Board of Riley County Commissioners
Regular Meeting
Agenda
February 22, 2024

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

Cindy Kabriel
785-565-6200

Commission Chambers **8:30 AM**

District 2 – Greg McKinley, Vice Chair District 3 – Kathryn Focke, Member District 1 – John Ford, Chair

8:30 AM **Call to Order**

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Accept Chris Hunter's resignation and appoint Wyatt Moore as Wildcat Township Clerk
4. Sign Tax Roll Corrections
5. Advisory Board letter correction
6. Sign Riley County Employee Action Form(s)
7. Approve payroll/accounts payables (when completed)

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Feb 15, 2024 9:00 AM

Review Tentative Agenda

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

9:00 AM **Barry Wilkerson, County Attorney**

11. Staff update

9:05 AM **John Ellermann, Public Works Director/County Engineer**

12. 2024 Equipment & Vehicle Internet Auction

9:15 AM **Clancy Holeman, Counselor/Director of Administrative Services**

13. Administrative Work Session

9:35 AM **John Ellermann, Public Works Director/County Engineer**

14. Request to fill an open Facility & Grounds Technician II and Parks Seasonal Positions

9:50 AM **Shelly Williams, Community Corrections Director**

15. Staff Update
16. Carryover Reimbursement Budget Adjustment - Adult Services
17. Carryover Reimbursement Budget Adjustment - Juvenile Service

10:05 AM **Vivienne Leyva, PIO**

18. February 2024 Public Information Officer Update

10:20 AM **Bob Isaac, Planner**

19. Replat Lots Twenty-one (21), Twenty-two (22), and Twenty-three (23), and part of Lot Twenty-nine (29), in Pride Subdivision, together into one (1) lot.

10:35 AM **Bob Isaac, Planner**

20. Plat a 3.35-acre tract of land into a single residential lot.

10:50 AM **Bob Isaac, Planner**

21. Plat two contiguous, unplatted tracts into a single lot.

11:05 AM **John Ellermann, Public Works Director/County Engineer/Bruce McMillan, Bruce McMillan Architects**

22. Bid Opening for 4th Floor Plaza East Building Riley County Election Office Renovation

11:20 AM **Shelley Woodard, Deputy County Counselor**

23. Prairie Paws Animal Shelter Services

11:40 AM **Shelley Woodard, Deputy County Counselor**

24. Consider Granting a Sanitary Code Variance for Property Owned by Jeffrey and Susan Jones / TDJ Stables

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.

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

COUNTY CLERK & ELECTIONS
Appointment

COMMISSION AGENDA REPORT

FROM: **Rich Vargo, County Clerk**

MEETING: **February 22, 2024**

SUBJECT: **Accept Chris Hunter's resignation and appoint Wyatt Moore as Wildcat Township Clerk**

PRESENTER: **Rich Vargo, County Clerk**

POSSIBLE MOTION(S)

Move to accept Chris Hunter's resignation and appoint Wyatt Moore as Wildcat Township Clerk.

Move to deny

Move to modify

Move to table

Enclosures:
- Wildcat Township Clerk (PDF)

Attention: Members of the Riley County Commission

Please accept my resignation from the position of Clerk of the Wildcat Township Board effective February 1, 2024.

Thank you for your attention.

Chris Hunter



Attachment: Wildcat Township Clerk (14512 : Wildcat Township Officer)

Letter of Recommendation

For the Position of

Clerk

Wildcat Township, Riley County, Kansas

Dear Board of Riley County Commissioners,

We, the Board of Wildcat Township, have a vacancy on the Township Board, in the office of **Clerk.** We would like to recommend the Appointment of **Wyatt Moore**, 3652 Bridle Road, to fill this position, pursuant to K.S.A. 25-1606 effective February 1, 2024.

Wyatt has lived at the current address for about 4 ½ years. Lived in the Manhattan area for the last 10 years. Married to wife Abby for 15 years. Has 3 children. Worked for the same company for the last 13 years.

I've known Wyatt, since he moved to Bridle Road address, has always been approachable, friendly, an excellent communicator, always a positive attitude and willingness to work.

Thank you for your attention to this matter.

Signed this 31 Day of January, 2024

Township Board Members

Gerald D Westervelt

Wayne [illegible]

Attachment: Wildcat Township Clerk (14512 : Wildcat Township Officer)

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

COUNTY CLERK & ELECTIONS
Tax Roll Correction

COMMISSION AGENDA REPORT

FROM: **Lori Muir, Real Estate Specialist**

MEETING: **February 22, 2024**

SUBJECT: **Sign Tax Roll Corrections**

PRESENTER: **Rich Vargo, County Clerk**

POSSIBLE MOTION(S)

Move to approve the Tax Roll Corrections.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:
- image31157 (PDF)
- image31565 (PDF)
- image32336 (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR 2024/02/14 10:15:11

Taxpayer ID PEST0004
Owner ID PEST0004

Control # 2024000086

Tax Year 2023
Tract # R16730

PESTINGER, MICHAEL J
TRUST
304 N CAMPBELL AVE
BELOIT, KS 67420-2430

CAMA # 212-03-0-30-01-013-00-0-01
TU 2 Manhattan City
Parcel 112140
USD 383

GRAND MERE #7
LOT 1

Property Address 2500 HEARTLAND DR

APPRAISER SECTION (Value) 2024/02/14 LMUIR APPROVED

Appraised Prior to Correction:				Appraised After Correction:				
CL	Land	Imp	Total	CL	Land	Imp	Total	Net Change
RU	107780	1944530	2052310	RU	107780	1876270	1984050	68260-
Total	107780	1944530	2052310	Total	107780	1876270	1984050	68260-
Assessed Prior to Correction:				Assessed After Correction:				Net Change
RU	12395	223621	236016	RU	12395	215771	228166	7850-
Total	12395	223621	236016	Total	12395	215771	228166	Total 7850-
SB41	4836			SB41	4836			SB41

CLERK SECTION (Tax) 2024/02/14 LMUIR ORDER PRINTED

Tax Prior to Correction:			Tax After Correction:			Net Change
Levy 150.37500	Gen Tax	35490.92	Levy 150.37500	Gen Tax	34310.46	1180.46-
	SB41 $	96.72		SB41 $	96.72	
SB41 Tax Dollars		35394.20	SB41 Tax Dollars		34213.74	1180.46-

TREASURER SECTION (Summary)

Net Change in Assessed Value (no SB41 influence) 7850-
Applicable Mill Levy 150.37500
Net Change in Levied Tax Dollars | 1180.46- |

Net Change in SB41 Exemption

Net Change in Total Tax Dollars | 1180.46- |

Type of Correction DECREASE
Correction Code TP TAX PROTEST Rate 4.00%
Tax Statement # 24415
Comments PUP adjustment per Appraiser

Owner PEST0004
PESTINGER, MICHAEL J

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

Approved by Commission: _____

Attest by County Clerk: _____

Attachment: image31157 (14510 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR 2024/02/14 10:15:10

Taxpayer ID BRIT0027
Owner ID BRIT0027

Control # 2024000087

Tax Year 2023
Tract # OT54001

BRITT, RICHARD E JR
ANGELA G BRITT
1000 S SCENIC DR
MANHATTAN, KS 66503-8626

CAMA # 215-21-0-00-00-005-01-0-01
TU 140 Ogden Township
Parcel 361
USD 383

BRITT ADDN
LOT 1

Property Address 1000 S SCENIC DR

APPRAISER SECTION (Value) 2024/02/14 LMUIR APPROVED

Appraised Prior to Correction:				Appraised After Correction:				
CL	Land	Imp	Total	CL	Land	Imp	Total	Net Change
AR	440	247990	248430	AR	440	247990	248430	
CR	3410	272470	275880	CR	3410	256620	260030	15850-
Total	3850	520460	524310	Total	3850	504610	508460	15850-
Assessed Prior to Correction:				Assessed After Correction:				Net Change
AR	132	61998	62130	AR	132	61998	62130	
CR	853	68118	68971	CR	853	64155	65008	3963-
Total	985	130116	131101	Total	985	126153	127138	Total 3963-
SB41				SB41				SB41

CLERK SECTION (Tax) 2024/02/14 LMUIR ORDER PRINTED

Tax Prior to Correction:			Tax After Correction:			Net Change
Levy 113.53000	Gen Tax	14883.90	Levy 113.53000	Gen Tax	14433.98	449.92-
	SB41 $			SB41 $		
SB41 Tax Dollars		14883.90	SB41 Tax Dollars		14433.98	449.92-

TREASURER SECTION (Summary)

Net Change in Assessed Value (no SB41 influence) 3963-
Applicable Mill Levy 113.53000
Net Change in Levied Tax Dollars | 449.92- |

Net Change in SB41 Exemption

Net Change in Total Tax Dollars | 449.92- |

Type of Correction DECREASE
Correction Code TP TAX PROTEST Rate 4.00%
Tax Statement # 10785
Comments PUP adjustment per Appraiser

Owner BRIT0027
BRITT, RICHARD E JR

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

Approved by Commission: _____

Attest by County Clerk: _____

Attachment: image31157 (14510 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR 2024/02/15 11

Taxpayer ID BANK0146
Owner ID KARI0004

Control # 2024000089

Tax Year 2023
Tract # 317121

KARIN, TAMARA E

CAMA # 211-02-0-30-10-002-00-0-01

CANDLEWOOD #2
LOT 121

3503 STONEHENGE CT

TU 2 Manhattan City
Parcel 79650
USD 383

MANHATTAN, KS 66503-2139

Property Address 3503 STONEHENGE CT

APPRAISER SECTION (Value)

2024/02/15 LMUIR APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	37590	216710	254300
Total	37590	216710	254300

Assessed Prior to Correction:

RU	4323	24922	29245
Total	4323	24922	29245
SB41	4836		

Appraised After Correction:

CL	Land	Imp	Total
RU	37590	196810	234400
Total	37590	196810	234400

Assessed After Correction:

RU	4323	22633	26956
Total	4323	22633	26956
SB41	4836		

Net Change

	19900-
	19900-

Net Change

	2289-
Total	2289-
SB41	

CLERK SECTION (Tax)

2024/02/15 LMUIR ORDER PRINTED

Tax Prior to Correction:

Levy 150.37500	Gen Tax	4397.72
	SB41 $	96.72
SB41 Tax Dollars		4301.00

Tax After Correction:

Levy 150.37500	Gen Tax	4053.52
	SB41 $	96.72
SB41 Tax Dollars		3956.80

Net Change

344.20-
344.20-

TREASURER SECTION (Summary)

Net Change in Assessed Value (no SB41 influence) 2289-
Applicable Mill Levy 150.37500
Net Change in Levied Tax Dollars | 344.20- |

Net Change in SB41 Exemption

Net Change in Total Tax Dollars | 344.20- |

Type of Correction DECREASE
Correction Code TP TAX PROTEST Rate 4.00%
Tax Statement # 4577
Comments PUP adjustment per Appraiser

Owner KARI0004
KARIN, TAMARA E

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

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image31565 (14510 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR 2024/02/15 11:02:33

Taxpayer ID BANK0146
Owner ID LYON0030

Control # 2024000090

Tax Year 2023
Tract # 179011

LYONS, GRANT A
REBEKAH K LYONS
2953 NEVADA ST

MANHATTAN, KS 66502-2355

CAMA # 211-11-0-10-03-016-00-0-01

TU 2 Manhattan City
Parcel 59930
USD 383

HOWENSTINE ADDN #8
BLK 6 LOT 6

Property Address 2953 NEVADA ST

APPRAISER SECTION (Value) 2024/02/15 LMUIR APPROVED

Appraised Prior to Correction:				Appraised After Correction:				
CL	Land	Imp	Total	CL	Land	Imp	Total	Net Change
RU	43370	245030	288400	RU	43370	225180	268550	19850-
Total	43370	245030	288400	Total	43370	225180	268550	19850-
Assessed Prior to Correction:				Assessed After Correction:				Net Change
RU	4988	28178	33166	RU	4988	25896	30884	2282-
Total	4988	28178	33166	Total	4988	25896	30884	Total 2282-
SB41	4836			SB41	4836			SB41

CLERK SECTION (Tax) 2024/02/15 LMUIR ORDER PRINTED

Tax Prior to Correction:			Tax After Correction:			Net Change
Levy 150.37500	Gen Tax	4987.34	Levy 150.37500	Gen Tax	4644.18	343.16-
	SB41 $	96.72		SB41 $	96.72	
SB41 Tax Dollars		4890.62	SB41 Tax Dollars		4547.46	343.16-

TREASURER SECTION (Summary)

Net Change in Assessed Value (no SB41 influence) 2282-
Applicable Mill Levy 150.37500
Net Change in Levied Tax Dollars | 343.16- |

Net Change in SB41 Exemption

Net Change in Total Tax Dollars | 343.16- |

Type of Correction DECREASE
Correction Code TP TAX PROTEST Rate 4.00%
Tax Statement # 3899
Comments PUP adjustment per Appraiser

Owner LYON0030
LYONS, GRANT A

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

Approved by Commission: _____

Attest by County Clerk: _____

Attachment: image31565 (14510 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR 2024/02/15 1

Taxpayer ID BANK0146
Owner ID GAOL0001

Control # 2024000091

Tax Year 2023
Tract # 228008

GAO, LIANGLIANG
QINGHONG RAN
1112 VILLAGE DR

MANHATTAN, KS 66503-2567

CAMA # 211-11-0-30-14-008-00-0-01

TU 2 Manhattan City
Parcel 65160
USD 383

WREATH
LOT 8

Property Address 1112 VILLAGE DR

APPRAISER SECTION (Value) 2024/02/15 LMUIR APPROVED

Appraised Prior to Correction:				Appraised After Correction:				
CL	Land	Imp	Total	CL	Land	Imp	Total	Net Change
RU	32110	265890	298000	RU	32110	265190	297300	700-
Total	32110	265890	298000	Total	32110	265190	297300	700-
Assessed Prior to Correction:				Assessed After Correction:				Net Change
RU	3693	30577	34270	RU	3693	30497	34190	80-
Total	3693	30577	34270	Total	3693	30497	34190	Total 80-
SB41	4836			SB41	4836			SB41

CLERK SECTION (Tax) 2024/02/15 LMUIR ORDER PRINTED

Tax Prior to Correction:			Tax After Correction:			Net Change
Levy 150.37500	Gen Tax	5153.36	Levy 150.37500	Gen Tax	5141.32	12.04-
	SB41 $	96.72		SB41 $	96.72	
SB41 Tax Dollars		5056.64	SB41 Tax Dollars		5044.60	12.04-

TREASURER SECTION (Summary)

Net Change in Assessed Value (no SB41 influence) 80-
Applicable Mill Levy 150.37500
Net Change in Levied Tax Dollars | 12.04- |

Net Change in SB41 Exemption

Net Change in Total Tax Dollars | 12.04- |

Type of Correction DECREASE
Correction Code TP TAX PROTEST Rate 4.00%
Tax Statement # 4048
Comments PUP adjustment per Appraiser

Owner GAOL0001
GAO, LIANGLIANG

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

(Date)

Approved by Commission: _____

Attest by County Clerk: _____

Attachment: image31565 (14510 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR 2024/02/15 11

Taxpayer ID KLEI0027
Owner ID KLEI0027

Control # 2024000092

Tax Year 2023
Tract # 058011

KLEINER, RICHARD A ET UX

CAMA # 211-12-0-30-07-005-00-0-01

CEDAR ACRES ADDN
PT LOT 6

2230 COLLEGE HEIGHTS RD

TU 2 Manhattan City
Parcel 36100
USD 383

MANHATTAN, KS 66502-2907

Property Address 2230 COLLEGE HTS RD

APPRAISER SECTION (Value) 2024/02/15 LMUIR APPROVED

Appraised Prior to Correction:				Appraised After Correction:				
CL	Land	Imp	Total	CL	Land	Imp	Total	Net Change
RU	39390	161100	200490	RU	39390	158640	198030	2460-
Total	39390	161100	200490	Total	39390	158640	198030	2460-
Assessed Prior to Correction:				Assessed After Correction:				Net Change
RU	4530	18527	23057	RU	4530	18244	22774	283-
Total	4530	18527	23057	Total	4530	18244	22774	Total 283-
SB41	4836			SB41	4836			SB41

CLERK SECTION (Tax) 2024/02/15 LMUIR ORDER PRINTED

Tax Prior to Correction:			Tax After Correction:			Net Change
Levy 150.37500	Gen Tax	3467.20	Levy 150.37500	Gen Tax	3424.64	42.56-
	SB41 $	96.72		SB41 $	96.72	
SB41 Tax Dollars		3370.48	SB41 Tax Dollars		3327.92	42.56-

TREASURER SECTION (Summary)

Net Change in Assessed Value (no SB41 influence) 283-
Applicable Mill Levy 150.37500
Net Change in Levied Tax Dollars | 42.56- |

Net Change in SB41 Exemption

Net Change in Total Tax Dollars | 42.56- |

Type of Correction DECREASE
Correction Code TP TAX PROTEST Rate 4.00%
Tax Statement # 19120
Comments PUP adjustment per Appraiser

Owner KLEI0027
KLEINER, RICHARD A ET UX

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

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image31565 (14510 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR 2024/02/15 11:02:12

Taxpayer ID KANG0005
Owner ID KANG0005

Control # 2024000093

Tax Year 2023
Tract # 892073

KANGAS, JESSE
VICTORIA LYNN KANGAS
9020 W 104TH ST

OVERLAND PARK, KS 66212-4308

CAMA # 215-15-0-20-06-003-00-0-01

TU 2 Manhattan City
Parcel 286265
USD 383

STONE POINTE ADDN
LOT 73

Property Address 309 STONE DR

APPRAISER SECTION (Value) 2024/02/15 LMUIR APPROVED

Appraised Prior to Correction:				Appraised After Correction:				
CL	Land	Imp	Total	CL	Land	Imp	Total	Net Change
RU	38460	238980	277440	RU	38460	231240	269700	7740-
Total	38460	238980	277440	Total	38460	231240	269700	7740-
Assessed Prior to Correction:				Assessed After Correction:				Net Change
RU	4423	27483	31906	RU	4423	26593	31016	890-
Total	4423	27483	31906	Total	4423	26593	31016	Total 890-
SB41	4836			SB41	4836			SB41

CLERK SECTION (Tax) 2024/02/15 LMUIR ORDER PRINTED

Tax Prior to Correction:			Tax After Correction:			Net Change
Levy 150.37500	Gen Tax	4797.86	Levy 150.37500	Gen Tax	4664.04	133.82-
	SB41 $	96.72		SB41 $	96.72	
SB41 Tax Dollars		4701.14	SB41 Tax Dollars		4567.32	133.82-

TREASURER SECTION (Summary)

Net Change in Assessed Value (no SB41 influence) 890-
Applicable Mill Levy 150.37500
Net Change in Levied Tax Dollars | 133.82- |

Net Change in SB41 Exemption

Net Change in Total Tax Dollars | 133.82- |

Type of Correction DECREASE
Correction Code TP TAX PROTEST Rate 4.00%
Tax Statement # 18605
Comments PUP adjustment per Appraiser

Owner KANG0005
KANGAS, JESSE

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

Approved by Commission: _____

Attest by County Clerk: _____

Attachment: image31565 (14510 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR 2024/02/15 1

Taxpayer ID BANK0146
Owner ID PUGH0011

Control # 2024000094

Tax Year 2023
Tract # 854009

PUGH, L'TANYA

CAMA # 215-16-0-10-04-006-00-0-01

HIGHLAND MEADOWS #1
LOT 9

301 HIGHLAND RIDGE DR

TU 9 Manhattan City
Parcel 110

MANHATTAN, KS 66503-8761

USD 378

Property Address 301 HIGHLAND RIDGE DR

APPRAISER SECTION (Value) 2024/02/15 LMUIR APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	37650	293060	330710
Total	37650	293060	330710

