11-29-22) Ask Shilo for her opinion on draft of agreement. (2-7-23) ***Prepare for scheduled 1-3-24 committee meeting. (1-2-24)*** Attend and participate in Committee meeting. (1-3-24) Review upcoming agenda for scheduled 1-30-24 committee meeting. Communicate with committee. (1-26-24)

Staff Riley County Employee Recognition Day Planning Committee: Attend and participate in committee work planning Employee Recognition Day. (6-20-23) Analyze proposed venue contract. Conversation with County's insurer. Voicemail left with PIO. (7-5-23) Attend and participate in Committee meeting (7-18-23) Communicate with sales representative for AMC Theatre. (8-2-23; 8-3-23) Communicate with AMC representative and our insurer regarding event. (8-13-23) Attend and participate in committee meeting. (8-15-23) Communicate with our insurer and attorney for venue regarding Recognition Day. (8-15-23) Communicate with attorney for venue regarding Recognition Day. (8-16-23; 8-17-23) Attend and participate in Employee Day. (10-9-23.) Work on future Employee Recognition Day issue. (10-18-23) *Contact insurer to evaluate coverage for potential site for 2024 Employee Recognition Day. (1-2-24)*

Staff Road Renaming Committee:



HEALTH DEPARTMENT
Agreement

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

COMMISSION AGENDA REPORT

FROM: Breva Spencer

MEETING: February 5, 2024

SUBJECT: RCHD MCH Amendment to the Agreement for Outreach, Prevention and Early Intervention Services

PRESENTER: Julie Gibbs

BACKGROUND

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

DISCUSSION

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

Program elements include:

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

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

The OPEI letter of intent was approved by the BOCC and sent to KDHE. Attached is the final agreement for July 1, 2024 to June 30, 2025.

FISCAL IMPACT

Total funding shall not exceed \$480,000.00 and is comprised of \$240,000.00 from KDHE and \$240,000.00 in matching funds from Riley County.

RECOMMENDATION(S)

Move for Commission Chair John Ford to sign the OPEI agreement.

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:

- Riley Co OPEI Am2 (PDF)

AMENDMENT TWO
to the
AGREEMENT
between
KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT
DIVISION OF HEALTH CARE FINANCE
the
RILEY COUNTY BOARD OF COUNTY COMMISSIONERS
and the
RILEY COUNTY HEALTH DEPARTMENT
for
Outreach, Prevention and Early Intervention Services

The above parties entered into an original contract on July 1, 2022 to develop, implement, and maintain a voluntary program that provides outreach, prevention and early intervention services to new, low-income parents and children with emphasis on adolescent and pregnant teen parents of at-risk infants in Riley County, Kansas.

- I. The parties hereto agree to extend the original agreement from July 1, 2024 to June 30, 2025.
- II. The contractor will maintain accreditation with its choice of evidence-based home visitor programs that target low-income families with pregnant women and children from birth to age 3 (or age 5).
- III. Total funding for the period referenced above shall not exceed \$480,000.00; said amount comprising the County's certified matching funds of \$240,000.00 and the federal financial participation amount of \$240,000.00.
- IV. All remaining terms and conditions of the original agreement and subsequent addenda shall remain the same.

IN WITNESS HEREOF, the parties hereto affix their signatures to this Second Amendment.

RILEY COUNTY

 John Ford, Chair
 Riley County Board of County Commissioners

 Date

**RILEY COUNTY
 HEALTH DEPARTMENT**

 Julie Gibbs, M.P.H., Director
 Riley County Health Department

 Date

**KANSAS DEPARTMENT OF HEALTH
 AND ENVIRONMENT**

 Janet Stanek
 Secretary

 Date

Attachment: Riley Co OPEI Am2 (14468 : MCH OPEI Agreement)



OUTSIDE AGENCY
Grant

Outside Agency
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Captain Greg Steere, RCPD

MEETING: February 5, 2024

SUBJECT: Extension for 15JCOPS-22-GG-01493-TECP

PRESENTER: Captain Greg Steere, RCPD

BACKGROUND

RCPD through the County of Riley, KS is requesting a no-cost extension until March 30, 2025 for the COPS Technology Grant. This grant is being used for the purchase of a response vehicle for the RCPD.

This past Fall, we learned that it would be necessary for our agency to reinitiate the RFP process for this project. Also, due to production delays beyond their control, the original vendor for this project was unable to complete the build for the vehicle during the time frame of the grant. To date, the project's unobligated balance is \$440,000.00.

The primary reason for this extension request is to allow time for the vendor to complete this project. The extension will greatly benefit Riley County by allowing us to utilize federal funds to purchase this specialty vehicle. The vehicle will primarily be used by our Hazardous Materials Evidence Team, our CSI Personnel in Investigations and our Negotiations Team.

DISCUSSION

Discuss filing extension

FISCAL IMPACT

This will allow \$440,000 to remain available for RCPD as the vehicle is being built.

RECOMMENDATION(S)

Approve RCPD to file for COPS Extension until March 30, 2025.

