



**Board of Riley County
Commissioners
Regular Meeting
Agenda
February 13, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Vice Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

Review Minutes

3. Board of Riley County Commissioners - Regular Meeting - Feb 9, 2023 8:30 AM

Review Tentative Agenda

4. Tentative Agenda

Press Conference Topics

5. Discuss Press Conference

9:00 AM

Katharine Hensler, Museum Director

6. Staff Report - Riley County Historical Museum

9:15 AM

John Ellermann, Public Works Director/County Engineer

7. Public Works Project Update

9:30 AM

Press Conference

9:35 AM

Clancy Holeman, Counselor/Director of Administrative Services

8. Administrative Work Session
9. Pending County Projects County Counselor

9:55 AM

Amanda Webb, Planning/Special Projects Director

10. Planning & Development fee schedule review - licenses

Adjournment**Announcements**

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, February 14, 2023 (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.



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
February 16, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

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

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

[District 1 – John Ford, Vice Chair](#)

9:00 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss Intergovernmental Luncheon

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

10:00 AM

Gary Fike, County Extension Director

3. Staff update

10:15 AM

Brian Peete, RCPD Director

4. RCPD update

10:30 AM

Amanda Webb, Planning/Special Projects Director

5. Planning and Development fee schedule review Environmental Health

10:50 AM

Darell Edie, Budget and Finance Officer

6. Bid opening for High Plains Ranch

11:00 AM

Julie Gibbs, Health Department Director

7. Staff update
8. Grant

Attachment: 02-16-23 tentative agenda (12813 : Tentative Agenda)

11:20 AM **Evan McMillan, Assistant County Engineer**

9. Utility rates

Adjournment

Announcements

Good Morning Manhattan will be held today 7:15 a.m. - 8:30 a.m. at the Four Points by Sheraton, 530 Richards Drive.

Riley County Offices will be closed on Monday, February 20th due to the observance of the Presidents' Day holiday.

The Board of County Commissioners will not be in session Monday, February 20th.

The Law Enforcement Agency Meeting will be held Tuesday, February 21st at 12:00 (noon) in the City Commission Chambers, 1101 Poyntz Avenue.

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: 02-16-23 tentative agenda (12813 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
February 23, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Vice Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Barry Wilkerson, County Attorney

2. Staff update

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

9:35 AM

Cory Meyer, IT/GIS Director

4. Staff update

9:50 AM

Shelly Williams, Community Corrections Director

5. Staff update

10:05 AM

Vivienne Leyva, PIO

6. PIO update

10:20 AM

Darell Edie, Budget and Finance Officer

7. Resolution for High Plains Ranch

10:40 AM

Amanda Webb, Planning/Special Projects Director

Attachment: 02-23-23 tentative agenda (12813 : Tentative Agenda)

8. Planning and Development fee schedule review

11:10 AM

John Ellermann, Public Works Director/County Engineer

9. Vacation of roads in Bala City

11:30 AM

Anna Burson, Appraiser

10. Appraisers, who we are, what we do, and property value in 2023

Adjournment

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

Attachment: 02-23-23 tentative agenda (12813 : Tentative Agenda)



MUSEUM
Staff Update

Katharine Hensler
Museum Director
2309 Claflin Rd
Manhattan, KS 66502
Phone: 785-565-6490

STAFF REPORT

FROM: Katharine Hensler

MEETING: February 13, 2023

SUBJECT: Staff Report - Riley County Historical Museum

PRESENTER: Katharine Hensler, Museum Director

Riley County Historical Museum - Staff Report

February 13, 2023

1. Visitation and Tours - In the month of January, there were 192 visitors to the Museum and 90 to the Goodnow House, 21 at the Wolf House Museum, and the Pioneer Log Cabin is closed for the season and will reopen in April. Volunteer hours for the month totaled 45.75 hours.
2. Education and Outreach - February is Black History Month and the Museum is excited to provide programs and content related the exceptional and unique African American heritage in our County and region.

Curator Melanie Highsmith and Director Hensler will participate in the KMAN In-Focus segment scheduled to air on Monday, February 20 speaking on the recently listed Yuma Street Historic District and the people who live(d), work(ed), and worship(ed) in that neighborhood.

Curator Highsmith has installed a new temporary exhibit at the County Office Building and will have another installed at the County Courthouse by February 15. One is about Dr. Martin Luther King, Jr.'s K-State address and the other on the Exodusters. Please stop by both of those public spaces and take a look at them.

The Museum hosted a Kansas Day Open House on Sunday, January 29 from 3-5pm. Admission was free and we offered guided tours, "Museum Bingo," and cupcakes. We had 33 visitors attend. Thank you to the RCHS Board Members, the Museum Trustees, and County Commissioners who visited. Five staff people worked that afternoon, and two RCHS volunteers assisted.

Director Hensler and Curator Highsmith met with the Director and staff of the Chapman Center for Rural Studies to begin planning for partnership opportunities. Projects discussed were possible internships, resource sharing for digitization and collections management projects. Workshops and community education programs and events are also a possibility. More to come on this topic, but we are pleased to be able to resume collaboration with the Chapman Center after a multi-year hiatus.

The Museum is also working with Dr. Lauren Ritterbush in the Archaeology and Anthropology Department at KSU concerning hands-on educational programs for the new Museum Studies Certificate Program being offered there. We will be supporting the program by providing on-site visits to the students and internship opportunities.

Museum Assistant, Lisa Jones and the RCHS Communications Committee finished and distributed the Society's Jan/Feb Newsletter and have already begun working on the Mar/Apr issue. The newsletter comes out by mail, electronically, we share on social media, and it is hosted on our RCHS website. We are always happy to accept ideas for upcoming editions. In these newsletters, we share stories of interest about our County's history, highlight special events (both recaps of those that have passed and promotion of those upcoming), showcase interesting artifacts, documents, photos, or stories held by the Museum, and other topics of interest.

We will be hosting a Volunteer Appreciation, Recruitment, and Meet and Greet on Saturday, February 18 at 10am at the Manhattan Public Library. We will be using this event as a time to thank our current volunteers and provide information to potential volunteers. Please join us! This is for anyone who is a volunteer, has volunteered in the past, and wants to get involved in the future.

The Museum, Goodnow, and Wolf Houses have a few exciting group tours coming up in February, March, and April. These include a few groups from Fort Riley (both soldiers and their families), a mystery tour with a large group out of Nebraska, 4th grade field trips, church groups, and more.

3. Collections -The Collections Committee meet on January 18, 3:30pm. They discussed the deaccessioning of a few items which will be presented at the March RCHS Board meeting, and the committee members were given a tour of the temporary and permanent storage in the Museum.

In the month of January, the Museum received two donations consisting of 132 items.

Curator Munger has been reconciling the collection housed at the Wolf House Museum. This includes comparing the numbering sequences assigned to artifacts and comparing them first to photographic record, then to a physical on-site, room by room inspection. This process is done on a regular schedule (usually every other year) and helps the Museum keep records accurate. It also helps us understand if any loss or depreciation occurs.

4. Archives and Library - The Museum's digital library has countless, unnecessary duplicates being hosted on its server. Museum Assistant, Hal Dace is leading a project with a team of other assistants to clean up these excessive files, organize them, and give them their appropriate digital naming systems. This is a huge step for our Museum and we are very excited to see this housekeeping take place. Mr. Dace has developed an intricate matrix that allows anyone

working on the project to clearly understand how to handle each file and to manage it appropriately. Great care is being taken to mitigate data loss and through the implementation of this matrix, greater safeguarding of our digital collection is being employed.

A few of our Museum Assistants have begun assisting with research requests. Last month, they provided our team (and the public) with material on Father Padilla monuments, the town of Keats, a supposed Yard Birds performance here in Manhattan (that did not happen), recording obituaries, and much on the Goodnow family history and site. We also utilize the talents of volunteers for some of these research requests.

