



**Board of Riley County
Commissioners
Regular Meeting
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

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Sign Tax Roll Corrections
4. Parallel Road Culvert Replacement Project- Twin Valley Telephone Utility Agreement

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Feb 13, 2023 8:30 AM

Review Tentative Agenda

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

8. Administrative Work Session
9. Executive session for preliminary discussions relating to the acquisition of real property

9:50 AM

Clancy Holeman, Counselor/Director of Administrative Services

10. Review and Approval of Form Small Cities Sales Tax Reimbursement Agreement

10:00 AM

Gary Fike, County Extension Director

11. Rural Revitalization Conference and VITA update

10:15 AM Brian Peete, RCPD Director

12. RCPD update

10:30 AM Amanda Webb, Planning/Special Projects Director

13. Planning & Development fee schedule review - Environmental Health

10:50 AM Darell Edie, Budget and Finance Officer

14. Bid opening for GO Temporary Notes Series A, 2023 for High Plains Ranch

11:00 AM Julie Gibbs, Health Department Director

15. RCHD Update

11:20 AM Evan McMillan, Assistant County Engineer

16. Water Rate Increases

11:40 AM David Adams, EMS/Ambulance Director

17. Out of State Travel Request

11:45 AM Russell Stuke, Emergency Management Director

18. Request permission to solicit bids for Ashland Fire Station 102

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.



COUNTY CLERK & ELECTIONS
Tax Roll Correction

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

COMMISSION AGENDA REPORT

FROM: Lori Muir, Real Estate Specialist

MEETING: February 16, 2023

SUBJECT: Sign Tax Roll Corrections

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve the Tax Roll Corrections.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- image29535 (PDF)
- image29540 (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2023/02/13 11:51:20

Taxpayer ID NORM0021
Owner ID NORM0021

Control # 2023000074

Tax Year 2018
Tract # 070023A1NORMAN, CURTIS LEE
MERVIN L NORMAN
1956 LINCOLN DR

CAMA # 203-07-2-10-06-020-00-0-01

ROEHL LOT 21 & ABAND
RR ADJ TO LOT 21

MANHATTAN, KS 66502-4554

TU 2 Manhattan City
Parcel 39480
USD 383

Property Address 1956 LINCOLN DR

APPRAISER SECTION (Value)

2023/02/13 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	16080	98520	114600

Total	16080	98520	114600
-------	-------	-------	--------

Assessed Prior to Correction:

RU	1849	11330	13179

Total	1849	11330	13179
SB41	2300		

Appraised After Correction:

CL	Land	Imp	Total
RU	16080	59520	75600

Total	16080	59520	75600
-------	-------	-------	-------

Assessed After Correction:

RU	1849	6845	8694

Total	1849	6845	8694
SB41	2300		

Net Change	39000-

Net Change	4485-

Total	4485-
SB41	

CLERK SECTION (Tax)

2023/02/13 LMUIR

ORDER PRINTED

Tax Prior to Correction:		
Levy 148.55800	Gen Tax	1957.86
	SB41 \$	46.00
SB41 Tax Dollars		1911.86

Tax After Correction:		
Levy 148.55800	Gen Tax	1291.56
	SB41 \$	46.00
SB41 Tax Dollars		1245.56

Net Change	666.30-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

4485-

Applicable Mill Levy

148.55800

Net Change in Levied Tax Dollars

666.30-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code TP TAX PROTEST

Rate 2.00%

Tax Statement # 23096

Comments PUP adjustment per Appraiser

Net Change in Total Tax Dollars

666.30-

Owner NORM0021

NORMAN, CURTIS LEE

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: image29535 (13174 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2023/02/13 11:51:26

Taxpayer ID WILS0037
Owner ID WILS0037

Control # 2023000076

Tax Year 2022
Tract # ZE24001

WILSON, DUANE L ET UX

CAMA # 271-01-0-00-00-007-00-0-01

WILSON ADDITION
LOT 1

2400 DANIELS DR

TU 160 Zeandale Township
Parcel 1970

MANHATTAN, KS 66502-9303

USD 383

Property Address 2400 DANIELS DR

APPRAISER SECTION (Value)

2023/02/13 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RR	12460	217330	229790
—	—	—	—
—	—	—	—
—	—	—	—
Total	12460	217330	229790

Assessed Prior to Correction:

RR	Land	Imp	Total
RR	1433	24993	26426
—	—	—	—
—	—	—	—
—	—	—	—
Total	1433	24993	26426
SB41	4600	—	—

Appraised After Correction:

CL	Land	Imp	Total
AR	1260	4560	5820
FR	440	212770	213210
—	—	—	—
—	—	—	—
Total	1700	217330	219030

Assessed After Correction:

AR	Land	Imp	Total
AR	378	1140	1518
FR	51	24469	24520
—	—	—	—
—	—	—	—
Total	429	25609	26038
SB41	4600	—	—

Net Change
223970-
213210
—
—
10760-

Net Change
24908-
24520
—
—
388-

Total
388-
SB41

CLERK SECTION (Tax)

2023/02/13 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy	Gen Tax	SB41 \$	Total
121.33400	3206.38	92.00	3114.38
SB41 Tax Dollars	—	—	—

Tax After Correction:

Levy	Gen Tax	SB41 \$	Total
121.33400	3159.30	92.00	3067.30
SB41 Tax Dollars	—	—	—

Net Change
47.08-
—
47.08-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

388-

Applicable Mill Levy

121.33400

Net Change in Levied Tax Dollars

47.08-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code TP TAX PROTEST

Rate 2.00%

Tax Statement # 31254

Comments PUP adjustment per Appraiser

Net Change in Total Tax Dollars

47.08-

Owner WILS0037

WILSON, DUANE L ET UX

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

(Date)

Approved by Commission:

Attest by County Clerk:

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2023/02/13 11:51:26

Taxpayer ID HEWI0011
Owner ID HEWI0011

Control # 2023000077

Tax Year 2022
Tract # MA134001HEWINS, PHILIP A
CARRIE B HEWINS
6070 TUTTLE TER

CAMA # 175-22-0-00-00-021-03-0-01

BLECHA ADDN #2
LOT 1TU 130 Manhattan Township
Parcel 16110

MANHATTAN, KS 66503-8670

USD 383

Property Address 6070 - TUTTLE TERR

APPRAISER SECTION (Value)

2023/02/13 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RR	34320	340850	375170
—	—	—	—
—	—	—	—
—	—	—	—
Total	34320	340850	375170

Assessed Prior to Correction:

