



**Board of Riley County
Commissioners
Regular Meeting
Agenda
February 06, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Letter of Support for CWDG
4. Sign a Tax Roll Corrections
5. Sign Riley County Employee Action Form(s)
6. Approve payroll/accounts payables (when completed)

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Feb 3, 2025 8:30 AM

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:00 AM

Elizabeth Ward, Human Resources Director

10. Human Resources Monthly Update
11. Request to Fill - As Needed HR Assistant

9:15 AM

Amanda Webb, Planning/Special Projects Director

12. Planning & Development - Staff Update

9:30 AM

Anna Burson, Appraiser

13. February Staff Update

9:45 AM Bryant Parker, Counselor/Director of Administrative Services

14. Administrative Work Session

Adjournment

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



**EMERGENCY
MANAGEMENT/FIRE**
Letter of Support

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

COMMISSION AGENDA REPORT

FROM: Russel Stukey Emergency Services Director/Fire Chief

MEETING: February 6, 2025

SUBJECT: Letter of Support for CWDG

PRESENTER: Michelle Horstmeier Admin Asst. Fire District #1

BACKGROUND

Riley County has completed and approved the Community Wildfire Protection Plan (CWPP). The next step is to apply for a CWDG.

DISCUSSION

The purpose of the grant is to complete mitigation projects to lessen the affect of out of control wildfires in Riley County.

FISCAL IMPACT

The fiscal impact will include staff time and in kind match of county equipment and volunteer labor. There is a possibility of matching funds that could be required but that amount, if any, won't be known until we proceed further into the process. If it is determined that matching funds are required Riley County would have the ability to withdraw from the application process if that is what the BOCC determined was best for Riley County.

RECOMMENDATION(S)

Staff recommends the BOCC approve a letter of support for the CWDG application.

POSSIBLE MOTION(S)

Move to approve a letter of support for the Community Wildfire Defense Grant application.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Letter of Support.CWDG Grant Baldwin Road (DOCX)



BOARD OF COMMISSIONERS

115 N. 4th Street, 3rd Floor
 Manhattan, Kansas 66502
 Phone: 785-565-6844
 Fax: 785-565-6847
 Email: bocc@rileycountyks.gov

February 6, 2025

USDA Forest Service
 Rocky Mountain Region (Region 2)
 1617 Cole Blvd., Bldg. 17
 Lakewood, CO 80401

Bill Waln, State Fire Management Officer (bwaln@ksu.edu)
 Luke Berning, Fuels Specialist (lrberning@ksu.edu)
 Thad Rhodes, District Forester, District 3 (trhodes@ksu.edu)
 Blaine Stroble, District Community Forester, NE District
 Dennis Carlson, Assistant Fire Management Officer (dcarlson@ksu.edu)
 Kansas Forestry Service
 2610 Claflin Road
 Manhattan, KS 66502

Re: Letter of Support for Application for Community Wildfire Defense Grant (CWDG) 2024 (FY25) West submitted by Riley County, Kansas Emergency Management Department & Riley County Fire District # 1 (Grant Opportunity USDA-FS-2024-CWDG-CWSF)

To Whom it May Concern:

The Riley County Board of County Commissioners strongly supports Riley County Emergency Management & Riley County Fire District # 1's Application for a Community Wildfire Defense Grant. The fire break project proposed for funding is needed not merely to preserve property from destruction, but to make our citizens safer from persistent fire dangers.

Removing invasive scrub cedar from county easement near where Baldwin Park Road ends at Tuttle Creek Reservoir is money well spent. The danger of wildfire, which routinely spreads throughout the Tuttle Creek basin, is acute. These fires can't be effectively fought because of topography, dense vegetation and undrivable dried lakebeds. When they get out of control, they routinely threaten homes in the Project Area.

Tuttle Creek Reservoir, and development surrounding the reservoir, have interrupted the natural fire cycle of the Kansas prairie, and we must take action to address the buildup of fuels in areas that can no longer endure natural burning cycles without harming persons or property.

Riley County has worked extensively with Mr. Luke Berning of the Kansas Forest Service in both the development of Riley County's CWPP, as well as the identification of the scope and improvements Riley County is requesting to be funded by this Application. Our organization appreciates all of the input received from Mr. Berning, as well as his confirmation that this project is vital for public safety.

Riley County has sufficient resources, in the form of in kind contributions of time and labor, to more than match the CWDG investment of resources. In short, we are willing to do the work; we just need help funding it.

The Riley County Board of County Commissioners, both in its capacity as the County governing body and as the official Board of Riley County Fire District # 1, fully endorse Riley County's application for CWDG funds.

Please direct any questions you may have regarding Riley County's 2024 CWDG Application to Riley County Director of Emergency Management and Chief of Riley County Fire District # 1, Russel Stukey. Chief Stukey may be reached via email at rstukey@rileycountyks.gov, or by phone at (785) 537-6333.

Thank you for the opportunity to submit written testimony in support of this important legislation.

Very Truly Yours,

Greg McKinley, Chairman

Kathryn Focke, Vice Chair

John Ford, Member

cc: Vivienne Leyva, Public Information Officer—For Immediate Press Release



**COUNTY CLERK &
ELECTIONS**
Tax Roll Correction

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

COMMISSION AGENDA REPORT

FROM: Joe Godown
MEETING: February 6, 2025
SUBJECT: Sign a Tax Roll Corrections
PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve the Tax Roll Corrections.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 02-06-25 Tax Roll Corrections (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by JGODOWN 2025/01/30

4.a

Taxpayer ID BANK0053
Owner ID BJSI0001

Control # 2025000029

Tax Year 2024
Tract # 905001

BJS INC

CAMA # 203-07-2-80-01-001-02-0-01

LIMEY POINTE
PT LOT 1

PO BOX 1001

TU 2 Manhattan City
Parcel 63274

SALINA, KS 67402-1001

USD 383

Property Address 101 GOODFOOD PL

APPRAISER SECTION (Value)

2025/01/30 JGODOWN APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CU	400380	1573620	1974000

Total	400380	1573620	1974000
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Assessed Prior to Correction:

CU	100095	393405	493500
----	--------	--------	--------

Total	100095	393405	493500
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SB41

Appraised After Correction:

CL	Land	Imp	Total
CU	400380	1267420	1667800

Total	400380	1267420	1667800
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Assessed After Correction:

CU	100095	316855	416950
----	--------	--------	--------

Total	100095	316855	416950
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SB41