5. Building and Grounds - The repairs to the Goodnow Barn (restoration of the windows, doors, hardware, and trim) have been approved by the Kansas Historical Society (KHS) and will be completed before the end of their fiscal year (June 30, 2023). Director Hensler and contractor John Wood (WoodWorks Restoration) will schedule the on-site work. This project is being fully funded through the KHS and is part of their ongoing restoration project of the Goodnow Barn. The roof and masonry restoration have already been completed. Our staff is excited to be able to utilize the interior of the building for much needed education space and a potential interpretive workshop. With the assistance of the Riley County Public Works and Master Landscape, we will be taking care of the grounds cleanup this spring.

The Heritage Trust Fund held their grant applicant hearing on Friday, February 3. Director Hensler attended and addressed the review committee on behalf of the RCHS. Our request was for the restoration of the Wolf Photography Studio at \$34,409. The committee made their recommendations to the Historic Sites Board of Review on the morning of February 4, which Director Hensler also attended, and our project was unfortunately not selected for funding in 2023. In years past, the HTF has been able to award well over \$1 million in funding per cycle. However, this year, they had only \$570K to distribute with over \$2.7 million in requests. At the February 4 meeting, the committee noted that all of the projects were worthy, but they based their selections on a) immediate need and the level of the property's endangerment, and b) the requesting organization's financial ability to fund the projects without HTF assistance. All applicants were encouraged to apply for future projects. The RCHS will continue to seek other funding sources for this project.

6. Special Projects - Museum staff have been working with the Kansas Historical Society on the installation of a kitchen garden at the Goodnow site. Director Hensler created KML files for the state to indicate areas on-site that have been identified as ideal and non-disruptive to the historic integrity of the site. This past Monday, a state archaeologist conducted test samples of the proposed sites, which will go back to the state archaeology lab for analysis. We look forward to hearing their findings. Museum Assistant, Derrick Doty has been conducting research through Goodnow's diaries and writings to determine the most appropriate vegetable, fruits, and herbs that would be in an 1860-80s frontier garden. Our intention with this project is to create a hands-on education tool and to encourage our community to get involved with some volunteer opportunities that will come out of this (sowing, weeding, harvesting, teaching, etc.).

Curator Highsmith and Director Hensler are working on a new exhibit that will be installed in the Museum's temporary gallery (hallway near restrooms) and another for the Wolf House. At this time, we are meeting with staff to brainstorm topics, grant funding, and associated programming to be offered in tandem with the exhibits. The target opening date for the temp exhibit in the Museum will be July 1, 2023. The Wolf House exhibit opening date has not been determined yet.

7. Other - The RCHS Annual Membership drive is going on currently. The organization is looking to grow the program in 2023 by offering more benefits to those who join and by creating an active marketing campaign around the drive. We are excited to offer two new museum reciprocal programs to our members. One is available to all and the other is available for members who contribute \$100 or more annually to the RCHS.

Director Hensler has implemented a project tracking tool for all staff (salaried and hourly). Staff trained on the template during the month of January, and on February 1st, the tracker went live. This tool was designed to first give Director Hensler a tool to be able to see what projects are taking place throughout the Museum at any given time, but also be able to pull statistics without having to go individually to each staff members. This also gives each staff member the ability to see the many activities going on within the institution and helps them better know who their contact people are for each program or where they may need to participate. Additionally, this helps to identify challenges and allows the administrator and team members to see where additional support is needed.

The RCHS Board of Directors approved their 2023 budget on February 8, 2023. The operational budget is balanced at \$128,610; Additional projects outside of the operational budget have been proposed at \$106,000 for preservation work to the ten RCHS properties and a grant making budget of \$24,000 for the grant funded staff position for the Museum and field trip transportation for local 4th graders.

Enclosures:



PUBLIC WORKS
Project Update

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

MEMORANDUM

FROM: John Ellermann, Public Works Director

MEETING: February 13, 2023

SUBJECT: Public Works Project Update

PRESENTER: John Ellermann

Update on the projects and activities by the Public Works staff and crew.

Enclosures:

- 021323 Project Update (PDF)

Project Update

Public Works Department

2/13/2023

Keats Sewer District

- Preliminary Engineer Report – BG Consultants
- BOCC granted use of ARPA funds
- Looking for grants. ???

Kitten Creek Culvert Replacement (N.5-22.5)

- Approximately 1.5 mi N. of Anderson Ave.
- Olsson and Associates
- Working on easements

Winkler Mills Bridge (H.0-5.9)

- Approximately 0.1 mi. N. of Fancy Creek Rd.
- Bartlett & West
- Office check

Fancy Creek Bridge (K.0-6.2)

- Approximately 1.25 mi. W. of Tuttle Creek Blvd.
- Schwab-Eaton
- Field check held February 2, 2021
- Considered Historic by State Historic Preservation Office
- Working easements and MOU with Corps of Engineer

Parallel Rd. Culvert (C.7-0.0)

- Approximately 0.2 mi E. of May Day Rd.
- Schwab-Eaton
- Office check plans and permits.

Flat Rock Rd. Culvert (O.3-1.3)

- Approximately 0.5 mi. W. of Swede Creek Rd.
- SMH
- Easements

Union Rd Culvert (I.0-0.9)

- Approximately 0.9 mi. S. of Green-Randolph Rd.
- SMH
- [Easement complete](#)

Tabor Valley Bridge

- Approximately 1 mile North of Zeandale Rd.
- Schwab-Eaton

- Bridge removed; pile set this week

Parks:

- Tree trimming and removal at Fairmont Park, Court House Plaza
- Planning landscaping project for Public Works & Museum
- Scrubbing floors at Keats and Pottorf.

Operations:

- Chip Bids open February 27th
- Sealing asphalt bids open March 27th
- Shoo-fly's installed, bridge removed and setting pile for Tabor Valley Br.
- Gravel road maintenance.
- Tree Trimming along road right-of-way various locations.
-

Miscellaneous

- The dump trucks that are on order. One build date is end of February 2023, one in March 2023, and the last one is end of April of 2023. It is taking a month to build them. Then they go to the body builder for the dump bed and plow & spreader.
- RCPS Headquarters Station –Archimages shared preliminary exterior options. BHS selected as CM@R.
- North County Station – Bid opening set for March 2nd at 9:00am.
- University Park Treatment Plant-SMH working on lagoon design. Flow meter installed to help with sizing of the lagoon.
- Open Positions: Engineer Technician (offer), Purchasing Agent, Traffic Control Technician (offer), As-needed Security Officer.
- Court House courtroom carpet project schedule for week of March 15, during spring break.
- Flooring and painting project for Treasurers office is scheduled for the first two weeks of April.
- Working with Clancy to get a Transfer Station contract with Hamm and new rates once contract is approved.
- Evaluating rates for benefit districts.
- Annual Township Meeting – March 8th @ Pottorf Hall.



**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 13, 2023

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman

Enclosures:

- FINAL Commission List 02.13.2023 (DOCX)

PENDING COUNTY PROJECTS ▪ September, 2022 and through February 8, 2023
Submitted by Clancy Holeman, Riley County Counselor

NOTE: The below lists are not intended to be a comprehensive list of all “pending” Commission or projects of other County Departments 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. Bold type entries are the most recent.*

COMMISSION LIST

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) Discussions with staff and potential consultant. (9-17-21) Attend and participate in KAC webinar on ARPA and potential Health Department fund uses. (9-24-21) Communicate with consultant on agreed terms of service. (9-26-21) Finalize Professional Services Agreement with Consultant; draw Commission Agenda Report and submit for BOCC review and possible approval 9-30-21. (9-28-21) Obtain BOCC approval of Professional Services Agreement. (9-30-21) Staff meets with Consultant for first time regarding ARPA distribution rules. (9-30-21) Draft letter to congressional office (for discussion by BOCC in public meeting on 10-28-21) in support of S 3011—giving more flexibility to counties nationwide in their use of ARPA funds. (10-27-21)