RR	Land	Imp	Total
RR	3947	39198	43145
—	—	—	—
—	—	—	—
—	—	—	—
Total	3947	39198	43145
SB41	4600	—	—

Appraised After Correction:

CL	Land	Imp	Total
AR	1660	—	1660
FR	8400	340850	349250
—	—	—	—
—	—	—	—
Total	10060	340850	350910

Assessed After Correction:

AR	Land	Imp	Total
AR	498	—	498
FR	966	39198	40164
—	—	—	—
—	—	—	—
Total	1464	39198	40662
SB41	4600	—	—

Net Change
373510-
349250

24260-

Net Change

42647-
40164

Total	2483-
SB41	—

CLERK SECTION (Tax)

2023/02/13 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 119.50800	Gen Tax	5156.18
	SB41 \$	92.00
SB41 Tax Dollars		5064.18

Tax After Correction:

Levy 119.50800	Gen Tax	4859.44
	SB41 \$	92.00
SB41 Tax Dollars		4767.44

Net Change

296.74-
296.74-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

2483-

Applicable Mill Levy

119.50800

Net Change in Levied Tax Dollars

296.74-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code TP TAX PROTEST

Rate 2.00%

Tax Statement # 16943

Comments PUP adjustment per Appraiser

Net Change in Total Tax Dollars

296.74-

Owner HEWI0011

HEWINS, PHILIP A

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

(Date)

Approved by Commission:

Attest by County Clerk:

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2023/02/13 11:51:26

Taxpayer ID TUTT0035
Owner ID TUTT0035

Control # 2023000078

Tax Year 2022
Tract # MA27001

TUTTLE CC MOBILE HOME PARK LLC

CAMA # 175-22-0-00-00-006-00-0-01

SUNUP DEVELOPMENT
LOTS 1,2,3,4,5

661 ZEANDALE RD

TU 130 Manhattan Township
Parcel 8610

MANHATTAN, KS 66502-6931

USD 383

Property Address 6030 TUTTLE TERR

APPRAISER SECTION (Value)

2023/02/13 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RR	20020	412580	432600

Total	20020	412580	432600
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Assessed Prior to Correction:

RR	2302	47447	49749
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Total	2302	47447	49749
SB41	4600		

Appraised After Correction:

CL	Land	Imp	Total
RR	20020	235680	255700

Total	20020	235680	255700
-------	-------	--------	--------

Assessed After Correction:

RR	2302	27103	29405
----	------	-------	-------

Total	2302	27103	29405
SB41	4600		

Net Change	176900-
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Net Change	176900-
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Net Change	20344-
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Total	20344-
SB41	

CLERK SECTION (Tax)

2023/02/13 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 119.50800	Gen Tax	5945.40
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SB41 \$	92.00
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SB41 Tax Dollars	5853.40
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Tax After Correction:

Levy 119.50800	Gen Tax	3514.14
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SB41 \$	92.00
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SB41 Tax Dollars	3422.14
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Net Change

Net Change	2431.26-
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Net Change	2431.26-
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TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

20344-

Applicable Mill Levy

119.50800

Net Change in Levied Tax Dollars

2431.26-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code TP TAX PROTEST

Rate 2.00%

Tax Statement # 29727

Comments PUP adjustment per Appraiser

Owner TUTT0035

TUTTLE CC MOBILE HOME PARK LLC

Net Change in Total Tax Dollars

2431.26-

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

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

(Date)

Approved by Commission:

Attest by County Clerk:

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2023/02/13 1

Taxpayer ID TUTT0033
Owner ID TUTT0033

Control # 2023000079

Tax Year 2022
Tract # RA21031

TUTTLE CREEK DEVELOPERS LLC

CAMA # 085-21-0-10-11-012-00-0-01

S W ADDN RANDOLPH #4

PO BOX 51

TU 6 Randolph City

LOT 1

OLSBURG, KS 66520-0051

Parcel 1050
USD 384

Property Address 119 FRONT ST

APPRAISER SECTION (Value)

2023/02/13 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	10580	124300	134880

Total	10580	124300	134880
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Assessed Prior to Correction:

RU	1217	14295	15512
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Total	1217	14295	15512
SB41	4600		

Appraised After Correction:

CL	Land	Imp	Total
RU	10580	45310	55890

Total	10580	45310	55890
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Assessed After Correction:

RU	1217	5211	6428
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Total	1217	5211	6428
SB41	4600		

Net Change	78990-
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78990-

Net Change

9084-

Total	9084-
SB41	

CLERK SECTION (Tax)

2023/02/13 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 128.90200	Gen Tax	1999.54
	SB41 \$	92.00

SB41 Tax Dollars	1907.54
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Tax After Correction:

Levy 128.90200	Gen Tax	828.58
	SB41 \$	92.00

SB41 Tax Dollars	736.58
------------------	--------

Net Change

1170.96-

1170.96-

TREASURER SECTION (Summary)

Net Change in Assessed Value

(no SB41 influence) 9084-

Applicable Mill Levy 128.90200

Net Change in Levied Tax Dollars 1170.96-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code TP TAX PROTEST Rate 2.00%

Tax Statement # 29723

Comments PUP adjustment per Appraiser

Net Change in Total Tax Dollars	1170.96-
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Owner TUTT0033

TUTTLE CREEK DEVELOPERS LLC

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: image29535 (13174 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2023/02/14

Taxpayer ID MERI0011
Owner ID MERI0011

Control # 2023000095

Tax Year 2022
Tract # 004363

MERION APARTMENTS LLC

CAMA # 204-18-2-20-40-003-00-0-01

WARD 4

709 PECAN CIR STE A

TU 2 Manhattan City

LOT 388 LOT 389

MANHATTAN, KS 66502-8135

Parcel 14120

USD 383

Property Address 1019 FREMONT ST

APPRAISER SECTION (Value)

2023/02/14 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	390000	419370	809370

Total	390000	419370	809370
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Assessed Prior to Correction:

RU	44850	48228	93078
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Total	44850	48228	93078
SB41	4600		

Appraised After Correction:

CL	Land	Imp	Total
RU	390000	356600	746600

Total	390000	356600	746600
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Assessed After Correction:

RU	44850	41009	85859
----	-------	-------	-------

Total	44850	41009	85859
SB41	4600		

Net Change	62770-
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Net Change	62770-
------------	--------

Net Change	7219-
------------	-------

Total	7219-
SB41	

CLERK SECTION (Tax)

2023/02/14 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 156.46900	Gen Tax	14563.82
	SB41 \$	92.00

SB41 Tax Dollars	14471.82
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Tax After Correction:

Levy 156.46900	Gen Tax	13434.28
	SB41 \$	92.00

SB41 Tax Dollars	13342.28
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Net Change