Net Change
306200-

306200-

Net Change

76550-

Total 76550-

SB41

CLERK SECTION (Tax)

2025/01/30 JGODOWN ORDER PRINTED

Tax Prior to Correction:

Levy 152.66600	Gen Tax	75340.68
----------------	---------	----------

SB41 Tax Dollars	75340.68
------------------	----------

Tax After Correction:

Levy 152.66600	Gen Tax	63654.10
----------------	---------	----------

SB41 Tax Dollars	63654.10
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Net Change

11686.58-

11686.58-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

76550-

Applicable Mill Levy

152.66600

Net Change in Levied Tax Dollars

11686.58-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code TP TAX PROTEST

Rate 7.00%

Tax Statement # 1300

Comments PUP Adjustment

Net Change in Total Tax Dollars

11686.58-

Owner BJSI0001

BJS INC

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: 02-06-25 Tax Roll Corrections (15412 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by JGODOWN 2025/02/03

4.a

Taxpayer ID BRIT0027
Owner ID BRIT0027

Control # 2025000030

Tax Year 2024
Tract # OT54001

BRITT, RICHARD E JR
ANGELA G BRITT
1000 S SCENIC DR

CAMA # 215-21-0-00-00-005-01-0-01

BRITT ADDN
LOT 1

TU 140 Ogden Township
Parcel 361

MANHATTAN, KS 66503-8626

USD 383

Property Address 1000 S SCENIC DR

APPRAISER SECTION (Value) 2025/02/03 JGODOWN APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
AR	440	255730	256170
CR	3410	283390	286800

Appraised After Correction:

CL	Land	Imp	Total
AR	590	539120	539710

Net Change
283540
286800-

Total 3850 539120 542970

Total 590 539120 539710

3260-

Assessed Prior to Correction:

AR	CR	Total
132	63933	64065
853	70848	71701

Assessed After Correction:

AR	Total
177	134780
	134957

Net Change
70892
71701-

Total 985 134781 135766
SB41

Total 177 134780 134957
SB41

Total 809-
SB41

CLERK SECTION (Tax)

2025/02/03 JGODOWN ORDER PRINTED

Tax Prior to Correction:
Levy 111.43000 Gen Tax 15128.40
SB41 \$
SB41 Tax Dollars 15128.40

Tax After Correction:
Levy 111.43000 Gen Tax 15038.26
SB41 \$
SB41 Tax Dollars 15038.26

Net Change
90.14-
90.14-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence) 809-
Applicable Mill Levy 111.43000
Net Change in Levied Tax Dollars 90.14-

Type of Correction DECREASE
Correction Code TP TAX PROTEST Rate 7.00%
Tax Statement # 10924
Comments PUP Adjustment Per Appraiser

Net Change in SB41 Exemption

Net Change in Total Tax Dollars 90.14-

Owner BRIT0027
BRITT, RICHARD E 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: 02-06-25 Tax Roll Corrections (15412 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by JGODOWN 2025/02/03

4.a

Taxpayer ID DILL0085
Owner ID DILL0085

Control # 2025000031

Tax Year 2024
Tract # R4851

DILLON, JAMES R
KAREN M DILLON
7612 ANDERSON AVE

CAMA # 167-35-0-00-01-010-00-0-01

SILVER CREEK FARM
ADD #4 LOT 2

MANHATTAN, KS 66503-9750

TU 120 Wildcat Township
Parcel 2910
USD 378

Property Address 7612 ANDERSON AVE

APPRAISER SECTION (Value) 2025/02/03 JGODOWN APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RR	35080	323920	359000
Total	35080	323920	359000

Assessed Prior to Correction:

RR			
	4034	37251	41285
Total	4034	37251	41285
SB41	8625		

Appraised After Correction:

CL	Land	Imp	Total
AR	840		840
FR	16530	323870	340400
Total	17370	323870	341240

Assessed After Correction:

AR			
	252		252
FR	1901	37245	39146
Total	2153	37245	39398
SB41	8625		

Net Change

358160-
340400

17760-

Net Change

41033-
39146

Total 1887-
SB41

CLERK SECTION (Tax)

2025/02/03 JGODOWN ORDER PRINTED

Tax Prior to Correction:

Levy 116.13200	Gen Tax	4794.52
	SB41 \$	172.50
SB41 Tax Dollars		4622.02

Tax After Correction:

Levy 116.13200	Gen Tax	4575.38
	SB41 \$	172.50
SB41 Tax Dollars		4402.88

Net Change

219.14-
219.14-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

1887-

Applicable Mill Levy

116.13200

Net Change in Levied Tax Dollars

219.14-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code TP TAX PROTEST Rate 7.00%

Tax Statement # 13626

Comments PUP Adjustment Per Appraiser

Net Change in Total Tax Dollars

219.14-

Owner DILL0085
DILLON, JAMES 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:

Attachment: 02-06-25 Tax Roll Corrections (15412 : 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 6, 2025

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2025-01 Fire CHazlett EAF(DOCX)
- 2025-01 HD ROtt EAF (DOCX)
- 2025-02 EM RCox EAF (DOCX)
- 2025-02 Rachel Wyatt EAF(DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Curtis Hazlett**Status Change Date:** 01/31/2025**Status Change:** Separation**Date of Hire:** 09/03/2019**Seniority:** 5 Year(s), 4 Month(s)**Position:** Volunteer Firefighter**Position Type:** TASND**Pay Range:** TASND**Pay Type:** Stipend**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183- Fire District #1/183- Fire District #1**Supervisor:** Jake Konrardy**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-01 Fire CHazlett EAF (15404 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Ruth Ott**Status Change Date:** 02/12/2025**Status Change:** Separation**Date of Hire:** 07/30/2020**Seniority:** 4 Year(s), 6 Month(s)**Position:** Medical Clerk**Position Type:** Regular Full Time**Pay Range:** Range 5**Pay Type:** Hourly**Base Rate:** \$23.44**Annualized Pay:** \$48,755.20**Funds Codes:** 300- Health Department/337- Communicable Disease**Supervisor:** Jacob Clarke**Department Head:** Diane Creek

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-01 HD Rott EAF (15404 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Robert Cox**Status Change Date:** 02/03/2025**Status Change:** New Hire**Date of Hire:** 02/24/2025**Seniority:** 0 Year(s), 0 Month(s)**Position:** Emergency Management Planner I**Position Type:** Regular Full-Time**Pay Range:** Range 9**Pay Type:** Hourly**Base Rate:** \$27.27**Annualized Pay:** \$56,721.60**Funds Codes:** 1-General/10-Emergency Management**Supervisor:** Laurie Harrison**Department Head:** Russel Stuke