Board of Riley County Commissioners: Initial meeting of CPE staff working group on CPE building security. (8-3-22) Consult with Craig on tax foreclosure issue. (8-5-22) Draw letters of support for TVT and WTC applications for state/federal funding. (8- 11-22) Zoom with staff working group on CPE security issues. (8-19-22) Participate in Executive Session appeal of disciplinary action. (8-22-22) Attend BOCC public meetings: (8-18-22; 8-22-22;8-26-22) Attend KAC legislative policy committee meeting. (8-31-22) Attend BOCC public meetings (9-1-22; 9-5-22; 9-8-22; 9-12-22) Work on contract issue. (9-13-22;9-14-22) Attend BOCC public meetings. (9-16-22;9-20-22) Work on contract issue (9-15- 22;9-16-22; 9-19-22;9-20-22; 9-21-22) Assist with January 1, 2023 .20% countywide retailers’ sales tax approved by voters November, 2021. (9-19-22) Work on fence view request. (9-14-22;9-20-22) Work on multiple separate contract issues: (9-15-22; 9-16-22;9-19-22;9-20-22;9-21-22) Work on personnel matter for executive session. (10- 13-22) Work on resolution of support for riverbank development by private group. (10-13-22) Attend BOCC meetings. (10-21-22; 10-24-22) Work on personnel matter for upcoming executive session. (10-24-22;10-25-22; 10-26-22) Attend BOCC meetings. (10-27-22; 10-31-22) Amend and upload resolution of support for Riverfront MHK. (10-27-22)/ Work with title company to finalize assembly of seller documents for closing on Leonardville site for ambulance station. (10-28-22) Work staff of Clerk’s office to obtain potential dates for upcoming executive sessions. (10-27-22) Prepare for oral arguments in Lyon County District Court scheduled for 11-10-22; appeal regarding First Christian Church historical designation by state. (10-31-22;11-1-22;11-2-22) Attend District Court Case Management conference in Riley Count District Court on pending appeal of County’s approval of update to Prairiewood’s preliminary and final plans. (11-1-22) Participate in BOCC public meetings. (11-3-22; 11-7-22; 11-10-22; 11-14-22; 11-17-22) Present closing documents for BOCC signature on purchase of Leonardville site of North County Ambulance station. (11-14-22) Deliver signed closing documents on same purchase to title company. (11-17-22) *Work on information for annual audit.* (11-17-22) Attend regular BOCC public meeting. (11-21-22) Work on item for annual legislative conference and prepare to present it to BOCC during public meeting 11-28, 2022. (11-20-22; 11-22-22) Attend regular BOCC public meeting. Obtain BOCC approval of draft legislative conference. Obtain BOCC approval of draft lease renewal document for Aggieville substation. (11-28-22) Work with Cindy K. to place executive session on Thursday

Attachment: FINAL Commission List 02.13.2023 (13169 : Clancy's Commission List)

agenda, during my administrative time. (11-29-22) Review my text changes I proposed to the draft minutes from the November 21st BOCC public meeting. (11-29-22) Work on “Prairiewood” neighboring landowner appeal to Riley County District Court of BOCC’s method of approval of updates to preliminary and final development plans. (11-25-22; 11-27-22; 11-28-22; 11-29-22) Work on journalizing court’s decision in BOCC appeal to Lyon County District Court of Kansas Historic Sites Board of Review’s placement of First Christian Church on Kansas Register of Historic Places. (11-29-22) Work on Prairiewood Holdings, LLC appeal to Riley County District Court: phone call with opposing counsel; I propose slight revision to “case management order” provided for review; Work on record on appeal, preparing it for filing with District Court; and work on record on appeal’s certification. (11-30-22) Work with IT/GIS on technology for executive session on department head performance evaluations by BOCC scheduled for 12-1-22 public meeting. (11-30-22) Attend BOCC public meetings. 12-1-22;12-5-22) Legal research on fence view request. Discuss with attorney for applicant. Obtain permission to return call from applicant and provide limited information on status of request and that working with his attorney. (12-1-22; 12-5-22) Return phone call from applicant and obtain property access information from him, if viewers are sent out to examine any fence constructed by either party. Leave message with applicant’s attorney’s office staff to call me back. (12-5-22) Prepare for BOCC public meeting of 12-8-22. (12-7-22) Attend and participate in BOCC meeting. Assist with executive session. (12-8-22) Provide information to Mary Carson on reimbursement agreements for small cities based on formula approved by BOCC during December 1, 2022 regular public meeting, as presented on behalf of Budget and Planning Committee. (12-8-22) Legal research on question raised by cemetery district. (12-8-22) Legal research and opinion developed on issue requested by BOCC member. (12-11-22) Work on materials circulating among members of CPE building security working group. Purpose is to develop a CAR to circulate for working group input. Then presentation to BOCC during January. (12-12-22) Continue work on immediately preceding item. (12-13-22) Work on real property issue. (12-13-22) Work on pending litigation issue. (12-13-22) Advise Budget and Planning members of upcoming discussion of potential reimbursement agreements to small cities. (12-13-22) Further work on materials circulating among members of CPE building security working group. (12-14-22) Consult with Deputy County Counselor on upcoming annexation issue. (12-14-22) Attend and participate in BOCC public meetings. (12-15-22;12-19-22; 12-26-22; 12-29-22) Legal advice provided during public meeting. (12-19-22) Initial review of “RAISE” federal grant opportunities as described in email from U.S. Dept. of Transportation. (12-21-22) Respond to citizen inquiry regarding RCPD daily operation. Refer to RCPD and counsel to Law Board. (12-26-22) Work on annexation request forwarded by City of Manhattan. (12-21-22; 12-27-22) Discuss with Treasurer further work to develop sales tax reimbursement agreements for small cities. (12-27-22) Inquiry from our outside counsel on proposed agreements. I return call and leave voicemail with planned further discussion. (12-28-22) Obtain BOCC approval of publication notice setting date and time for public hearing on MCW annexation request—Saturday, January 14, 9 a.m., in BOCC chambers; Obtain BOCC approval of coroner services contract amendment and extension. (12-29-22) Consult with Deputy Counselor on scheduled annexation hearing. (1-3-23) Review animal control issues. (1-27-23) Prepare for upcoming work session week of 1-30-23. (1-27-23) Attend and participate in BOCC public meetings (1-26-23; 1-30-23) Attend and participate in BOCC public meetings. (2-2-23;2-6-23) Forward KORA request to this department’s staff for response. (2-6-23) Work on reimbursement agreements for small cities. (2-7-23) Review and route incoming litigation documents to relevant parties, including our insurer and insurer-provided counsel. Prepare CAR and discuss with Budget and Planning Committee, for approval of form of small cities’ sales tax reimbursement agreement. (2-8-23)

Budget and Planning Committee: Attend meeting: 8-23-22; Prepare for meeting scheduled on 8-6-22. (8-2-22) Attend committee meetings. (9-13-22) Attend meeting. (10-25-22) 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)

“Constitutional Protection of County Home Rule”: Accepted KAC invitation to present to County Commissioners Association, KAC affiliate member, information on Home Rule, during final day of KAC annual meeting in Overland Park, October 20th. Accepted KAC invitation to work with KAC Executive Director on recording of KAC podcast on “Constitutional Protection of County Home Rule”; recording scheduled for September 10, 2021. Podcast recorded with KAC 9-10-21. Work on presentation to County Commissioners scheduled for 10-20-21 (10-15-21; 10-16-21; 10-17-21; 10-19-21) Convene presentation by Mike Heim on constitutional protection of county home rule during KAC annual meeting. (10-20-21) Presentation on constitutional protection of county home rule to County Commissioners Association of Kansas, during KAC annual meeting. (10-20-21)

County Counselors Association of Kansas:

County Jail Inmate Medical Care:

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: Voicemail from Wareham manager on use of facility for jury trials. (8-8-22) Message left with Judge Bannister regarding foregoing matter. Provide cell number to court. (8-12-22) Phone call with owner regarding District Court fee for using Wareham between now and November 1, 2022. (8-31-22)