Net Change	1129.54-
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Net Change	1129.54-
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TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

7219-

Applicable Mill Levy

156.46900

Net Change in Levied Tax Dollars

1129.54-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code TP TAX PROTEST

Rate 2.00%

Tax Statement # 21761

Comments PUP adjustment per Appraiser

Net Change in Total Tax Dollars

1129.54-

Owner MERI0011

MERION APARTMENTS LLC

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

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

(Date)

Approved by Commission:

Attest by County Clerk:

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2023/02/14 11:01:04

Taxpayer ID MANH0194
Owner ID MANH0194

Control # 2023000096

Tax Year 2022
Tract # 003440

MANHATTAN LAND COMPANY LLC

CAMA # 204-18-2-20-10-001-00-0-01

WARD 3
LOTS 485 & 486

801 FOYNITZ AVE

TU 2 Manhattan City
Parcel 7890

MANHATTAN, KS 66502-6054

USD 383

Property Address 901 KEARNEY ST

APPRAISER SECTION (Value)

2023/02/14 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	390000	890160	1280160
Total	390000	890160	1280160

Appraised After Correction:

CL	Land	Imp	Total
RU	390000	670700	1060700
Total	390000	670700	1060700

Net Change
219460-
219460-

Assessed Prior to Correction:

RU			
	44850	102368	147218
Total	44850	102368	147218

Assessed After Correction:

RU			
	44850	77131	121981
Total	44850	77131	121981

Net Change
25237-
25237-

SB41	4600		
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SB41	4600		
------	------	--	--

Total	25237-
SB41	

CLERK SECTION (Tax)

2023/02/14 LMUIR

ORDER PRINTED

Tax Prior to Correction:		
Levy 156.46900	Gen Tax	23035.06
	SB41 \$	92.00
SB41 Tax Dollars		22943.06

Tax After Correction:		
Levy 156.46900	Gen Tax	19086.26
	SB41 \$	92.00
SB41 Tax Dollars		18994.26

Net Change
3948.80-
3948.80-

TREASURER SECTION (Summary)

Net Change in Assessed Value (no SB41 influence)	25237-
Applicable Mill Levy	156.46900
Net Change in Levied Tax Dollars	3948.80-

Type of Correction DECREASE

Correction Code TP TAX PROTEST

Rate 2.00%

Tax Statement # 20943

Comments PUP adjustment per Appraiser

Net Change in SB41 Exemption

Net Change in Total Tax Dollars

3948.80-

Owner MANH0194

MANHATTAN LAND COMPANY LLC

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: image29540 (13174 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2023/02/14 14:01:04

Taxpayer ID MERI0011
Owner ID MERI0011

Control # 2023000097

Tax Year 2022
Tract # 004358

MERION APARTMENTS LLC

CAMA # 204-18-2-20-33-010-00-0-01

WARD 4

709 PECAN CIR STE A

TU 11 Manhattan City TIF #6

LOT 382-383

MANHATTAN, KS 66502-8135

Parcel 235

USD 383

Property Address 1024 FREMONT ST

APPRAISER SECTION (Value)

2023/02/14 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	390000	1129600	1519600
—	—	—	—
—	—	—	—
—	—	—	—

Total	390000	1129600	1519600
-------	--------	---------	---------

Assessed Prior to Correction:

RU			
RU	44850	129904	174754
—	—	—	—
—	—	—	—
—	—	—	—

Total	44850	129904	174754
SB41	4600		

Appraised After Correction:

CL	Land	Imp	Total
RU	390000	997350	1387350
—	—	—	—
—	—	—	—
—	—	—	—

Total	390000	997350	1387350
-------	--------	--------	---------

Assessed After Correction:

RU			
RU	44850	114695	159545
—	—	—	—
—	—	—	—
—	—	—	—

Total	44850	114695	159545
SB41	4600		

Net Change	132250-
—	—
—	—
—	—

Net Change	15209-
—	—
—	—
—	—

Total	15209-
SB41	

CLERK SECTION (Tax)

2023/02/14 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 156.46900	Gen Tax	27343.58
	SB41 \$	92.00
SB41 Tax Dollars		27251.58

Tax After Correction:

Levy 156.46900	Gen Tax	24963.86
	SB41 \$	92.00
SB41 Tax Dollars		24871.86

Net Change	2379.72-
—	—
—	—

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

15209-

Applicable Mill Levy

156.46900

Net Change in Levied Tax Dollars

2379.72-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code TP TAX PROTEST

Rate 2.00%

Tax Statement # 21762

Comments PUP adjustment per Appraiser

Net Change in Total Tax Dollars

2379.72-

Owner MERI0011

MERION APARTMENTS LLC

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:



PUBLIC WORKS
Project

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

COMMISSION AGENDA REPORT

FROM: Evan McMillan, Assistant Public Works Director

MEETING: February 16, 2023

SUBJECT: Parallel Road Culvert Replacement Project- Twin Valley Telephone Utility Agreement

PRESENTER: Evan McMillan, Assistant Public Works Director

Attached for your approval is the agreement with Twin Valley Telephone to relocate any of their facilities which would be in conflict with the construction of the Parallel Road Culvert Replacement. There will be no cost to Riley County.

Staff recommends approval.

POSSIBLE MOTION(S)

Move to approve the utility relocation agreement with Twin Valley Telephone.

Enclosures:

- Twin Valley Telephone Utility ROW Agreement (PDF)

Riley County
Project C.7-0.0

AN AGREEMENT relative to performing certain work and /or the occupancy of the County's highway right-of-way by the facilities of a Utility.

THIS AGREEMENT, made and entered into by and between Twin Valley Telephone, hereinafter referred to as the Company, and Riley County, hereinafter referred to as the County.

WHEREAS: The County has authorized the preparation of construction plans for the improvement of a portion of a County Road described as follows:

NW ¼ of NE ¼ Section 6, T.6S., R.5E.; 0.2 Miles East of Mayday Road. on Parallel Road. in Riley County, Kansas

WHEREAS: The Secretary of Transportation of the State of Kansas requires that the County and the Company enter into an agreement for any utility adjustments and/or relocations which conflict with the work of this project.

NOW, THEREFORE, BE IT AGREED:

1. That the Company will maintain, adjust or construct its facilities which conflict with the construction activities as shown by the plans for the above numbered project in conformance with the following provisions and/or as shown by the plan and description attached hereto and made a part of this agreement.

One partial set of plans including the Title Sheet, Plan and Profile Sheet, Contour Map Sheet, and Cross Section Sheets are submitted herewith.