POSSIBLE MOTION(S)

Move to approve the Riley County Police Department file the extension.

Move to deny the Riley County Police Department file the extension.

Move to modify

Move to table

Enclosures:

- Request for Extension (PDF)



RILEY COUNTY POLICE DEPARTMENT

To reduce crime and improve the quality of life for the citizens we serve

Director Brian R. Peete
1001 S. Seth Child Road
Manhattan, Kansas 66502-3115
(785) 537-2112
www.RileyCountyPolice.org

January 31, 2024

RE: Extension for 15JCOPS-22-GG-01493-TECP

County of Riley, KS is requesting a no-cost extension until March 30, 2025. This past Fall, we learned that it would be necessary for our agency to reinitiate the RFP process for this project. Also, due to production delays beyond their control, the original vendor for this project was unable to complete the build for the vehicle during the time frame of the grant. To date, the project's unobligated balance is \$440,000.00. The primary reason for this extension request is to allow time for the vendor to complete this project. The extension will greatly benefit Riley County by allowing us to utilize federal funds to purchase this specialty vehicle. The vehicle will primarily be used by our Hazardous Materials Evidence Team, our CSI Personnel in Investigations and our Negotiations Team.

John Ford
Chair of BOCC

Attachment: Request for Extension (14477 : Extension letter grant funds)



First CALEA Law Enforcement Agency In Kansas Accredited Since 1991





PLANNING & DEVELOPMENT
Staff Update

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

STAFF REPORT

FROM: Amanda Webb, Planning Director

MEETING: February 5, 2024

SUBJECT: Planning & Development - Staff Update

PRESENTER: Amanda Webb, Planning Director

Enclosures:

- January PD Update (PDF)
- Staff Update (PDF)



PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

Date: February 5, 2024

To: Riley County Board of County Commissioners

From: Amanda Webb, Planning & Special Projects Director

Re: Planning & Development January 2024 Staff Report

Keats Sewer Benefit District

- The BOCC selected Governmental Assistance Services (GAS) to prepare the Environmental Assessment for the lagoon. GAS has already kicked off the process by sending letters out to appropriate agencies triggering the 30-day comment period. It is through this process that we will learn what other environmental studies (such as a Cultural Resources Survey) are required.
- Submitted a technical assistance grant and an infrastructure grant to the Kansas Water Office. Awards should be announced by April 2024.
- Provided an email update to the community.
- Negotiations continue for a voluntary property sale agreement concurrently with eminent domain proceedings.
- Met with several Keats community members.
- I was able to meet with Representative Bloom in Topeka during a Flint Hills Regional Leadership Program session.

Comprehensive Plan update:

- The survey ended on December 1 with over 680 responses. We are working to compile full survey results into a useful format and will share with the BOCC and public in early February. There are still plenty of opportunities for public input!
- The subcommittees continue to meet, and we will reconvene the full committee on February 13. The subcommittee leads will report to the full group on discussions and draft goal language.
- For those that aren't part of a subcommittee, or those that haven't been able to meet or regularly attend subcommittee meetings, I've given simple instructions on how to provide input.
- We will start to draft language that will be available for public review (and comment) tentatively in April.
- Staff presented at a community-initiated meeting in Leonardville on January 17. The discussion focused more on agriculture related regulations, policies, and goals.
- Scheduled biweekly meetings with Vivienne for public outreach.

Other:

- Jeffery Jones, owner of TDJ Stables Mobile Home Park, has applied for an environmental health variance as the existing lateral fields are on neighboring property owned by the BOCC. The hearing before the hearing officer is on February 8, 2024. The BOCC will make the final decision at a subsequent regular public meeting.

Attachment: January PD Update (14475 : Staff Update)

- There are several Land Development Regulation amendments we will work through this year. Staff is prioritizing items needing to be addressed and creating a corresponding calendar, to present to the Riley County Planning Board. All final decisions will be made by the BOCC.
- Submitted the LEPP (Local Environmental Protection Program) grant to KDHE for concurrence. If approved, we will receive \$50,000 to assist low-income property owners with wastewater repairs/replacements.
- Provided the BOCC an update on the three-part Stadel Rd sewer benefit district (through the city). The city is experiencing issues obtaining easements from all property owners. The BOCC agreed by consensus that the process should proceed as is.
- Submitted required annual recertification paperwork for the National Flood Insurance Program's (NFIP) Community Rating System program. Riley County is currently a Class 9 community.

Solid Waste Management Committee:

- The state-mandated 5-year Solid Waste Management Plan update is due in May 2024. The committee has broken into groups by chapter (area of interest/expertise). The groups are meeting, and we will reconvene the full committee in February to check in before returning to group meetings.
- The full committee will meet on February 27.
- I met with the Education subcommittee.