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-02 EM RCox EAF (15404 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Rachel Wyatt**Status Change Date:** 02/12/2025**Status Change:** Separation**Date of Hire:** 07/01/2024**Seniority:** 0 Year(s), 7 Month(s)**Position:** Human Resources Clerical Assistant**Position Type:** TASND**Pay Range:** TASND**Pay Type:** Hourly**Base Rate:** \$15.00**Annualized Pay:** \$15,000.00**Funds Codes:** 1-General/2-Clerk**Supervisor:** Elizabeth Ward**Department Head:** Rich Vargo

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-02 Rachel Wyatt EAF (15404 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
February 10, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Rich Vargo, County Clerk

1. Year to date budget and expenditure reports

9:15 AM

Laurie Harrison, Emergency Management Coordinator

2. Contract for 2024 HMEP (Hazardous Materials Emergency Preparedness) Grant

9:30 AM

Press Conference

3. 2025 Valuation trends - Anna Burson (3 minutes)

9:40 AM

Amanda Webb, Planning/Special Projects Director

4. STR Regulations

10:10 AM

John Ellermann, Public Works Director/County Engineer

5. Project update

10:40 AM

Bryant Parker, Counselor/Director of Administrative Services

6. Administrative Work Session

11:00 AM

Katharine Hensler, Museum Director

Attachment: 02-10-25 tentative agenda (15394 : Tentative Agenda)

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 7:00 p.m. in the Commission Chambers, Courthouse Plaza East Building, 115 N. 4th Street.

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: 02-10-25 tentative agenda (15394 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
February 13, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss Policy Breakfast
2. Discuss Joint City/County/County Meeting
3. Discuss Intergovernmental Luncheon

Review Minutes

4. Board of Riley County Commissioners - Regular Meeting - May 1, 2014 8:30 AM

Review Tentative Agenda

Press Conference Topics

9:00 AM

Bryant Parker, Counselor/Director of Administrative Services

5. Administrative Work Session

9:20 AM

Megan Lewis, Community Corrections Director

6. KDOC Budget 2026

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

7. Economic development update

10:00 AM

Diane Creek, Health Department Director

8. Staff update
9. Child Care Licensing - Heather Ritchey

10:45 AM

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

Attachment: 02-13-25 tentative agenda (15394 : Tentative Agenda)

10. Cash flow reports

Adjournment**Announcement**

The Law Enforcement Agency Meeting will be held Tuesday, February 18th at 12:00 (noon) in the City Commission Chambers, 1101 Poyntz.

Riley County Offices will be closed on Monday, February 17th due to the observance of the Presidents' Day holiday.

The Board of County Commissioners will not be in session Monday, February 17th.

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



COUNTY CLERK & ELECTIONS
Staff Update

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

MEMORANDUM

FROM: Elizabeth Ward, Human Resources Director

MEETING: February 6, 2025

SUBJECT: Human Resources Monthly Update

PRESENTER: Elizabeth Ward

Enclosures:

- HR Monthly Report -Jan 2025 (PPTX)



Human Resources

January 2025

Presented by Elizabeth Ward, HRD

Riley County Human Resources furthering the mission of Riley County through People, Policy and Process.

We provide organizational structure, balance the needs of the employees and the needs of Riley County and effectively manage the employee lifecycle.



Recruitment and Retention

	Regular Employees	Seasonal/Stipend EE/Intern
Current headcount	282	364
Hires-Jan	2	0
Hires – current year	2	0
Separations – Jan	3	1
Separations - current year	3	1
Turnover Rate-annual	23.2	
Average tenure	9.0 years	
Current openings	3	
-Clerk, Parks, MRC Unit		

Performance and Development-Current

Supervisor training -Highly Effective Managers continues

Employee Day 2025 – discussions starting

Employee Training Committee discussing needs at Riley County.

Onboarding Committee developing Phase 2 improvements to employee orientation and onboarding

Employee Enrichment

KPERS Retirement seminars

- February 11
- PW @ 7:30 am “Breakfast and Learn”
- Office Complex @12:00 “Lunch and Learn”

KPERS Advisory Council Appointment

- Michele representing County Employers

2025 Current Projects

- W2s & 1095's complete – avail in Paylocity, SEHP & mail
- FMLA filing system overhaul
- Drafting 2026 pay scale rates
- Grant-funded personnel budget prep
 - Comm Corr, Health Dept
 - Will present early March
- Continued mentoring in Health Department
- Monitoring policy changes at federal and state levels
- DOT Clearinghouse compliance work

Commissioner Communication

- Suggestion to present BoCC with minutes from committee meetings
 - Goal is to communicate projects and employee work sessions.



**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 6, 2025
SUBJECT: Request to Fill - As Needed HR Assistant
PRESENTER: Elizabeth Ward

BACKGROUND

The As-Needed HR Clerical Assistant position will become vacant as of Wednesday February 12, 2025. This position is a necessary position which aids in the ability of Human Resources to meet the daily requirements of recruiting, records management and filing.

DISCUSSION

As described in the attached position description, the as-needed position will assist human resources with recruitment and retention management, spreadsheets, and records maintenance. This position will also assist with answering the telephone and customer service for the clerk's office, as well as any other coverage needed throughout the clerk's office.

FISCAL IMPACT

No fiscal impact. This position is already included in the 2025 Budget.

RECOMMENDATION(S)

Recommendation is to approve the hiring process to fill the position of part-time HR clerical assistant.