2. That the cost of the alterations, if any, shall be paid for as follows:

By the Company for alteration of facilities located within the existing right-of-way. By the County for alteration of facilities located outside the existing right-of-way.

3. That the construction or alterations of the Company's facilities, if any, shall be completed within 30 days after the County furnishes to the Company the information indicated in Items 7 and 8 of this agreement and notifies the Company in writing that the right of way has been acquired if applicable, and any necessary alterations may proceed.
4. That the Company will repair any damage done to the highway right of way by the Company or it's Contractor.
5. That the Company will perform the above described work in a manner which will not endanger the vehicular traffic on the highway.
6. That in the event future highway improvements necessitate the removal or adjustment of said facilities now located on highway/street right of way and/or such facilities relocated on

newly acquired right of way for the construction of this project, if applicable, the Company will, upon request of the County, make such adjustments as required to accommodate any future highway improvement at no cost to the County.

7. That the County will furnish the Company copies of the plans for the project.
8. That the County will provide alignment points as requested by the Company for the use of the Company in locating its facilities.

IN WITNESS WHEREOF the parties hereto have duly executed this agreement in triplicate on this _____ day of _____, 2023.

COUNTY COUNCIL

Recommended for Approval:


County Highway Administrator

Chairman

Commissioner

ATTEST:

Commissioner

County Clerk

COMPANY:

Twin Valley Telephone

Address 618 6th Street, Clay Center, KS 67432

By Kody Gregory

Title Construction Coordinator

Original to County
Copy to Company
Copy to Schwab Eaton



**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 GO Temporary Notes Series A, 2023 for High Plains Ranch

Attachment: 02-23-23 tentative agenda (12814 : Tentative Agenda)

10:40 AM Amanda Webb, Planning/Special Projects Director

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 (12814 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
February 27, 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

Review Minutes

Press Conference Topics

Review Tentative Agenda

9:00 AM

Robbin Cole, Pawnee Mental Health Services Director

1. Pawnee Mental Health Services update

9:15 AM

Alvin Perez, Operations and Fleet Manager

2. Bid opening for crushed/washed limestone chips

9:30 AM

Press Conference

3. 2023 Valuation Notices - Anna Burson (3-5 minutes)
4. NACo Conference - John Ford (5 minutes)

9:40 AM

Amanda Webb, Planning/Special Projects Director

5. Comprehensive Plan update

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

6. Administrative Work Session

10:30 AM

John Ellermann, Public Works Director/County Engineer

7. County Road Systems

12:00 PM

Intergovernmental Luncheon

Attachment: 02-27-23 tentative agenda (12814 : Tentative Agenda)

Adjournment

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

Attachment: 02-27-23 tentative agenda (12814 : Tentative Agenda)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Agreement

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

COMMISSION AGENDA REPORT

FROM: Clancy Holeman, County Counselor

MEETING: February 16, 2023

SUBJECT: Review and Approval of Form Small Cities Sales Tax Reimbursement Agreement

PRESENTER: Clancy Holeman

BACKGROUND

This “Interlocal Service Agreement” is intended for use with each of the Riley County small cities. If the format of the attached is approved by this Board, any Riley County small city which signs will be entitled to reimbursement payments from Riley County on the schedule which appears as “Exhibit A,” beginning this year.

This agreement is intended to satisfy a promise made to small cities by this Board during the summer 2022 public educational meetings conducted by Board members regarding the then-upcoming election on a five-year .20% countywide retailers’ sales tax: Riley County would reimburse small cities for the anticipated “loss” of their sales tax revenue caused by the scheduled end of the .50% “road and bridge” countywide retailers’ sales tax on December 31, 2022. That “road and bridge” sales tax did end December 31, 2022. And the five-year .20% countywide retailers’ sales tax dedicated to road and bridge improvements was passed by voters in November, 2022.

DISCUSSION

The formula for the reimbursement payments to the small cities which sign the attached agreement appears at paragraph No. 2, on page 2. It provides each small city will be reimbursed from Riley County’s general fund following the end of each calendar quarter, beginning at the end of the first quarter of 2023. Each such small city will be reimbursed in the same amount

the City receives as its statutory share distribution from the Kansas Department of Revenue at the end of that same calendar quarter, as a result of the on-going and “permanent” .50 countywide retailer sales tax which supports the Riley County general fund. These reimbursements continue, according to this agreement, for the next 5 years during with the “new” .20% sales tax which is dedicated to the “costs of bridge and roadway construction and improvements, including maintenance and reconstruction.”

Riley County’s Budget and Planning Committee members believe this agreement and formula generates the reimbursements in fair manner. The amounts of the individual reimbursement payments to the small cities will likely fluctuate, depending upon ongoing .50% sales tax receipts in each calendar quarter. But of course, that same fluctuation will affect distributions to Riley County’s general fund from the .50% “permanent” sales tax. So each party to this agreement bears that same “risk” of fluctuating receipts during the next 5 years.

FISCAL IMPACT

The fiscal impact will be unknown until distributions are made by the Kansas Department of Revenue, based upon countywide retail sales, following the end of each calendar quarter, over the next 5 years. Riley County has budgeted \$160,000 as an estimated total amount expected to be reimbursed to the small cities during 2023.

RECOMMENDATION(S)

I recommend the Board authorize staff to present this agreement, in its current form, to each Riley County small city for signature and subsequent return to the Board for its signature.

POSSIBLE MOTION(S)

- A. “I move the Board authorize staff to present the agreement in its current form to each Riley County small city for signature and subsequent return to the Board for its signature.”
- B. “I move the Board authorize staff to present the agreement, **with the following changes...** to each Riley County small city for signature and subsequent return to the Board for its signature.
- C. “I move the Board **not** authorize staff to present the agreement.

Enclosures:

- Small Cities Reimbursement Agreement (DOC)

INTERLOCAL SERVICE AGREEMENT

AN INTERLOCAL SERVICE AGREEMENT BETWEEN RILEY COUNTY, KANSAS AND THE CITY OF _____, KANSAS CONCERNING THE PAYMENT BY RILEY COUNTY TO THE CITY OF SUMS IN LIEU OF RETAILERS' SALES TAX DISTRIBUTIONS MADE TO THE CITY FROM PROCEEDS OF A COUNTWIDE RETAILERS' SALES TAX EXPIRING ON DECEMBER 31, 2022.

THIS AGREEMENT is made as of _____, 2023, by and between Riley County, Kansas (the "County") and the City of _____, Kansas (the "City").