Current Planning:

- The January Riley County Planning Board (RCPB) was cancelled due to the weather. All agenda items were pushed to February's meeting.
- At their February 12, 2024 meeting, RCPB will:
 - Hold a public hearing to consider the request of Roger & Cynthia Erichsen Trust to receive a Residential Use Designator – Extraneous Farmstead and concurrent plat of Stone House Subdivision.
 - Hold a public hearing to consider the request of Peter Nelson to plat two unplatted tracts into a single lot.
 - Hold a public hearing to consider the request of Dane Boyd and Kimberly Ewing to rezone three unplatted tracts of land from SF-1 (Residential) to AG (Agricultural).
 - Receive a Comprehensive Plan Update report.
- At the February 8, 2024 meeting, MUAPB will:
 - Hold a public hearing to consider the request of Bruce Johnson and Genevieve Baudoin to replat lots 21, 22, and 23, and part of lot 29 in Pride Subdivision into one (1) lot.
- Two Agricultural exemptions were issued:
 - Russel – preliminary approval to subdivide and build a house.
 - Fajan – preliminary approval to subdivide and build a house.

Battery recycling educational program:

- Will discuss restarting this program during the February committee meeting.
- One committee member got stickers/flyers to bring to the Green Team at USD 383.
- There are many stickers and flyers still available for distribution. Anyone is welcome to pick up stickers and/or flyers. We are always looking for volunteers to help get stickers on trash totes.
- Website: <https://www.rileycountyks.gov/2024/Battery-Recycling>

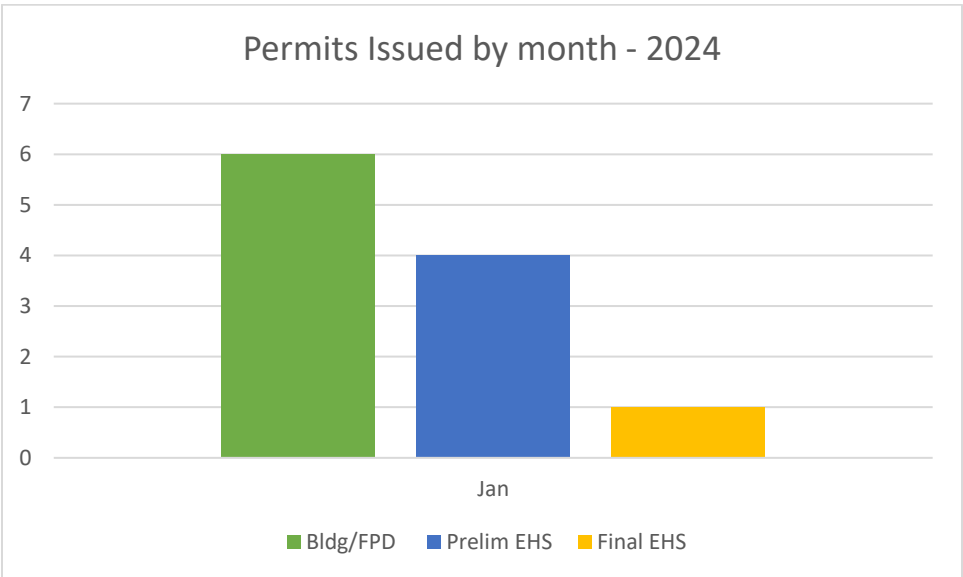
New permit software implementation:

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

Also attended/participated in:

- FHRLP – last session in Topeka
- KAC legislative liaison zoom calls
- Comp & bene workgroup
- Legal roundtable
- Grants discussions w/ Witt O'Briens
- Employee training committee
- DH meeting
- FH Leaders Retreat
- REDAB
- Budget & Planning committee
- Intergovernmental luncheon

January 2024 permits issued:	
Building/Sign permits:	6
Floodplain development permits:	0
Environmental Health Permits (Preliminary Approval)	4
Environmental Health Permits (Final/Use)	1



Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
Long Range Planning						
Comprehensive Plan Update	Amanda Webb & Bob Isaac	Vision 2025 adopted in October 2009 and is need of an update. Held committee kickoff meeting, created survey, issued RFQ with no responses. Community meetings complete. Survey closes December 1. Year to date report to BOCC on December 18th. Presented at community meeting in Leonardville on January 17th.	Monthly BOCC updates on going. Sub committee meetings ongoing. Full committee reconvene on February 13th.	11/1/2021		12/31/2024
Keats Sewer District	Amanda Webb & EHS staff	Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Held public meetings on March 9th and Sept 20th. BOCC approved amended agreement BG Consultants to evaluate lagoon option. Submitted USDA Application. Submitted KWO grant application in December.	Working on the environmental assessment required per USDA.	11/1/2014		6/30/2024
NG911 - Private Road Naming	Amanda Webb & Lisa Daily	NG911 Committee meeting scheduled for 2/13/2023 to discuss property owners on Boller Road using wrong numbers for their address. Discussed a property owner who applied for a building permit in which there are two tracts of land involved. Driveway is one tract and there the proposed building will be on the other tract which will create a private road. Planning & Development is to contact the property to start the process for the private road name and will assess the \$100.00 road name fee. Property owner decided to look to build elsewhere. Emergency Responders on NG911 Committee agreed to common sense exception and to address the Ashland fire station off of McDowell Creek Road. NG911 meeting was held and the committee agreed for GIS to contact property owners to approve the use of the 12865 and 12869 Boller Rd.	Conduct meeting scheduled for 2/9/2024.	8/1/2015		2/9/2024
Develop Riley County - historic land use changes in Wildcat Creek Watershed	Darrin Hobbs	Information gathering from NASA complete for report. Report has been finalized. Waiting for end product.	Present report to all participating entities.	6/1/2020		12/31/2024
Regulations						
Grants						
Keats Sewer District	Amanda Webb	Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Held public meetings on March 9th and Sept 20th. BOCC approved amended agreement BG Consultants to evaluate lagoon option. Submitted USDA Application. Submitted KWO grant application in December.	Working on the environmental assessment required per USDA.	TBD		6/30/2024
Current Planning						
Wilkerson-Schlegal - Replat	Bob Isaac	RCPB and BOCC hearings conducted.	File plat.	6/30/2023		6/1/2024
Erichsen - RUD & Plat	Bob Isaac	RCPB 1/8/2024 meeting cancelled due to inclement weather. Hearing moved to 2/12/2024 meeting.	Conduct public hearing.	11/17/2023		2/12/2024
Nelson - Plat	Bob Isaac	RCPB 1/8/2024 meeting cancelled due to inclement weather. Hearing moved to 2/12/2024 meeting.	Conduct public hearing.	9/15/2023		2/12/2024
Baudoin - Replat	Bob Isaac	NOPH published.	Conduct public hearing.	12/27/2023		2/8/2024
Boyd - Rezoning	Bob Isaac	NOPH published.	Conduct public hearing.	12/28/2023		2/12/2024
Maple - Replat	Bob Isaac	Application received.	Process application. RCPB	12/29/2023		3/11/2024
Hood - Replat	Bob Isaac	Application received.	Process application. RCPB	12/18/2023		4/8/2024
Permits						
21-0146-MRWW Worrel	Ben Hamill & Shelly Woodard	Application received and inspection completed. Spoke to property owner and mailed repair application with no response, additionally lateral field installed unlawfully. Repair application received. Met with Mrs. Worrel, she stated no Conservation money available. Told to contact USDA to see if they would qualify for low interest loan, they never. Sanitary Code Violation 21-0038.	Sent a letter on April 12, 2023 requesting they call to set up appointment. To date, no response from Worrell's.	7/8/2021		1/15/2024
21-0185-ADGR Myers & Maupin (shed)	Darrin Hobbs	Inspections completed, determined a variance is required. Bob and Darrin contacted property owner. Followed up with Mr. Maupin and advised him to visit the Planner, Bob Isaac. Property owner to date has not contacted the Planner.	Send violation notice.	8/23/2021		3/1/2024
22-010-ACC Meader	Darrin Hobbs & Ben Hamill	Application received and processed.	Property owner to provide construction plans to determine use of building. I have contacted the owner and he hasn't presented plans yet.	11/4/2022		3/1/2024
23-008-ACC Klein (15120 Green Randolph Rd)	Darrin Hobbs & Ben Hamill	Application received and processed. Notified property owner that septic tank needs pumped.	Waiting on pumping report. I have contacted the owner and have not received pumping report or a plan of action yet.	4/13/2023		3/1/2024
23-009-ACC Savener (1299 S Manhattan Ave)	Darrin Hobbs	Application received and processed. Property owner has applied for floodplain development permit.	Property owner needs to raise structure 1 additional foot, and submit updated elevation certificate. I have spoken to the property owner regarding this and he is aware.	4/21/2023		3/1/2024
23-022-MISC Reasoner (2961 Keats Ave)	Darrin Hobbs & Ben Hamill	Application received and processed. Notified property owner that septic tank needs pumped. Waiting on pumping report. Ben has called and left message for property owner. Property owner has not returned call.	Proceed with Sanitary Code violation. Friendly letter sent 12/6/23.	9/15/2023		1/31/2024
23-026-MISC Savener (1299 S Manhattan Ave)	Darrin Hobbs	Application received and processed.	Site inspection completed. Structure is a dog house. Looking into FP stuff. Needs to wetproof.	10/20/2023		1/31/2024
23-050-ACC Connet (3761 Akin Rd)	Darrin Hobbs & Ben Hamill	Applied to build an accessory building with a wash bay. Will have separate wastewater system for the accessory building. At this time, property owner doesn't know where he wants to put the system. There is not a current pumping report for the home. Property owner was notified on 12/18 and 12/19 to pump septic tank.	Send friendly letter.	11/14/2023		2/28/2024
23-023-OPWS Fowler (6825 Summit Ridge Dr)	Ben Hamill	On site well collapsed. Doesn't meet state setback requirements. Contacted KDHE and requested variance. Variance was approved. Issued preliminary approval 1/26/2024.	Inspect once well is drilled.	12/28/2023		3/1/2024
Property Maintenance Code Violations						
Kilner - Unsafe structure	Darrin Hobbs & Shelley Woodard	Judge Bosch found Kilner in contempt.	Starting August 1, he will be assessed a \$100/day fine until property is in compliance. Planning Compliance Specialist to take weekly photos of site. Mr. Kilner hired an attorney (Bernard Irvine) who filed a motion to docket appeal out-of-time asked for extension to 2/8/23. Mr. Irvine filed a 2nd extension of time, new date is March 10. Waiting on the opinion from the Court of Appeals. The Court of Appeals ruled they could not hear the appeal. I sent a letter to Mr. Irvine that we will see if the property is brought into compliance the 2nd week of Jan. 2024. If not, we'll ask the court to enforce the order. Met with Mr. Kilner and his attorney on 1/24/24. Darrin is going to walk the property with him on 1/29 and identify everything that the order said must be cleaned up. He will go back out to double check after 2/28. Mr. Kilner was informed there will be no extension of that deadline.	8/18/2016		2/28/2024