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. Asbestos removal is likely the next “project.” I will provide any necessary notice of that “project” to the State Preservation Officer. I presented a CAR to the Board 8/12/21 and discussed with the BOCC the primary controlling statute. Legal research 8-24-2021. BOCC decides during open meeting to cancel pending contract offer to remove asbestos from Church for approximately \$18,000. Majority of BOCC states premature to remove asbestos before later decision by BOCC what is planned for Church now it’s “listed.” Gary Rosewicz, Assistant County Engineer, will notify the company offering to remove asbestos of this cancellation. (8-30-21) Confirmed with Gary Rosewicz, he notified company. (9-1-21). I filed petition for judicial review, in Riley County District Court, of state Historic Sites Board of Review designation of the First Christian Church as a historic site. (9-3-21). Contacting attorney for Historic Sites Board of Review. (9-19-21) Discussion with attorney for Historic Sites Board of Review. (9-23-21) Conduct legal research related to pending issues. (9-24-21) Received entry of appearance from Topeka law firm representing defendants. (9-24-21) Received District Court Clerk’s extension of time to file answer to County’s petition for judicial review, at Defendants’ request. Granted as a matter of right by state statute. Deadline for Defendants to answer is extended to October 12, 2021. Legal research. (9-24-21) Advise Public Works on question regarding asbestos removal. (9-26-21) Agree to Defendant’s attorney’s request for additional time to submit record of hearing to

Court. (Week of 9-29-2021) Case management order filed. County's brief in support of appeal due March 31, 2022. Riley County District Court Judges recuse themselves from case and transfer to Lyon County District Court. (1-25-22) Work with Clerk of the Riley County District Court and Lyon County District Court to process my unopposed motion for extension of time to file County's initial brief. Motion granted and new deadline to file County's initial brief is April 29, 2022. (3-18-22;3-21-22;3-25-22;3-28-22;3-29-22) Legal research for County's appeal brief due in district court April 29, 2022. (4-15-22;4-18-22; 4-19-22) Legal research and prepare county brief on appeal. (4-20-22; 4-21-22;4-22-22; 4-25-22;4-26-22-4-27-22;4-28-22-4-29-22) File County brief electronically with District Court. (4-29-22) Contact opposing counsel on pending appeal. (5-31-22) Work on aspect of pending appeal. (6-5-22) Contacted by opposing counsel for continuance of Respondents' deadline to file their responsive brief—I do not oppose. (6-15-22) Respondents' unopposed motion for continuance of their deadline to file brief until August 1, 2022, filed with Court. (6-16-22) Work with District Court Judge's staff on scheduling of status conference. (7-14-22) Schedule status conference at request of District Court judge—will occur July 19, 2022. (7-15-22) Participate in status conference with opposing counsel and District Court Judge assigned this Riley County's Appeal. Opposing counsel believes her responsive brief will be provided by August 1, 2022. At that time, Court will review Riley County's Petition and opposing counsel's response. Then Court will schedule zoom oral schedule oral arguments. In the meantime, I will provide Court by mail a thumb drive "Attachment H," which is a video of the hearing by the Historic Sites Board of Review listing the property as historic. I cite that "Attachment H" throughout my brief in support of the county's petition. (7-19-22) Respondent's brief filed in District Court. (8-1-22) Prepare to possibly file Reply brief by review of video of hearing before HSB. (8-5-22) Mail Court portion of record on appeal. (8-12-22) Legal research for reply brief. (8-14-22;8-15-22;8-16-22;8-17-22) Legal research for reply brief. (8-18-22;8-19-22; 8-20-22;8-21-22;8-22-22) File reply brief with District Court. (8-22-22) Work with opposing counsel and Court to schedule oral arguments by counsel. (8-30-22; 8-31-22) Oral argument of counsel before Lyon County District Court. (11-10-22) Lyon County District Court announces its decision by zoom. Court vacates placement of 1st Christian Church on Kansas Register of Historic Places as illegal act; But because Church was validly placed on National Register of Historic Places, and state law requires all properties on National Register are placed on Kansas Register, the Church remains on the Kansas Register of Historic Places. (11-15-22) 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)

Human Resources: Prepare necessary motion for non-elected department head performance reviews upcoming. (11-29-22)

Indigent Defense Panel: Discuss at staff level potential 2022 contract. (9-21-21) Separate issue: Discuss with county and District Court staff coding of interpreter expense. (9-21-21) Panel member contracts for 2022 were created and emailed to current members. (11-3-21) Notice to Riley County Bar Association of at least one panel vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current panel members. None returned as of 11-23-21. No panel contracts are in place for calendar year 2022.

Intergovernmental Luncheon Meeting: Attend and describe Riley County state legislative platform for 2023. (11-28-2022)

KAC Annual Meeting (October 17, 2022): Request registration for 2022 annual meeting. (6-3-22)

Legislation: Work on HCR 5022; prepare for legislative hearing scheduled for 1-20-22. (1-16-22; 1-17-22; 1-18-22). Prepare CAR for BOCC meeting 1-20-22. (1-18-22) Legal research regarding law board. (1-18-21) Testify before House Federal and State Affairs Committee on HCR 5022. (1-20-22) Evaluate possible ROW

legislation. (1-21-22) Evaluate different possible legislation affecting two county departments. (1-21-22) Present BOCC work session on SB 325 regarding solar and wind energy facilities only on parcels zoned for industrial uses. (1-27-22) Submit neutral written testimony to House Agriculture Secretary on HB 2531 for hearing scheduled for February 9, 2022. (February 8, 2022) Contract lobbyist advises hearing has been continued to Monday, 2-14-22. (February 9, 2022) Review, analyze and discuss SB 119 pending in House; with member of legislative delegation; contract lobbyist; Riley County Appraiser. (2-7-22; 2-8-22; 2-9-22; 2-10-22). Watch portion of House floor debate on HCR 5022. Discussion with contract lobbyist. (2-22-22) Discuss with contract lobbyist potential in-session annual legislative conference update. (2-25-22) Discuss with member of delegation SB 119 as it stands in House. (2-25-22) Determine if members of delegation are available for follow up zoom legislative conference April 4 or April 7, 2022. (2-28-22) Review SB 538 at request of contract lobbyist. (3-2-22) Schedule follow up zoom only legislative conference for April 7, 2022. (3-2-22) CAR and agenda for April 7, 2022, follow up legislative conference provided delegation. (3-31-22) Review KAC legislative update. (4-5-22) Prepare for April 7, 2022, follow up legislative conference. Assist with presentation to BOCC of follow up legislative conference—1 delegation member present in BOCC chambers and 2 delegation members present by zoom. (4-7-22) Work with Treasurer on legislative issue. (5-10-22; 5-11-22; 5-12-22) Present during public meeting CAR on letter of support for motor vehicle registration and title bill available for action when legislature returns May 23-2022. (5-16-22) Email support letter to individual members of Senate Leadership. (5-18-22) Communicate with delegation member. (7-4-22) Prepare legislative requests for upcoming KAC legislative policy committee meetings. (7-18-22; 7-19-22) Schedule potential appearances before KAC legislative policy committee for 2023 legislative session requests. (7-23-22) Present 4 county legislative requests to the KAC legislative policy committee, via zoom. (7-27-22) Work on dates for Annual Legislative Conference—invitation emailed delegation asking their preference between Monday, December 5th and Thursday, December 8th, noon to 2 pm—lunch provided. (10-26-22) 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)*

Leonardville North County EMS Station: Call and leave message for City of Leonardville's attorney. (9-14-22) Assist EMS with project. (9-19-22)

National Opioid Litigation Settlement:

NG-911 Committee (Road naming):

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 Treasurer regarding statewide Treasurer's association pending legislation to increase fees but thereby reduce ad valorem property tax support of state function (motor vehicle registration). (11-30-22) 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)

Riley County Employee Day: Tour with members of staff committee proposed venue for event. (9-14-22)

Rural Economic Development Advisory Board:

Staff Budget and Planning Committee: Participate in committee meeting. (9-13-22)

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)

DEPARTMENTAL LIST

Administrative Matters: *Work on matters related to departmental transition. (1-25-2023; 1-26-2023; 1-27-2023)*