WHEREAS, the County is a duly organized and existing political subdivision of the State of Kansas with the power and authority to enter into agreements with cities located in the County to provide for payment of certain sums to the cities as provided herein; and

WHEREAS, the City is a duly organized city of the third class existing under laws of the State of Kansas with power and authority to enter into agreements with the County; and

WHEREAS, the County levied a .50% countywide retailers' sales tax that began on January 1, 2012, and will expire on December 31, 2022 ("2012 Sales Tax"), and approximately 4% of the receipts of the 2012 Sales Tax were allocated to the cities of Riley, Ogden, Leonardville and Randolph in the County by the Kansas Department of Revenue as required by K.S.A. 12-192; and

WHEREAS, the County did not seek to renew the 2012 Sales Tax, and instead sought and received voter approval for the levy of a retailers' sales tax in the amount of .20% dedicated to road and bridge projects in the County under K.S.A. 12-187 (b)(20) (the "2022 Sales Tax"), and to be levied for a period of five (5) years beginning on January 1, 2023; and

WHEREAS, 100% of the 2022 Sales Tax revenues are paid to the County by the Kansas Department of Revenue and are required to be used for road and bridge purposes in the County; and

WHEREAS, the County seeks to compensate the City for the loss of its portion of the 2012 Sales Tax, by making quarterly payments to the City in lieu of the 2012 Sales Tax distributions, in the amounts determined by this Agreement; and

WHEREAS, the County and City agree that it will be to their mutual advantage to enter into this agreement (the "Agreement") for the purposes described here; and

WHEREAS, the governing body of the City authorized its Mayor to execute this Agreement on _____, 2023; and

WHEREAS, the Board of County Commissioners of the County authorized its Chairman to execute this Agreement on _____, 2023.

NOW, THEREFORE, in consideration of the mutual covenants and agreements made in this agreement and for good and valuable consideration, the County and City enter into this Interlocal Service Agreement as provided and authorized by K.S.A. 12-2901 *et. seq.* and containing the following terms and provisions.

1. PURPOSE. The purpose of this Agreement is to provide for cooperation between the County and City to compensate the City for the loss of its portion of revenue distributed to it from the expiring 2012 Sales Tax.

2. AGREEMENT BETWEEN THE PARTIES. The County and City agree that in each year during the term of this Agreement, the County will pay the City, following the end of each calendar quarter, and in the month immediately following County's receipt of County's distribution made by the Kansas Department of Revenue from the levy of the long-term countywide .50% retailers' sales tax levied by the County for the County's general fund, an amount equal to the amount the City received during the preceding calendar quarter as its share of the distribution made by the Kansas Department of Revenue (according to K.S.A. 12-192) from the levy of the long-term countywide .50% retailers' sales tax levied by the County for the County's general fund. The parties agree the payments described herein will be the amounts the City would have received as distributions of the 2012 Sales Tax if the 2012 Sales Tax had not expired. Payments by the County under this Agreement shall be paid to the City in immediately available funds, according to the schedule set forth on Exhibit A, and applied by the City to authorized governmental purposes as determined by the City.

3. DURATION OF AND TERMINATION OF AGREEMENT. This Agreement shall be in effect from the date set forth above and terminates on the last day of the County's current Fiscal Year ("Original Term"). The term of this Agreement may be continued at County's option at the end of the Original Term or a Renewal Term (defined herein) for an additional one-year term ("Renewal Term"), provided the Renewal Term will not extend beyond the final payment date described on Exhibit A. The County will prepare a new Exhibit A for each renewal term, showing the payment dates for the Renewal Term. The County will be deemed to have exercised its option to enter into a Renewal Term unless it has terminated this Agreement pursuant to Section 4 or Section 5, or this Agreement is terminated by mutual agreement of the parties as described in this paragraph. The terms and conditions of any Renewal Term will be the same as terms and conditions stated herein for the Original Term, except for modifications of Exhibit A. This Agreement may be terminated with the mutual approval of the governing bodies of the County and City at any time after its execution.

4. CASH BASIS AND BUDGET LAWS. The right of the County to enter into this Agreement is subject to the Kansas Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935), and all other applicable laws of the State of Kansas. This Agreement shall be construed and interpreted to ensure that at all times the County conforms with such laws, and as a

condition of this Agreement, the County retains the right to unilaterally sever, modify or terminate this Agreement at any time, if, in the opinion of legal counsel to the County, this Agreement may violate the terms of the Cash Basis and Budget Laws.

The County and the City agree to take any necessary steps in establishing their respective budgets to provide for the payments described by this Agreement, as governed by applicable Kansas law.

5. NON-APPROPRIATION. Notwithstanding anything in the Agreement to the contrary, the cost and expense of the performance by the County of its obligations under this Agreement and the incurrence of any liabilities of the County under this Agreement, including without limitation, the payment of all sums to the City shown on Exhibit A, shall be subject to and dependent upon annual appropriations being made by the governing body of the County for such purposes.

If the County does not make appropriation for the payments described in this Agreement, the County shall deliver written notice to the City within 10 calendar days following such date. Upon receipt by the City of such notice, the County's obligation to make payments under this Agreement shall terminate as of the end of the then current fiscal year; provided, however, such termination shall not become effective at the end of the then current fiscal year if, prior to the end of such fiscal year, the County shall deliver to the City a written statement to the effect that it reasonably expects sufficient funds for the next succeeding fiscal year to be appropriated, and in that event the current term of this Agreement shall continue into the next fiscal year as long as there is an appropriation available to make the payment due under this Agreement.

6. ADMINISTRATION. No separate legal entity is created by this Agreement. This Agreement shall be administered by the County. It shall not be necessary to submit this Agreement to the Attorney General for approval as an Interlocal Cooperation Agreement under K.S.A. 12-2901 *et seq.* because it is a service agreement not involving joint exercise of authority, and not subject to the Attorney General's review or approval.

7. ENTIRE AGREEMENT. This Agreement and the Exhibits incorporated herein contain all the terms and conditions agreed upon by both parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto. Any agreement not contained herein shall not be binding on either party.

8. ASSIGNMENT. Neither this Agreement nor any rights or obligations created by it shall be assigned or otherwise transferred by either party without the prior written consent of the other. Any attempt to assign without such consent shall be null and void.

9. AMENDMENTS. Neither this Agreement nor any rights and obligations created by it shall be amended by either party without the prior written consent of the other.

10. COUNTERPARTS, SIGNATURES. This Agreement and any amendments, modifications, or waivers in respect of this Agreement may be executed in any number of counterparts,

each of which shall be deemed an original, but all of which shall constitute one and the same documents. Facsimile signatures or signatures emailed in portable document format (PDF) shall be acceptable and deemed binding on the parties here as if they were originals.