Attachment: Staff Update (14475 : Staff Update)

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
23-003-CE Howard - 1303 Howard	Darrin Hobbs	Inspection conducted. Sent Notice and Order to Abate Violation. Property owner trying to find someone to remove old, abandoned mobile homes. Final notice sent to property owner. Property owner called stating she has not had any luck finding anyone to remove them.	Property owner called on 10/25/2023, has someone coming to give her an estimate.	2/9/2023		3/1/2024
Zoning Violations						
23-009-CE Saylor - 4609 Freeman	Darrin Hobbs	Inspection conducted on 3/27/2023 and confirmed auto repair being conducted which is not allowed in SF-3. Notification letter, Notice of Violation and Final Notice sent to property owner. Last five inspections, auto repairs have stopped.	Violation abated.	3/27/2023		1/30/2024
Doyle - Illegal mobile home storage (Mobile Gardens) Violation #10-0050	Shelly Woodard	Staff met with Charlotte Doyle on 8.31.2021. Staff inspected septic on July 25, 2022. Septic surfacing. Met with property owner regarding Lot 17. Home is not occupied.	Replat property and comply with zoning regulations. Replace septic system. Home is unoccupied. Sent a letter on April 12, 2023 requesting they call to set up appointment. Meeting scheduled for May 11, 2023. Met with property owner. She is trying to sell to neighbor.Darrin found that this may have changed ownership. We will investigate further in early January.	12/17/2010	4/17/2012	2/28/2024
Doyle - Illegal salvage at residence Violation #05-0007	Shelly Woodard	Counsel and staff conducted site visits on 6/25/18 and 7/20/18. Mr. Doyle removed 600 tires and 3 mobile homes. March 19, 2021 conference with Mr. Doyle. He agreed to remove vehicles from the property. Set site visit for May 4, 2021. Mr. Doyle has moved about 90% of the tires and multiple vehicles to a staging area across from his residence for a salvage company to pick up, and will continue with this method. Next site visit 08/11/2021. Staff met with Charlotte Doyle on 08/31/2021. 6/15/2023 Staff and Counsel meet with Charlotte to come up with a plan on removing vehicles and mobile homes from the property. 7/13/2023 Darrin met with Charlotte to talk about the plan and also to review pictures provided of things needing remove. Darrin will be visiting the property 7/18/2023 to view first hand.	Sent a letter on April 12, 2023 requesting they call to set up appointment. Meeting scheduled for May 11, 2023. Met with property owner. Set goad to remove a certain number of cars by 8/31 or a course case will be filed. 6/15/2023 Counsel and staff stet down with Charlotte and came up with a plan for removal of vehicles. Charlotte thought there were around 30 vehicles. Goal is to be down to 20 by 8/31/23, down to 10 by 10/10/23, and down to compliant vehicles by 11/9/23. There were more vehicles than originally thought and so numbers were revised accordingly. If they fail to meet any deadlines an injunction will be filed. The Doyles have removed some vehicles. They are currently about 3 vehicles behind schedule. Working to get them back on track.Darrin is going to go out in early January to see if they have gotten back on track. If not, we'll start the process of filing for an injunction in court. The Doyles have stopped making forward progress. Next step is to file a petition asking for an injunction.	4/15/2013	9/14/2023	2/28/2024
Kilner - Unsafe structure	Darrin Hobbs & Shelley Woodard	Judge Bosch found Kilner in contempt.	Starting August 1, he will be assessed a \$100/day fine until property is in compliance. Planning Compliance Specialist to take weekly photos of site. Mr. Kilner hired an attorney (Bernard Irvine) who filed a motion to docket appeal out-of-time asked for extension to 2/8/23. Mr. Irvine filed a 2nd extension of time, new date is March 10. Waiting on the opinion from the Court of Appeals. See above about ruling. The Court of Appeals ruled they could not hear the appeal. I sent a letter to Mr. Irvine that we will see if the property is brought into compliance the 2nd week of Jan. 2024. If not, we'll ask the court to enforce the order. Met with Mr. Kilner and his attorney on 1/24/24. Darrin is going to walk the property with him on 1/29 and identify everything that the order said must be cleaned up. He will go back out to double check after 2/28. Mr. Kilner was informed there will be no extension of that deadline.	8/18/2016		2/28/2024