Riley County Appraiser's Office: Answer Dept. Head inquiry on exemption process. (8-5-22) Conversation with Department Head on issue. (8-23-22). Work with Department head on legal issue. (9-14-22) Work on 2 separate issues involving property tax liability. (11-17-22; 11-18-22) Review materials provided by Department Head. Schedule discussion with me, Craig and Department Head. (11-29-22) Assist with legal issue. (12-1-22) (Discuss with County Appraiser separate legal issue. (12-2-2) Assist Department Head with legal issue and prepare for executive session on same. (12-1-22; 12-7-22) Discuss legislative conference matter with Department Head. (12-7-22) Department Head notifies of property taxpayer verbally abusive to staff. Advisee. (12-13-22) *Discuss legislative issue with Department Head. (12-28-22) Discuss real property issue with Department Head and setting up staff meeting to discuss further. (12-29-22) Discuss KORA issue with Department Head and advise. (1-3-23) Review info from County Appraiser on upcoming property tax appeal. Provide additional background information to Appraiser. (1-28-23) Advise on exemption matters. (2-8-23)*

Riley County Attorney:

Riley County Clerk: Assist staff with licensing issue and 2022 legislative amendments. (8-22-22; 8-23-22; 8-24-22; 8-25-22; 8-26-22) Assist on KORA issues. (8-25-22; 8-26-22; 8-28-22; 8-29-22; 8-30-22) Participate in zoom with Clerk and staff on KORA issues. (8-31-22) Work on KORA issues. (9-1-22; 9-2-22; 9-5-22; 9-6-22; 9-7-22) (9-8-22; 9-9-22) Advise staff on abandoned vehicle in RCOB lot. (9-9-22) Assist with KORA issue. (9-16-22) Assist with KORA issue. (10-14-22; 10-18-22) Assist with certification of records for pending district court appeal. (11-28-22) Review form of license application and its requirements at request of Clerk's staff. (12-7-22) Review revised license application provided today by Clerk's Office staff. Approve "as to form." (12-8-22) *Review and respond to bond counsel question on term sheet for short term financing. (2-6-23)*

Riley County Community Corrections: Discuss with Director Shelly Williams potential contract with Clay County Sheriff's Office for testing of Community Corrections' clients. (10-26-21) Work with Director Shelly Williams on Drug Court structure. (2-24-22) Review RCCC "FY 2023 Adult Comprehensive Plan Grant

Signatory Approval Form. (4-19-22) Review RCCC “FY 2023 Juvenile Comprehensive Plan Grant Signatory Approval Form”. Work with Department Head on “Drug Court” project. (5-6-22) Work with Director by zoom on Drug Court project. (5-25-22) Communication with Department Head on Drug Court project. (5-26-22) (Schedule with IT zoom discussion with Director and staff on Drug Court project for 6-8-22. (6-5-22) Zoom discussion with Director on Drug Court project. (6-8-22) Discuss with Dept. Head scheduling zoom on Drug Court possible documents. Schedule zoom for 7-20-22. (7-18-22) Communicate with Department head and reschedule zoom at her request. (7- 19-22) Zoom discussion with Department Head on possible drug court documents. (7-22-22) Finalize Drug Court documents with Department Head. (11-4-22)

Riley County Emergency Management: Advise EM Director on road access issue raised by Evergy. Contact landowner. Relay to EM Director: landowner grants access conditional permission for Evergy to EM Director (gate must be closed by Evergy upon entering and leaving site. (Cattle on site.) (8-2-22) Work on radio tower access site and possible existing easement across adjoining property line. Assisted by Craig and Vaughn Colbert. (8-3-22) Respond to opportunity to tour CPE with RCPD on CPE security issues. (8-5-22) Advise EM and RCPW finished reviewing easement issue and advise on contacting landowners. (8-5-22) Tour CPE building with RCPD to review possible building security issues. (8-8-22) Contacted by EM regarding a 911 service issue. Discuss with EM Director. I call resident and leave message with adult in home. (12-1-22) Return 12-5-22 call from resident. I describe to resident options as I understand and staff (EM and 911) work to this point and 911’s referral of issue to state’s 911 coordinating council—in hopes they can obtain solution for resident from A T & T landline provider (resident reports no cell service available his location). Encourage resident to try a number available to reach 911 as short-term solution while 911’s involvement with state coordinating council. Encourage resident to call me with result of his use of that landline number to reach 911. Make arrangements to speak with resident by end of this week with any results of my conversations with 911. Talk with 911 and Tyler brings me up to speed on where this is with 911 coordinating council. (12-6-22) Call back resident and inform Tyler of 911 has been told should hear back “soon” from 911 coordinating council. I relay that information by phone to resident. He verifies his test of direct line call to 911 did work today. Understands that is an interim solution while coordinating council effort plays out. Encouraged him to call me back and check on progress of state coordinating council effort, within next 2 weeks, or whenever he wants to do so. (12-6-22) Contacted by PIO for information. Provide. Review info. (12-6-22) Follow up from 911 and PIO on interim solution is working based on test by resident. (12-7-22) Meet with Department Head on proposed EM personnel policies and Standard Operating Guidelines. (12-9-22) *New information provided by Department Head on foregoing resident’s report of continued issue with 911 contact, based on info he received from his land line provider.* (1-4-23) *Department Head inquires about process for development of SOGs. Consult with HR who advises Department Head.* (1-4-23) *Request for contract assistance.* (1-30-23) *Information provided on scheduling training opportunity on FLSA.* (1-30-23) *Information provided on CPE building security.* (1-30-23) *Discuss litigation matter with Department Head.* (2-8-23)

Riley County Emergency Medical Services: Assist staff working group with ambulance project. (6-24-22) Assist with plan to purchase lot and place Ambulance Station in Leonardville. (8- 28-22) Call from Department head. He attended Leonardville City Commission meeting with Chairman recently. 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)

Riley County Extension:

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Riley County Fire District No. 1:

Riley County GIS:

Riley County Health Department: Work with Department Head and RCHD on employment issue. (8-1-22) Provide comments to county staff working group on proposed alterations to county policy guidance. (8-1-22; 8-2-22) Advise Department head after reviewing proposed grant agreement. (8-5-22) Assist staff with KSU internship process. (9-2-22) Work with department staff member on question about insurance coverage for staff. I ask County's insurance broker for information. (12-12-22) *Follow up on question I previously asked county's insurance provider December 12.* (12-28-22) *Discussion with insurance agent on insurance coverage from a department's staff. Recontact staff member and advise agent will be contacting them for more detail—encourage staff member to check back with me next week if necessary.* (12-28-22)

Riley County Historical Museum:

Riley County Human Resources: Provide comments to county staff working group on proposed alterations to county policy guidance. (8-1-22; 8-2-22) Work with Department Head and RCHD on employment issue. (8-1-22) Advise HR and EM on discovery matter in pending litigation involving third party plaintiff (not Riley County). Communicate with outside law firm about their request. (8-2-22) Review organizational chart for department. (8-5-22) Participate in staff discussion regarding possible location for employee training day in October. (8-12-22) Participate in scheduling of staff working group discussion on existing personnel guidance. (8-12-22) Two Zooms with staff on pending Disciplinary Action Review. (8-19-22) Conversation with two department heads and HR on employment issue. (8-23-22) Late join of scheduled zoom by staff planning employee recognition/training day. (8-23-22) Work with HR and Department Head on employment law issue. (9-14-22) Work on employment law issue. (9-20-22) Assist with employment law issue. (10-18-22) Attend meeting of planning committee for discussion about completed event for 2022. (10-25-22) Work on agenda documentation issue. (11-18-22) Discuss with Clerk's office staff contract termination issue. (12-2-22) Follow up conversation regarding immediately preceding contract termination issue—advice provided. (12-2-22) Work on performance evaluations and complete by 12-7-22 (12-5-22; 12-6-22; 12-7-22) Work on payroll approval issue. (12-12-22) *Discuss with staff confirming contract termination issue resolved.* (12-29-22) *Work with HR Manager to assist separate Department Heads on distinct personnel matters.* (1-4-23) *Discuss with HR Manager and advise on personnel issue.* (2-6-23)