Assessed Prior to Correction:

RU	4330	33702	38032
Total	4330	33702	38032
SB41	4836		

Appraised After Correction:

CL	Land	Imp	Total
RU	37650	291350	329000
Total	37650	291350	329000

Assessed After Correction:

RU	4330	33505	37835
Total	4330	33505	37835
SB41	4836		

Net Change

	1710-
Total	1710-
	197-
Total	197-
SB41	

CLERK SECTION (Tax) 2024/02/15 LMUIR ORDER PRINTED

Tax Prior to Correction:

Levy 151.48500	Gen Tax	5761.28
	SB41 $	96.72
SB41 Tax Dollars		5664.56

Tax After Correction:

Levy 151.48500	Gen Tax	5731.44
	SB41 $	96.72
SB41 Tax Dollars		5634.72

Net Change
29.84-
29.84-

TREASURER SECTION (Summary)

Net Change in Assessed Value (no SB41 influence) 197-
Applicable Mill Levy 151.48500
Net Change in Levied Tax Dollars 29.84-

Net Change in SB41 Exemption

Net Change in Total Tax Dollars 29.84-

Type of Correction DECREASE
Correction Code TP TAX PROTEST Rate 4.00%
Tax Statement # 6995
Comments PUP adustment per Appraiser

Owner PUGH0011
PUGH, L'TANYA

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

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image31565 (14510 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR 2024/02/16 14:55:16

Taxpayer ID BANK0246
Owner ID SIDO0005

Control # 2024000095

Tax Year 2023
Tract # 338019

SIDORFSKY, TIMOTHY F
MICHELLE M SIDORFSKY
2010 BROWNING AVE
MANHATTAN, KS 66502-1928

CAMA # 211-01-0-30-02-021-00-0-01

TU 2 Manhattan City
Parcel 83240
USD 383

1-10-7 PT OF SW4 OF SW4 .75A

Property Address 2010 BROWNING AVE

APPRAISER SECTION (Value) 2024/02/16 LMUIR APPROVED

Appraised Prior to Correction:				Appraised After Correction:				
CL	Land	Imp	Total	CL	Land	Imp	Total	Net Change
RU	34020	187460	221480	RU	34020	170680	204700	16780-
Total	34020	187460	221480	Total	34020	170680	204700	16780-
Assessed Prior to Correction:				Assessed After Correction:				Net Change
RU	3912	21558	25470	RU	3912	19628	23540	1930-
Total	3912	21558	25470	Total	3912	19628	23540	Total 1930-
SB41	4836			SB41	4836			SB41

CLERK SECTION (Tax) 2024/02/16 LMUIR ORDER PRINTED

Tax Prior to Correction:			Tax After Correction:			Net Change
Levy 150.37500	Gen Tax	3830.06	Levy 150.37500	Gen Tax	3539.84	290.22-
	SB41 $	96.72		SB41 $	96.72	
SB41 Tax Dollars		3733.34	SB41 Tax Dollars		3443.12	290.22-

TREASURER SECTION (Summary)

Net Change in Assessed Value (no SB41 influence) 1930-
Applicable Mill Levy 150.37500
Net Change in Levied Tax Dollars | 290.22- |

Net Change in SB41 Exemption

Net Change in Total Tax Dollars | 290.22- |

Type of Correction DECREASE
Correction Code TP TAX PROTEST Rate 4.00%
Tax Statement # 8928
Comments PUP adjustment per Appraiser

Owner SIDO0005
SIDORFSKY, TIMOTHY F

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

Approved by Commission: _____

Attest by County Clerk: _____

Attachment: image32336 (14510 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR 2024/02/16 14:55:16

Taxpayer ID NGUY0023
Owner ID NGUY0023

Control # 2024000096

Tax Year 2023
Tract # 486032

NGUYEN, KEITH
SARAH E NGUYEN
1716 WESTBANK WAY
MANHATTAN, KS 66503-7517

CAMA # 212-10-0-10-04-002-31-0-01
TU 2 Manhattan City
Parcel 92730
USD 383

LITTLE KITTEN CREEK
5 10-10-7 LOT 32

Property Address 1716 WESTBANK WAY

APPRAISER SECTION (Value) 2024/02/16 LMUIR APPROVED

Appraised Prior to Correction:				Appraised After Correction:				
CL	Land	Imp	Total	CL	Land	Imp	Total	Net Change
RU	47900	357900	405800	RU	47900	319290	367190	38610-
Total	47900	357900	405800	Total	47900	319290	367190	38610-
Assessed Prior to Correction:				Assessed After Correction:				Net Change
RU	5509	41159	46668	RU	5509	36718	42227	4441-
Total	5509	41159	46668	Total	5509	36718	42227	Total 4441-
SB41	4836			SB41	4836			SB41

CLERK SECTION (Tax) 2024/02/16 LMUIR ORDER PRINTED

Tax Prior to Correction:			Tax After Correction:			Net Change
Levy 150.37500	Gen Tax	7017.70	Levy 150.37500	Gen Tax	6349.90	667.80-
	SB41 $	96.72		SB41 $	96.72	
SB41 Tax Dollars		6920.98	SB41 Tax Dollars		6253.18	667.80-

TREASURER SECTION (Summary)

Net Change in Assessed Value (no SB41 influence) 4441-
Applicable Mill Levy 150.37500
Net Change in Levied Tax Dollars | 667.80- |

Net Change in SB41 Exemption

Net Change in Total Tax Dollars | 667.80- |

Type of Correction DECREASE
Correction Code TP TAX PROTEST Rate 4.00%
Tax Statement # 23035
Comments PUP adjustment per Appraiser

Owner NGUY0023
NGUYEN, KEITH

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

Approved by Commission: _____

Attest by County Clerk: _____

Attachment: image32336 (14510 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR 2024/02/16 1

Taxpayer ID SHIL0027
Owner ID SHIL0027

Control # 2024000097

Tax Year 2023
Tract # 623027

SHILLING, JUDY A TRUST

CAMA # 212-10-0-30-01-004-09-0-01

WYNDHAM HEIGHTS #2
LOT 27 .71 ACRES

4101 WELLINGTON DR

TU 2 Manhattan City
Parcel 102310
USD 383

MANHATTAN, KS 66503-8668

Property Address 4101 WELLINGTON DR

APPRAISER SECTION (Value) 2024/02/16 LMUIR APPROVED

Appraised Prior to Correction:				Appraised After Correction:				
CL	Land	Imp	Total	CL	Land	Imp	Total	Net Change
RU	57590	637850	695440	RU	57590	565500	623090	72350-
Total	57590	637850	695440	Total	57590	565500	623090	72350-
Assessed Prior to Correction:				Assessed After Correction:				Net Change
RU	6623	73353	79976	RU	6623	65033	71656	8320-
Total	6623	73353	79976	Total	6623	65033	71656	Total 8320-
SB41	4836			SB41	4836			SB41

CLERK SECTION (Tax) 2024/02/16 LMUIR ORDER PRINTED

Tax Prior to Correction:			Tax After Correction:			Net Change
Levy 150.37500	Gen Tax	12026.40	Levy 150.37500	Gen Tax	10775.28	1251.12-
	SB41 $	96.72		SB41 $	96.72	
SB41 Tax Dollars		11929.68	SB41 Tax Dollars		10678.56	1251.12-

TREASURER SECTION (Summary)

Net Change in Assessed Value (no SB41 influence) 8320-
Applicable Mill Levy 150.37500
Net Change in Levied Tax Dollars | 1251.12- |

Type of Correction DECREASE
Correction Code TP TAX PROTEST Rate 4.00%
Tax Statement # 27337
Comments PUP adjustment per Appraiser

Net Change in SB41 Exemption

Net Change in Total Tax Dollars | 1251.12- |

Owner SHIL0027
SHILLING, JUDY A TRUST

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

Approved by Commission: _____

Attest by County Clerk: _____

Attachment: image32336 (14510 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR 2024/02/16 [redacted]

Taxpayer ID SCHM0159
Owner ID SCHM0159

Control # 2024000098

Tax Year 2023
Tract # 676046

SCHMITZ, NATHAN B
MADISON L SCHMITZ
1101 WYNDHAM HEIGHTS DR
MANHATTAN, KS 66503-8675

CAMA # 212-10-0-30-01-004-33-0-01
TU 2 Manhattan City
Parcel 106080
USD 383

WYNDHAM HEIGHTS #4
LOT 46 0.75A

Property Address 1101 WYNDHAM HEIGHTS

APPRAISER SECTION (Value) 2024/02/16 LMUIR APPROVED

Appraised Prior to Correction:				Appraised After Correction:				
CL	Land	Imp	Total	CL	Land	Imp	Total	Net Change
RU	54950	535450	590400	RU	54950	521810	576760	13640-
Total	54950	535450	590400	Total	54950	521810	576760	13640-
Assessed Prior to Correction:				Assessed After Correction:				Net Change
RU	6319	61577	67896	RU	6319	60008	66327	1569-
Total	6319	61577	67896	Total	6319	60008	66327	Total 1569-
SB41	4836			SB41	4836			SB41

CLERK SECTION (Tax) 2024/02/16 LMUIR ORDER PRINTED

Tax Prior to Correction:			Tax After Correction:			Net Change
Levy 150.37500	Gen Tax	10209.86	Levy 150.37500	Gen Tax	9973.92	235.94-
	SB41 $	96.72		SB41 $	96.72	
SB41 Tax Dollars		10113.14	SB41 Tax Dollars		9877.20	235.94-

TREASURER SECTION (Summary)

Net Change in Assessed Value (no SB41 influence) 1569-
Applicable Mill Levy 150.37500
Net Change in Levied Tax Dollars | 235.94- |

Net Change in SB41 Exemption

Net Change in Total Tax Dollars | 235.94- |

Type of Correction DECREASE
Correction Code TP TAX PROTEST Rate 4.00%
Tax Statement # 26763
Comments PUP adjustment per Appraiser

Owner SCHM0159
SCHMITZ, NATHAN B

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

Approved by Commission: _____

Attest by County Clerk: _____

Attachment: image32336 (14510 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR 2024/02/16 1

Taxpayer ID KNOB0002
Owner ID KNOB0002

Control # 2024000099

Tax Year 2023
Tract # 676051

KNOBBE, TRENT S
DORI L KNOBBE
7 RIDGE RD LOOP
SYLVAN GROVE, KS 67481-8133

CAMA # 212-10-0-30-01-004-39-0-01
TU 2 Manhattan City
Parcel 106140
USD 383

WYNDHAM HEIGHTS #4
LOT 51 0.36A

Property Address 1200 WYNDHAM HEIGHTS

APPRAISER SECTION (Value) 2024/02/16 LMUIR APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	51160	467470	518630
Total	51160	467470	518630

Assessed Prior to Correction:

RU	5883	53759	59642
Total	5883	53759	59642
SB41	4836		

Appraised After Correction:

CL	Land	Imp	Total
RU	51160	413340	464500
Total	51160	413340	464500

Assessed After Correction:

RU	5883	47534	53417
Total	5883	47534	53417
SB41	4836		

Net Change

	54130-
	54130-
	6225-
Total	6225-
SB41	

CLERK SECTION (Tax) 2024/02/16 LMUIR ORDER PRINTED

Tax Prior to Correction:

Levy 150.37500	Gen Tax	8968.68
	SB41 $	96.72
SB41 Tax Dollars		8871.96

Tax After Correction:

Levy 150.37500	Gen Tax	8032.58
	SB41 $	96.72
SB41 Tax Dollars		7935.86

Net Change
936.10-
936.10-

TREASURER SECTION (Summary)

Net Change in Assessed Value (no SB41 influence) 6225-
Applicable Mill Levy 150.37500
Net Change in Levied Tax Dollars | 936.10- |

Net Change in SB41 Exemption

Net Change in Total Tax Dollars | 936.10- |

Type of Correction DECREASE
Correction Code TP TAX PROTEST Rate 4.00%
Tax Statement # 19254
Comments PUP adjustment per Appraiser

Owner KNOB0002
KNOBBE, TRENT S

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

(Date)

Approved by Commission: _____

Attest by County Clerk: _____

Attachment: image32336 (14510 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR 2024/02/16 1

Taxpayer ID BANK0146
Owner ID DISB0015

Control # 2024000100

Tax Year 2023
Tract # 676056

DISBROW, STEPHEN E
ELIZABETH L DISBROW
1506 BARRINGTON DR
MANHATTAN, KS 66503-8621

CAMA # 212-10-0-30-01-004-45-0-01
TU 2 Manhattan City
Parcel 106200
USD 383

WYNDHAM HEIGHTS #4
LOT 56 0.44A

Property Address 1506 BARRINGTON DR

APPRAISER SECTION (Value) 2024/02/16 LMUIR APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	53040	719480	772520
Total	53040	719480	772520

Assessed Prior to Correction:

RU	6100	82740	88840
Total	6100	82740	88840
SB41	4836		

Appraised After Correction:

CL	Land	Imp	Total
RU	53040	559510	612550
Total	53040	559510	612550

Assessed After Correction:

RU	6100	64344	70444
Total	6100	64344	70444
SB41	4836		

Net Change

RU	159970-
Total	159970-
RU	18396-
Total	18396-
SB41	

CLERK SECTION (Tax) 2024/02/16 LMUIR ORDER PRINTED

Tax Prior to Correction:

Levy 150.37500	Gen Tax	13359.32
	SB41 $	96.72
SB41 Tax Dollars		13262.60

Tax After Correction:

Levy 150.37500	Gen Tax	10593.02
	SB41 $	96.72
SB41 Tax Dollars		10496.30

Net Change

2766.30-
2766.30-

TREASURER SECTION (Summary)

Net Change in Assessed Value (no SB41 influence) 18396-
Applicable Mill Levy 150.37500
Net Change in Levied Tax Dollars | 2766.30- |

Net Change in SB41 Exemption

Net Change in Total Tax Dollars | 2766.30- |

Type of Correction DECREASE
Correction Code TP TAX PROTEST Rate 4.00%
Tax Statement # 5358
Comments PUP adjustment per Appraiser

Owner DISB0015
DISBROW, STEPHEN E

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

Approved by Commission:

Attest by County Clerk:

Attachment: image32336 (14510 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR 2024/02/16 14:55:25

Taxpayer ID HOWL0005
Owner ID HOWL0005

Control # 2024000101

Tax Year 2023
Tract # 583046

HOWLETT, JENNIFER L & PATRICK

CAMA # 212-10-0-40-08-025-00-0-01

GREYSTONE ADDN #3
10-10-7 & 15-10-7
LOT 46 .432A

3825 KATES CT

TU 2 Manhattan City
Parcel 98850

MANHATTAN, KS 66503-7575

USD 383

Property Address 3825 KATES COURT

APPRAISER SECTION (Value) 2024/02/16 LMUIR APPROVED

Appraised Prior to Correction:				Appraised After Correction:				
CL	Land	Imp	Total	CL	Land	Imp	Total	Net Change
RU	50060	418850	468910	RU	49980	382710	432690	36220-
Total	50060	418850	468910	Total	49980	382710	432690	36220-
Assessed Prior to Correction:				Assessed After Correction:				Net Change
RU	5757	48168	53925	RU	5748	44012	49760	4165-
Total	5757	48168	53925	Total	5748	44012	49760	Total 4165-
SB41	4836			SB41	4836			SB41

CLERK SECTION (Tax) 2024/02/16 LMUIR ORDER PRINTED

Tax Prior to Correction:			Tax After Correction:			Net Change
Levy 150.37500	Gen Tax	8108.98	Levy 150.37500	Gen Tax	7482.66	626.32-
	SB41 $	96.72		SB41 $	96.72	
SB41 Tax Dollars		8012.26	SB41 Tax Dollars		7385.94	626.32-

TREASURER SECTION (Summary)

Net Change in Assessed Value (no SB41 influence) 4165-
Applicable Mill Levy 150.37500
Net Change in Levied Tax Dollars | 626.32- |

Net Change in SB41 Exemption

Net Change in Total Tax Dollars | 626.32- |

Type of Correction DECREASE
Correction Code TP TAX PROTEST Rate 4.00%
Tax Statement # 17579
Comments PUP adjustment per Appraiser

Owner HOWL0005
HOWLETT, JENNIFER L & PATRICK

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

Approved by Commission: _____

Attest by County Clerk: _____

Attachment: image32336 (14510 : Tax Roll Corrections)

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

COUNTY CLERK & ELECTIONS
Personnel

COMMISSION AGENDA REPORT

FROM: **Cindy Kabriel**

MEETING: **February 22, 2024**

SUBJECT: **Advisory Board letter correction**

PRESENTER: **Cindy Kabriel, Senior Administrative Assistant**

The term appointment on the letter was the current year that his term expires. The correct term is until March 4, 2028. The resolution was correct.

POSSIBLE MOTION(S)

Move to sign the corrected letter appointing Steve Hargrave to the 21st District Judicial Nominating Commission term through March 4, 2028.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:
- Steve Hargrave correction letter (PDF)

RILEY COUNTY

BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
Manhattan, Kansas 66502
Phone: 785-565-6844
Fax: 785-565-6847
E-mail: bocc@rileycountyks.gov

February 15, 2024

Steve Hargrave
10051 Senn Road
Randolph, KS 66554

Dear Steve:

This is to confirm your appointment to the Twenty-First District Judicial Nominating Commission. We greatly appreciate your willingness to serve on this Council/Board and know that the Twenty-First District Judicial Nominating Commission will benefit from your contribution. Your term appointment is through March 4, 2028.

Sincerely,

Riley County Board of County Commissioners

_____
Chair

_____
Member

_____
Member

Attachment: Steve Hargrave correction letter (14530 : Advisory Board letter correction)

RESOLUTION NO. 021524-04

A RESOLUTION APPOINTING RILEY COUNTY REPRESENTATIVES TO ADVISORY BOARDS

WHEREAS, Riley County has positions available to be filled on various boards; and

WHEREAS, the following positions are open and the county residents listed below are eligible and have indicated a willingness to serve; and

WHEREAS, the Board of Commissioners of Riley County, Kansas, desire to appoint these county residents to the boards and for the terms as indicated below:

Cathy Jones Comm Dist 2	February 15, 2024- August 31, 2024	Food and Farm Council 3 year
Steve Hargrave Comm Dist 2	March 5, 2024- March 4, 2028	Judicial Nominating Commission – 21st District 4 year
Shelli Schottler Comm Dist 2	February 15, 2024- December 31, 2026	Public Health Advisory Council 3 year

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of Riley County, Kansas, that the above referenced county residents are hereby appointed to the various county boards for the designated period of time.

ADOPTED this 15th day of February, 2024.