20-0063 - Satterlee: Inoperable vehicles and campers	Darrin Hobbs	Determined to be a violation. Notification letter sent. The Notification letter was resent by me for a fresh start to make contact with the property owner. Contacted property owner on what still needs to be removed and provided an aerial map. I sent another letter to the property owner on 6/15/2022, stating that this will be turned over to legal if no progress is made.	Request to Prosecute pending.	9/27/2021		3/1/2024
21-0053 Myers - building within setback	Darrin Hobbs	Inspection completed, Notification Letter and Violation Notice sent. Applications received and processed. Bob and Darrin visited with property owner on 10/27/21 to confirm a Certificate of Survey would need to be done to confirm if the "well house" is located in the building setback. Property owner indicated he wanted to seek legal counsel. 6/15/2022 I spoke with Wes Maupin today about where he was at on the variance process. I encouraged him to call and talk to Bob about the situation. He said that he has never talked to Bob. Send notice of violation for failing to apply for a variance.	Send letter to property owner.	7/14/2021		3/1/2024
20-0090 Fishgill LLC - Illegal auto repair and salvage operation 1312 Pillsbury Dr	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Property owner wants an extension to remove tenant. Vehicles being removed. Sent notice of violation. No response.	Send notification letter. Working with legal on violation.	12/22/2020		3/1/2024
L21MHP-0004 TDJ Stables	Darrin Hobbs & Shelley Woodard	Renewal applications and fees received. License can't be issued until property is compliance sanitary code. EHS conducted site inspection, not in compliance with sanitary code.	Legal counsel to determine next course of action. The next step is to meet with the owner of TDJ Stables and go over the variance proces. Then the next step after that is to draft a variance. Shelley is going to work one up to be presented after meeting with the property owner. A draft should be ready some time in early to mid January. The property owner has officially requested a variance. Variance packet has been sent to hearing office and meeting scheduled for 2/8/2024.	11/20/2020		3/31/2023
21-0019 Britt - non compliance in flood hazard area/floodway	Darrin Hobbs & Shelley Woodard	Temporary Agreed Injunction filed with the Court. Review dates: July 15-DWS, August 15-No Rise, September 15-Riley County permit, November 1-Remove trees.	Settlement agreement filed. Darrin Hobbs to monitor for compliance, Darrin to monitor compliance and set contract date. Riley County FPD Permit issued 5/24/2022, and remove trees from property. Shelley sent a letter to Britt's attorney who said she would follow up with her client about the remaining issues. Shelley has reached out to Britt's attorney again to ask about progress. We may have to inform the court at some point that the final cleanup has not progressed.	4/6/2021		4/15/2023
22-008-CE Fowler-641 Zeandale Rd	Darrin Hobbs & Shelley Woodard	Building without a building permit.	Craig sent a letter and permit form requesting the completed permit application and check by April 28, 2023. Waiting on bank foreclosure. Court systems are down. Court systems just started coming back on line. Will see if there is any movement in the foreclosure.	3/16/2023		3/31/2024
23-007-CE Jones - 3981 Zeandale Rd	Darrin Hobbs & Shelley Woodard	Inspection conducted on 3/9/23 and confirmed someone is living a camper. Sent notification letter. No response from property owner, sent notice of violation and final notice of violation. Conducted final site inspection on 4/24/23 and someone is still living in camper.	Sent to Counselor's office to prosecute. Court system is down. Still need to contact RCPD. Trailer has been moved but appears to be occupied. Darrin is going to reach out to RCPD about accompanying him to check if it is occupied and then we can file an injunction in court if it still is. Darrin has not made contact to confirm if it is occupied.	3/16/2023	5/15/2023	2/28/2024

Attachment: Staff Update (14475 : Staff Update)