POSSIBLE MOTION(S)

I move the board approve the position of Part-time HR Clerical Assistant for Riley County Clerk's office.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2025-02 Clerk Human Resources Clerical Assistant PAF (DOCX)
- As Needed Clerical Assistant-HR position description_updated (DOC)

RILEY COUNTY POSITION ACTION FORM

Submitted by Rachel Wyat on 02/03/2025 at 06:58 AM

Elizabeth Ward, Final Approval

Company Riley County, KS	Position Template Human Resources Clerical Assistant Part Time [HRCLRASSTPT]	Work Location Office Building
Job ID 3022538	Salary \$15.00	Supervisor Position No
Pay Grade Temporary and As-Needed pay range [TASND]	EEO Class Paraprofessionals [5]	Workers Compensation --
Cost Center 1 County General [1]	Cost Center 2 Clerk [2]	Cost Center 3 --
1 Job Slot HUMAN R-1		

Supervisor: Elizabeth Ward

Department Head: Rich Vargo

☒ No changes to Position or Budget

☒ Position Description attached

Total annual hours: 1000

☒ Budgeted

☐ New or updated position description

☐ New request for budget (details attached)

Salary: \$15,000.00

Budget for Benefits: \$1,125.00

Total proposed annual budget: \$16,125.00

Additional Position Comments: _____

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-02 Clerk Human Resources Clerical Assistant PAF (15408 : Request to Fill - As Needed

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	As-Needed Human Resources Clerical Assistant	
Department:	Clerk Department	Division: Clerk's Office
Reports To:	Human Resource Manager	
Pay Grade:	TASND	Status: Part-Time (As Needed-1000hrs)
FLSA Status:	Non-Exempt	

Position Summary: The part-time HR Assistant assists Human Resources with recruiting, records management and retention support. This position also supports the functions of the County Clerk's office.

ESSENTIAL FUNCTIONS:

- Assist Human Resources with complex spreadsheets, records maintenance/retention, compliance tracking, onboarding new hires, and benefit administration.
- Coordinate day-to-day recruiting tasks
- Schedule appointments, interviews, career fairs and other tasks related to candidate sourcing.
- Assist in maintenance of employee files and form management.
- Answer telephone and relay accurate messages to facilitate communication within the office, the department, and with the general public.
- Operate office equipment to fulfill duties of computer data entry, document scanning & indexing, filing, photocopying, and facsimile communications as required.
- Greet and disseminate information to the public as instructed.
- Assist taxpayers in completing various forms.
- Assist with licenses as needed
- Ensure confidentiality and comply with personally identifiable information protection standards.
- Other duties as assigned

POSITION REQUIREMENTS:

Education: High school diploma or equivalent required; Human resources experience or courses preferred.

Experience: Knowledge of modern office practices, business English, spelling, and math. Experience working in an office and with public, proficient in excel, Human Resource/clerical experience preferred.

Skills: Competent organizational skills and the ability to work effectively with the public, advisory boards, other agencies, and other county staff. Accurately create records and maintain records management requirements. Required to maintain confidentiality with personnel matters.

Supervisory Control: Instructions are accepted from all office staff as directed by the supervisor. The employee plans and carries out the successive steps and handles problems in deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices

Supervisory Responsibility: None

Guidelines: Procedures for doing the work have been established and specific guidelines are available.

Complexity: The decision regarding work depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives.

Scope & Effect of Work: The work involves a variety of conventional problems, questions, or situations in conformance with established criteria. Working with all kinds of people that have a variety of questions.

Personal Contacts: Considerable contact with department staff and staff from other county departments. Contact with taxpayers, voters and poll workers.

Purpose of Contacts: Most public, departmental, and interdepartmental contact involves receiving and disseminating information.

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

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee must occasionally lift/pushes/pulls 50+lbs, frequently lifts up of 25-50lbs and constant lift up to 25lbs. The employee may be asked to do basement work while assisting with elections. This could mean exposure heat, dust and/or humidity. During election season the employee might be required to work longer hours than a normal 8-hour workday.

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

The employee is exposed to normal noise level. The employee may also be exposed to tense and sometimes confrontational situations while assisting with customers or voters during an election.

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

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



**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 6, 2025

SUBJECT: Planning & Development - Staff Update

PRESENTER: Amanda Webb, Planning Director

Enclosures:

- Jan 2025 (PDF)
- February Staff Update to BOCC (PDF)



PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

Date: February 6, 2025
To: Riley County Board of County Commissioners
From: Amanda Webb, Planning Director
Re: Planning & Development January 2025 Staff Report

Keats Sewer Benefit District:

Project cost: \$4.7 million

- Funding
 - Kansas Water Office (KWO) Technical Assistant Grant: Awarded \$359,100. Submitted two quarterly reports as required and have been reimbursed for both periods. The third quarterly report was submitted at the end of January and we are awaiting reimbursement for those items.
 - KWO Water Projects Grant: Keats was not awarded the first round of this grant. I applied for the second round in the amount of \$1,028,256. Awards have not been announced yet.
 - KDHE Small Town Water & Sewer Infrastructure Assistance (STWSIA) grant: Awarded \$2,537,790. The grant agreement is signed.
 - American Rescue Plan Act (ARPA) funds allocated by the BOCC: \$800,000
 - Total identified funding: \$3,696,890
 - USDA Rural Development funding: Working on submitting a variety of requested additional items for USDA underwriting. We are also awaiting information on the grant/loan split for this funding – the project is eligible for up to 40% grant (but there is not guarantee of any grant). Any funding that is not in grant form will be in loan form.
 - Individual user agreements will NOT be required by USDA.
- Schedule (as of November 2024; subject to change as necessary)
 - Design/Survey/Easement completion: June 2025
 - KDHE/USDA Agency Review completion: September 2025
 - Bidding/Construction project award: December 2025
 - Construction starts: March 2026
 - Construction ends: February 2027
- Outreach
 - Held community meeting on November 12.
 - Sent several updates to the email group.
 - Webpage: www.rileycountyks.gov/2062.
 - Keats community residents have their own webpage.
- Engineering
 - Field survey work (utility locates, etc.) on going.
 - BG Consultants have met with several property owners on site.
 - Working on updating preliminary sewer alignments.

Comprehensive Plan Update:

- BOCC allocated a total of \$150,000 towards consultant services for this project.

- The contract with Stantec was finalized on December 19, 2024. They are doing background work by reviewing existing relevant local and regional plans, gathering data, and evaluating existing conditions.
- Biweekly communications meetings have resumed.
- The Comprehensive Plan Committee reconvened on February 5, 2025. Stantec discussed the process, schedule, and next steps forward.
- Website: www.rileycountyks.gov/plan.

Rural Economic Development Advisory Board (REDAB):

- REDAB was transferred from Extension to Planning & Development.
- The first meeting of 2025 was held on January 15. Monthly meetings will occur on the third Wednesday of each month.
- The committee is working on their mission and direction. To that end, we would like to invite each BOCC member to attend upcoming meetings (one commissioner per next three meetings). Dates available: February 19, March 19, April 16.

Local Environmental Protection Program (LEPP) Grant:

Riley County was awarded \$50,000 from KDHE through the LEPP grant fund. This funding is available for low to moderate income households in need of repair or replacement of failed wastewater systems and components.