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

CHAIR

MEMBER

MEMBER

COUNTY CLERK Seal RILEY COUNTY, KANSAS

ATTEST:

RICH VARGO
Riley County Clerk

Attachment: Steve Hargrave correction letter (14530 : Advisory Board letter correction)

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

COUNTY CLERK & ELECTIONS
Personnel

COMMISSION AGENDA REPORT

FROM: **Elizabeth Ward, Human Resources Director**

MEETING: **February 22, 2024**

SUBJECT: **Sign Riley County Employee Action Form(s)**

PRESENTER: **Elizabeth Ward, Human Resources Director**

Enclosures:

- 2024-02 Election Asst. KAmaro EAF (DOCX)
- 2024-02 PW SSnyder EAF (DOCX)
- 2024-02 Fire JSchrader EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: KayLeigh Amaro

Status Change Date: 03/04/2024

Status Change: New Hire

Date of Hire: 03/04/2024

Seniority: 0 Year(s), 0 Month(s)

Position: Election Assistant

Position Type: Part-Time

Pay Range: TASND

Pay Type: Hourly

Base Rate: $15.00

Annualized Pay: $15,000.00

Funds Codes: Election[19]

Supervisor: Susan Boller

Department Head: Rich Vargo

BoCC Chair _____ Date: _____

BoCC Member _____ Date: _____

BoCC Member _____ Date: _____

Attachment: 2024-02 Election Asst. KAmaro EAF (14511 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Steven Snyder

Status Change Date: 01/22/2024

Status Change: Separation

Date of Hire: 05/13/2019

Seniority: 4 Year(s), 9 Month(s)

Position: Facility & Grounds II

Position Type: Full-Time

Pay Range: 6

Pay Type: Hourly

Base Rate: $24.26

Annualized Pay: $50,460.80

Funds Codes: County General [1], Public Works [40]

Supervisor: Jeffrey Martinez

Department Head: David Willis

BoCC Chair _____ Date: _____

BoCC Member _____ Date: _____

BoCC Member _____ Date: _____

Attachment: 2024-02 PW SSnyder EAF (14511 : Employee Action Form (Green Sheet))

Attachment: 2024-02 PW SSnyder EAF (14511 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Jack Schrader

Status Change Date: 02/26/2024

Status Change: New Hire

Date of Hire: 02/26/2024

Seniority: 0 Year(s), 0 Month(s)

Position: Volunteer Firefighter Stipend

Position Type: As-Needed

Pay Range: TASND

Pay Type: STIPEND

Base Rate: $0.00

Annualized Pay: $0.00

Funds Codes: 183-Riley Co Fire District #1, 183-Fire District #1

Supervisor: Douglas Russell

Department Head: Russel Stukey

BoCC Chair _____ Date: _____

BoCC Member _____ Date: _____

BoCC Member _____ Date: _____

Attachment: 2024-02 Fire JSchrader EAF (14511 : Employee Action Form (Green Sheet))

Board of Riley County Commissioners

Regular Meeting

TENTATIVE Agenda

February 26, 2024

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

Cindy Kabriel
785-565-6200

Commission Chambers **8:30 AM**

District 2 – Greg McKinley, Vice Chair | District 3 – Kathryn Focke, Member | District 1 – John Ford, Chair

8:30 AM **Call to Order**

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Bid recommendation for 4th floor Courthouse Plaza East renovations
2. Bid recommendation for Parallel Road culvert replacement
3. Proclamation for Severe Weather Preparedness Week

Review Minutes

Press Conference Topics

Review Tentative Agenda

9:00 AM **Robbin Cole, Pawnee Mental Health Services Director**

4. Pawnee Mental Health Services update

9:15 AM **Brittany Phillips, Budget and Finance Officer**

5. All other funds budget presentation

9:30 AM **Press Conference**

6. Presentation of KAC Awards - John Ford (10 minutes)
7. Presentation of plaque to Amanda Webb for 2023-24 Flint Hills Regional Leadership Program - Vivienne Leyva (2-3 minutes)
8. Presentation of Severe Weather Preparedness Week Proclamation - John Ford and Laurie Harrison (3-5 minutes)
9. CVN's mailed February 23rd - Anna Burson (1-2 minutes)
10. Presidential Preference Primary - Rich Vargo (1-2 minutes)
11. NACo Conference - John Ford (3-5 minutes)

9:50 AM **Amanda Webb, Planning/Special Projects Director**

Attachment: 02-26-24 tentative agenda (14179 : Tentative Agenda)

12. Request to refill the P&D as-needed Clerical Assistant
13. Comp Plan Update

10:10 AM **Clancy Holeman, Counselor/Director of Administrative Services**

14. Administrative Work Session

10:30 AM **Shelley Woodard, Deputy County Counselor**

15. Animal Control Resolution

10:45 AM **Wyatt Thompson, Manhattan Assistant City Manager**

16. CiCo Park Improvements Project

12:00 PM **Intergovernmental Luncheon**

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: 02-26-24 tentative agenda (14179 : Tentative Agenda)

Board of Riley County Commissioners

Regular Meeting

TENTATIVE Agenda

February 29, 2024

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

Cindy Kabriel
785-565-6200

Commission Chambers **8:30 AM**

District 2 – Greg McKinley, Vice Chair | District 3 – Kathryn Focke, Member | District 1 – John Ford, Chair

8:30 AM **Call to Order**

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM **Clancy Holeman, Counselor/Director of Administrative Services**

1. Administrative Work Session

9:20 AM **Bob Isaac, Planner**

2. Public hearing for a rezone from SF1 to AG

9:35 AM **Elizabeth Ward, Human Resources Director**

3. Leadership Course update

10:05 AM **Shelley Woodard, Deputy County Counselor**

4. Animal Control

10:25 AM **Elizabeth Ward, Human Resources Director**

5. Leave Policy

10:45 AM **David Adams, EMS/Ambulance Director**

6. Staff update
7. Request to fill open position

11:10 AM **Shelley Woodard, Deputy County Counselor**

Attachment: 02-29-24 tentative agenda (14179 : Tentative Agenda)

8. Contract appointing a Guardian ad Litem for 2024 Tax Sale

11:20 AM **John Ellermann, Public Works Director/County Engineer**

9. EMS Headquarters Contract with BHS

11:40 AM **Cory Meyer, IT/GIS Director**

10. Staff update

Adjournment

Announcements

The Board of County Commissioners will not be in session on Monday, March 4, 2024.

Focus on Building Rural Communities Program will be held Monday, March 4, 2024 from 9:00 a.m. - 3:00 p.m. at Sikes Venue, 107 Erpelding Street, Leonardville, Kansas.

The 2024 Annual Township Officials Meeting will be held Wednesday, March 6, 2024 from 8:30 a.m. - 1:00 p.m. at Pottorf Hall in CiCo Park.

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: 02-29-24 tentative agenda (14179 : Tentative Agenda)

PUBLIC WORKS
Auction

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

COMMISSION AGENDA REPORT

FROM: **Andrea Rose Administrative Assistant II**

MEETING: **February 22, 2024**

SUBJECT: **2024 Equipment & Vehicle Internet Auction**

PRESENTER: **John Ellermann, Public Works Director**

BACKGROUND

Periodically the county conducts a public auction to dispose of excess County property. We currently have vehicles and equipment stored at the Public Works facility that are no longer usable by Riley County. All items have been inventoried and are ready to sell. We would like to request permission to move forward with the 2024 Equipment & Vehicle Internet Auction. Attached is a list of the vehicles and equipment for sale.

DISCUSSION

If approved all items will be auctioned by "Internet Only". The equipment will be sold on-line and can be viewed at the Riley County Public Works facility located at 6215 Tuttle Creek Blvd. in Manhattan, Kansas.

Purple Wave, Inc. is currently contracted to conduct sales for the State of Kansas. All normal procedures will be followed in accordance with the statutory requirements for the sale of surplus County property as adopted in Riley County Commission RESOLUTION NO. 011107-03.

The notice of intent to sell excess personal property will be published in the legal notice section of the "The Manhattan Mercury" and the "The Riley Countian" newspapers according to the statutes outlined.

FISCAL IMPACT

There are no costs to Riley County for contracting with Purple Wave to conduct this auction. Buyers will pay a 10% premium to Purple Wave to cover auction costs.

ALTERNATIVES

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

RECOMMENDATION(S)

Staff recommends the Commission authorize the Public Works Department to begin the process of disposing of the surplus property by public auction and to enter into a contract with Purple Wave.

POSSIBLE MOTION(S)

Move to authorize staff to move forward and to authorize Public Works to contract with Purple Wave, Inc, of Manhattan, Kansas to conduct an "Internet Only" auction to sell surplus vehicles and equipment and to begin the process to dispose of surplus property.

Enclosures:

- Intent to Sell 2024Comm sign (DOCX)
- List of Equipment and Vehicles for Auction_2024 (DOCX)

EXHIBIT 1

NOTICE OF INTENT TO SELL EXCESS PERSONAL PROPERTY BY THE BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS

Public notice is hereby given pursuant to K.S.A. 19-211(b)(1) that the Board of County Commissioners of Riley County, Kansas intends to offer for sale at public auction excess personal property, generally described as follows:

1996 New Holland manure spreader Model 512,
1991 John Deere Motor Grader- Model 770BH,
2011 Kenworth T800 Dump Truck sold with 2016 Henke Plow 12' and 1996 Henderson Chain spreader,
2011 Kenworth T800 Dump Truck sold with 2010 Henke Plow 12' and 1996 Henderson Chain Spreader,
2006 Sterling LT9500 Dump Truck, 2007 Chevrolet Malibu,
Two Windmill Towers
4" LDH,Hard Suction hose ,4 wheels and tires 1200x20,Handheld radios ,Mobile radios, computer items, Battery backups, Server cabinets, Misc lights (emergency lights, flashlights ,and strobe lights), Misc hand tools(rakes and flapper rakes),300-gallon slide in tank and fire pump.

Said sale is subject to the following terms and conditions:

1. The auction will take place April 16, 2024, through April 30, 2024 and will be sold through an "Internet-only" auction conducted through Purple Wave, Inc.'s online marketing platform at www.purplewave.com. The equipment may be viewed at the Riley County Public Works facility located at 6215 Tuttle Creek Blvd., Manhattan, Kansas. Items offered for sale are also listed on the Riley County website at www.rileycountyks.gov. A printed list of such items may be obtained at the Public Works office, 6215 Tuttle Creek Blvd., Manhattan, KS 66503. Additionally, a list of items for sale and information regarding terms of the sale may be obtained by contacting Purple Wave, Inc., 825 Levee Dr., Manhattan, Kansas, 66502 Telephone 866-608-9283.

2. The items offered for sale are for sale in their present "as is" condition, and each bidder agrees to satisfy himself or herself that any item purchased is suitable for the bidder's intended purpose. No warranties of any kind are made by either Riley County or Purple Wave Auction Inc.

3. Time is of the essence in the interpretation and enforcement of these conditions, and the sale herein authorized shall be closed according to the terms of the Purple Wave Auction, Inc. and all such sales are final.

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

_____
Joh Ford, Chairperson

_____
Greg Mckinley, Vice Chair

_____
Kathryn Focke, Member

ATTEST:

_____
Rich Vargo, Riley County Clerk (SEAL)

Attachment: Intent to Sell 2024Comm sign (14517 : 2024 Equipment & Vehicle Internet Auction)

Public Works

Purple Wave Auction: 2024

Public Works Vehicles:

Unit	Year	Description	Miles/Hours	Vin#
208	1991	John Deere Motor Grader Model770BH	10,377	DW770BH532392
90	2011	Kenworth T800 Dump Truck	191,778	1NKDLU0X4BJ279848
91	2011	Kenworth T800 Dump Truck	202,218	1NKDLU0X6BJ279849
49	2006	Sterling LT9500 Dump Truck	158,188	2FZHAZDE96AV78415
3104	2016	Henke Plow 12’		20558 will be sold with Truck 90
3568	1996	Henderson Chain Spreader		18285 will be sold with Truck 90
3115	2010	Henke Plow 12’		13479 will be sold with Truck 91
3567	1996	Henderson Chain Spreader		18284 will be sold with Truck 91

Public Works Equipment:

2 windmill towers

Riley County Fire:

4” LDH
Hard Suction Hose
4 Wheels and tires (1200x20)
Handheld Radios
Mobile Radios
Computer Items
Battery Back-ups
Server Cabinets
Misc Lights (emergency lights, flashlights, strobe lights)
Misc Hand Tools (rakes and flapper rakes)
Skid Unit (Tank 300 gallons and pump)

Solid Waste:

Unit	Year	Description	Vin#
930	1996	New Holland manure spreader Model 512	337669

Appraiser Vehicle:

Unit	Year	Description	Miles/Hours	VIN#
2006	2007	Chevrolet Malibu	89,975	VIN# 1G1ZS58N87F214376

Attachment: List of Equipment and Vehicles for Auction_2024 (14517 : 2024 Equipment & Vehicle Internet Auction)

PUBLIC WORKS
Personnel

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

COMMISSION AGENDA REPORT

FROM: **John Ellermann, Public Works Director**

MEETING: **February 22, 2024**

SUBJECT: **Request to fill an open Facility & Grounds Technician II and Parks Seasonal Positions**

PRESENTER: **John Ellermann**

/*BACKGROUND

We are here today to request approval to fill up to three Facility & Grounds Technician II and up to 5 Seasonal Parks positions in the Public Works Department/Parks Division. This position is supervised by the Parks Supervisor.

The Facility & Grounds Technician II is a skilled position responsible for performing park and grounds maintenance and construction activities. A person in this position will operate park maintenance and construction equipment, apply pesticides and fertilizers.

This employee works under the direction of the Parks Supervisor and Parks Manager and is expected to carry out and complete work details as directed. Supervision is provided through consultations and review of the work performed.

DISCUSSION

Discuss advertising for a Facility & Grounds Technician II and Seasonal Parks positions within the Public Works Department/Parks Division.

FISCAL IMPACT

These positions are budgeted positions within the Public Works Department.

RECOMMENDATION(S)

Staff does not have the capacity within their workload to absorb these additional duties. Therefore, staff recommends filling this position.

POSSIBLE MOTION(S)

Move to approve the Public Works Department advertise for the open Facility & Grounds Technician II and Seasonal Parks positions.

Move to deny the Public Works Department advertise for the open Facility & Grounds Technician II and Seasonal Parks positions.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Parks Seasonals Position Description (PDF)
- Facility Grounds Technician II Position Description (PDF)
- 2024-02 Seasonal Labor (DOCX)
- 2024-02 Facility & Grounds Tech II (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	**SEASONAL - PARKS**
Department:	Public Works & Parks **Division:**
Reports To:	Parks Supervisor, Parks Manager, or Director
Pay Grade:	**SEASONAL** **Status: Temp-Seasonal**
FLSA Status:	Non-Exempt

Position Summary: Position assists Park crew members in various capacities on a seasonal basis.

ESSENTIAL FUNCTIONS:

- Cuts weeds and trims trees along county roads and in county parks.
- Assists in maintaining related county buildings and grounds.
- Operates air tools or light equipment.
- Assists with work in county shop.

SECONDARY FUNCTIONS:

- Performs related work as directed.

POSITION REQUIREMENTS:

Knowledge/Skills:

- Ability to understand and follow oral or written instructions.
- Ability to establish and maintain effective working relations with employees and general public.
- Willingness to work in unpleasant weather conditions.
- Ability to lift 25 lbs.
- Ability to operate equipment as directed in an efficient and safe manner.
- Experience in turf maintenance and mowing is desired.
- Valid Class C driver's license.

Physical Demands/Effort: The physical demands described represent those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision.

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

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; explosives; risk of vibration. A person in this position is exposed to many safety hazards while working in and around work zones immediately adjacent to high volume traffic, near power tools, large moving equipment. The noise level in the work environment is usually loud.

Updated 2019

Attachment: Parks Seasonals Position Description (14524 : Request to fill Facility & Grounds Technician II/Parks Seasonal)

This employee may be required to use protective clothing such as a hard hat, safety vest, boots, goggles, gloves, safety glasses, Nomex coveralls, face mask or shield.

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

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

Attachment: Parks Seasonals Position Description (14524 : Request to fill Facility & Grounds Technician II/Parks Seasonal)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	**FACILITY AND GROUNDS TECHNICIAN II**		
Department:	Parks	**Division:**	
Reports To:	Park Supervisor		
Pay Range:	**6**	**Status:**	Full time
FLSA Status:	Non-Exempt		

Position Summary: This is skilled work performing park and grounds maintenance and construction activities. Work involves performing general and specialized maintenance tasks, operating various mechanical tools and equipment to perform general and specialized work in tree, turf, building maintenance and construction. This position assists with the maintenance of buildings, fairgrounds, and other county property. This employee exercises considerable discretion in carrying out work details. Supervision is provided by the Park Supervisor through consultations and review of the work performed.

Essential Functions:

- Maintains trees, turf, and ornamentals - to include mowing, planting, pruning, fertilizing, watering, and pesticide application. Schedules, operates, and maintains underground sprinkler systems. Picks up and removes trash and debris. Applies pesticides to control weeds, insects, fungi and other pests.
- Operates Park maintenance and construction equipment - such as utility trucks, commercial mowers, tractors, trimmers, tillers, compactors, power brooms, boom trucks, sprayers and chain saws. Heavy duty dump trucks, backhoes, large loaders, air compressors, snow removal equipment, snow blowers, jackhammers, fertilizer applicators, floor cleaning and building maintenance equipment, power tools, and any other equipment may be used. Transfers equipment to and from the job site.
- Maintains and repairs park and recreation facilities, buildings, and grounds - Helps inspect and make repairs to playground equipment. Repairs building structures, plumbing systems, electrical systems, irrigation systems, appliances, roofing systems, HVAC systems, public address systems and other building systems. Paints, cleans restrooms, buffs floor, cleans carpets and other routine maintenance. Maintains checklists for building maintenance, backup generators, fire extinguishers, emergency lighting, and other systems when needed. Sets up for major park events such as the county fair, regional craft shows, national livestock shows, and large meetings, etc.
- Maintains and repairs park maintenance tools and equipment - such as motor vehicles, commercia tree and turf equipment, tractors, mowers, small engines, commercial floor cleaning equipment and other maintenance equipment. Diagnoses and basic repairs equipment, bearing replacements, complete machine rebuilds, sprayer and pump repairs, and welder and acetylene torch operation. Maintains equipment service record systems. Tunes, adjusts, and services equipment.
- Assists with earthwork and grading operations in accordance with plans and specifications - which involves constructing landscaped areas, open park space, parking lots, and internal park roads with proper grade, alignment, shape, profile, and finish. Involves site preparation, excavation work, rough and finish grading operations, surface compaction, base compaction, aggregate material application, blading, and other park grading operations.
- Helps train and supervise 2-4 seasonal employees

Secondary Functions:

- Occasionally coordinates building scheduling with the county Extension office regarding public access and use of fair grounds facilities. Makes facility preparations such as setting heating/cooling requirements, arranging physical layout and planning equipment set-up. Secures

Attachment: Facility Grounds Technician II Position Description (14524 : Request to fill Facility & Grounds Technician II/Parks Seasonal)

buildings and shuts down systems. Supervises the operation of an institutional kitchen in accordance with local and state health code requirements.

- Maintains daily labor, equipment, and material use records to report time worked and equipment used for cost accounting and accounts receivable processing. Charges out material used on projects and parts used on equipment.
- Performs snow and ice removal operations to provide safe roads, parking lots, and sidewalks for use by the public in adverse weather conditions.
- Purchases, stores, organizes, inventories, and utilizes parts, tools, maintenance supplies and other commodities used for park and facility maintenance.
- Loads, hauls, and stockpiles materials to rebuild grounds, fill washouts, construct landscapes, and repair roads and parking lots.
- Installs and maintains signs, barricades, fencing and other delineation.
- Performs related work as required during and after regular hours, any day of the week, including holidays.

POSITION REQUIREMENTS:

Education:

- High school graduate or equivalent is required.
- A Class A Commercial License and tanker endorsement is required or shall be obtained within the first 6 months of employment
- Shall obtain a certified turf and ornamental pesticide applicator's license (Class 3A & 3B) within 6 months of employment
- Kansas arborist's certification and a certified playground safety inspector classification is desired.

Experience:

- One year experience in building maintenance is required
- Three years' experience in tree and turf maintenance required
- Basic computer skills required (i.e., Microsoft office).