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
23-015-CE Miller - 1382 Pillsbury Dr	Darrin Hobbs & Shelley Woodard	Friendly letter sent 9/28/23. 10/13/2023 friend of property owner can into office and met with Darrin & Shelly Woodard. It was recommended that property owner set up time speak with us. Notice of Violation sent 10/23/23. Meeting with property owner was scheduled for 11/15/2023. Property owner called 11/15/2023 will be meeting with an attorney 11/16/2023. Final Notice of Violation sent 11/15/2023.	Meet with property owner 12/1/2023. Working with legal on violation. Mr. Miller sent an application to the state to operate a salvage yard. That was denied. The state also revoked his dealer license. A notice of violation has been sent. We met with Mr. Miller on 12/1/23. He has agreed to start removing cars and work with Darrin. He is going to remove 30 cars per month and if he falls behind we will file a petition with the court. Darrin is working with Mr. Miller to go out and check on progress. They are aiming for the week of 1/29.	9/28/2023		2/28/2024
23-016-CE Miller - 1420 Pillsbury Dr	Darrin Hobbs & Shelley Woodard	Friendly letter sent 9/28/23. 10/13/2023 friend of property owner can into office and met with Darrin & Shelly Woodard. It was recommended that property owner set up time speak with us. Notice of Violation sent 10/23/23. Meeting with property owner was scheduled for 11/15/2023. Property owner called 11/15/2023 will be meeting with an attorney 11/16/2023. Final Notice of Violation sent 11/15/2023.	Meet with property owner 12/1/2023. Working with legal on violation. Mr. Miller sent an application to the state to operate a salvage yard. That was denied. The state also revoked his dealer license. A notice of violation has been sent. We met with Mr. Miller on 12/1/23. He has agreed to start removing cars and work with Darrin. He is going to remove 30 cars per month and if he falls behind we will file a petition with the court. Darrin is working with Mr. Miller to go out and check on progress. They are aiming for the week of 1/29.	9/28/2023		2/28/2024
Sanitary Code Violations						
21-0038 Worrell - Sanitation Violation	Ben Hamill & Shelly Woodard	Spoke to property owner and mailed repair application with no response, additionally lateral field installed unlawfully. Repair application received, no work done. Referred to legal for enforcement.	Met with Mrs. Worrel, she stated no Conservation money available. Told to contact USDA to see if they would qualify for low interest loan, they never. Legal sent compliance letter 08.05.2021. Staff to review compliance options. Counsel preparing a letter requesting a call to set up meeting (to include new staff). Sent a letter on April 12, 2023 requesting they call to set up appointment. To date, no response from Worrell's.	6/23/2021		2/28/2024
21-0048 Wurtz - lagoon fencing requirement not completed	Ben Hamill & Shelly Woodard	Violation letter sent to property owner. Counsel sent a letter to property owner. Fencing deadline 8/31/2021 and seeding deadline 9/30/2021. No trespassing sign placed at entrance. Legal to to schedule meeting with staff.	Counsel preparing a letter requesting a call to set up meeting (to include new staff). Sent a letter on April 12, 2023 requesting they call to set up appointment. Mrs. Wurtz called. They are not living on the property. Will call once they are and lagoon is complete. Signed agreement is in place for property owner to install fence and seed.	7/9/2021		2/28/2024
22-0016 Doyle - sewage on ground	Ben Hamill	Sent Emergency Order to property owner. Spoke with property owner and agreed to make repairs.	Home condemned until repairs are made. Home is vacant and waiting on property owner to replat so lateral field can be replaced.	7/22/2022		3/31/2024
23-CES-004 Innes - Alternative system pump and alarm float not working.	Ben Hamill	Friendly notification by phone 12-14-22, no reply. Notice of Violation sent 1-20-23. Received repair permit.	Wait for replacement of failed alarm and pump. Offer LEPP grant.	12/14/2022		8/1/2024
23-CES-005 Bean - Alternative system blower not working. Failed pump report on field.	Ben Hamill & Shelly Woodard	Friendly letter sent 12-19-22, no reply. Notice of Violation sent 1-20-23. \$100.00 inspection fee final notice was due 1-19-23 and has not been paid yet.	Set up meeting with legal counsel. Shelley confirmed both brothers are represented by counsel and one is trying to force a sale of the property. Will work with Ben to determine next steps from P&D.	12/14/2022		3/31/2024

Attachment: Staff Update (14475 : Staff Update)



**EMERGENCY
MANAGEMENT/FIRE**
Staff Update

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

STAFF REPORT

FROM: Russel Stukey Director of EM/ Fire Chief
MEETING: February 5, 2024
SUBJECT: Staff Time Report from EM/FIRE for January 2024
PRESENTER: Russel Stukey

Present Staff Time Update from EM/FIRE for the month of January, 2024

Enclosures:

- 1, 2024 January staff time (1) (DOCX)



Monthly staff time report to BOCC, for the month of January 2024

911

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

Emergency Management-Russel

- Attended department head meetings
- Attended several commission meetings
- Monitored severe weather events and shared update information as I received it
- Planning for Firefighter appreciation banquet in January
- Participating in the comprehensive plan review
- Moved forward on CIP project for Pottorf Hall emergency generator replacement
- Working with IT on the MCP CIP upgrade project
- Participated in monthly Riley Co. Emergency Services Director meeting
- Worked with PIO Leyva on cold weather information packets
- Attended Kansas Pipeline Association meeting for First Responders
- Attended RCPD 50th Anniversary reception
-

Items awaiting legal review:

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

Assistant Director Laurie Harrison activity EM/911

Kansas Emergency Management Association (KEMA):

Serve as Treasurer

Attend NEKEMA meeting

Attend KEMA board meeting

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

Conduct monthly siren test, Everbridge test, IPAWS test

Facilitate Everbridge NE regional working group meeting

Update contacts

Serve as NE regional account administrator

Comprehensive Resource Management and Credentialing System (CRMCS):