- Applications are ranked by need, applicant income, and severity of failure.
- We have so far assisted two property owners with replacement of their wastewater systems.
- We will open the second application round during the first couple weeks of February. There should be approximately \$13,000 left for allocation.
- On December 12, 2024, KDHE updated their income guidelines and started utilizing the 2024 federal poverty guidelines moving forward. They've updated the eligibility amounts based on income:

200% or below the federal poverty level is eligible for up to 100% grant funds.
 201% - 250% of the federal poverty level is eligible for up to 85% grant funds.
 251% to 300% of the federal poverty level is eligible for up to 75% grant funds.

- We received five applications during the first round. Two were eligible based on KDHE's original income guidelines. The remaining three are still ineligible based on the updated income guidelines.
- Applied for SFY2026 LEPP grant funding. KDHE originally planned to announce awards in the second half of December 2024, but due to the large number of applications received, they will wait for their funding allocation before making award announcements.

Current Planning:

- At their January 13, 2025 meeting, RCPB:
 - Tabled a request to amend the final development plan of Heritage Estates R-PUD and adjust the common property line between lots 1 and 2 of Heritage Estates via replat.
 - Received a report on the Comprehensive Plan Update
- At their February 10, 2025 meeting, RCPB will:
 - Remove from the table the request to amend the final development plan of Heritage Estates R-PUD and adjust the common property line between lots 1 and 2 of Heritage Estates via replat.
 - Hold a public hearing to consider a request by Chris Reid for a Variance to reduce the required side yard setback for an accessory structure from five feet to 1.5 feet.
 - Discuss the Agricultural Exemption process
 - Receive a report on the Comprehensive Plan Update.

Solid Waste Management Committee:

Members and guests had the opportunity to visit the Household Hazardous Waste and Noxious Weed facilities in January. Everyone was appreciative and positive about the experience – we learned a lot! Thank you to Michael Boller and Justin Brenner for showing us around.



Other Items:

- Riley County Planning Board will now meet at 7:00 pm on the second Monday of every month. Meetings used to take place starting at 7:30 pm.
- School inspections – the BOCC voted to opt out of performing school inspections based on HB2754. The BOCC unanimously approved a charter resolution to cease performing school inspections. That resolution will now be published in the newspaper of record for two consecutive weeks, and it will be official 60 days following the final publication (assuming there are no protests/appeals during that time).
- Sanitary code amendments: Staff is working to identify items that need to be updated/addressed. KDHE has updated Bulletin 4.2, which is under review by the state. We should wait to fully update our code so we can ensure there will be no conflicts with the state's new regulations.
- Battery recycling
 - 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>
- GovBuilt setup
 - Staff continue to work with GB to tailor the system to our needs.
 - Website: <https://rileycountyks.gov.govbuilt.com/>.

Coming Up:

- Discussion on Short Term Rental regulations (February 10)
- Discussion on fining contractors for building without a permit (TBD)
- Presentation on different types of wastewater systems (TBD)

Also attended/participated in:

- Regional Growth Summit
- KS Infrastructure Hub Grants webinar
- AARP Livable Communities Grant webinar
- CDBG Third Thursday
- Employee Training committee
- EM/PD/PW Coordination meeting
- FHWC Housing Workgroup
- FHMPO TAC meeting

- Intergovernmental luncheon
- KACPZO board meetings
- Department Head committee
- Budget & Planning committee
- Legal roundtable meetings

Permits Issued January 2025:	
Building/Sign Permits	1
Floodplain development permits	
Environmental Health permits (preliminary)	3
Environmental Health permits (final)	8

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. Full committee reconvened on February 13th. Issued RFQ April 5 with due date of May 3. Interviewed Stantec and Olson Associates and selected one. BOCC allocated \$150K for consultant services. Consultant contract with Stantec approved.	Monthly BOCC updates on-going. Comp Plan committee meeting on Feb. 5th.	11/1/2021		10/31/2025
Keats Sewer District	Amanda Webb & Ben Hamill	Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Geotech complete. Awarded KWO Technical Assistant Grant. Awarded KDHE infrastructure grant \$2.5m, awaiting grant agreement. Lagoon will have to be lined which will require irrigation and potential evaporation in the future. Cultural survey report complete and under review by state agencies. BOCC approved BG Consultant's engineering/design contract on August 5, 2024. Applied for KWO's WP grant (second round). USDA approved environmental assessment.	Complete USDA requirements. Engineering is underway.	11/1/2014		3/30/2027
NG911 - Private Road Naming	Amanda Webb & Lisa Daily	Committee met 2/9/2024. Emergency services and the committee want to pursue naming and renumbering Anderson Lane. BOCC didn't approve the renumbering portion of the request in 2020. Committee met 1/22/2025, and still want to proceed with Anderson Ln.	Schedule BOCC meeting to seek support for naming and renumbering Anderson Lane.	8/1/2015		4/30/2025
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		2/28/2025
Regulations						
Land Development Regulation Amendments	Amanda Webb & Bob Isaac	Staff is organizing specific amendments and arranging discussions with planning boards. Part 1 approved. Updates made to regulations and resolution published. BOCC heard request August 22nd and tabled it to August 29th. Part 2 has been completed.	Schedule Part 3.	1/1/2024		6/30/2025
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. Geotech complete. Awarded KWO Technical Assistant Grant. Awarded KDHE infrastructure grant \$2.5m, awaiting grant agreement. Lagoon will have to be lined which will require irrigation and potential evaporation in the future. Cultural survey report complete and under review by state agencies. BOCC approved BG Consultant's engineering/design contract on August 5, 2024. Applied for KWO's WP grant (second round). USDA approved environmental assessment.	Complete USDA requirements. Engineering is underway.	TBD		3/30/2027
Local Environmental Protection Program (LEPP)	Amanda Webb	KDHE grant for low income property owners to repair or replacement private wastewater systems. Grant period July 1, 2024 through June 30, 2025. KDHE awarded grant; funding received. Opened first 60 day application window, which ended Oct. 4th. Received 5 applications two of which were eligible. We have funded replacement for one applicant and have allocated funding for a second home owner.	Pending second home owner system install. Pending second 60 day application window.	1/1/2024		6/30/2025
Current Planning						
Baudoin - Replat	Bob Isaac	RCPB and BOCC approved.	Property owner to file plat.	9/26/2024		6/1/2025
Reid - Replat	Bob Isaac	RCPB and BOCC approved.	Project closed	10/15/2024		1/24/2025
Keating - Replat	Bob Isaac	RCPB and BOCC approved.	Project closed	10/28/2024		1/15/2025
Foster - PUD Amendment & Replat	Bob Isaac	NOPH published.	Conduct RCPB meeting.	12/2/2024		2/10/2025
Reid - Variance	Bob Isaac	Application received.	BOZA for decision.	1/3/2025		2/10/2025
Permits						
21-0146-MRWW Worrel	Ben Hamill & Jacob Hansen	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. Sent new letter with LEPP grant application to Worrels on August 23, 2024. To date, no response from Worrell's. We will send LEPP information again when second application window opens.	7/8/2021		3/30/2025
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		2/28/2025
23-009-ACC Savener (1299 S Manhattan Ave)	Darrin Hobbs	Application received and processed. Property owner has applied for floodplain development permit. I'm working on the FPD permit. The property owner has had an updated EC.	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. I have viewed the property and the interior floor has been raised and flood vent have been installed.	4/21/2023		2/28/2025
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. I have reached out to the property owner to view the proeprty.	10/20/2023		2/28/2025
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 said tank was pumped within 5 years by previous owner, looking to see if pumping report can be found.	Need Soil Profile Application and Pumping Report. Send friendly letter. I have visited the property and there hasn't been any construction started.	11/14/2023		2/28/2025
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. Well drilled was dry, driller and property owner looking at second location for well.	Contact property owner to find out if second well was drilled. Inspect if well was drilled.	12/28/2023		2/28/2025
Property Maintenance Code Violations						
Kilner - Unsafe structure	Darrin Hobbs & Jacob Hansen	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. 5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384: Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement. Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases. Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property.	8/18/2016		3/1/2025