Knowledge of the materials, equipment, methods, and practices essential to the maintenance of turf, trees, ornamentals, buildings, facilities, and park equipment
Knowledge of the general practices applied to the care and safe operation of medium duty construction and maintenance equipment
Knowledge of applicable work safety rules and procedures
Knowledge of fertilizers and their safe and effective application
Some knowledge and skill in using standard methods, practices, tools, and equipment of the mechanic trade

Skills: Ability to make minor repairs and adjustments, and to maintain assigned equipment. Ability to operate grounds maintenance equipment efficiently and safely. Ability to understand and follow oral instructions or written plans. Ability to establish and maintain effective working relations with other employees and the public. Ability to maintain daily labor and equipment records. Willingness to work in unpleasant weather conditions.

Attachment: Facility Grounds Technician II Position Description (14524 : Request to fill Facility & Grounds Technician II/Parks Seasonal)

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

Submitted by Julie Winter on 02/20/2024 at 04:09 AM

Elizabeth Ward, Final Approval

Internal Position Details (not displayed on job posting)

Company
Riley County, KS

Position Template
Seasonal Laborers [SEASNL]

Work Location
Public Works Building

Job ID
2255340

Salary
Salary range $14.00 - 15.52

Supervisor Position
No

Pay Grade
Seasonal pay range [SSNL]

EEO Class
--

Workers Compensation
5506 [5506]

Cost Center 1
County General [1]

Cost Center 2
Public Works [40]

Cost Center 3
Parks [81]

1 Job Slot
SEASONA-1

Supervisor: David Willis Department Head: John Ellerman

☒No changes to Position or Budget ☐Position Description attached Total annual hours___4680_____

☒Budgeted ☐New or updated position description

☐New request for budget (details attached)

Salary: $ 67,485.60 Budget for Benefits: $5,230.13 Total proposed annual budget: $72,715.73

Additional Position Comments: _____

BoCC Chair _____ Date: _____

BoCC Member _____ Date: _____

BoCC Member _____ Date: _____

Original document stored in Human Resources Revised 2023-01

Attachment: 2024-02 Seasonal Labor (14524 : Request to fill Facility & Grounds Technician II/Parks

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

Submitted by Julie Winter on 02/20/2024 at 04:09 AM

Elizabeth Ward, Final Approval

Internal Position Details (not displayed on job posting)

Company
Riley County, KS

Position Template
Facility & Grounds Tech II [FACGRDII]

Work Location
Public Works Building

Job ID
2255299

Salary
Salary range $20.74 - $23.44

Supervisor Position
No

Pay Grade
RANGE 6 [RANGE 6]

EEO Class
Service - Maintenance [8]

Workers Compensation
9015 [9015]

Cost Center 1
County General [1]

Cost Center 2
Public Works [40]

Cost Center 3
Parks [81]

1 Job Slot
FACILIT-1

Supervisor: David Willis

Department Head: John Ellerman

☒No changes to Position or Budget

☐Position Description attached

Total annual hours

☒Budgeted

☐New or updated position description

☐New request for budget (details attached)

Salary: $ 46,883.20

Budget for Benefits: $18,518.86

Total proposed annual budget: $65,402.06 (each)

Additional Position Comments: 3 positions to fill. Total cost for 3 positions $196,206.18

BoCC Chair _____ Date: _____

BoCC Member _____ Date: _____

BoCC Member _____ Date: _____

Original document stored in Human Resources

Revised 2023-01

Attachment: 2024-02 Facility & Grounds Tech II (14524 : Request to fill Facility & Grounds Technician

COMMUNITY CORRECTIONS
Staff Update

Shelly Williams
Community Corrections
Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6380

STAFF REPORT

FROM: **Shelly Williams, Director, Riley County Community Corrections**

MEETING: **February 22, 2024**

SUBJECT: **Staff Update**

PRESENTER: **Shelly Williams, Director, Riley County Community Corrections**

As promised, I will cover, in detail, the funding sustainability plan for Drug Court. This document will be invaluable for my successor. There are two versions which I will cover in detail during the meeting. This document will help ensure all of the work that has gone into Drug Court will continue.

Enclosures:

- ADC Funding Sustainability Plan Location (PDF)
- ADC Funding Sustainability Plan Timelined (PDF)

21st Judicial District Adult Drug Court
Funding Sustainability Plan

IMPACTS	Judicial District	Judicial District	Judicial District	Judicial District	Clay County	Clay County
SOURCE	BJA Federal Grant	KFA Opioid Settlement Sunflower Foundation	KS Sentencing Commission SB123 (state-paid tx.)	ADSAP Funds	Clay Center Community Improvement Foundation	Opioid Settlement Municipalities Fight Addiction Fund
GRANT TIMELINE	Oct. 1, 2021 - Sept. 30, 2025	Oct. 1, 2023 - Sept. 30, 2024	Legislatively Funded 2003 - Present	One-Time	Annual Request	Annual Request
AMOUNT	$549,999.00	$200,000.00	$3,500K/Participant	$31,000.00	-	-
FUNDS	◦Random Drug Testing ◦3 NADCP RISE Conference Attendees/Year ◦Def. Atty. Costs ◦Program Evaluation ◦Intensive Supervision Office, 2 years	◦PTE Peer Mentor ◦Transportation Assistance ◦Non-SB123 Inpatient Tx. ◦MAT Services ◦Naxolone ◦Social Detox	◦SB123 Substance Abuse Outpatient Treatment ◦SB123 Substance Abuse Inpatient Treatment ◦Reintegration ◦Relapse Prevention	◦Participant Incentives & Graduation Expenses	◦Request Participant Incentives & Graduation Expenses	◦Request Drug Testing Costs & Services
SOURCE	BJA Adult Treatment Court Discretionary Grant Program Category 2: Enhancement	Kansas Fights Addiction Act Sunflower Foundation	Kansas Sentencing Commission	N/A	Clay Center Community Improvement Foundation	Clay County Board of County Commissioners
POSTING DATE	**Posting Date:** Mid-January 2025	**Posting Date:** Early March	**Posting Date:** On-Going	**Posting Date:** On-Going	**Posting Date:** On-Going	**Posting Date:** Not Defined
DUE DATE	**Due Date:** Mid-April 2025	**Letter of Intent:** End of March **Due Date:** Late April	**Due Date:** On-Going	**Due Date:** On-Going	**Due Date:** On-Going	**Due Date:** Not Defined
LINK	https://bja.ojp.gov/funding/opportunities/o-bja-2023-171509	https://sunflowerfoundation.org/kansas-fights-addiction/	Senate Bill 123 (ks.gov)	None	https://www.claycentercif.org/grant-guidelines.cfm	None
APPLY FOR	◦Random Drug Testing ◦3 NADCP RISE Conference Attendees/Year ◦Def. Atty. Costs ◦Intensive Supervision Officer	◦PTE Peer Mentor ◦Transportation Assistance ◦Non-SB123 Inpatient Tx. ◦MAT Services ◦Naxolone	◦SB123 Substance Abuse Outpatient Treatment ◦SB123 Substance Abuse Inpatient Treatment ◦Reintegration	◦Participant Incentives & Graduation Expenses	◦Request Participant Incentives & Graduation Expenses	◦Request Drug Testing Costs & Services

Attachment: ADC Funding Sustainability Plan Location (14522 : Staff Update)

Manhattan

City Alcohol Funds

Annual Grant

$25,000.00

- 2 NADCP RISE Conference Attendees
- Drug testing costs non-DC clients
- Non-SB123 A&D Assessments, Evals, & Outpatient Tx.

Community Support Funds Advisory Board

Posting Date: July 6th

Due Date: August 6th

https://cityofmhk.com/3180/Community-Support-Funds-Advisory-Board

- 2 NADCP RISE Conference Attendees
- Drug testing costs non-DC clients
- Non-SB123 A&D Assessments, Evals, & Outpatient Tx.

Riley County

County Alcohol Funds

Annual Grant

$3,300.00

- 2 NADCP RISE Conference Attendees

Joint Corrections Advisory Board & Riley County Board of County Commissioners

Posting Date: Late February

Due Date: Late March

jhubbard@rileycountyks.gov

- 2 NADCP RISE Conference Attendees

Riley County

County Appropriations

Past Requests

$7,080.00

- 2 NADCP RISE Conference Attendees & Participant Incentives

Riley County Board of County Commissioners

Posting Date: April 1st

Due Date: May 1st

None

- 3 NADCP RISE Conference Attendees

Riley County

Opioid Settlement
Municipalities Fight Addiction Fund

Annual Request

-

- Request Drug Testing Costs & Services

Riley County Board of County Commissioners

Posting Date: Not Defined

Due Date: Not Defined

None

- Request Drug Testing Costs & Services

Riley County

Greater Manhattan Community Foundation

Annual Grant

$2,500

- Request Non-123 Mental Health Tx. Services & Prescriptions

Greater Manhattan Community Foundation

Posting Date: December 15th

Due Date: January 31st

https://www.mcfks.org/apply-for-a-grant.cfm

- Request Non-123 Mental Health Tx. Services & Prescriptions

Riley County

Drug Seizure
Forfeiture Assests

Annual Request

$10,000.00

- 1 to 4 LEO NADCP RISE Conference Attendees

Riley County Police Department Director

Posting Date: On-Going

Due Date: On-Going

None

- 1 to 4 LEO NADCP RISE Conference Attendees

Attachment: ADC Funding Sustainability Plan Location (14522 : Staff Update)

21st Judicial District Adult Drug Court
Funding Sustainability Plan

IMPACTS	Riley County	Judicial District	Manhattan	Riley County	Judicial District	Judicial District
SOURCE	County Alcohol Funds	KFA Opioid Settlement Sunflower Foundation	City Alcohol Funds	Greater Manhattan Community Foundation	BJA Federal Grant	KS Sentencing Commission SB123 (State-Paid Tx.)
GRANT TIMELINE	Annual Grant	Oct. 1, 2023 - Sept. 30, 2024	Annual Grant	Annual Grant	Oct. 1, 2021 - Sept. 30, 2025	Legislatively Funded 2003 - Present
AMOUNT	$3,300.00	$200,000.00	$25,000.00	$2,500	$549,999.00	$3,500K/Participant
FUNDS	◦2 NADCP RISE Conference Attendees	◦PTE Peer Mentor ◦Transportation Assistance ◦Non-SB123 Inpatient Tx. ◦MAT Services ◦Naxolone ◦Social Detox	◦2 NADCP RISE Conference Attendees ◦Drug testing costs non-DC clients ◦Non-SB123 A&D Assessments, Evals, & Outpatient Tx.	◦Request Non-123 Mental Health Tx. Services & Prescriptions	◦Random Drug Testing ◦3 NADCP RISE Conference Attendees/Year ◦Def. Atty. Costs ◦Program Evaluation ◦Intensive Supervision Office, 2 years	◦SB123 Substance Abuse Outpatient Treatment ◦SB123 Substance Abuse Inpatient Treatment ◦Reintegration ◦Relapse Prevention
SOURCE	Joint Corrections Advisory Board & Board of County Commissioners	Kansas Fights Addiction Act Sunflower Foundation	Community Support Funds Advisory Board	Greater Manhattan Community Foundation	BJA Adult Treatment Court Discretionary Grant Program Category 2: Enhancement	Kansas Sentencing Commission
POSTING DATE	**Posting Date:** Late February	**Posting Date:** Early March	**Posting Date:** July 6th	**Posting Date:** December 15th	**Posting Date:** Mid-January 2025	**Posting Date:** On-Going
DUE DATE	**Due Date:** Late March	**Letter of Intent:** End of March **Due Date:** Late April	**Due Date:** August 6th	**Due Date:** January 31st	**Due Date:** Mid-April 2025	**Due Date:** On-Going
LINK	jhubbard@rileycountyks.gov	https://sunflowerfoundation.org/kansas-fights-addiction/	https://cityofmhk.com/3180/Community-Support-Funds-Advisory-Board	https://www.mcfks.org/apply-for-a-grant.cfm	https://bja.ojp.gov/funding/opportunities/o-bja-2023-171509	Senate Bill 123 (ks.gov)
APPLY FOR	◦2 NADCP RISE Conference Attendees	◦PTE Peer Mentor ◦Transportation Assistance ◦Non-SB123 Inpatient Tx ◦MAT Services ◦Naxolone ◦Social Detox	◦2 NADCP RISE Conference Attendees ◦Drug testing costs non-DC clients ◦Non-SB123 A&D Assessments, Evals, & Outpatient Tx.	◦Request Non-123 Mental Health Tx. Services & Prescriptions	◦Random Drug Testing ◦3 NADCP RISE Conference Attendees/Year ◦Def. Atty. Costs ◦Intensive Supervision Officer	◦SB123 Substance Abuse Outpatient Treatment ◦SB123 Substance Abuse Inpatient Treatment ◦Reintegration ◦Relapse Prevention

Attachment: ADC Funding Sustainability Plan Timelined (14522 : Staff Update)

Judicial District	**Clay County**	**Clay County**	**Riley County**	**Riley County**	**Riley County**
ADSAP Funds	Clay Center Community Improvement Foundation	Opioid Settlement Municipalities Fight Addiction Fund	Opioid Settlement Municipalities Fight Addiction Fund	Drug Seizure Forfeiture Assests	County Appropriations
One-Time	Annual Request	Annual Request	Annual Request	Annual Request	Past Requests
$31,000.00	-	-	-	$10,000.00	$7,080.00
◦Participant Incentives & Graduation Expenses	◦Request Participant Incentives & Graduation Expenses	◦Request Drug Testing Costs & Services	◦Request Drug Testing Costs & Services	◦1 to 4 LEO NADCP RISE Conference Attendees	◦2 NADCP RISE Conference Attendees & Participant Incentives
↓	↓	↓	↓	↓	↓
N/A	Clay Center Community Improvement Foundation	Clay County Board of County Commissioners	Riley County Board of County Commissioners	Riley County Police Department Director	Riley County Board of County Commissioners
Posting Date: On-Going	**Posting Date:** Not Defined	**Posting Date:** Not Defined	**Posting Date:** Not Defined	**Posting Date:** On-Going	**Posting Date:** April 1st
Due Date: On-Going	**Due Date:** Not Defined	**Due Date:** Not Defined	**Due Date:** Not Defined	**Due Date:** On-Going	**Due Date:** May 1st
None	https://www.claycentercif.org/grant-guidelines.cfm	None	None	None	None
◦Participant Incentives & Graduation Expenses	◦Request Participant Incentives & Graduation Expenses	◦Request Drug Testing Costs & Services	◦Request Drug Testing Costs & Services	◦1 to 4 LEO NADCP RISE Conference Attendees	◦3 NADCP RISE Conference Attendees

Attachment: ADC Funding Sustainability Plan Timelined (14522 : Staff Update)

COMMUNITY CORRECTIONS
Budget

Shelly Williams
Community Corrections
Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6380

COMMISSION AGENDA REPORT

FROM: **Jessie Hubbard, Riley County Community Corrections**

MEETING: **February 22, 2024**

SUBJECT: **Carryover Reimbursement Budget Adjustment - Adult Services**

PRESENTER: **Jessie Hubbard, Riley County Communitiy Corrections**

BACKGROUND

Reimbursement dollars are collected from a couple different areas, the first being a $100 Supervision Fee that is collected from adult clients served within Riley and Clay County. Other ways include client reimbursements for positive drug tests, and the sale of cars and/or equipment purchased with state funds.

While we do not have to spend these funds, KDOC requires us to develop annual budgets with our carryover reimbursement monies, and requires both the Joint Corrections Advisory Board and the BOCC to review and approve.

DISCUSSION

The Adult Services Carryover Budget was previously approved by the BOCC on August 28, 2023 and submitted with 100% of it's funding budgeted towards salary. As JCAB meals and expenses are paid with carryover funds, we need to re-allocate $600 from salary to agency operations. The JCAB approved this modification at their January 25th meeting.

FISCAL IMPACT

Our FY24 Carryover Funds totaled $13,084.20, all of which was allocated to salary. We are modifying this allocation, instead budgeting $12,484.20 to salary and moving $600.00 into agency operations for JCAB expenses.

RECOMMENDATION(S)

See below motions.

POSSIBLE MOTION(S)

Move to approve the FY24 Adult Services Carryover Reimbursement Budget modification moving $600.00 out of salaries and into agency operations as presented.

Move to deny
Move to modify
Move to table
No action required.
The Board agreed by consensus to

Enclosures:

- FY24 Modified Carryover Budget (PDF)

FY24
ADULT CARRYOVER REIMBURSEMENT PERSONNEL BUDGET NARRATIVE
Riley County Community Corrections

Reminder: To calculate salary to be paid for out of reimbursements: Enter the em
Salary in column F; Update % in G to reflect the % of total salary to be paid for out
reimbursement. The subtotal will calculate the Reimb share based on what is ente
F & G

CARRYOVER REIMBURSEMENT PERSONNEL SECTION

1A ADMIN PERSONNEL

Name	FTE	New Staff	Salary Detail	Salary	Reimb percent	Salary Tota
Williams, Shelly	1		Director	3,763.77	92.81%	3,49
Wikoff-Harper, Sandi	1		Intensive Supervision Manager	5,645.66	92.81%	5,23
OPEN		1	Director (1 month replacement)	3,074.77	73.72%	2,26
					100.00%	
					100.00%	
TOTAL SALARY						**10,99**

Name	Benefits Detail	Salary etc	Reimb percent	Subtotal	Benefit Tot
Williams, Shelly		3,493.03	92.81%		27
	FICA Social Security	3,493.03	7.65%	267.22	
	FICA Medicare	3,493.03	0.00%	0.00	
	KPERS (Retirement Benefits)	3,493.03	0.00%	0.00	
	State Unemployment	3,493.03	0.10%	3.49	
	State Workman's Comp	3,493.03	0.00%	0.00	
	Health Insurance	0.00	0.00%	0.00	
	Life Insurance	0.00	0.00%	0.00	
	Longevity	0.00	0.00%	0.00	
	(Please Specify)	0.02	100.00%	0.02	
Wikoff-Harper, Sandi		5,239.56	92.81%		40
	FICA Social Security	5,239.56	7.65%	400.83	
	FICA Medicare	5,239.56	0.00%	0.00	
	KPERS (Retirement Benefits)	5,239.56	0.00%	0.00	
	State Unemployment	5,239.56	0.10%	5.24	
	State Workman's Comp	5,239.56	0.00%	0.00	
	Health Insurance	0.00	100.00%	0.00	
	Life Insurance	0.00	100.00%	0.00	
	Longevity	0.00	100.00%	0.00	
	(Please Specify)	0.00	100.00%	0.00	
OPEN		2,266.72	73.72%		80
	FICA Social Security	2,266.72	7.65%	173.40	
	FICA Medicare	2,266.72	0.00%	0.00	
	KPERS (Retirement Benefits)	2,266.72	9.90%	224.41	
	State Unemployment	2,266.72	0.10%	2.27	
	State Workman's Comp	2,266.72	0.00%	0.00	
	Health Insurance	2,266.72	18.00%	408.01	
	Life Insurance	0.00	100.00%	0.00	
	Longevity	0.00	100.00%	0.00	
	(Please Specify)		100.00%	0.00	
0		0.00	100.00%		(
	FICA Social Security	0.00	6.20%	0.00	
	FICA Medicare	0.00	1.45%	0.00	
	KPERS (Retirement Benefits)	0.00	4.00%	0.00	
	State Unemployment	0.00	1.00%	0.00	

Attachment: FY24 Modified Carryover Budget (14521 : FY24 Adult Services Carryover Reimbursement Budget Adjustment)

		State Workman's Comp	0.00	1.00%	0.00
		Health Insurance	0.00	100.00%	0.00
		Life Insurance	0.00	100.00%	0.00
		Longevity (50 per year X 10 yrs)	0.00	100.00%	0.00
		(Please Specify)	0.00	100.00%	0.00
	0		0.00	100.00%	
		FICA Social Security	0.00	6.20%	0.00
		FICA Medicare	0.00	1.45%	0.00
		KPERS (Retirement Benefits)	0.00	4.00%	0.00
		State Unemployment	0.00	1.00%	0.00
		State Workman's Comp	0.00	1.00%	0.00
		Health Insurance	0.00	100.00%	0.00
		Life Insurance	0.00	100.00%	0.00
		Longevity (50 per year X 10 yrs)	0.00	100.00%	0.00
		(Please Specify)	0.00	100.00%	0.00
TOTAL BENEFITS					**1,48**
1A TOTAL ADMIN PERSONNEL					**12,484**

Two employees are scheduled to retire in FY24, therefore we are allocating 75% of our Carryover to help cover those expenses. The remaning 25% of our Carryover is go towards the open Director position.