Riley County *Participate in staff working group discussion of network security improvement.* (12-19-22)

Riley County Planning & Development: Sign approval of 2 plats previously approved by BOCC and other county officials. (8-2-22) Work on Department contract issue. (8-7-22; 8-8-22) Answer P&D staff question about benefit district issue. (8-12-22) Respond to Director on pending contractual issue this office is assisting Department with. (8-12-22) Assist staff by review of pending different matter. Provide advice. (8-12-22) Approve plat. (8-12-22) Discuss contract issue with Department Head. (8-12-22) Discuss software project with Department Head. (8-23-22) Prairiewood, District Court Appeal of Liquid Art Winery BOCC approved preliminary and final development plans. Case management conference (11-1-22) Work on Record on Appeal for preceding litigation. (11-2-22; 11-3-22; 11-15-22; 11-17-22) Phone conversation with USDA contact about possible funding for a project. (11-18-22) Work on Record on Appeal for District Court, as required by statute in foregoing Prairiewood matter. (11-20-22; 11-22-22) Discuss issue with after phone call from County Sanitarian. (12-5-22) Discuss immediately preceding issue with Department Head (12-6-22) Phone conference with Department Head and County Sanitarian on previous issue. Possible solution reached based on input from Department Head and Sanitarian. County Sanitarian will speak with property owner. (12-7-22) Review new form proposed by P & D staff for land use regulations. Route issue to Craig for his review. (12-8-22) *Discuss \benefit district issue with Department Head and Deputy County Counselor.* (12-20-22) *Review information on preceding provided by Department Head. Further discussion on same issue.* (12-20-

22) Attend pretrial in District Court on *Prairiewood* appeal. (2-6-23) Approve draft pretrial order presented by opposing counsel; advise county staff witnesses of revised trial date. (2-7-23)

Riley County Public Information Officer:

Riley County Public Works: Prepare CAR for Department on pending KDHE request for evaluation of 2 sites in Fairmont Park. Work with Department Head on appropriate signature block. (8-2-22) Discuss with Assistant County Engineer status of compliance plan emailed to EPA by consultant. (8-3-22) EPA advises did not receive Compliance plan emailed to them by our consultant Monday, August 1, 2022. Assist Department with documenting timely provision of Compliance Plan August 1, 2022, by email from our consultant. Phone call exchange with consultant. Forward EPA attorney consultant email of Compliance Plan and email documentation to consultant of receipt. (8-3-22) Advise RCPW and EM I've finished reviewing easement issue and advice on contacting landowners. (8-5-22) Work on EPA issue involving benefit district. (8-5-22; 8-8-22; 8-9-22) Work on University Park Benefit District EPA issues. (8-14-22; 8-15-22; 8-16-22; 8-17-22; 8-18-22) Work on access agreements for KDHE in Fairmont Park. (8-15-22; 8-17-22; 8-29-22; 8-30-22) Discussion with Department Head on upcoming construction project. (8-1-22) Work on same upcoming construction project. (8-2-22) Assist with contract issue on one project. (9-19-22) Assist with contract different project. (9-19-22) Discussion with Department Head and staff to finalize our proposed changes to transfer station agreement with operator. (11-7-22) Work with Department on placing evaluation of RFQ responses before BOCC as "Construction Management at Risk" for 11-17-22 public meeting. (11-15-22) Work on litigation issue. (11-17-22) Work on KORA issue. (11-17-22; 11-18-22) Advise Department Head on CMAR process. (11-18-22) Review potential dates for CMAR phase. (11-18-22) Assist with scheduling of negotiation meeting for contract renewal. (11-28-22) Contacted by PW staff about new owner of county park real property and continued county lease of parking space. Provide my contact information to new owner. (12-6-22) Follow up with Department Staff about proposed meeting in their conference room this Friday. (12-7-22) Meeting with Head of Department and Assistant County Engineer to prepare for upcoming discussion with transfer station operator. (12-9-22) Learn of potential grant opportunity for road projects. Provide information to Department. (12-11-22) Discuss former with Department staff member. (12-12-22) Meeting with Department Head and Assistant County Engineer to prepare for upcoming discussion with transfer station operator. (12-13-22) Work on immediately preceding item on information from provided by operator. (12-14-22) Work with Department Head on Construction Management at Risk selection process. (12-14-22) *Participate in transfer station contract negotiation with Department Head, Assistant County Engineer, Operator and Operator's counsel and principals. (12-16-22) Staff discussion of issue related to preceding negotiation. (12-19-22) Teams meeting with Budget and Finance, Department Head and Assistant County Engineer regarding contract issue. (12-28-22) Continue work toward transfer station operation agreement. (1-29-23) Advise Dept. Head after review of MOU related to bridge project. (1-29-23)*

Riley County Register of Deeds: Review information on recording fee. (11-18-22) Discuss legislative conference issue with Department Head. (12-6-22; 12-7-22)

Riley County Treasurer: Meet with Department Head on National Opioid Settlement payment process. (7-8-22) Meeting with Treasurer to review legislative proposal developed by statewide Treasurers' association regarding license tag fees----to prepare for my discussion of this item during December 12th legislative conference. (11-30-22) *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)*

RILEY COUNTY POLICE DEPARTMENT—Administered by Law Enforcement Agency ("Law Board")

Prepare 2023 proposed lease on "Aggieville Substation" for consideration by BOCC at upcoming public

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meeting. (11-22-22) Approved by BOCC. (11-28-22)

PROFESSIONAL ASSOCIATION, INTERNAL STAFF COMMITTEES, CLE MATTERS & ADMINISTRATIVE MATTERS:

Administrative Matters: Work on annual performance reviews. (12-1-22; 12-2-22; 12-3-22; 12-4-22; 12-5-22; 12-6-22; 12-7-22) Work with Clerk staff to reschedule administrative time on upcoming BOCC agenda. (12-7-22) Register for free webinar during lunch hour December 14, 2022; “Practical Law” updates from Westlaw—our computerized legal research provider. (12-7-22) Forward to Office Manager Clerk’s Office info on end-of-year vendor payments by check. (12-8-22) Discuss with Craig any updates to contact info. (12-13-22) Advise staff I’ll be into office after attending 8:30 a.m. meeting at Public Works. (12-13-22) Discuss with Craig teams meeting later this a.m. with Department Heads of Appraiser’s office and Planning and Development. (12-13-22) *Review and Approve A/P and Accounts Payable documents. (1-30-23) Advise on chairs mistakenly moved out of CPE by CASA. (2-6-23)*

Continuing Legal Education:

County Counselor Association of Kansas: Attend semiannual CLE program during KAC annual meeting. (10-18-22)

Department Head Committee: Attend and participate in department Head Committee Meeting. Remind Department Heads of next Monday’s Legislative Conference, that they are all invited; and it is an opportunity to interact for the first time with new members of our delegation. Also described I will be inviting all delegation members to contact Department Heads throughout the legislative session when they have any questions about this county’s daily operation or of counties generally. (12-7-22) *Attend and participate in Committee Meeting. (12-21-22)*

Kansas Association of Counties: Attend annual meeting. (10-17-22 to 10-19-22).

Staff Budget and Planning Committee: Participate in committee meeting. (9-13-22) *Attend and participate in Committee meeting. (12-21-22)*

Staff Road Renaming Committee: Respond to committee member’s relay of landowner’s proposed rename of private road. (12-7-22)



PLANNING & DEVELOPMENT
Work Session

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

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director

MEETING: February 13, 2023

SUBJECT: Planning & Development fee schedule review - licenses

PRESENTER: Amanda Webb, Planning Director

Planning and Development's fee schedule was last fully reviewed in 2012. This review gathered the complete picture of costs for each application/permit/license existing in 2012: staff time (including an administrative fee for the director's oversight), mailing costs, publishing costs, recording costs, and mileage/gas. Most fees were increased in 2012 based on that information. With the exception of several new processes (permits/licenses) added since that time, the only fees that have changed since 2012 are the *removal* of the \$75 fee for minor wastewater repairs and the increase from \$8 to \$9 for bacteria water testing. All other fees that existed in 2012 are the same. Attached is a fee schedule history which shows when each fee was first established and how it has changed (or not changed) over the years. Note that Environmental Health was added to Planning & Development in 2012 which is why there is no fee data pre-2012.