11. GOVERNING LAW. This agreement shall be interpreted under and governed by the laws of the State of Kansas. The parties agree that any dispute or cause of action arising in connection with this Agreement shall be brought before a court of competent jurisdiction in Riley County, Kansas.

[Remainder of Page Intentionally Left Blank]

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year written above.

RILEY COUNTY, KANSAS

Chairperson

ATTEST:

Rich Vargo, County Clerk

[Seal]

Attachment: Small Cities Reimbursement Agreement (13172 : Small Cities Tax Reimbursement Agreement)

CITY OF _____, KANSAS

_____, Mayor

ATTEST:

_____, City Clerk

[Seal]

EXHIBIT A

[Payment Schedule]

<u>Sales Period</u>	<u>Receipt Date</u>	<u>Payment Date</u>
January-March	May 31 st	June 30 th
April-June	August 31 st	September 30 th
July-September	November 30 th	December 31 st
October-December	February 28 th	March 31 st



EXTENSION
Staff Update

Gary Fike
County Extension
Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6350

STAFF REPORT

FROM: Gary Fike
MEETING: February 16, 2023
SUBJECT: Rural Revitalization Conference and VITA update
PRESENTER: Gary Fike

Gary will update the commission on the latest facts and figures from VITA

Enclosures:



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 16, 2023

SUBJECT: Planning & Development fee schedule review - Environmental Health

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 environmental health category. Attached is a chart showing the current fees for all environmental health applications/processes as well as proposed fees for some.

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:

- Environmental Health (PDF)
- Fee schedule history (PDF)
- Staff hours (PDF)

Environmental Health	Current	Proposed
Site Evaluation		
No profile	\$50	
Profile	\$150	
New Private Septic permit	\$150	
Lagoon permit	\$300	
Private wastewater disposal system repair permit		
Minor	N/C	Minor - \$50
Major	\$75	Major - \$100
Environmental Systems Evaluation (for sale of property)	\$100	
Revisit	\$50	
Alternative System permit	\$300	
Inspection of alternative private wastewater disposal system	\$100	
Reinspection	\$75	
Water well permit	\$75	
Mobile home park wastewater permit	\$100	
Daycare licensing		\$50

The Environmental Health division became a part of Planning and Development in 2012. As stated, no Environmental Health fee has changed since that time with exception of: water testing for bacteria increased from \$8 to \$9 (which still does not cover the cost of materials and testing), and the \$75 fee for minor wastewater repairs was removed.

Up until 2018, all wastewater repair permits, regardless of the severity, were assessed a \$75 fee. In 2018, repairs were broken into major and minor categories and only the major repair permit retained the \$75 fee. Minor repair permits became no charge. Major repairs are classified as tank replacement, field replacement, or both. Minor repairs include issues with the lid, inspection port pipe/cap, blower motor, or pump, or a plugged line from the tank to the field. For lagoons, it depends on the issue – are there trees or cattails growing or is it completely silted in? Both minor and major repairs require an application, review, and permit issuance. All major repairs and most minor repairs also require at least one site visit. On occasion, if a minor repair is simple enough, we allow an installer to submit photographs showing the fix. I am proposing a fee of \$50 for minor wastewater repair permits and \$100 for major wastewater repair permits. Minor repairs still require time, so it is sensible to assess a minimum fee to offset some county costs. Major repairs are more intensive and require more work, and site inspections, than minor repairs, so it is also sensible that there is a difference in fees between the two categories.

For daycare licensing, the Health Department collects the application and fee. Planning and Development reviews the wastewater system and well, if applicable, which includes water testing. Review includes compiling permits and documentation, ensuring the system complies with county code (i.e., if it has been pumped in the last five years), and performing at least one site inspection to assess the health and functionality of the system and the well, including water testing. We currently only charge for water testing which is generally not more than \$11. This does not cover the staff time, mileage, and materials necessary for a complete review of the system. I am proposing a \$50 fee for our portion of daycare licensing, in addition to the fees the applicant pays to the Health Department.

	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

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.



HEALTH DEPARTMENT
Update

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs
MEETING: February 16, 2023
SUBJECT: RCHD Update
PRESENTER: Julie Gibbs

Program Updates, Grant Updates, Upcoming Events

Enclosures:

- BOCCmonthlypresfeb2022 (PDF)



PHAC Monthly Report February 2023

Julie Gibbs, MPH
Riley County Health Department
2030 Tecumseh Rd.
Manhattan, Kansas 66502

Attachment: BOCCmonthlypresfeb2022 (13177 : RCHD Monthly Update)



MCH Update

15.a

Community Baby Shower – June 3 – GMCF Funds to help with incentives

BAM class on 2/3 = 31 participants!

BAF class on 2/2 = 6 participants

OPEI amendment coming soon!

Partnership with Afghan resettlement team, Via Christi, and others!

Attachment: BOCCmonthlypresfeb2022 (13177 : RCHD Monthly Update)

Clinic Updates

305 total immunizations (247 patients) in January

161 family planning visits

482 total visits in December

Upcoming

- Feb. 22 - federal site visit
- Feb. 24 – BLS training for staff
- Feb. 28 – March 3 – SNAE/SART training for nursing staff

CCL Update

January	Riley	Geary	Clay	Dickinson	Pottawatomie	Total
Initial Inspections	3		1	1	4	9
Initial Compliance			1		2	3
Annual Inspections	4	4	3	6	1	18
Annual Compliance		2	1		6	9
KDHE compliance Inspections	3		3	2	6	14
Complaint First Visit	3	4			1	8
Consults	2	1				3
Home Orientation		2	1			
TOTAL PER COUNTY	15	13	9	9	20	

Attachment: BOCCmonthlypresfeb2022 (13177 : RCHD Monthly Update)

CCL Update

Facilities	February	Riley	Geary	Clay	Dickinson	Pott	Total
School Age Program		8				1	9
Child Care Center		14	7	1	5	7	34
R & R Agency		1					1
School Age Drop In Program		11				3	14
Group Day Care Home		28	12	14	9	13	76
Head Start Child Care							
Licensed Day Care Home		44	17	12	17	36	126
Preschool			1	3	3		7
Totals		106	37	30	34	60	267
		-1	1		-1	-2	-3

Attachment: BOCCmonthlypresfeb2022 (13177 : RCHD Monthly Update)

Raising Riley Update

15.a

Provider/Caregiver Training

Courser Lapo Therapists – Creativity in Children's Conflicts – 53 people attended!