1B NON-ADMIN PERSONNEL

Name	FTE	New Staff	Salary Detail	Salary	Reimb percent		Salary Tota
					100.00%		
					100.00%		
					100.00%		
					100.00%		
					100.00%		
TOTAL SALARY							

Name		Benefits Detail	Salary etc	Reimb percent	Subtotal	Benefit Tota
	0		0.00	100.00%		
		FICA Social Security	0.00	6.20%	0.00	
		FICA Medicare	0.00	1.45%	0.00	
		KPERS (Retirement Benefits)	0.00	9.89%	0.00	
		State Unemployment	0.00	0.00%	0.00	
		State Workman's Comp	0.00	0.00%	0.00	
		Health Insurance	0.00	100.00%	0.00	
		Life Insurance	0.00	100.00%	0.00	
		Longevity (50 per year X 10 yrs)	0.00	100.00%	0.00	
		(Please Specify)	0.00	100.00%	0.00	
	0		0.00	100.00%		
		FICA Social Security	0.00	6.20%	0.00	
		FICA Medicare	0.00	1.45%	0.00	
		KPERS (Retirement Benefits)	0.00	9.89%	0.00	
		State Unemployment	0.00	0.00%	0.00	
		State Workman's Comp	0.00	0.00%	0.00	
		Health Insurance	0.00	100.00%	0.00	
		Life Insurance	0.00	100.00%	0.00	
		Longevity (50 per year X 5 yrs)	0.00	100.00%	0.00	
		(Please Specify)	0.00	100.00%	0.00	
	0		0.00	100.00%		
		FICA Social Security	0.00	6.20%	0.00	

Attachment: FY24 Modified Carryover Budget (14521 : FY24 Adult Services Carryover Reimbursement Budget Adjustment)

	FICA Medicare	0.00	1.45%	0.00	
	KPERS (Retirement Benefits)	0.00	4.00%	0.00	
	State Unemployment	0.00	1.00%	0.00	
	State Workman's Comp	0.00	1.00%	0.00	
	Health Insurance	0.00	100.00%	0.00	
	Life Insurance	0.00	100.00%	0.00	
	Longevity	0.00	100.00%	0.00	
	(Please Specify)	0.00	100.00%	0.00	
0		0.00	0.00%		
	FICA Social Security	0.00	6.20%	0.00	
	FICA Medicare	0.00	1.45%	0.00	
	KPERS (Retirement Benefits)	0.00	4.00%	0.00	
	State Unemployment	0.00	1.00%	0.00	
	State Workman's Comp	0.00	1.00%	0.00	
	Health Insurance	0.00	100.00%	0.00	
	Life Insurance	0.00	100.00%	0.00	
	Longevity	0.00	100.00%	0.00	
	(Please Specify)	0.00	100.00%	0.00	
0		0.00	100.00%		
	FICA Social Security	0.00	6.20%	0.00	
	FICA Medicare	0.00	1.45%	0.00	
	KPERS (Retirement Benefits)	0.00	4.00%	0.00	
	State Unemployment	0.00	1.00%	0.00	
	State Workman's Comp	0.00	1.00%	0.00	
	Health Insurance	0.00	100.00%	0.00	
	Life Insurance	0.00	100.00%	0.00	
	Longevity	0.00	100.00%	0.00	
	(Please Specify)	0.00	100.00%	0.00	
	TOTAL BENEFITS				
1B	TOTAL NON-ADMIN PERSONNEL				0
	TOTAL AGENCY PERSONNEL CARRYOVER BUDGET				12,484.

Attachment: FY24 Modified Carryover Budget (14521 : FY24 Adult Services Carryover Reimbursement Budget Adjustment)

FY24
ADULT CARRYOVER REIMBURSEMENT PERSONNEL BUDGET NARRATIVE

Please attach a Budget Summary to this document

AGENCY OPERATIONS SECTION

2A TRAVEL CATEGORY	Details	Total Expense	Reimb percent	TOTAL
Fuel/mileage			100.00%	0.00
Per Diem			100.00%	0.00
Vehicle Mainenance			100.00%	0.00
Vehicle Insurance			100.00%	0.00
			100.00%	0.00
			100.00%	0.00
			100.00%	0.00
2A TOTAL TRAVEL CATEGORY				0.00

Travel Category Comments

2B TRAINING CATEGORY	Details	Total Expense	Reimb percent	TOTAL
Fuel/mileage			100.00%	0.00
Per Diem			100.00%	0.00
Registration			100.00%	0.00
K-Tag/Tolls			100.00%	0.00
			100.00%	0.00
			100.00%	0.00
			100.00%	0.00
2B TOTAL TRAINING CATEGORY				0.00

Training Category Comments

2C COMMUNICATION CATEGORY	Details	Total Expense	Reimb percent	TOTAL
Cell Phone			100.00%	0.00
Internet Services			100.00%	0.00
Land Line			100.00%	0.00
			100.00%	0.00
			100.00%	0.00
2C TOTAL COMMUNICATION CATEGORY				0.00

Communication Category Comments

2D EQUIPMENT CATEGORY	Details	Total Expense	Reimb percent	TOTAL
Computer			100.00%	0.00
Printer			100.00%	0.00
			100.00%	0.00
			100.00%	0.00
			100.00%	0.00
			100.00%	0.00
Vehicle Purchase			100.00%	0.00
2D TOTAL EQUIPMENT CATEGORY				0.00

Equipment Category Comments

2E SUPPLIES/COMMODITIES CATEGORY	Details	Total Expense	Reimb percent	TOTAL
Office Supplies			100.00%	0.00
Postage			100.00%	0.00
Printing			100.00%	0.00
	JCAB meals	600.00	100.00%	600.00
			100.00%	0.00
			100.00%	0.00
			100.00%	0.00
2E TOTAL SUPPLIES/COMMODITIES CATEGORY				600.00

Supplies Category Comments

Attachment: FY24 Modified Carryover Budget (14521 : FY24 Adult Services Carryover Reimbursement Budget Adjustment)

2F FACILITY CATEGORY	Details	Total Expense	Reimb percent	TOTAL
Rent			100.00%	0.00
Utilities			100.00%	0.00
Insurance			100.00%	0.00
Trash Service			100.00%	0.00
Building Maintenance			100.00%	0.00
			100.00%	0.00
			100.00%	0.00
			100.00%	0.00
			100.00%	0.00
			100.00%	0.00
2F TOTAL FACILITY CATEGORY				0.00

Facility Category Comments

2G CONTRACTUAL CATEGORY	Details	Total Expense	Reimb percent	TOTAL
Copier Maintenance			100.00%	0.00
Computer Maintenance			100.00%	0.00
Shredding			100.00%	0.00
Postage Meter Rental			100.00%	0.00
			100.00%	0.00
			100.00%	0.00
			100.00%	0.00
			100.00%	0.00
			100.00%	0.00
			100.00%	0.00
2G TOTAL CONTRACTUAL CATEGORY				0.00

Contractual Category Comments

TOTAL AGENCY OPERATIONS SECTION	600.00

CONTRACTS/CLIENT SERVICES SECTION

3A CONTRACTS/CLIENT SERVICES	Details	Total Expense	Reimb percent	TOTAL
Drug Testing Supplies			100.00%	0.00
Drug Testing Services			100.00%	0.00
Substance Abuse Evaluations			100.00%	0.00
Substance Abuse Treatment			100.00%	0.00
Mental Health Evaluations			100.00%	0.00
Mental Health Treatment			100.00%	0.00
Sex Offender Evaluations			100.00%	0.00
Sex Offender Treatment			100.00%	0.00
Academic Education Services			100.00%	0.00
Vocational Education Services			100.00%	0.00
Transportation Assistance			100.00%	0.00
Housing Assistance			100.00%	0.00
Subsistence			100.00%	0.00
Cognitive Skills			100.00%	0.00
Client Incentives			100.00%	0.00
Electronic Monitoring Services			100.00%	0.00
Surveillance Services			100.00%	0.00
			100.00%	0.00
			100.00%	0.00
			100.00%	0.00
			100.00%	0.00
			100.00%	0.00
			100.00%	0.00
			100.00%	0.00
			100.00%	0.00
			100.00%	0.00
3A TOTAL CONTRACTS/CLIENT SERVICES				0.00

Client Services Category Comments

TOTAL CONTRACTS/CLIENT SERVICES SECTION	0.00

TOTAL AGENCY CARRYOVER REIMBURSEMENT BUDGET FOR OPERATIONS & CONTRACTS/SVCS	600.00

Attachment: FY24 Modified Carryover Budget (14521 : FY24 Adult Services Carryover Reimbursement Budget Adjustment)

FY24
ADULT CARRYOVER REIMBURSMENT BUDGET SUMMARY
Riley County Community Corrections

Please attach a Budget Narrative to this document

	PERSONNEL SECTION	
1A	**ADMIN PERSONNEL CATEGORY**	
	Salary	10,999.31
	Benefits	1,484.89
1B	**NON-ADMIN PERSONNEL CATEGORY**	
	Salary	0.00
	Benefits	0.00
	TOTAL PERSONNEL	**12,484.20**
	AGENCY OPERATIONS SECTION	
2A	**TRAVEL CATEGORY**	0.00
2B	**TRAINING CATEGORY**	0.00
2C	**COMMUNICATIONS CATEGORY**	0.00
2D	**EQUIPMENT CATEGORY**	0.00
2E	**SUPPLIES/COMMODITIES CATEGORY**	600.00
2F	**FACILITY CATEGORY**	0.00
2G	**CONTRACTUAL CATEGORY**	0.00
	TOTAL AGENCY OPERATIONS	**600.00**
3A	**CONTRACTS/CLIENT SERVICES CATEGORY**	
	TOTAL CONTRACTS/CLIENT SERVICES	**0.00**
	TOTAL CARRYOVER REIMBURSEMENT BUDGET	**13,084.20**

Attachment: FY24 Modified Carryover Budget (14521 : FY24 Adult Services Carryover Reimbursement Budget Adjustment)

SIGNATORY APPROVAL

Riley County Community Corrections

DIRECTOR / ADMINISTRATIVE CONTACT

I hereby certify by my signature that I have developed my agency's FY 2023 Carryover Reimbursements Plan, attached hereto, with the active participation of my agency's Corrections Governing/Advisory Board, and that I have reviewed the Plan for accuracy. I further certify that I find the Plan complies with the written directions supplied to me by KDOC and with applicable Kansas statutes, regulations, and KDOC standards and financial guidelines.

Shelly Williams	Signature	Date

GOVERNING/ADVISORY BOARD CHAIRPERSON

I hereby certify by my signature below that the Corrections Governing/Advisory Board has actively participated in the development of the attached FY 2023 Carryover Reimbursements Plan and that the Board has reviewed the Plan for accuracy and compliance with applicable Kansas statutes, regulations, and KDOC standards and financial guidelines, and approves it.

Linda Teener	Signature	Date

COUNTY COMMISSION CHAIRPERSON (Sponsoring County)

I hereby certify by my signature below that the Board of County Commissioners has reviewed the attached FY 2023 Carryover Reimbursements Plan for accuracy and compliance with applicable Kansas statutes, regulations, and KDOC standards and financial guidelines and approves it.

John Ford, Chairman	Signature	Date

Attachment: FY24 Modified Carryover Budget (14521 : FY24 Adult Services Carryover Reimbursement Budget Adjustment)

COMMUNITY CORRECTIONS
Budget

Shelly Williams
Community Corrections
Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6380

COMMISSION AGENDA REPORT

FROM: **Jessie Hubbard, Administrative Assistant II, Riley County Community Corrections**

MEETING: **February 22, 2024**

SUBJECT: **Carryover Reimbursement Budget Adjustment - Juvenile Service**

PRESENTER: **Jessie Hubbard, Administrative Assistant II, Riley County Community Corrections**

BACKGROUND

Reimbursement dollars are collected from a couple different areas, the first being a $50 Supervision Fee that is collected from Immediate Intervention Program (IIP) clients served within Riley and Clay County. Other ways include payment from the juvenile detention center for electronic monitoring services and the sale of cars and/or equipment purchased with state funds.

While we do not have to spend these funds, KDOC requires us to develop annual budgets with our carryover reimbursement monies, and requires both the Joint Corrections Advisory Board and the BOCC to review and approve.

DISCUSSION

The Juvenile Services Carryover Budget was previously approved by the BOCC on August 28, 2023 and submitted with 100% of its funding budgeted towards salary. As JCAB meals and expenses are paid with Carryover funds, we need to reallocate $600 from salary to agency operations. The JCAB approved this modification at their January 25th, 2024 meeting.

FISCAL IMPACT

Our FY24 Carryover funds consist of $12,658.88 in Juvenile Services and $4,235.33 in IIP, for a

carryover total of $16,894.21. 100% of the Juvenile Services funds were allocated to salary. We are modifying this allocation, instead budgeting $12,058.88 to salary and moving $600.00 into agency operations for JCAB expenses. The IIP allocation remains unchanged.

RECOMMENDATION(S)

See below motions.

POSSIBLE MOTION(S)

Move to approve the FY24 Juvenile Services Carryover Reimbursement Budget modification moving $600.00 out of salaries and into agency operations as presented.

Move to deny
Move to modify
Move to table
No action required.
The Board agreed by consensus to

Enclosures:

- FY24 Modified Carryover Budget (PDF)

FY24

JUVENILE CARRYOVER REIMBURSEMENT PERSONNEL BUDGET NARRATIVE

Riley County Community Corrections

Reminder: To calculate salary to be paid for out of reimbursements: Enter the employee's TOTAL Salary in column F; Update % in G to reflect the % of total salary to be paid for out of reimbursement. The subtotal will calculate the Reimb share based on what is entered in Columns F & G

PERSONNEL SECTION

1A ADMIN PERSONNEL

Name	FTE	New Staff	Salary Detail	Salary	Reimb percent		TOTAL
Shelly Williams	1		Director	5,462.14	92.81%		5,069.25
Sandi Harper	1		Intensive Supervision Manager	3,641.43	92.81%		3,379.50
OPEN		1	Director (1 month replacement)	3,555.31	79.81%		2,837.42
TOTAL SALARY							**11,286.17**
Name			Benefits Detail	Salary etc	Reimb percent	Subtotal	Benefit Totals
Shelly Williams				5,069.25	92.81%		392.91
			FICA Social Security	5,069.25	7.65%	387.80	
			FICA Medicare	5,069.25	0.00%	0.00	
			KPERS (Retirement Benefits)	5,069.25	0.00%	0.00	
			State Unemployment	5,069.25	0.10%	5.07	
			State Workman's Comp	5,069.25	0.00%	0.00	
			Health Insurance	0.00	0.00%	0.00	
			Life Insurance	0.00	0.00%	0.00	
			Longevity	0.00	0.00%	0.00	
			(Please Specify)	0.04	100.00%	0.04	
Sandi Harper				3,379.50	92.81%		261.91
			FICA Social Security	3,379.50	7.65%	258.53	
			FICA Medicare	3,379.50	0.00%	0.00	
			KPERS (Retirement Benefits)	3,379.50	0.00%	0.00	
			State Unemployment	3,379.50	0.10%	3.38	
			State Workman's Comp	3,379.50	0.00%	0.00	
			Health Insurance	0.00	0.00%	0.00	
			Life Insurance	0.00	0.00%	0.00	
			Longevity (50 per year X 10 yrs)	0.00	0.00%	0.00	
			(Please Specify)	0.00	100.00%	0.00	
OPEN				2,837.42	79.81%		117.89
			FICA Social Security	2,837.42	7.65%	217.06	
			FICA Medicare	2,837.42	7.65%	217.06	
			KPERS (Retirement Benefits)	2,837.42	9.90%	280.90	
			State Unemployment	2,837.42	0.10%	2.84	
			State Workman's Comp	2,837.42	0.00%	0.00	
			Health Insurance	0.00	18.00%	0.00	
			Life Insurance	0.00	100.00%	0.00	
			Longevity (50 per year X 10 yrs)	0.00	100.00%	0.00	
			(Please Specify)	0.03	100.00%	0.03	
TOTAL BENEFITS							**772.71**
1A TOTAL ADMIN PERSONNEL							**12,058.88**

Two employees are scheduled to retire in FY24, therefore we are allocating 75% of our Carryover to help cover those expenses. The remaning percentage of our Carryover is going towards the open Director position and supplies.