Attachment: February Staff Update to BOCC (15405 : Staff Update)

Planning and Development
Staff Update
January 29, 2025

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
Zoning Violations						
Doyle - Illegal mobile home storage (Mobile Gardens) Violation #10-0050	Jacob Hansen	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.	This property has changed ownership. The new owner is working in purchasing some adjacent lots from the Doyles so they can bring this into compliance.5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384: Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement. Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases. Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property.	12/17/2010	4/17/2012	3/1/2025
Doyle - Illegal salvage at residence Violation #05-0007	Jacob Hansen	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. 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. The petition asking for an injunction has been filed and the Doyles have hired counsel. Met with their attorney and he is going to meet with Charlottee about getting back on track. 5/7/24 Darrin met with Charlotte.	5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384: Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement. Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases. Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property.	4/15/2013	9/14/2023	3/1/2025
Kilner - Unsafe structure	Darrin Hobbs & Jacob Hansen	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. 5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384: Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement. Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases. Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property.	8/18/2016		3/1/2025
20-0063 - Satterlee: Inoperable vehicles and campers	Darrin Hobbs & Jacob Hansen	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. Process has been restarted due to senate bill.	Items are being removed by the person buying the property from Satterlee.	9/27/2021		3/1/2025
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. Darrin will do a site inspection to determine if is auto repair which is allowed in C-2.	12/22/2020		3/31/2025
23-007-CE Jones - 3981 Zealande Rd	Darrin Hobbs & Bryant Parker	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. P&D went out and it appears there may be someone living there still but we don't have enough evidence at this point to move forward with enforcement from the Counselor. Need to contact RCPD still. Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384: Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement. Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases. Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property.	3/16/2023	5/15/2023	3/31/2025
23-015-CE Miller - 1382 Pillsbury Dr	Darrin Hobbs & Jacob Hansen	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. Mr. Miller made good progress in December but has not made additional progress.	The property is now up for sale. Next step is likely to file an enforcement action with the Court. 5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384: Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement. Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases. Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property.	9/28/2023		3/1/2025

Attachment: February Staff Update to BOCC (15405 : Staff Update)

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
23-016-CE Miller - 1420 Pillsbury Dr	Darrin Hobbs & Jacob Hansen	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. Miller made good progress in December but has not made additional progress. The property is now up for sale.	Next step is likely to file an enforcement action with the Court. 5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384: Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement. Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases. Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property.	9/28/2023		3/1/2025
Sanitary Code Violations						
21-0048 Wurtz - lagoon fencing requirement not completed	Ben Hamill	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. Lagoon filled in. Started application for new lagoon.	Project closed	7/9/2021		1/31/2025
21-0038 Worrell - Sanitation Violation	Ben Hamill	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. . LEPP grant application packet sent to Worrel's on August 23, 2024. To date, no response from Worrell's. We will send LEPP information again when second application window	6/23/2021		3/31/2025
22-0016 Bath - 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. This property was sold and the new owner is working to try to purchase the surrounding property from the Doyles to correct the problem.	7/22/2022		12/31/2025
23-CES-005 Bean - Alternative system blower not working. Failed pump report on field.	Ben Hamill & Bryant Parker	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. Next step is to prepare and mail notice of violation. Property taxes for 2018-2023 have not been paid on this property. Will be listed in next tax foreclosure case.	12/14/2022		1/31/2025

Attachment: February Staff Update to BOCC (15405 : Staff Update)



**COUNTY APPRAISER'S
OFFICE**
Staff Update

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

STAFF REPORT

FROM: Appraiser's Office
MEETING: February 6, 2025
SUBJECT: February Staff Update
PRESENTER: Anna Burson

Enclosures:

- 2-6-25 Appraiser's Office Staff Update (DOCX)
- 2-6-25 BOTA update (PDF)

Appraiser's Office Staff Report

BOCC February 6th, 2025

Personal Property

- Our team is actively setting values and updating ownership records for all personal property within Riley County.

Agricultural Use

- AG use delineation has been completed for all returned agricultural use maps from last year. This year, our agricultural appraiser will conduct reviews for properties in AG use that did not submit a map, ensuring updates are made accordingly.
- Additionally, 272 agricultural properties are scheduled for annual reinspection.
- For 2025, dry crop values are experiencing a decrease, while native grass, tame grass pasture, and rangeland values are seeing an increase.

Residential

- As a reminder, sales validation has been on hold since modeling began in October. January saw a total of 19 sales, including 14 residential homes, with a median sale price of \$225,000 and an average sale price of \$290,935.
- Staff have completed the review of all building permits, and property records have been updated accordingly.
- The 2025 annual review phase will commence soon as we finalize values. This year's reinspection plan includes 2,982 properties, consisting of 2,161 residential homesites and 196 vacant properties.
- The team is finalizing year-end data, running reports, setting values, and concluding Payment Under Protest hearings.