Outreach

MHK Community Event – Feb 4 – 77 adults and 50 children

January events

Laundry Love on January 10 = 7 adults and 5 children

Provider Support Group = 5 providers

Attachment: BOCCmonthlypresfeb2022 (13177 : RCHD Monthly Update)

WIC Update

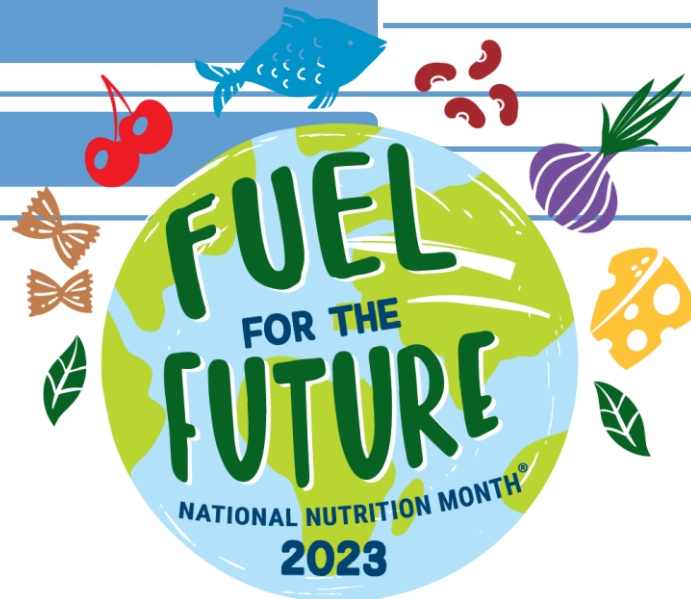
2,504 clients – 353 new certifications for services so far in 2023!

New Intern through summer – multiple projects

Amelia started as new Breastfeeding Peer Counselor at Irwin

Formula subs will end Feb 28

March is National Nutrition Month!



Grant Update

Kansas Community Suicide Prevention Grant (KDADS, BHSC)

Partnered with Flint Hills Volunteer Center request \$30,000 to assist the current activities of P.A.C.T.

Raise awareness and highlights prevention and treatment resources in our area

Grant cycle – March 1, 2023 – March 1, 2024

Greater Manhattan Community Foundation

Asked for \$9,890 toward labs (complete lipid profile)

Submitted January 31, will announce at the end of February

Upcoming Events

April 1 10 AM

- Easter Egg Hunt @ FCRC Lawn

April 15 10 AM – 2 PM

- Bugapalooza @ Douglas Center

May – Date TBA

- Health Fair @ RCHD

June 3 – 9 AM

- Community Baby Shower @ FCRC



PUBLIC WORKS
Presentation

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

COMMISSION AGENDA REPORT

FROM: Evan McMillan, Assistant Public Works Director

MEETING: February 16, 2023

SUBJECT: Water Rate Increases

PRESENTER: Evan McMillan, Assistant Public Works Director

BACKGROUND

At the beginning of this year, the City of Manhattan increased their rates for water by 4.0% and Sewer by 3.0%. They also estimate a 3.0% increase in both utilities over the next few years. There was also a rate increase in 2022, ranging around 20% on average.

Deep Creek Sewer:

The sewer rate is currently too low and will need increased to start generating capital for expected system improvements. Over the last 10 years, we have been essentially breaking even on average. The proposed rates are being used to increase capital in the district, and account for higher operating and repair costs in the future. Capital costs generated will be used to provide access to and split the existing lagoon, as it was oversized for the existing flow, along with maintenance, repair, and replacing the existing lift station.

Hunter's Island:

The last water rate increase was approved in 2020 to accommodate for the City's increases in 2018, 2019, and 2020. In 2022, the city had a larger rate increase, raising the capacity surcharge and minimum rates by 35%, and the water rate by 18%. The recommended rate increase will account for the district's water and operating costs, as well as generate needed capital for system maintenance and improvement.

Konza Valley Water:

The staff suggests slightly increasing the water rate and monthly administrative fee to account for the City's rate increase and also employee raises. We are currently looking at ways to reduce operating costs, with one option being replacing the existing water meters with cellular read meters, when feasible.

University Park:

Staff recommends that the water rate be increased to accommodate the increase from Rural Water. It is also recommended that the capital replacement fee be increased from \$4.25 for both sewer and water, to \$5.00 for each. The increase in the capital replacement fee aims to refill capital funds expended for the upcoming lagoon project and dealings with the EPA.

DISCUSSION

See attached spreadsheet for rate comparisons.

FISCAL IMPACT

No impact to county, see spreadsheet for customer impact.

ALTERNATIVES

1. Approve the measure.
2. Deny the measure.
3. Modify or develop alternatives if other concerns or factors arise.
4. Schedule work session to discuss issue further.

RECOMMENDATION(S)

Based on the information gathered, staff would recommend the Commission approve the proposed rates and instruct a resolution be prepared for final action.

POSSIBLE MOTION(S)

Move to approve water rate increases

Enclosures:

- Water Rates 2023 (PDF)

Deep Creek Sewer:

2022 Rates:	
Sewer Fee	\$ 18.00
Capital Replacement	\$ 12.00
Monthly Administration Fee:	\$ 6.00

2023 Rates:	
Sewer Fee	\$ 22.00
Capital Replacement	\$ 15.50
Monthly Administration Fee:	\$ 7.50

Percent Increase	Bill Increase (Avg)
22%	\$ 9.00
29%	
25%	

Hunter's Island Water:

2022 Rates:	
Monthly Admin. Fee	\$ 5.00
Water (per 1,000 gallons):	\$ 5.40
Minimum Water:	\$ 16.75
Capital Replacement Fee:	\$ 2.00

2023 Rates:	
Monthly Admin. Fee	\$ 6.00
Water (per 1,000 gallons):	\$ 6.50
Minimum Water:	\$ 19.00
Capital Replacement Fee:	\$ 3.00

Percent Increase	Bill Increase (Avg)
20%	\$ 10.63
20%	
13%	
50%	

Konza Valley Water:

2022 Rates:	
Monthly Admin. Fee	\$ 3.25
Water (per 1,000 gallons):	\$ 4.75
Minimum Water:	\$ 28.00

2023 Rates:	
Monthly Admin. Fee	\$ 4.00
Water (per 1,000 gallons):	\$ 5.20
Minimum Water:	\$ 28.00

Percent Increase	Bill Increase (Avg)
23%	\$ 2.66
9%	
0%	

University Park Water and Sewer:

2022 Rates:	
Monthly Admin. Fee:	\$ 4.75
Water (per 1,000 gallons):	\$ 6.50
Minimum Water:	\$ 18.00
Capital Replacement Fee (Water):	\$ 4.25
Capital Replacement Fee (Sewer):	\$ 4.25
Sewer Fee:	\$ 33.00