0				0.00	100.00%		0.00
			FICA Social Security	0.00	6.20%	0.00	
			FICA Medicare	0.00	1.45%	0.00	
			KPERS (Retirement Benefits)	0.00	4.00%	0.00	
			State Unemployment	0.00	1.00%	0.00	
			State Workman's Comp	0.00	1.00%	0.00	
			Health Insurance	0.00	100.00%	0.00	
			Life Insurance	0.00	100.00%	0.00	
			Longevity	0.00	100.00%	0.00	
			(Please Specify)	0.00	100.00%	0.00	
TOTAL BENEFITS							**0.00**
1B TOTAL Non Admin PERSONNEL							**0.00**

TOTAL JUVENILE CARRYOVER PERSONNEL BUDGET	**12,058.88**

Attachment: FY24 Modified Carryover Budget (14523 : FY24 Juvenile Services Carryover Reimbursement Budget Adjustment)

FY24

JUVENILE CARRYOVER REIMBURSEMENT NON-PERSONNEL BUDGET NARRATIVE

Riley County Community Corrections

AGENCY OPERATIONS SECTION

2A	TRAVEL CATEGORY	Details	Total Expense	Reimb percent	Total
	Fuel/mileage		0.00	100.00%	
	Per Diem		0.00	100.00%	
	Vehicle Mainenance		0.00	100.00%	
	Vehicle Insurance		0.00	100.00%	
2A	TOTAL TRAVEL CATEGORY				

Travel Category Comments

2B	TRAINING CATEGORY	Details	Total Expense	Reimb percent	Total
	Fuel/Mileage		0.00	100.00%	
	Per Diem		0.00	100.00%	
	Registration		0.00	100.00%	
	K-Tag/Tolls		0.00	100.00%	
2B	TOTAL TRAINING CATEGORY				

Training Category Comments

2C	COMMUNICATION CATEGORY	Details	Total Expense	Reimb percent	Total
	Cell Phone		0.00	100.00%	
	Internet Services		0.00	100.00%	
	Land Line		0.00	100.00%	
2C	TOTAL COMMUNICATION CATEGORY				

Communication Category Comments

2D	EQUIPMENT CATEGORY	Details	Total Expense	Reimb percent	Total
	Computer		0.00	100.00%	
	Printer		0.00	100.00%	
2D	TOTAL EQUIPMENT CATEGORY				

Equipment Category Comments

2E	SUPPLIES/COMMODITIES CATEGORY	Details	Total Expense	Reimb percent	Total
	Office Supplies		0.00	100.00%	
	Postage		0.00	100.00%	
	Printing		0.00	100.00%	
	JCAB meals	meals for JCAB meetings	600.00	100.00%	6
			0.00	100.00%	
2E	TOTAL SUPPLIES/COMMODITIES CATEGORY				6

Supplies Category Comments

Attachment: FY24 Modified Carryover Budget (14523 : FY24 Juvenile Services Carryover Reimbursement Budget Adjustment)

FY24

JUVENILE CARRYOVER REIMBURSEMENT NON-PERSONNEL BUDGET NARRATIVE

Riley County Community Corrections

2F	FACILITY CATEGORY	Details	Total Expense	Reimb percent	Total
	Rent		0.00	100.00%	
	Utilities		0.00	100.00%	
	Insurance		0.00	100.00%	
	Trash Service		0.00	100.00%	
	Building Maintenance		0.00	100.00%	
2F	TOTAL FACILITY CATEGORY				

Facility Category Comments

2G	CONTRACTUAL CATEGORY	Details	Total Expense	Reimb percent	Total
	Copier Maintenance		0.00	100.00%	
	Computer Maintenance		0.00	100.00%	
	Shredding		0.00	100.00%	
	Postage Meter Rental		0.00	100.00%	
2G	TOTAL CONTRACTUAL CATEGORY				

Contractual Category Comments

	TOTAL AGENCY OPERATIONS SECTION	600

CONTRACTS/CLIENT SVCS CATEGORY

3A	CONTRACTS/CLIENT SERVICES	Details	Total Expense	Reimb percent	Total
	Drug Testing Supplies		0.00	100.00%	
	Drug Testing Services		0.00	100.00%	
	Substance Abuse Evaluations		0.00	100.00%	
	Substance Abuse Treatment		0.00	100.00%	
	Mental Health Evaluations		0.00	100.00%	
	Mental Health Treatment		0.00	100.00%	
	Sex Offender Evaluations		0.00	100.00%	
	Sex Offender Treatment		0.00	100.00%	
	Academic Education Services		0.00	100.00%	
	Vocational Education Services		0.00	100.00%	
	Transportation Assistance		0.00	100.00%	
	Housing Assistance		0.00	100.00%	
	Subsistence		0.00	100.00%	
	Cognitive Skills		0.00	100.00%	
	Client Incentives		0.00	100.00%	
	Electronic Monitoring Services		0.00	100.00%	
	Surveillance Services		0.00	100.00%	
3A	TOTAL CONTRACTS/CLIENT SERVICES				

Client Services Category Comments

TOTAL CONTRACTS/CLIENT SERVICES SECTION	0
TOTAL JUVENILE CARRYOVER OPERATIONS & CONTRACTS/SVCS BUDGET	600

Attachment: FY24 Modified Carryover Budget (14523 : FY24 Juvenile Services Carryover Reimbursement Budget Adjustment)

FY24

JUVENILE CARRYOVER REIMBURSMENT BUDGET SUMMARY

Riley County Community Corrections

Please attach a Budget Narrative to this document

	PERSONNEL SECTION	Cells auto fill-Verify amounts against Narrative
1A	ADMIN PERSONNEL CATEGORY	
	Salary	11,286.17
	Benefits	772.71
1B	AISP PERSONNEL CATEGORY	
	Salary	0.00
	Benefits	0.00
	TOTAL PERSONNEL SECTION	12,058.88
	AGENCY OPERATIONS SECTION	Cells auto fill-Verify amounts against Narrative
2A	TRAVEL CATEGORY	0.00
2B	TRAINING CATEGORY	0.00
2C	COMMUNICATIONS CATEGORY	0.00
2D	EQUIPMENT CATEGORY	0.00
2E	SUPPLIES/COMMODITIES CATEGORY	600.00
2F	FACILITY CATEGORY	0.00
2G	CONTRACTUAL CATEGORY	0.00
	TOTAL AGENCY OPERATIONS SECTION	600.00
	CONTRACTS/CLIENT SERVICES SECTION	Cells auto fill-Verify amounts against Narrative
3A	CONTRACTS/CLIENT SERVICES CATEGORY	
	TOTAL CONTRACTS/CLIENT SERVICES CATEGORY	0.00
	TOTAL CONTRACTS/CLIENT SERVICES SECTION	0.00
1A	IIP PERSONNEL CATEGORY	
	Salary	0.00
	Benefits	0.00
	TOTAL PERSONNEL SECTION	0.00
	AGENCY OPERATIONS SECTION (IIP)	Cells auto fill-Verify amounts against Narrative
2A	TRAVEL CATEGORY	0.00
2B	TRAINING CATEGORY	300.00
2C	COMMUNICATIONS CATEGORY	0.00
2D	EQUIPMENT CATEGORY	0.00
2E	SUPPLIES/COMMODITIES CATEGORY	585.33
2F	FACILITY CATEGORY	0.00
2G	CONTRACTUAL CATEGORY	0.00
	TOTAL AGENCY OPERATIONS SECTION (IIP)	885.33
		Cells auto fill-Verify amounts against Narrative
3A	CONTRACTS/CLIENT SERVICES CATEGORY (IIP)	
	TOTAL CONTRACTS/CLIENT SERVICES SECTION (IIP)	3,350.00
	TOTAL JUVENILE CARRYOVER BUDGET	16,894.21

Attachment: FY24 Modified Carryover Budget (14523 : FY24 Juvenile Services Carryover Reimbursement Budget Adjustment)

SIGNATORY APPROVAL
FY 2024 Carryover Reimbursements Plan
Budget Summary and Budget Narrative
JUVENILE SERVICES

Riley County Community Corrections

DIRECTOR / ADMINISTRATIVE CONTACT

I hereby certify by my signature that I have developed my agency's FY 2023 Carryover Reimbursements Plan, attached hereto, with the active participation of my agency's Corrections Governing/Advisory Board, and that I have reviewed the Plan for accuracy. I further certify that I find the Plan complies with the written directions supplied to me by KDOC and with applicable Kansas statutes, regulations, and KDOC standards and financial guidelines.

Shelly Williams		
Shelly Williams	Signature	Date

GOVERNING/ADVISORY BOARD CHAIRPERSON

I hereby certify by my signature below that the Corrections Governing/Advisory Board has actively participated in the development of the attached FY 2023 Carryover Reimbursements Plan and that the Board has reviewed the Plan for accuracy and compliance with applicable Kansas statutes, regulations, and KDOC standards and financial guidelines, and approves it.

Linda Teener		
Linda Teener	Signature	Date

COUNTY COMMISSION CHAIRPERSON (Sponsoring County)

I hereby certify by my signature below that the Board of County Commissioners has reviewed the attached FY 2023 Carryover Reimbursements Plan for accuracy and compliance with applicable Kansas statutes, regulations, and KDOC standards and financial guidelines and approves it.

John Ford, Chairman		
John Ford, Chairman	Signature	Date

Attachment: FY24 Modified Carryover Budget (14523 : FY24 Juvenile Services Carryover Reimbursement Budget Adjustment)

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

COUNTY CLERK & ELECTIONS
Staff Update

STAFF REPORT

FROM: **Vivienne Leyva, Public Information Officer**

MEETING: **February 22, 2024**

SUBJECT: **February 2024 Public Information Officer Update**

PRESENTER: **Vivienne Leyva, Public Information Officer**

Introduction
After two years serving Riley County, the annual cycles of events and communication are starting to become familiar and I am more able to anticipate needs month to month. This year I am operating with a master schedule, and learning how to more effectively manage time and establish priorities. In March and April, the dominant forces will be wildfire awareness and safety messages, severe weather planning and preparedness, and the change in value notices which will be mailed to residents later this week.

Social Media
In the realm of social media, we've seen encouraging levels of interaction, especially during recent severe winter weather events. Our focus on effective communication versus mere advertising has resulted in an average of 4 to 5 news releases per month, ensuring our messages resonate with our community. The twice weekly Commissioner Corner videos have reached lower than average audience numbers so far. I believe we plan to extend the trial for three months and evaluate the effort after people have had a chance to be introduced to the concept and content.

Branding and Communication Guidelines
One of the key areas of focus this year will be establishing and updating logo use, branding, and crisis communication plans and guidelines.

While it's impossible to plan for every possible circumstance, we can prepare for the most common disasters and leave plenty of flexibility in plans to account for the truly unexpected. Succession planning is also essential, and I want to get to the point the expectations of the PIO

job are clearly defined and the duties can be handed off to someone during a multi-day emergency or during times when I am not available. To this end, I am working with Michelle Horstmeier, Administrative Assistant for Emergency Management/RCFD#1 to serve as a backup PIO. Michelle is a former 911 Dispatcher and

The Riley County Health Department is going through the re-accreditation process, which requires updated branding strategy. I am leading the charge on that and working with their Branding Team to make changes to policies, workflows, and standards.

Recognizing time and task limits, I am planning to offer more skills training courses for our staff for topics including social media management, graphic design, and public speaking. I also continue to host sessions of the First Amendment Auditor course for Riley County staff, so we all have a clear understanding of the public's right to film and photograph in public spaces and are prepared in case an auditor visits.

2040 Comprehensive Plan: Process for Branding Choices
I am working closely with Planning Director Amanda Webb to design communication in support of the Comprehensive Planning Process.

Objective: Choose a name and image to identify the new 2040 Riley County Comprehensive Plan that encompasses the themes and main mission of the final plan.

Timeline: Spring 2024

Decision: Democratic process, decision reached by a majority vote, first from stakeholders as a recommendation to the BOCC, then by the BOCC as a final decision

Roles of those involved:

- Responsible: Amanda and Vivienne (responsible for delivering the product)
- Accountable: BOCC (approver, makes sure decision gets made)
- Consulted: Planning staff, committee members, department heads (opportunity to provide input)
- Informed: Committee members, Riley County employees, Riley County residents

Process

- Distill the comments and input to identify main themes
- Choose themes to highlight, incorporate into messaging
- Create three main mission choices and associated graphics
- Share with stakeholders for vote

Partnerships
Partnerships and collaborations have been instrumental in expanding our reach and impact. For instance, our upcoming Prescribed Fire and Controlled Burning class, offered in conjunction with the Kansas Forest Service, K-State Extension, Riley County Fire District #1, and Emergency Management, exemplifies our commitment to community engagement. Connections

with other organizations such as the Chamber of Commerce enable us to share information with additional audiences and ensure the public stays informed.

As we navigate the evolving landscape of marketing and communications, I am committed to remaining flexible and continuously learning, particularly as we explore opportunities for grant-funded marketing initiatives within the Riley County Health Department, and other marketing options. For example, RCEM devoted marketing funds to promote the Prescribed Fire course on social media and with KMAN News Radio. We thought the KMAN was the most effective tool to reach the local rural, agricultural audience.

Finally, I'd like to express my gratitude for the opportunity to attend meetings and foster relationships with other organizations. It's through these collaborations that we can truly make a meaningful difference in the lives of Riley County residents. I have thoroughly enjoyed working here and hope to continue for many years into the future.

Enclosures:

- 2-22-2024 Communicataions Update for BoCC (PDF)

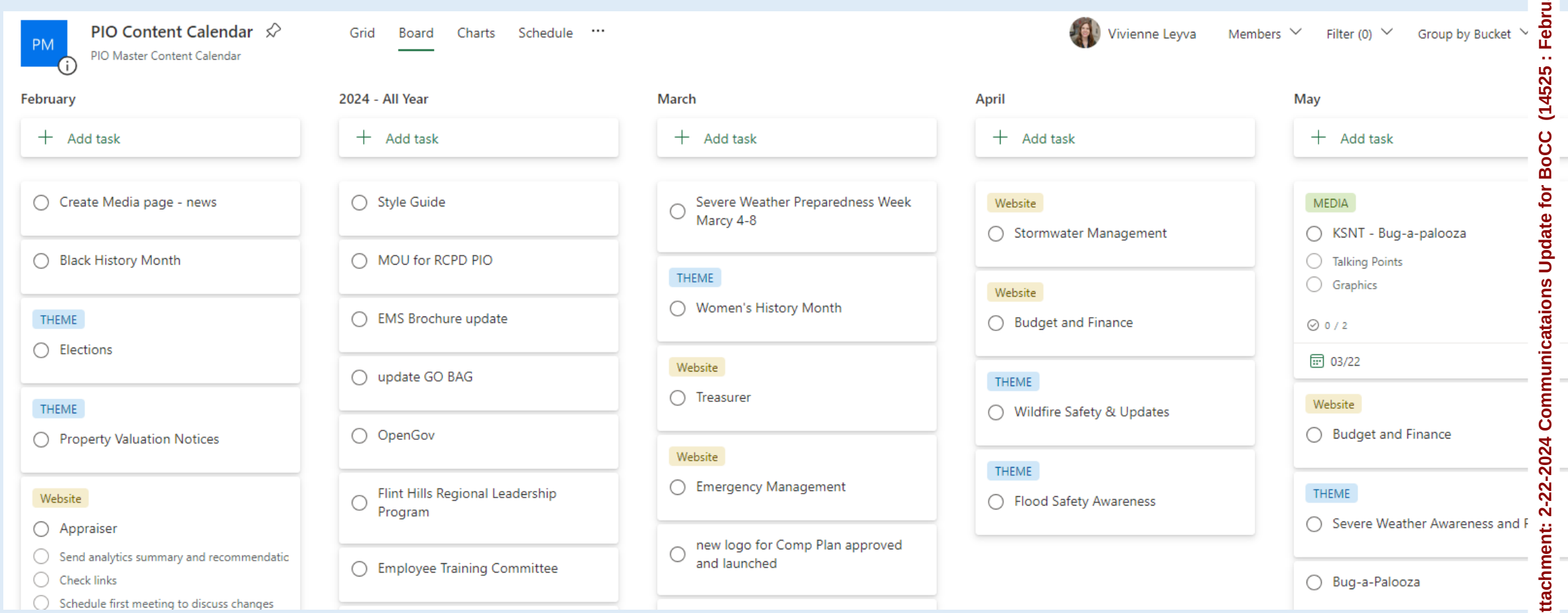
Attachment: 2-22-2024 Communicataions Update for BoCC (14525 : February 2024

COMMUNICATIONS UPDATE

February 22, 2024

Vivienne Leyva, Public Information Officer

Planner



Attachment: 2-22-2024 Communicataions Update for BoCC (14525 : February 2024

Riley County Social Media

Facebook Followers

RCEMS: 3,980 (+142)

RCEM: 4,338 (+340)

RC: 3,207 (+95)

RCHD: 12,712 (+21)

RCFD#1: 3,859 (-139)

Attachment: 2-22-2024 Communicataions Update for BoCC (14525 : February 2024

Commissioner Corner Facebook Insight Stats

DATE	REACH	3-second views	1-minute views	Average minutes viewed	Reactions	Comments	Shares	DATE GATHERED
1/22/2024	198	114	9	0:16	5	0	1	1/29/2024
1/25/2024	156	763	26	0:13	9	0	1	1/29/2024
2/1/2024	89	263	11	0:13	4	0	1	2/5/2024
2/5/2024	150	380	18	0:12	4	0	1	2/20/2024
2/12/2024	217	292	18	0:17	4	0	1	2/20/2024

REACH	The number of unique people who saw any content from your Page or about your Page.
VIEWS	A view is conted when a video is watched for at least 3 seconds, one person can be counted multiple tim .

Attachment: 2-22-2024 Communicataions Update for BoCC (14525 : February 2024

Comprehensive Plan

City of Plano
COMPREHENSIVE PLAN 2021



KS
Manhattan Area 2035
BUILDING OUR FUTURE...TOGETHER.

VISION2025
AN ACTION PLAN FOR KANSAS

PLAN 2040
A Comprehensive Plan for
Unincorporated Douglas County & The City of Lawrence

Attachment: 2-22-2024 Communicataions Update for BoCC (14525 : February 2024

January 2024 Website Information

- 16,895 engaged sessions
- Popular Pages
  1. /27/Government
  2. Homepage
  3. Drivers Licenses
  4. Alerts
  5. Court Dockets

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

PLANNING & DEVELOPMENT
Public Hearing

RESOLUTION

FROM: **Bob Isaac, Planner**

MEETING: **February 22, 2024**

SUBJECT: **Replat Lots Twenty-one (21), Twenty-two (22), and Twenty-three (23), and part of Lot Twenty-nine (29), in Pride Subdivision, together into one (1) lot.**

PRESENTER: **Bob Isaac, Planner**

BACKGROUND

See staff report.

DISCUSSION

See staff report.

FISCAL IMPACT

None is anticipated

ALTERNATIVES

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

RECOMMENDATION(S)

On February 8, 2024, the Manhattan Urban Area Planning Board heard the request and approved the Final plat of Pride Subdivision Unit Two, as it was determined that it met the minimum

requirements of Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code and the Riley County Sanitary Code

STAFF RECOMMENDATIONS:

Staff recommends that the Board of County Commissioners acknowledge the approved Final Plat of Pride Subdivision Unit Two, as it was determined that it meets the minimum requirements of Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code and the Riley County Sanitary Code.

POSSIBLE MOTION(S)

ACTION NEEDED FOR PLAT:

Motion to approve Resolution 022224-___ acknowledging the approved Final Plat of Pride Subdivision Unit Two and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat, as it was determined that it meets the requirements of Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code and the Riley County Sanitary Code.

Or

Motion to sign Resolution 022224-___ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of Lot 1 of Pride Subdivision Unit Two, as it has been determined that it does not meet the requirements of Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code and the Riley County Sanitary Code.

ATTACHMENT(S):

- Staff report
- Maps
- Excerpt of Planning Board minutes

Enclosures:

- Staff Report (PDF)
- MUAPB Minutes (PDF)
- Resolution (PDF)

PLANNING & DEVELOPMENT

STAFF REPORT

Replat

PETITION: #24-018

APPLICANT: Genevieve S. Baudoin
104 Tuttle Creek View
Manhattan, KS. 66502

PROPERTY OWNER: Bruce A. Johnson & Genevieve S. Baudoin
104 Tuttle Creek View
Manhattan, KS. 66502

REQUEST: Replat Lots Twenty-one (21), Twenty-two (22), and Twenty-three (23), in Pride Subdivision, in Riley County, Kansas, and Part of Lot Twenty-nine (29), in Pride Subdivision, together into one (1) lot.

SIZE OF TRACT: The subject site is approximately 1.34 acres.

LOCATION: Generally located approximately 250 feet northwest of the intersection of Tuttle Creek View and Pride Drive, on the east side of Tuttle Creek View; Section 20, Township 10 South, Range 8 East; Manhattan Township.

JURISDICTION: This application is subject to the requirements of the Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code.



Attachment: Staff Report (14505 : Pride Subdivision Unit Two)

BACKGROUND: The subject property was platted as Lots Twenty-one (21), Twenty-two (22), and Twenty-three (23) and Lot Twenty-nine (29), of Pride Subdivision in December 1953, and is assessed, in its entirety, as a single parcel (see Figure 1). The site is developed with a single-family dwelling built circa 1963. The applicant wishes to construct an accessory structure (garage) in a location on existing Lot 21; however, the Riley County Land Development Regulations require that accessory structures can only be built the lot or tract occupied by the principal structure.



Figure 1

Additionally, the Riley County Sanitary Code prohibits sanitary sewer lines/systems from crossing property lines. By replatting, the original platted lot lines (shown in green dashed) will be vacated, thus, the existing system will be meet that requirement of the Sanitary Code and the proposed accessory structure can be built at the desired location.

DESCRIPTION:

Physical site characteristics: As mentioned previously, the western portion of the property is developed with a single family residence built circa 1963. The eastern portion of the property is undeveloped, heavily wooded and slopes sharply downward toward the east.

General character of the area: The subject property consists of a mix of urban and suburban residential development.

SUITABILITY OF ZONING:

Zoning History: The property was zoned A-1 (Single Family Residential) (Petition #27) during the 1974 Zoning District Conversion Process. The zoning district was renamed to SF-2 (Single Family Residential) January 1, 2022.

Current Zoning: The subject property is currently zoned SF-2 Single Family Residential. There are no variances, special uses or conditional uses associated with the site.