At the January 5, 2023 BOCC meeting, we held a work session to discuss several of the fees in various categories including building, environmental health, licensing, and land use. We did not have enough time to cover the entire fee schedule during that meeting. The BOCC asked that I bring back each section/category separately, so the time and discussion can be more focused. As such, the discussion today encompasses only the land use category. Attached is a chart showing the current fees for all land use petitions as well as proposed fees for some land use petitions.

The current review of fees includes all the factors that were studied in 2012. Attached is a chart comparing the staff hours for each application/permit/license. As you can see, the necessary staff time to complete each process has changed very little. In some cases, the time decreased because of the implementation of an electronic permit system so less work has to be done manually.

However, the cost of doing business has increased - mailing/postage costs, publishing costs,

recording fees, and mileage/gas have all risen. While the applicant should not have to bear the entire brunt of these increases, and I am not proposing such, it is prudent to evaluate current fees and increase as necessary to help offset some of the additional costs to the county.

Enclosures:

- Land Use fees (PDF)
- Staff hours (PDF)
- Fee schedule history (PDF)
- Expense for publishing and mailings (PDF)

Land Use	Current	Proposed
Administrative Adjustment		\$100
Boundary Line Adjustment	\$100	
Lot Split	\$100	
Conditional Use	\$400	
Easement Vacation	\$200	
Exception		\$100
Final Development Plan (PUD) amendment	\$200	
Platting		
4 lots or less	\$350	
5 lots or more	\$450	
With rezoning	\$550	
Replat	\$200	
Residential Use Designator	\$200	
With plat	\$350	
Rezoning	\$450	
Road Name Change	\$100	
Special Use	\$400	
Variance	\$300	
Zoning Appeal	\$200	
Special Event		
Type 1 and 2	\$100	
Type 3, Conditional Use permit		\$400 (CUP)
Text amendment	\$125	
Easement Vacation	\$300	

No land use petition fee has changed since 2012 and there is no fee for pre-application conferences. The staff time necessary for each petition process has not really changed since 2012. However, mailing, publishing, and recording costs have all increased. Because proposals can vary in detail, even the same land use process does not always take the same amount of time. Therefore, rather than an increase in petition fee based on staff time, I am considering the addition of a flat \$50 fee for Notices of Public Hearing and 1,000' notification mailings. While this doesn't cover the entire cost of each, it helps offset the county's costs. I am also considering an additional flat \$50 fee for any project that requires a resolution to be published. This is a standard practice that I've seen in many communities; Miami County just passed a new fee resolution that includes separate notification and publication fees. Right now, the cost for publishing the resolutions for rezonings, special use permits, and text/map amendments comes from Planning & Development's budget. In 2020, we spent \$5,800 for legal publication fees; in 2021 we spent \$4,700; and in 2022 we spent \$3,583. Plats and other document recording fees are paid for by the applicant.

Administrative adjustments are a new process with the new Land Development Regulations. The intention is to bring existing structures into compliance by granting up to 10% relief from any horizontal distance requirement. This is done administratively and is the same process as a Boundary Line Adjustment (BLA) and a Lot Split, with the exception that this new process requires public notice. I am proposing a \$100 fee, which is the same as the fee for BLA and lot splits.

Exceptions are another new process with the new Land Development Regulations. The Board of Zoning Appeals (BZA) is authorized to grant exceptions providing up to 20% relief from dimensional standards including height, width, depth, setback distance, floor area, lot area, etc. This also includes dimensional standards related to signs (as well as lighting or maximum number of signs), height restrictions in the Airport Overlay District, telecommunication tower dimensional standards (as well as colocation and use limitations), and parking. Exceptions require a pre-application conference, application submittal/review, public notice, staff report, and a public hearing with the BZA to review and decide. I am proposing a \$100 fee for this process. This is similar to the variance process (this is essentially a "minor" variance) which has a \$300 fee. A full variance is generally more intense than an exception, so while the process is relatively the same, a fee difference is sensible based on complexity and staff time.

Type 1 and Type 2 Special Event permits are each assessed a \$100 fee. Type 3 permits are processed as a Conditional Use permit which has a fee of \$400. I am not proposing to change any of these fees. I am proposing a change to the fee schedule itself to list the dollar amount of the Type 3 Special Event in the table for complete clarity and transparency.

For Easement Vacations, I am not proposing any change to the fee. Instead, I am proposing to remove the word "Easement" and simply title it "Vacation." This is how the process is listed in the Land Development Regulations. A vacation can apply to a plat, road, street, alley, utility easement, or other public reservation or part thereof. It is not specific to an easement.

Permit/Project/License type	AA hours		EHS hours		PCS hours		Planner hours	
	2012	2022	2012	2022	2012	2022	2012	2022
BP - Residential Principle Structure	2	1	1	1	3	3		
BP - Commercial/Ind Principle Structure	2	1	4	4	3	3		
BP - Residential Addition/ Accessory Structure	2	1	1	1	3	3		
BP - Commercial/Ind Addition/Acc Structure	2	1	4	4	3	3		
FDP					3	3		
FDP w/ BFE					4	4		
Sign permit	1	1			2	2		
Special Event Permit	2	1	2	2	2	2		
BLA/lot split	1	1					2	2
CUP	5	5	3	3			13	13
Easement Vacation	3	3					8	8
Final PUD Amendment	3	3					5	5
Plat (4 lots/less)	5.5	5.5					13	13
Plat (5 lots/more)	6	6					15	15
Plat/Rezone	6	6					15	15
Replat	5.5	5.5					8	8
RUD	2	2					5	5
RUD/Plat	6	6					13	13
Rezone	5.5	5.5					13	13
Road name change	3	3						
Special Use	5	5					13	13
Variance	4.5	4.5					10	10
Zoning appeal	3	3					2.5	2.5
Excavation license		1			4	4		
Mobile home park license	3.5	1			2	4		
Profile/Site Eval		1	4	4				
New private septic permit		1	4	4				
Lagoon		1	9	9				
Repair (See below - now major/minor separated)		1	2	2				
ESE		1.5	3	3				
ESE Revisit			1	1				
Alternative System Permit		1	12	12				
Initial Septic hauler license		1	5	5				
Septic hauler license renewal		1	1	1				
Initial installer license		1	5	5				
Installer license renewal		1	1	1				
Water well permit		1	2	3				
Mobile Home Park wastewater permit		1	3	3				
Utilities plat		1	2	2				
New since 2012:	AA hours		EHS hours		PCS hours		Planner hours	

This decreased for AA because not having to enter information manually anymore because we have a permit system.

Land use processes have not changed so the hours are the same.

We did not have these processes prior to 2012 so had no data for the AA's time with this last study.

	2022	2022	2022	2022
Agritourism license initial	1	2	4	
Agritourism license renewal	1	1	1	
Short term rental license initial	1	2	3	
Short term rental license renewal	1	1	1	
Site Evaluation (no profile)	1	2	1	
Major Repair	1	2		
Minor Repair	1	1.5		
Inspection of Alternative system	1	3		
Reinspection of alternative system	1	1.5		
Initial alternative system installer license	1	8		
Alternative system installer license	1	5		

These are all "new" permits and processes since 2012 which is why there was no prior fee data.