Commercial

- The commercial team is in the final stages of income analysis and wrapping up Payment Under Protests.
- This year, 353 commercial and exempt properties are due for annual reinspection.
- The updated BOTA spreadsheet is attached for reference.

Other Business

- 2024 Payment Under Protest Summary:

Property Type	Count
A	2
C	3
F	2
N	1
R	32
V	8
Grand Total	48

- 2025 Valuation Process: The team is finalizing values in preparation for the mailing of Notices of Value.
- Special Projects: 2025 Legislative Session, RHID Discussions, and K.S.A. 79-1613 Discussions.

Attachment: 2-6-25 Appraiser's Office Staff Update (15407 : Appraiser's Office February Staff Report)

BOTA - OPEN

2/2/2025

DOCKET	PARCEL NUMBER	QR#	YEAR	PROPERTY OWNER	BUSINESS NAME/SITE	COUNTY VALUE	FINAL	TAXPAYER VALUE	SCHEDULED
2024-2422-EQ	081-177-25-0-10-01-004.00-0	R5674	2024	RIVERCHASE LLC	RIVERCHASE LLC	\$5,310,090		\$4,183,683	PENDING
2024-2423-EQ	081-177-25-0-10-01-007.00-0	R5678	2024	RIVERCHASE LLC	RIVERCHASE LLC	\$20,710		\$16,317	PENDING
2024-2424-EQ	081-189-31-0-00-00-007.00-0	R6092	2024	COLONIAL GARDENS LLC (3050 TCB)	COLONIAL GARDENS MHP OFFICE	\$396,700		\$332,339	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 06/05/2024
2024-2425-EQ	081-189-31-0-00-00-010.00-0	R6096	2024	COLONIAL GARDENS LLC (3000 TCB)	COLONIAL GARDENS	\$9,317,830		\$7,791,037	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 06/05/2024
2024-2426-EQ	081-189-31-0-00-00-017.01-0	R6104	2024	COLONIAL GARDENS LLC (0000 E MARLATT)	COLONIAL GARDENS - VACANT	\$1,870		\$1,564	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 06/05/2024
2024-1200-EQ	081-189-31-0-00-00-073.00-0	R6161	2024	THE LINKS AT MANHATTAN	THE LINKS AT MANHATTAN	\$52,657,400		\$42,000,000	THURSDAY, MARCH 13, 2025 @ 1:30 PM FOR 1/2 DAY IN TOPEKA
2024-2427-EQ	081-203-06-2-70-18-001.00-0	R7912	2024	BLUE VALLEY MHC LLC	BLUE VALLEY MHC LLC	\$4,433,750		\$3,800,000	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 06/05/2024
2024-5727-EQ	081-203-07-2-80-01-001.02-0	R9273	2023	BJS INC	IHOP RESTAURANT	\$1,974,000		\$1,275,570	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 08/07/2024
2020-1714-EQ	081-204-18-2-10-18-001.00-0	R9845	2020	MHTTN MARKETPLACE	A&W / NOODLES/ETC.	\$2,100,000		\$1,365,000	WEDNESDAY, JUNE 18, 2025,@ 9:00 A.M. IN TOPEKA FOR ONE DAY
2021-5574-EQ	081-204-18-2-10-18-001.00-0	R9845	2021	MHTTN MARKETPLACE	A&W / NOODLES/ETC.	\$1,770,000		\$1,150,500	WEDNESDAY, JUNE 18, 2025,@ 9:00 A.M. IN TOPEKA FOR ONE DAY
2022-1386-EQ	081-204-18-2-10-18-001.00-0	R9845	2022	MHTTN MARKETPLACE	A&W / NOODLES/ETC.	\$1,670,000		1463240	WEDNESDAY, JUNE 18, 2025,@ 9:00 A.M. IN TOPEKA FOR ONE DAY
2023-1154-EQ	081-204-18-2-10-18-001.00-0	R9845	2023	MHTTN MARKETPLACE	A&W / NOODLES/ETC.	\$1,570,000		\$1,402,794	WEDNESDAY, JUNE 18, 2025,@ 9:00 A.M. IN TOPEKA FOR ONE DAY
2024-2774-EQ	081-204-18-2-10-18-001.00-0	R9845	2024	MHTTN MARKETPLACE	A&W / NOODLES/ETC.	\$1,610,000		?	REINSTATED - PENDING
2024-1215-EQ	081-204-18-2-10-18-001.01-0	R9846	2024	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$140,940			THURSDAY, MARCH 13, 2025 @ 9:00 PM FOR 1/2 DAY IN TOPEKA
2024-1213-EQ	081-204-18-2-10-18-002.00-0	R9847	2024	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,543,950			THURSDAY, MARCH 13, 2025 @ 9:00 PM FOR 1/2 DAY IN TOPEKA
2024-1214-EQ	081-204-18-2-10-18-011.00-0	R9848	2024	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$126,810			THURSDAY, MARCH 13, 2025 @ 9:00 PM FOR 1/2 DAY IN TOPEKA
2024-1202-EQ	081-204-18-2-10-20-004.01-0	R9854	2024	MANHATTAN MARKETPLACE SC LLC	BEST BUY	\$2,460,000			TUESDAY, FEBRUARY 11, 2025 @ 9:00 AM FOR 1 HOUR IN TOPEKA
2021-285-PR	081-204-18-2-10-20-004.02-0	R9855	2020	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,375,000		\$1,114,370	WEDNESDAY, JUNE 18, 2025,@ 9:00 A.M. IN TOPEKA FOR ONE DAY
2021-5575-EQ	081-204-18-2-10-20-004.02-0	R9855	2021	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,160,000		\$1,114,370	WEDNESDAY, JUNE 18, 2025,@ 9:00 A.M. IN TOPEKA FOR ONE DAY
2022-1387-EQ	081-204-18-2-10-20-004.02-0	R9855	2022	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,090,000		?	WEDNESDAY, JUNE 18, 2025,@ 9:00 A.M. IN TOPEKA FOR ONE DAY
2023-1155-EQ	081-204-18-2-10-20-004.02-0	R9855	2023	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,029,000		\$984,227	WEDNESDAY, JUNE 18, 2025,@ 9:00 A.M. IN TOPEKA FOR ONE DAY
2024-2777-EQ	081-204-18-2-10-20-004.02-0	R9855	2024	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,070,000		?	REINSTATED - PENDING