Update resource list

Serve as account administrator

Provide electronic check-in for City of MHK employee training day

Northeast Regional Homeland Security Council (NERHSC):


Riley County Emergency Management
Riley County Fire District #1

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

Serve as a project manager for Everbridge and CRMCS

Serve as KEMA representative

Attend meeting

Emergency Management fund:

Oversee invoice payment process

911 fund:

Pay invoices

Track expenses and income

Plans:

Exercises:

Volunteer Management:

Facilitate CERT meeting

Community Outreach:

Training:

Attend CRMCS training

Provide Emergency Preparedness to KSU Vet Med students

Misc:

Attend 911 working group meeting

Submit 2023 EMPG annual report

Submit 2023 911 annual report

Submit ISP application

Submit HMEP grant application

Facilitate bi-weekly staff meeting

Submit LEPC compliance report

Submit NERHSC quarterly report on Everbridge project

Submit NERHSC quarterly report on CRMCS project

Attend Wildland Fire Outlook webinar

Attend siren update meeting (CIP project)

EM Planner Baldwin Fisher

Planning:

Working on County Disaster Recovery Plan

Exercises:

Workshopping AV exercise

Planning for MHK Airport exercise

Planning for ESF 8 seminar and exercise

Training:

Taught Medical Class to CERT members at monthly meeting

Provide Emergency Preparedness to KSU Vet Med students

Misc:

Attended NEKEMA

Attachment: 1, 2024 January staff time (1) (14479 : Staff Time for month of Jan. 2024)



Attended KPA presentation

Fire-Russel

- Attended county fire trainings
- Attended department head meetings
- Continue to accept and process applications for volunteer firefighters
- Covered emergency calls
- Attended south county Fire training
- Participated in KDEM KS wildland fire outlook webinar
- Hosted RCFD fire Advisory board quarterly meeting
- Participated in EMS H/Q budget meeting
- Attended comprehensive plan meeting in Leonardville
- Hosted FF appreciation banquet
- Responded to multiple structure fires
- Represented RCFD#1 in court January 22,23,24 & 25th during the Salzman case, happy to report we prevailed
- Attended several BOCC meetings
-

Items awaiting legal review:

- a. University Park proposed fire station property legal description and agreement with UP board to swap property when new fire station is completed
- b. First responder agreement with the City of Randolph, Mercy Hospital Ambulance service (now Riley County EMS) and RCFD #1

Admin. Asst. M. Horstmeier

Continued to maintain the hiring process for Volunteer Firefighters, and helped two new firefighters start this month. I provided them with new gear and got them started in the department.

Added the new structure gear RCFD purchased for a select few of our Firefighters into our ER inventory. Once inventoried, I took old gear back from those Firefighters and provided them with their new gear.

Continued to complete the Volunteer Firefighter Payroll stipends.

Continued to record, process, and complete the Accounts Payable and Purchase Card invoices and receipts.

Assisted in completing any required incident reports as needed to help with Payroll and record keeping.



Assisted in completing the LSSE Grant financial documentation needed to maintain compliance.

Completed the January Prescribed Burn Report and sent it to the Kansas Forest Service for their records.

Continued to maintain and process 2024 Burn Permits for our records, as well as sent updated Burn Permit file to dispatch for them to reference. Continued to maintain the Prescribe burn map.

Organized the annual RCFD Awards Banquet. We had an excellent turn out, with 2 County Commissioners, RCPD Director Peete, Elizabeth Ward, and State Fire Marshal Mark Engholm in attendance with our Volunteer Firefighters and their families.

Attended The FY 2023 Assistance to Firefighter Grant webinars on narrative development, vehicle workshop, PPE/Equipment workshop, and the general overview workshop.

Attended the Flint Hills PIO meeting at MFD Station 5 with Vivienne Leyva.

Attended the CRMCS training in Wamego to further my knowledge about the system.

Attended the first part of the GRINS (Group & Individual Crisis Intervention) training via Zoom due to the weather and county closure. I was unable to complete the course due to the snow and ice storm.

Deputy Chief Doug Russell

- Responding to multiple incidents. Including two major structure fires.
- Dealing with personnel issues.
- Working through new applications for FFs.
- Working on and prioritizing truck repairs.
- Monthly truck checks complete.
- Station 102 progress. Building will be delivered February 9 th
- Working on County trainings.
- Preparing for annual Fire Banquet.
- Gettings items in for Station 102 building.



Riley County Emergency Management

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- Preparing for Wildland season
- Outfitting a wildland response trailer
- Waiting on County Council on University Park.
- Court case completed.
- Working with Chief Stukey on deputy chief of admin open position.
- Held our annual awards banquet.

Deputy Chief John Martens

Resigned his position

Submitted by:
Russel Stukey, EM

Attachment: 1, 2024 January staff time (1) (14479 : Staff Time for month of Jan. 2024)