2023 Rates:	
Monthly Admin. Fee:	\$ 4.75
Water (per 1,000 gallons):	\$ 7.50
Minimum Water:	\$ 18.00
Capital Replacement Fee (Water):	\$ 5.00
Capital Replacement Fee (Sewer):	\$ 5.00
Sewer Fee:	\$ 33.00

Percent Increase	Bill Increase (Avg)
0%	\$ 4.76
15%	
0%	
18%	
18%	
0%	



EMS/AMBULANCE
Travel Request

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

COMMISSION AGENDA REPORT

FROM: David Adams, EMS/Ambulance Director

MEETING: February 16, 2023

SUBJECT: Out of State Travel Request

PRESENTER: David Adams, EMS/Ambulance Director

FISCAL IMPACT

This request is to allow myself to represent Kansas EMS in the National EMS Day on the Hill in Washington, D.C. This request is for March 29th - 31st and all of the costs will be paid by the Kansas EMS Association. I have attached a copy of the agenda items.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- NAEMT Schedule (DOCX)
- OUT OF STATE Travel RequestNew (DOC)

Advocate for Legislation that Supports EMS

EMS On The Hill Day, March 29-30



[Register Today!](#)



EMS wins on Capitol Hill have positively impacted our profession, our patients, and our communities. Most recent EMS wins on Capitol Hill include:

- \$10.5 million for the SIREN grant program in 2023, a \$3 million increase from last year;
- A 2-year extension of Medicare add-ons for ground ambulance services (the urban 2 percent, rural 3 percent, and super-rural 22.6 percent add-ons that were set to expire on December 31, 2022 will now continue through December 31, 2024);
- Report language that encourages HHS to expand the Hospital Preparedness Program to include an EMS Preparedness and Response Workforce Shortage Program;
- A delay of the implementation of the 4 percent PAYGO cut that was scheduled to take effect at the end of the year until 2025;
- Extension of the two percent sequestration through the end of 2032; and
- Passage of the Post-Disaster Mental Health Response Act that expands eligibility for FEMA's Crisis Counseling Assistance and Training Program (CCP), which provides short-term mental health resources for survivors following all emergency declarations.



Preliminary Schedule:

- March 29: 5pm–8:30pm – Pre-Hill Briefing and Networking Reception
- March 30: 8:00am–5pm – EMS On The Hill Day Congressional Hill Visits
- March 30: 5:30pm–7:30pm – Post-Hill Reception



RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: David Adams **DEPARTMENT:** EMS/Ambulance

POSITION TITLE: Director **DATE REQUESTED** 2/16/2023

FUND: Kansas EMS Association Dept. 20

Travel From: Kansas City **Date:** March 29

Travel To: Washington D.C, **Date:** March 31

Purpose of Travel: I have been asked by the Kansas EMS Association to represent Kansas EMS to discuss topics related to federal legislation. This trip is fully funded by KEMSA and there are no costs to Riley County.

Mode of Travel: Common Carrier ☒ Riley County Vehicle ☐ Privately Owned Vehicle ☐

☒ Administratively determined to be to the advantage of Riley County
☐ Not to exceed the cost of common carrier including food and lodging
 Mileage rate of _____

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	Flights out of Kansas City (Manhattan airport is closed)	\$447.80
Lodging	\$249/night	\$498.00
Meals	Breakfast for 2 days \$30.00; Lunch x 3 days = \$54.00, Dinner x 2 days \$60.00	\$144.00
Registration/Fees	Registration	\$20.00
Other		

Total Estimated Travel Costs: \$1109.80

Requested by: _____ **Date:** _____

Approved by: _____

Department Head: _____ **Date:** _____

Chairman: _____ **Date:** _____

Board of County Commissioners

Attest: _____ **Date:** _____

Riley County Clerk

cc: Department Head
 Department Assistant



**EMERGENCY
MANAGEMENT/FIRE**
Bid

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

COMMISSION AGENDA REPORT

FROM: Russel Stukey

MEETING: February 16, 2023

SUBJECT: Request permission to solicit bids for Ashland Fire Station 102

PRESENTER: Russel Stukey Fire Chief

BACKGROUND

This Station has been on the drawing board for several years now. Due to covid related delays it has been pushed back several times.

DISCUSSION

We are ready to proceed with the bidding process to determine the cost of the project.

FISCAL IMPACT

We believe we will have enough cash in Capital Outlay to complete the project.

RECOMMENDATION(S)

Staff recommends approval to advertise to solicit bids.

POSSIBLE MOTION(S)

Move to approve RCFD #1 administration move forward to advertise solicitation of bids for the Ashland Station 102 building project with funds to come from RCFD Capital Outlay.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Ashland Fire Station (PDF)

**DOCUMENT 00100
INVITATION TO BID**

PROJECT: Riley County Fire District #1
Ashland Bottoms Station 102

ARCHITECT: Anderson Knight Architects
2505 Anderson Ave, Ste 201
Manhattan, Kansas 66502

ARCHITECT'S PROJECT NO.: 21-022

ISSUE DATE: February 10, 2023

PROJECT SCOPE:

- a. The project consists of one new 40' x 50' pre-engineered metal buildings with two overhead doors and one walk door.

BID RECEIVING:

- a. General Contractors are invited to submit a lump sum bid, on the Bid Form provided, for a General Contract, under seal to the Owner, at the Riley County Clerk's Office, 110 Courthouse Plaza, Manhattan, KS, before 5:00 pm local time on the 24th day of March, 2023 for the above project. Bids will be publicly opened on March 27th, 2023 at 9:05am at the Owner's County Commissioners Room, 115 North 4th Street, Manhattan, KS, and read aloud.
- b. Bids will be received for the work to include General Construction.

CONTRACT DOCUMENTS:

- a. Bidding Documents may be obtained by emailing the office of the Architect at heather.peterson@anderson-knight.com, or calling 785-539-0806. A digital copy will be emailed to the contractor.

BONDS:

- a. Bonds will be required in accordance with the "Instructions to Bidders".

PRE-BID CONFERENCE:

- a. There will be a pre-bid conference on Tuesday, February 28th, 2023 at 3:00pm at the Riley County Commission Room, 115 North 4th Street, Manhattan, KS. Attendance is not required in order to submit a bid. Accommodations for attendance via "zoom" conference can be made by contacting the Architect no later than 3:00pm on Monday, February 27th, 2023.

END OF DOCUMENT 00100

21022 Riley County Fire District #1
SECTION 00100 – INVITATION TO BID