2020-1713-EQ	081-204-18-2-10-20-005.00-0	R9857	2020	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$4,585,000		?	WEDNESDAY, JUNE 18, 2025,@ 9:00 A.M. IN TOPEKA FOR ONE DAY
2021-2046-EQ	081-204-18-2-10-20-005.00-0	R9857	2021	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$4,125,000		\$3,415,016	WEDNESDAY, JUNE 18, 2025,@ 9:00 A.M. IN TOPEKA FOR ONE DAY
2022-1385-EQ	081-204-18-2-10-20-005.00-0	R9857	2022	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$4,015,000		\$3,415,016	WEDNESDAY, JUNE 18, 2025,@ 9:00 A.M. IN TOPEKA FOR ONE DAY
2023-1153-EQ	081-204-18-2-10-20-005.00-0	R9857	2023	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$3,785,000		\$3,278,465	WEDNESDAY, JUNE 18, 2025,@ 9:00 A.M. IN TOPEKA FOR ONE DAY
2024-2776-EQ	081-204-18-2-10-20-005.00-0	R9857	2024	MANHATTAN MARKETPLACE SC LLC	BURLINGTON / CRUMBL	\$3,890,000		?	REINSTATED - PENDING
2020-1715-EQ	081-204-18-2-10-20-013.00-0	R302812	2020	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$745,000		\$484,250	WEDNESDAY, JUNE 18, 2025,@ 9:00 A.M. IN TOPEKA FOR ONE DAY
2021-5576-EQ	081-204-18-2-10-20-013.00-0	R302812	2021	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$630,000		\$478,968	WEDNESDAY, JUNE 18, 2025,@ 9:00 A.M. IN TOPEKA FOR ONE DAY
2022-1388-EQ	081-204-18-2-10-20-013.00-0	R302812	2022	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$380,000		\$190,000	WEDNESDAY, JUNE 18, 2025,@ 9:00 A.M. IN TOPEKA FOR ONE DAY
2023-1156-EQ	081-204-18-2-10-20-013.00-0	R302812	2023	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$255,000		?	WEDNESDAY, JUNE 18, 2025,@ 9:00 A.M. IN TOPEKA FOR ONE DAY
2024-2775-EQ	081-204-18-2-10-20-013.00-0	R302812	2024	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$580,000		?	REINSTATED - PENDING
2024-2781-EQ	081-211-11-0-40-13-003.00-0	R15610	2024	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$24,216,200		?	PENDING
2020-915-EQ	081-211-12-0-30-11-004.01.0	R16204	2020	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,715,200		?	THURSDAY, JULY 10, 2025 @ 9:00 AM IN TOPEKA FOR ONE DAY
2021-1439-EQ	081-211-12-0-30-11-004.01-0	R16204	2021	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400		prior year value	THURSDAY, JULY 10, 2025 @ 9:00 AM IN TOPEKA FOR ONE DAY
2022-2155-EQ	081-211-12-0-30-11-004.01-0	R16204	2022	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400		?	THURSDAY, JULY 10, 2025 @ 9:00 AM IN TOPEKA FOR ONE DAY
2023-2296-EQ	081-211-12-0-30-11-004.01-0	R16204	2023	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400			THURSDAY, JULY 10, 2025 @ 9:00 AM IN TOPEKA FOR ONE DAY
2024-1201-EQ	081-211-12-0-30-11-004.01-0	R16204	2024	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,879,000			THURSDAY, JULY 10, 2025 @ 9:00 AM IN TOPEKA FOR ONE DAY
2024-1501-PR	081-216-13-0-40-06-003.00-0	R19702	2023	DEBRUYN, R L & T H; TRUST	(RESIDENTIAL)	\$808,900		\$750,000	CONTINUANCE PENDING
2024-2365-EQ	081-216-14-0-10-03-006.02-0	R19739	2024	ICON INVESTMENTS LLC	AUTO MUSEUM PARKING LOT	\$1,297,170			CONTINUANCE PENDING
2023-2393-EQ	081-216-23-0-10-08-001.00-0	R20575	2023	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS HEALTH CLUBS OF MHTTN LLC	\$8,152,300		\$4,076,150	WEDNESDAY, MARCH 5, 2025 @ 1:30PM FOR TWO HOURS IN TOPEKA
2024-2368-EQ	081-216-23-0-10-08-001.00-0	R20575	2024	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS HEALTH CLUBS OF MHTTN LLC	\$8,441,700			PENDING
2018-2047-EQ	081-216-24-0-20-01-002.00-0	R21281	2018	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$6,435,400	\$4,070,000	\$4,200,000	Oral Arguments Heard in Topeka waiting for Decision
2024-2358-EQ	081-216-24-0-20-01-002.00-0	R21281	2024	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$7,000,000		\$4,200,000	PENDING
2020-914-EQ	081-216-24-0-20-02-001.00-0	R21288	2020	TARGET CORPORATION	TARGET	\$9,850,000		?	THURSDAY & FRIDAY MAY 29 & 30 2025@ 9:00 AM IN TOPEKA FOR 2 DAYS
2021-1440-EQ	081-216-24-0-20-02-001.00-0	R21288	2021	TARGET CORPORATION	TARGET	\$9,700,000		prior year value	THURSDAY & FRIDAY MAY 29 & 30 2025@ 9:00 AM IN TOPEKA FOR 2 DAYS
2022-2157-EQ	081-216-24-0-20-02-001.00-0	R21288	2022	TARGET CORPORATION	TARGET	\$9,700,000		?	THURSDAY & FRIDAY MAY 29 & 30 2025@ 9:00 AM IN TOPEKA FOR 2 DAYS
2023-2295-EQ	081-216-24-0-20-02-001.00-0	R21288	2023	TARGET CORPORATION	TARGET	\$9,700,000		?	THURSDAY & FRIDAY MAY 29 & 30 2025@ 9:00 AM IN TOPEKA FOR 2 DAYS
2024-1203-EQ	081-216-24-0-20-02-0001.00-0	R21288	2024	TARGET CORPORATION	TARGET	\$9,700,000		?	THURSDAY & FRIDAY MAY 29 & 30 2025@ 9:00 AM IN TOPEKA FOR 2 DAYS

Total County Value in Question

\$235,851,120

Attachment: 2-6-25 BOTA update (15407 : Appraiser's Office February Staff Report)