	1992	2003	2007	2008	2012	2014	2016	2018	2019	2021	First appeared on fee schedule	Change since first cost
Building permit - Residential home	\$60	\$100	\$100	\$100	\$150	\$150	\$150	\$150	\$150	\$150	1992	\$90
Building permit - Commercial/industrial primary use	\$80	\$150	\$150	\$150	\$225	\$225	\$225	\$225	\$225	\$225	1992	\$145
Building permit - residential outbuilding	\$25	\$50	\$50	\$50	\$150	\$150	\$150	\$150	\$150	\$150	1992	\$125
Building permit - commercial/industrial outbuilding	\$25	\$75	\$75	\$75	\$225	\$225	\$225	\$225	\$225	\$225	1992	\$200
Floodplain development permit					\$75	\$75	\$75	\$75	\$75	\$75	2012	\$0
Floodplain development permit w/ BFE					\$100	\$100	\$100	\$100	\$100	\$100	2012	\$0
Sign Permit	\$25	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	1992	\$25
Special Event permit					\$100	\$100	\$100	\$100	\$100	\$100	2012	\$0
BLA/Lot Split					\$100	\$100	\$100	\$100	\$100	\$100	2012	\$0
Conditional Use	\$125	\$200	\$200	\$200	\$400	\$400	\$400	\$400	\$400	\$400	1992	\$275
PUD amendment				\$100	\$200	\$200	\$200	\$200	\$200	\$200	2008	\$100
Plat (4 lots or less)	\$125	\$200	\$200	\$200	\$350	\$350	\$350	\$350	\$350	\$350	1992	\$225
Plat (5 lots or more)	\$125	\$275	\$275	\$275	\$450	\$450	\$450	\$450	\$450	\$450	1992	\$325
Plat/rezone					\$550	\$550	\$550	\$550	\$550	\$550	2012	\$0
Replat	\$75	\$100	\$100	\$100	\$200	\$200	\$200	\$200	\$200	\$200	1992	\$125
RUD					\$200	\$200	\$200	\$200	\$200	\$200	2012	\$0
RUD/plat					\$350	\$350	\$350	\$350	\$350	\$350	2012	\$0
Rezone	\$275	\$275	\$275	\$275	\$450	\$450	\$450	\$450	\$450	\$450	1992	\$175
Road name change		\$50	\$50	\$50	\$100	\$100	\$100	\$100	\$100	\$100	2003	\$50
Special Use			\$275	\$275	\$400	\$400	\$400	\$400	\$400	\$400	2007	\$125
Variance	\$125	\$200	\$200	\$200	\$300	\$300	\$300	\$300	\$300	\$300	1992	\$175
Zoning Appeal	\$125	\$125	\$125	\$125	\$200	\$200	\$200	\$200	\$200	\$200	1992	\$75
Agritourism license										\$200	2021	N/A
Agritourism license renewal										\$100	2021	N/A
Short term rental license										\$200	2021	N/A
short term rental license renewal										\$100	2021	N/A
Excavation license		\$100	\$100	\$100	\$150	\$150	\$150	\$150	\$150	\$150	2003	\$50
Mobile home park license		\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	2003	\$0
Site Evaluation (no profile)								\$50	\$50	\$50	2018	\$0
Profile/site evaluation					\$150	\$150	\$150	\$150	\$150	\$150	2012	\$0
New private septic permit					\$150	\$150	\$150	\$150	\$150	\$150	2012	\$0
Lagoon permit					\$300	\$300	\$300	\$300	\$300	\$300	2012	\$0
Septic major repair					\$75	\$75	\$75	\$75	\$75	\$75	2012	\$0
Septic minor repair					\$75	\$75	\$75	N/C	N/C	N/C	2012	-\$75
ESE					\$100	\$100	\$100	\$100	\$100	\$100	2012	\$0
ESE revisit					\$50	\$50	\$50	\$50	\$50	\$50	2012	\$0
Alt system permit					\$300	\$300	\$300	\$300	\$300	\$300	2012	\$0
Alt system inspection							\$100	\$100	\$100	\$100	2016	\$0
Alt system re-inspection							\$75	\$75	\$75	\$75	2016	\$0
Initial septic hauler license					\$150	\$150	\$150	\$150	\$150	\$150	2012	\$0
Septic hauler license renewal					\$50	\$50	\$50	\$50	\$50	\$50	2012	\$0
Initial installer license					\$150	\$150	\$150	\$150	\$150	\$150	2012	\$0
Installer license renewal					\$50	\$50	\$50	\$50	\$50	\$50	2012	\$0
Water well permit					\$75	\$75	\$75	\$75	\$75	\$75	2012	\$0

MHP wastewater permit					\$100	\$100	\$100	\$100	\$100	\$100	2012	\$0
Text amendment	\$125											
Easement vacation	\$100	\$175	\$175	\$175	\$300	\$300	\$300	\$300	\$300	\$300	1992	\$200

PETITION #	CASE TYPE	NOPH	RESOLUTION	FEE COLLECTED
20-0064 Peterson Ranch	Plat & Rezone	\$93.12	\$258.74	\$550.00
21-0001 BOCC/Chebultz	Rezoning	\$87.86	\$190.39	\$450.00
21-0002 Dieball	Variance	\$90.49		\$300.00
21-0003 Peterson Ranch	Final Plat	\$90.49		\$450.00
21-0026 Kraemer	RUD & Plat	\$77.34		\$350.00
21-0029 KDOT	Rezoning	\$79.97	\$235.08	\$450.00
21-0030 Friedrich	Replat	\$74.71		\$200.00
21-0031 Sharp	Plat & Rezone	\$77.34	\$295.55	\$550.00
21-0037 Zahner	Replat	\$77.34		\$200.00
21-0038 Rockin Kansas	Conditional Use	\$77.34		\$400.00
21-0039 City of Manhattan	Conditional Use	\$77.34		\$400.00
21-0040 Greg & Theresa	Conditional Use	\$79.97		\$400.00
21-0047 Bluestem	Special Use	\$79.97	\$206.16	\$400.00
21-0048 Mertz	Variance	\$82.60		\$300.00
21-0049 Pottorff	RUD & Plat	\$77.34		\$350.00
21-0050, 51 & 52 Dodd	Variance x 3	\$90.49		\$300.00
21-0060 Rose-Almeda	Replat	\$77.34		\$200.00
21-0061 Tegtmeier	Replat	\$77.34		\$200.00
21-0066 Cook	RUD & Plat	\$87.86		\$350.00
21-0067 Hunter	Variance	\$82.60		\$300.00
21-0069 Vinduska	RUD & Plat	\$79.97		\$350.00
21-0074 RCPB LDRS	Text Amendment	\$119.41	\$295.55	-\$414.96
21-0075 Everyg	Special Use	\$87.86	\$316.58	\$400.00
21-0076 Tremblay	RUD	\$77.34		\$200.00
21-0082 Manhattan DC	Text Amendment	\$277.15	\$256.11	-\$533.26
Final Notice of Flooplain - Keats Sewer		103.63		-\$103.63
22-0001 Lott	Replat	\$74.71		\$200.00
22-0002 Swindler	Residential Use Designator	\$79.97		\$200.00

22-0003 BOCC Ashland Fire Sta	Special Use	\$82.60	\$185.13	-\$271.65
22-0009 Gillespie Family Trust	Replat	\$74.71		\$200.00
22-0010 Spurlock	Replat	\$74.71		\$200.00
22-0017 No Stone Unturned	PUD Amendment	\$77.34		\$200.00
22-0020 LDR Amendments	Text Amendment	\$256.11	\$295.55	-\$551.66
22-0021 Wood	Residential Use Designator/Plat	\$79.97		\$350.00
22-0022 LAWE LLC Tegtmeier	Replat/ PUD Amendment	\$82.60	\$253.48	\$200.00
22-0027 No Stone Unturned	Variance	\$82.60		\$300.00
22-0032 Fleming-Weiser	Rezone&Plat	\$93.12	\$256.11	\$550.00
22-0033 Boudoin-Gassen	Replat	\$82.60		\$200.00
22-0034 Springer	Rezone & Plat	\$79.97	\$248.23	\$550.00
22-0037 Skyway Crossing	Rezone&Plat	\$87.86	Not published yet	\$550.00
22-0038 Gerber	Variance	\$79.97		\$300.00
22-0039 Hoard	Rezone&Plat	\$82.60	Not published yet	\$550.00