Attachment: Staff Report (14505 : Pride Subdivision Unit Two)

SURROUNDING ZONING/LAND USE		
	ADJACENT ZONING	**LAND USE**
NORTH	SF-1 (Single Family Residential) and SF-2 (Single Family Residential)	Residential
SOUTH	SF-2 (Single Family Residential)	Residential
EAST	AG (Agricultural District)	Open space
WEST	SF-2 (Single Family Residential)	Residential

POTENTIAL IMPACT:

Public Facilities and Services:

Streets and bridges: Proposed Lot 1has existing access to Tuttle Creek View, a gravel two-lane, local road, maintained by the Township. No new entrances are being proposed at this time.

Water and sewer: Proposed Lot 1 is served by rural water well and an on-site septic system.

Fire: Riley County Fire District #1 will serve the site. The nearest County fire station is the Konza Valley Fire Station, located at 300 Johnson Road. The subject site is located within five (5) road miles of a fire station.

Effect on public facilities and services: It is not anticipated that replatting the subject property will have a detrimental impact on public facilities or services. The request is for existing development, with no new development being proposed.

CONFORMANCE TO THE LAND USE PLAN:

The request was reviewed with the 2015 Manhattan Urban Area Comprehensive Plan. The subject site is located within the Southeast planning area (see Figure 2 - Land Use Map (southeast).

Goal GM-2.1A: Future Land Use Plan advises to use the Future Land Use Map as a tool to guide the general location of residential and other land uses within the Manhattan Urban Area over the next ten to twenty years. It also advises to apply the Future Land Use map in conjunction with other guiding principles, goals, and policies contained in the Plan and area-specific plans and policies where applicable, when considering individual development proposals regardless of size or location.

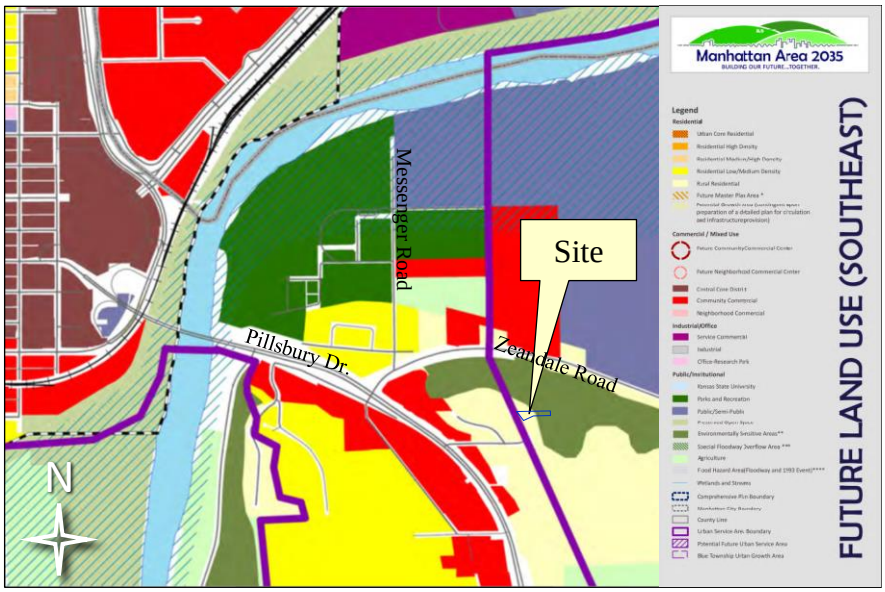


Figure 2. Land Use Map (southeast)

Attachment: Staff Report (14505 : Pride Subdivision Unit Two)

The Future Land Use map indicates that the subject site is projected for rural residential use. The request to replat the property reflects the current use of the subject site and surrounding property. The land use of the property will remain single-family residential.

Staff analysis: The request is in conformance with the Future Land Use Map and allows the existing use of the property to continue.

RILEY COUNTY ZONING REGULATIONS:

Agricultural Buffer: N/A

Riparian Buffer: N/A

MANHATTAN DEVELOPMENT CODE:

Section 26-5C-4 of the Manhattan Development Code requires:

"Sidewalks are required with street improvements in all subdivisions and on all building sites within the Manhattan Urban Service Area."

The property is located outside of the Manhattan Urban Service Area.

Stormwater Drainage Analysis: The County Engineer has waived the requirement for a Stormwater Drainage Analysis for this request.

Traffic Impact Analysis: The County Engineer has waived the requirement for a Traffic Impact Analysis for this request.

EASEMENTS TO BE VACATED:

There is a request to vacate a utility easement running along the common property line between Lots 21 and 22, and another between Lots 21 and 29.

Signed Utility Release forms were provided by Schwab Eaton to all persons, entities and/or utility companies, having property rights or interests in the utility easements, as shown on the plat of Pride Subdivision Unit Two, to be vacated by this replat. The utility providers in the area have affirmed no existing use of or future interest in these easements and are shown as such on the proposed replat. There were no objections to vacating the aforementioned utility easements.

COMMENTS AND CONCERNS:

ENVIRONMENTAL HEALTH: The Riley County Environmental Health Specialist has reviewed the request and reported that although this replat improves the situation, it does not bring the property into full compliance with the sanitary code.

COUNTY ENGINEER: The County Engineer has reviewed the request and reported that Public Works does not have any concerns with this plat.

EMERGENCY MANAGEMENT: Riley County Emergency Management has reviewed the request and reported that Riley County Fire District #1 has no concerns with the proposed replat.

TOWNSHIP TRUSTEE: The Manhattan Township Trustee has reviewed the request and reported no concerns with the proposed replat.

Attachment: Staff Report (14505 : Pride Subdivision Unit Two)

MANHATTAN URBAN AREA PLANNING BOARD

On February 8, 2024, the Manhattan Urban Area Planning Board heard the request and approved the Final plat of Pride Subdivision Unit Two, as it was determined that it met the minimum requirements of Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code and the Riley County Sanitary Code.

STAFF RECOMMENDATIONS:

Staff recommends that the Board of County Commissioners acknowledge the approved Final Plat of Pride Subdivision Unit Two, as it was determined that it meets the minimum requirements of Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code and the Riley County Sanitary Code.

ACTION NEEDED FOR PLAT:

A. Motion to approve Resolution 022224-___ acknowledging the approved Final Plat of Pride Subdivision Unit Two and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat, as it was determined that it meets the requirements of Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code and the Riley County Sanitary Code.

Or

B. Motion to sign Resolution 022224-___ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of Lot 1 of Pride Subdivision Unit Two, as it has been determined that it does not meet the requirements of Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code and the Riley County Sanitary Code.

ATTACHMENTS:

- Vicinity/site map
- Surrounding zoning map
- Fire Station map
- Final Plat map

Prepared by: Bob Isaac, Planner
February 9, 2024

Attachment: Staff Report (14505 : Pride Subdivision Unit Two)



VICINITY AND SITE

Baudoin

#24-004
Replat

Pride Subdivision Unit Two

20-10-8

1000' Buffer

Site



Attachment: Staff Report (14505 : Pride Subdivision Unit Two)

SURROUNDING ZONING

Baudoin

#24-004
Replat

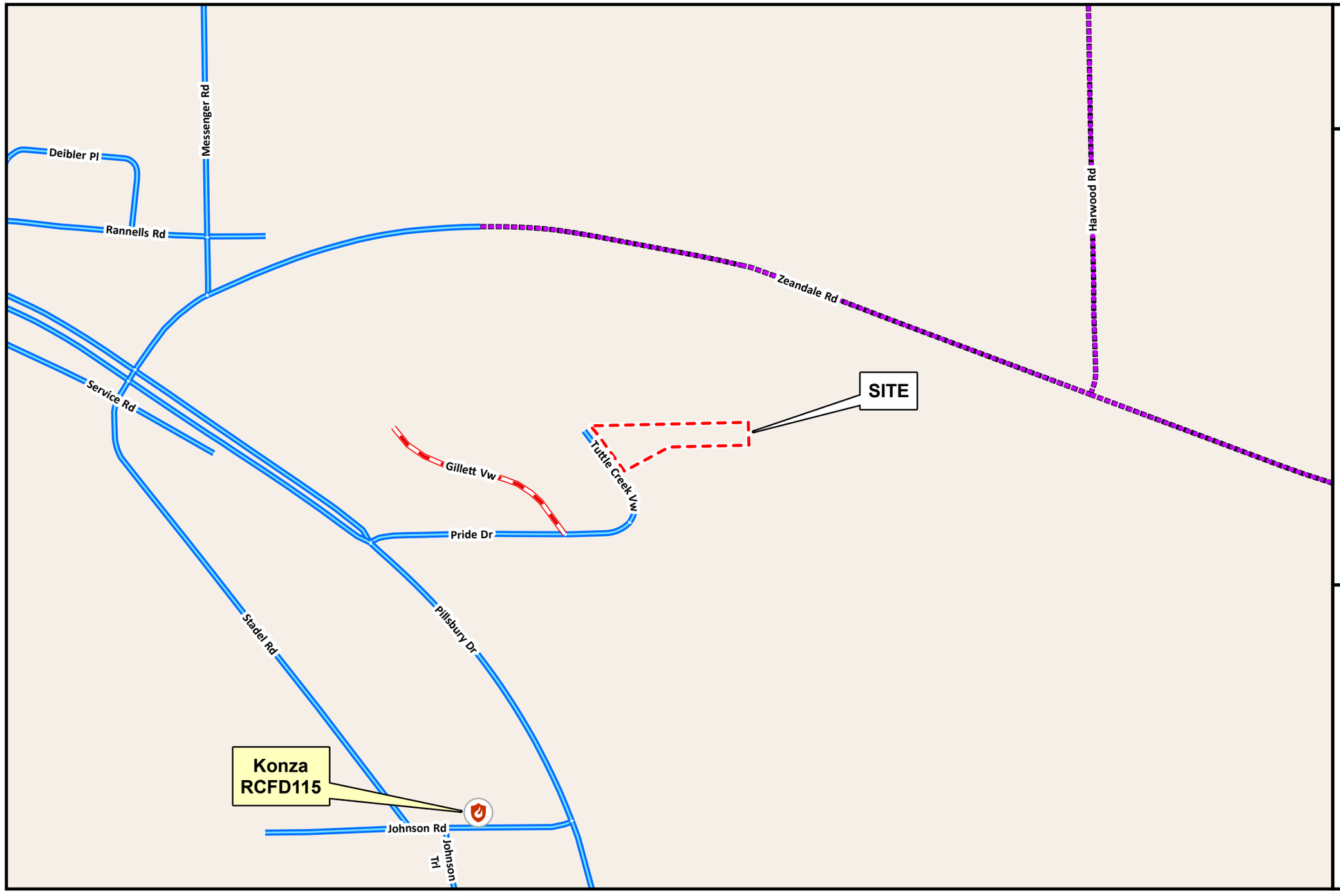
Pride Subdivision Unit Two

20-10-8

1000' Buffer
Site

- AG Agricultural
- AG-R AG/Residential
- C-1 General Business
- C-2 Highway Business
- Fort Riley
- I-1 Light Industrial
- I-2 Heavy Industrial
- MF Multi-Family
- MHP Manufactured Home Park
- PUD Planned Unit Development
- SF-1 Single Family
- SF-2 Single Family
- SF-3 Single Family
- TF Two-Family
- U University
- Special Zoning

Attachment: Staff Report (14505 : Pride Subdivision Unit Two)



FIRE STATIONS

Baudoin

#24-004
Replat

Pride Subdivision Unit Two

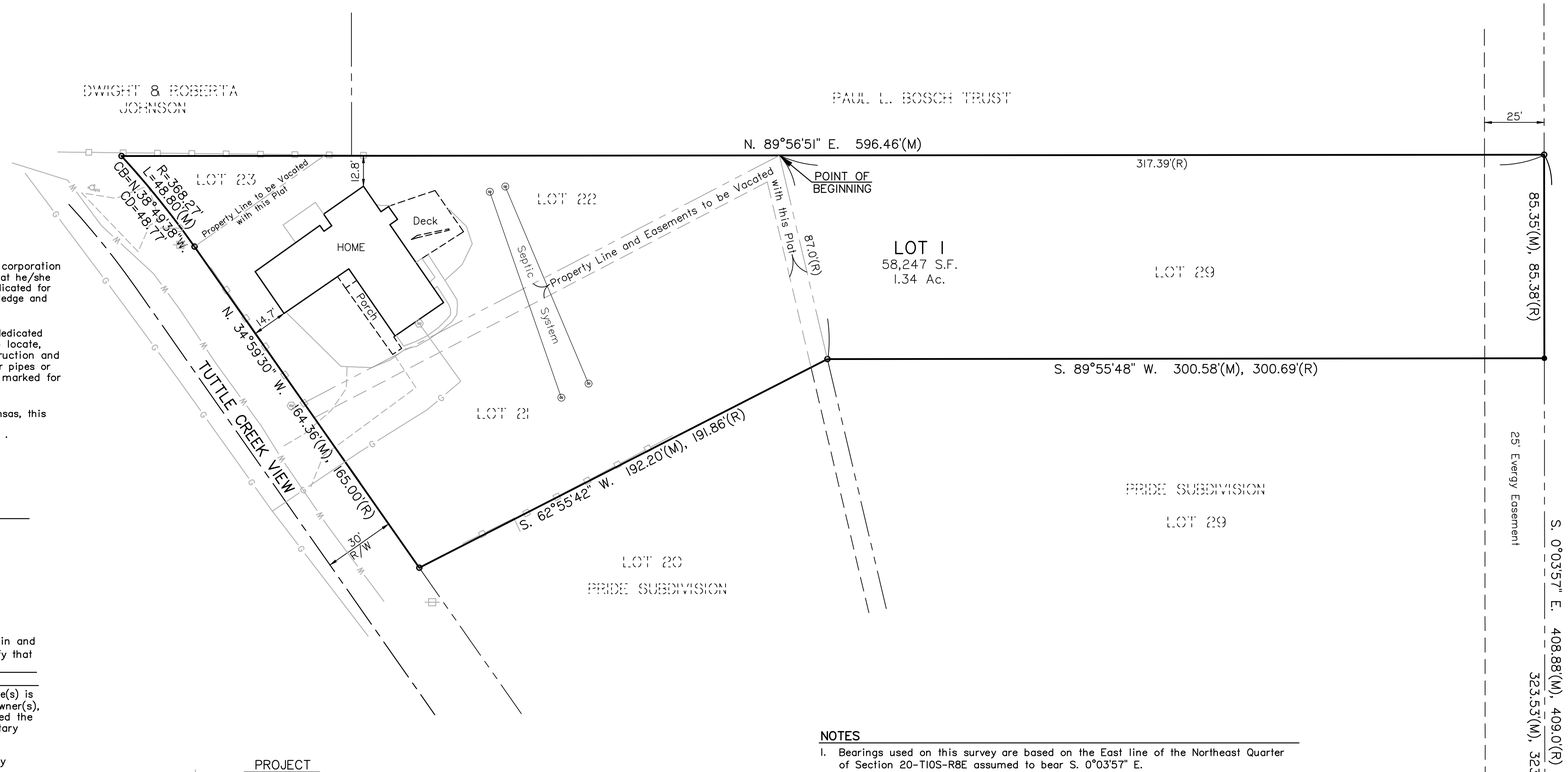
20-10-8

Fire Stations

ISO Rating

- 5 (within 1000' of a hydrant)
- 6 (within 5 road miles of 6 fire station)
- 10 (outside 5 road miles OR road is not paved/ gravel)

Attachment: Staff Report (14505 : Pride Subdivision Unit Two)



LAND BOUNDARY DESCRIPTION: (From Trustee's Deed, Book 866, Page 687)

Lots Twenty-one (21), Twenty-two (22), and Twenty-three (23), in Pride Subdivision, in Riley County, Kansas, and Part of Lot Twenty-nine (29), in Pride Subdivision, Riley County, Kansas, more particularly described as follows: Beginning at the Northwest Corner of Lot Twenty-nine (29) in Pride Subdivision, thence East 317.39 feet along the north line of said Lot Twenty-nine (29) to the Northeast Corner of said Lot Twenty-nine (29); thence South 85.38 feet along the East line of said Lot Twenty-nine (29); thence West 300.69 feet to the Southeasterly corner of Lot Twenty-one (21), in Pride Subdivision; thence Northwesterly 87.0 feet along the Easterly line of said Lot Twenty-one (21) and Westerly line of Lot Twenty-nine (29) to the point of beginning.
Said Tract contains 1.34 Acres more or less. Subject to all easements and restriction of record.

ALL BEARINGS AND DISTANCES SHOWN ON THIS PLAT ARE MEASURED UNLESS OTHERWISE NOTED

north

SCALE 1" = 30'

30' 0 30' 60'

LEGEND

- ● 1/2"x 24" BAR W/CLS 59 CAP SET THIS SURVEY
- ○ 1/2"X 24" BAR FOUND, FROM PREVIOUS S-E SURVEYS OF PROPERTY
- △ SECTION CORNER FOUND AS LABELED
- EASEMENT LINE
- SECTION LINE
- PROPERTY LINE
- PROPERTY LINE TO BE VACATED WITH THIS PLAT
- EASEMENT TO BE VACATED WITH THIS PLAT
- ADJACENT PROPERTY LINE
- CENTERLINE ROAD RIGHTS-OF-WAY
- (M) MEASURED DISTANCE
- (R) RECORD DISTANCE

OWNER'S CERTIFICATE

STATE OF KANSAS) SS:
COUNTY OF RILEY)

This is to certify that the undersigned is the owner or corporation of record of the land hereon described on this plat, and that he/she has caused the same to be surveyed and subdivided as indicated for the uses and purposes herein set forth, and hereby acknowledge and adopt the same under the style and title indicated.

All street rights-of-way as shown on this plat are hereby dedicated to the public. An easement or license to the public to locate, construct and maintain or authorize the location, construction and maintenance of poles, wires, conduits, water, gas and sewer pipes or required drainage channels or structures upon the area marked for easements on this plat is hereby granted.

Given under my hand at _____ , Kansas, this

_____ day of _____ , A.D. 20_____ .

Bruce A. Johnson

Genevieve S. Baudoin

NOTARY CERTIFICATE

STATE OF KANSAS) SS:
COUNTY OF RILEY)

I, _____ , a Notary Public in and for said county, in the state aforesaid, do hereby certify that Bruce A. Johnson and Genevieve S. Baudoin

personally known to me to be the same person(s) whose name(s) is (are) subscribed to the foregoing instrument as such owner(s), appeared before me this day in person and acknowledged the execution and delivery of this plat as a free and voluntary act for the uses and purposes herein set forth.

Given under my hand and Notary Seal this _____ day of _____ , A.D. 20_____ .

My commission expires _____ .

Notary Public

Print Name

MANHATTAN URBAN AREA PLANNING BOARD CERTIFICATE

STATE OF KANSAS) SS:
COUNTY OF RILEY)

Approved this _____ day of _____ , 20_____.
Manhattan Urban Area Planning Board
Manhattan, Kansas

Chairperson

APPROVAL OF COUNTY OFFICERS

STATE OF KANSAS) SS:
COUNTY OF RILEY)

County Engineer

County Counselor

Riley County Planning & Development Director

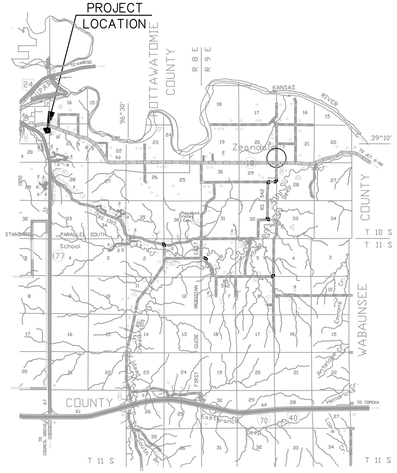
CERTIFICATE OF THE REGISTER OF DEEDS

STATE OF KANSAS) SS:
COUNTY OF RILEY)

This instrument was filed for record on the _____ day of _____ A.D. 20_____ at _____ O'clock _____M., and duly recorded in Book _____ at Page _____

_____ Register of Deeds

By _____ Deputy



SITE MAP

CERTIFICATE OF COUNTY COMMISSION

STATE OF KANSAS) SS:
COUNTY OF RILEY)

Approved this _____ day of _____,
A.D. 20_____.

BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY

Commissioner, Chairman

Commissioner

Commissioner

Attest: County Clerk

NOTES

1. Bearings used on this survey are based on the East line of the Northeast Quarter of Section 20-T10S-R8E assumed to bear S. 0°03'57" E.
2. No gaps exists on the property shown hereon.
3. Buildings exist on the property as shown hereon.
4. Easements, setbacks, restrictions or encumbrances of record if any, affecting the title to this tract are shown to the best of our knowledge.
5. The property shown hereon lies in Flood Zone X areas outside of the 1% and 0.2% annual chance flood. As determined by (FIRM) Flood Insurance Rate Map No. 20161C0366G, Effective Date March 16, 2015.
6. If an entrance pipe is required, the minimum size shall be calculated in accordance with the Riley County Standards for Roadway Design in Platted Subdivisions. In no case shall the diameter of the pipe be less than 15 inches.
7. Lot 1 is currently served by a private septic system. If any future sewer improvements occur type and size to be determined by the Riley County Environmental Health Specialist.
8. The fences shown along the South line of the property encroach slightly onto proposed Lot 1. The encroachment will be allowed to exist as shown but shall not be allowed to increase during future maintenance. The existing fences will be owned and maintained by the property owners.
9. All persons, entities and/or utility companies, having property rights or interests in any alley, road/street, easement, access control or other public reservation proposed to be vacated by this plat, have affirmed no existing use or future interest in such alley, road/street, easement, access control or other public reservation, and expressed no objections to such vacation.
10. Property owner(s) is/are required to maintain all public granted drainage easements. Natural or non-natural structures or vegetative barriers (including but not limited to trees, shrubbery, berms, fences and walls) are prohibited within publicly granted or publicly dedicated drainage easements.
11. The lot shall be in compliance with the Riley County Sanitary Code.

RILEY COUNTY PLAT REVIEW SURVEYORS SIGNATURE BLOCK

STATE OF KANSAS) SS:
COUNTY OF RILEY)

This Survey has been reviewed and approved for filing pursuant to and in compliance with K.S.A. 58-2005 and with the requirements of Riley County Resolution No. 082913-58. No other warranties are extended or implied.

Approved: _____ Date: _____
License: _____

SURVEYOR'S CERTIFICATE

STATE OF KANSAS) SS:
COUNTY OF RILEY)

I, the undersigned do hereby certify that I am a Registered Land Surveyor in the State of Kansas with experience and proficiency in land surveying, that the heretofore described property was surveyed and subdivided by me, or under my supervision, that all subdivision regulations of the Riley County, Kansas, have been complied with in the preparation of this plat, and that all the monuments shown herein actually exist and their positions are correctly shown to the best of my knowledge and belief.

Given under my hand and seal this _____ day

of _____ , A.D. 20_____ .

Schwab-Eaton, P.A.

HARLAN G. ROSS LICENSED 1290 KANSAS PROFESSIONAL SURVEYOR

Harlan G. Ross, PS 1290

UTILITY NOTE

Any utility company that locates facilities in any easement shall have the right to prune, remove, eradicate, cut and clear away any trees, limbs, vines and brush on the utility easement now or at any future time and prune and clear away any trees, limbs, vines, and brush on lands adjacent to the utility easement whenever in the utility companies judgment such may interfere with or endanger the construction, operation, or maintenance of its facilities, together with the right of ingress to and egress from the utility easement and contiguous land subject to this plat for the purpose of surveying, erecting, constructing, maintaining, inspecting, rebuilding, replacing, and with or endangering the construction, operation or maintenance of said facilities.

A REPLAT OF LOTS 21-23 AND PART OF LOT 29
PRIDE SUBDIVISION

FINAL PLAT

PRIDE SUBDIVISION UNIT TWO

A SUBDIVISION IN
IN RILEY COUNTY, KANSAS

PREPARED BY

Schwab Eaton

CONSULTING ENGINEERS - LAND SURVEYORS - LANDSCAPE ARCHITECTS
5410 LEDGE STONE DR., STE 100 - MANHATTAN, KANSAS - PH 785-539-4687

FEBRUARY 2024

M:\Survey\Survey Data\2310301 Genevieve Baudoin Lots21,22,23 + pt 29 Pride Subdivision\CAD Files\2310301-JOHNSON-BAUDOIN-FP.dwg, 2/8/2024 8:35:48 AM, DWG To PDF.pc3

Attachment: Staff Report (14505 : Pride Subdivision Unit Two)

EXCERPT OF MINUTES
MANHATTAN URBAN AREA PLANNING BOARD

February 8, 2024

2.2. Approve the FINAL PLAT of Pride Subdivision, Unit Two, a replat of Lots 21, 22, 23 and part of Lot 29 in Pride Subdivision, generally located on the east side of Tuttle Creek View, approximately 250 feet northwest of the intersection of Tuttle Creek View and Pride Drive. (applicant: Baudoin; file no. RCF-24-013)

Action needed: Consider the request based on the Riley County Land Development Regulations and the review factors in Subsec. 26-9C-3D of the Manhattan Development Code, and approve, approve with conditions, or deny the plat.

Item was approved on the consent agenda.

Attachment: MUAPB Minutes (14505 : Pride Subdivision Unit Two)

RESOLUTION NO. 022224-

A RESOLUTION APPROVING THE PRIDE SUBDIVISION UNIT TWO PLAT AND ACCEPTING THE STREET RIGHTS OF WAY, EASEMENTS AND LICENSES AS SHOWN TO BE DEDICATED ON SAID PLAT

WHEREAS, the Board of Commissioners of Riley County, Kansas, has been presented for approval of the Pride Subdivision Unit Two; and

WHEREAS, the Board finds that all legal requirements have been met for approval of said plat; and

WHEREAS, the Riley County Planning & Development Department has reviewed said plat and found it to be in compliance with the Riley County Sanitary Code; and

WHEREAS, the Manhattan Urban Area Planning Board, after appropriate notice, conducted a public hearing on February 08, 2024; and

WHEREAS, the Manhattan Urban Area Planning Board, after making a determination that said plat meets the minimum requirements of Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code, **approved** said plat; and

WHEREAS, all required signatures have been obtained.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF RILEY COUNTY, KANSAS:

That the Pride Subdivision Unit Two plat is hereby approved, and the Board of Commissioners of Riley County, Kansas hereby accepts all street rights of way, easements and licenses, as dedicated thereon.

ADOPTED this 22nd day of February, 2024

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

_____
John Ford, Chair

_____
Greg McKinley, Vice Chair

_____
Kathryn Focke, Member

ATTEST:

_____
Rich Vargo, Riley County Clerk

Attachment: Resolution (14505 : Pride Subdivision Unit Two)

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

PLANNING & DEVELOPMENT
Public Hearing

RESOLUTION

FROM: **Bob Isaac, Planner**

MEETING: **February 22, 2024**

SUBJECT: **Plat a 3.35-acre tract of land into a single residential lot.**

PRESENTER: **Bob Isaac, Planner**

BACKGROUND

See staff report.

DISCUSSION

See staff report.

FISCAL IMPACT

None is anticipated

ALTERNATIVES

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

RECOMMENDATION(S)

On February 12, 2024, the Riley County Planning Board heard the request. Having no concerns, the Planning Board approved the request for a Residential Use Designator - Extraneous Farmstead and approved the Concurrent Plat of Stone House Subdivision.

STAFF RECOMMENDATIONS:

Staff recommends that the Board of County Commissioners acknowledge the approved Final Plat of Stone House Subdivision, accepting any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

POSSIBLE MOTION(S)

ACTION NEEDED FOR PLAT:

A. Motion to approve Resolution 022224-___ acknowledging the approved Final Plat of Stone House Subdivision and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat, as it has been determined that the minimum requirements of the Riley County Land Development Regulations and Sanitary Code have been met.

Or

B. **Motion** to sign Resolution 022224-___ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of Stone House Subdivision, as it has been determined that the minimum requirements of the Riley County Land Development Regulations and/or Riley County Sanitary Code have not been met.

ATTACHMENT(S):

- Staff report
- Maps
- Excerpt of Planning Board minutes

Enclosures:

- Staff Report (PDF)
- RCPB Minutes (PDF)
- Resolution (PDF)

PLANNING & DEVELOPMENT

STAFF REPORT

Residential Use Designator & Plat

PETITION: #24-001

APPLICANT: Roger D. Erichsen
7603 Old Milford Rd.
Milford, KS. 66514

PROPERTY OWNER: Roger D. & Cynthia K. Erichsen Trust
7603 Old Milford RD.
Milford, KS. 66514-9026

REQUEST: Receive a Residential Use Designator-Extraneous Farmstead for an unplatted tract of land and plat the tract into a single lot.

SIZE OF TRACT: The subject site is approximately 3.35 acres.

LOCATION: Generally located approximately 3340 feet west of W. 56th Avenue, on the south side of S. 32nd Street; Section 8, Township 11 South, Range 7 East; Ogden Township.

JURISDICTION: This application is subject to the requirements of the Riley County Land Development Regulations.



Attachment: Staff Report (14514 : Stone House Subdivision)

BACKGROUND: The subject site is an approximately 3.35-acre portion of a larger approximately 26-acre parent tract. The applicant is requesting a Residential Use Designator - Extraneous Farmstead for that portion of the parent tract occupied by the existing single-family residence that was built circa 1883. The remainder of the parent tract will continue in agricultural production.

DESCRIPTION:

Physical site characteristics: The subject site is developed with a single family residence and several agricultural outbuildings, with a few mature trees. The developed portion of the subject site is situated north of the old Kansas River and located within the 0.2% annual chance floodplain. The remainder of the parent tract is located within the 1% annual chance floodplain. The home and the majority of the proposed lot is out of the regulatory floodplain.

General character of the area: The general character of the area is agricultural.

SUITABILITY OF ZONING:

Zoning History: The property has been zoned agricultural since at least 1974.

Current Zoning: The subject property is currently zoned AG (Agricultural District). There are no variances, conditional uses or special uses associated with the site.

SURROUNDING ZONING/LAND USE		
	ADJACENT ZONING	**LAND USE**
NORTH	AG (Agricultural District); CU (borrow pit)	Agricultural/crops
SOUTH	AG (Agricultural District)	Agricultural
EAST	AG (Agricultural District)	Agricultural/Farm Residential
WEST	AG (Agricultural District)	Agricultural

POTENTIAL IMPACT:

Public Facilities and Services:

Streets and bridges: The subject site currently has direct access to S. 32nd Avenue, a gravel, two-lane local road, maintained by Ogden Township. No additional points of ingress/egress are being proposed with this request.

Water and sewer: The subject site is currently served by an on-site water well and standard septic/lateral system.

Fire: Riley County Fire District #1 will serve the site. The nearest county fire station is the Ogden Fire Station, located at 500 E. Riley Avenue.

Effect on public facilities and services: It is not anticipated that approval for a Residential Use Designator – Extraneous Farmstead for an existing and established homestead will have a detrimental impact on public facilities or services.

Attachment: Staff Report (14514 : Stone House Subdivision)

CONFORMANCE TO THE LAND USE PLAN:
The request was reviewed with the 2009 Vision 2025 Riley County Comprehensive Plan, specifically the Development Guidance System (Chapter 12). The analysis is as follows:

CONFORMANCE TO THE LAND USE PLAN:
Goals, Objectives and Policies

Goal for residential:

> *To allow for the development of a diversity of housing types, sizes and price levels to meet the changing needs of all county residents.*
>
> Objective R4: Allow for adequate amounts of single family housing in suitable locations throughout the county.
>
> Policies:
>
> R4.2 Roads serving residential developments should safely accommodate anticipated traffic.

Future Land Use Map
Although the subject property is located outside a designated growth area according to the Future Land Use Map North (Figure 11.2) found in the Plan, the subject property abuts the designated growth area of Ogden.

The Land Evaluation/Site Assessment (LESA) Score
Due to the type and nature of the request, a LESA was not generated.

Hardship on the landowner
The Applicant did not express a hardship as a reason for this request.

Staff analysis: The request is consistent with the goals and objectives of the Plan.

RILEY COUNTY ZONING REGULATIONS:

Section 4.7 – Agricultural District-Residential Use Designator of the Riley County Land Development Regulations describes the Residential Use Designator–Extraneous Farmstead. The conditions for approval are as follows:

1. The site to be divided from the existing agricultural operation should be the minimum required to accommodate the existing residence and any outbuildings or to accommodate a site that is logically separated from the existing agricultural operation. Conversion of existing productive agricultural land should be avoided.
2. The site shall be large enough to meet sanitary code minimum requirements.
3. A residential use designator for an extraneous farmstead is limited to one per original parent agricultural tract. One additional residential use designator for an extraneous farmstead may be permitted when it has been determined by the Department that the additional residence on the original parent tract has been supporting the agricultural operation on such tract.
4. The site must be platted and must meet all requirements for a plat, including adequate public road access as specified in the subdivision regulations, unless the site is 20 acres or larger. Once approved, the designator lot, whether platted or not platted, may not be further subdivided unless approved through the standard platting/rezoning process.

Attachment: Staff Report (14514 : Stone House Subdivision)

5. An Agricultural Protection Easement (APE), as specified in *Section 6.14 – Agricultural Protection Easement*, shall be filed with the Register of Deeds.

Staff analysis: The request is consistent/inconsistent with the above criteria.

Agricultural Buffer: N/A

Riparian Buffer: N/A

COMMENTS AND CONCERNS:

ENVIRONMENTAL HEALTH: The Riley County Environmental Health Specialist has reviewed the request and found the property in compliance with the Sanitary Code.

COUNTY ENGINEER: The County Engineer has reviewed the request and reported Public Works does not have any issues with this plat.

EMERGENCY MANAGEMENT: Riley County Emergency Management has reviewed the request and reported that RCFD#1 has no concerns with the proposed plat.

TOWNSHIP TRUSTEE: A Development Review Memo was sent to the Ogden Township Trustee; no response was received.

RILEY COUNTY PLANNING BOARD:
On February 12, 2024, the Riley County Planning Board heard the request. Having no concerns, the Planning Board approved the request for a Residential Use Designator – Extraneous Farmstead and approved the Concurrent Plat of Stone House Subdivision.

STAFF RECOMMENDATIONS:
Staff recommends that the Board of County Commissioners acknowledge the approved Final Plat of Stone House Subdivision, accepting any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

ACTION NEEDED FOR PLAT:

A. **Motion** to approve Resolution 022224-___ acknowledging the approved Final Plat of Stone House Subdivision and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat, as it has been determined that the minimum requirements of the Riley County Land Development Regulations and Sanitary Code have been met.

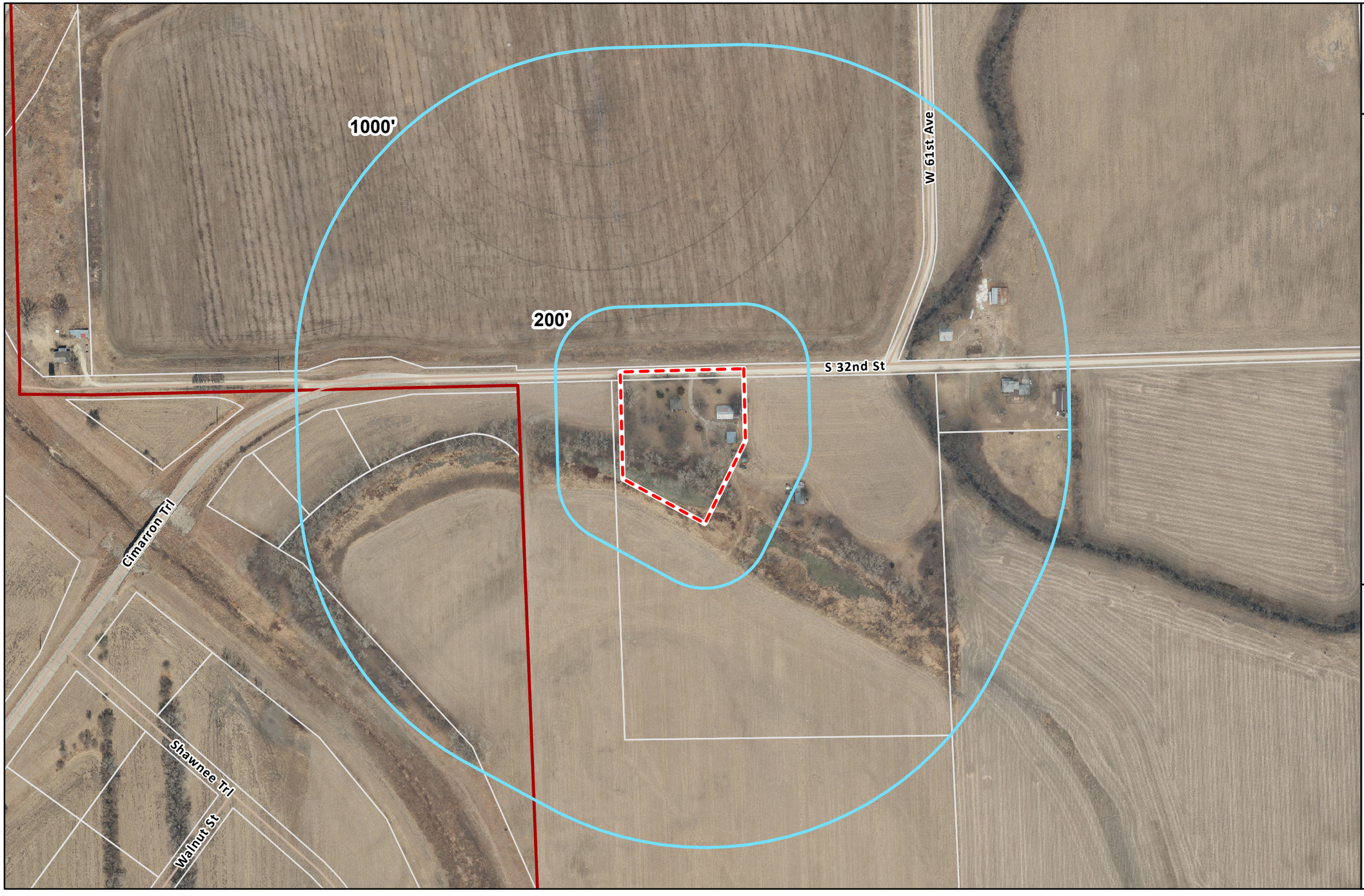
Or

B. **Motion** to sign Resolution 022224-___ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of Stone House Subdivision, as it has been determined that the minimum requirements of the Riley County Land Development Regulations and/or Riley County Sanitary Code have not been met.

ATTACHMENTS:
- Vicinity/site map
- Surrounding zoning map
- Fire station map
- Preliminary Plat
- Final Plat

Prepared by: Bob Isaac, Planner
February 13, 2024

Attachment: Staff Report (14514 : Stone House Subdivision)



VICINITY AND SITE

Erichsen

#24-001
Plat

Stone House Subdivision

Residential Use Designator
Extraneous Farmstead

8-11-7

200'/1000' Buffer
Site



Attachment: Staff Report (14514 : Stone House Subdivision)



SURROUNDING ZONING

Erichsen

#24-001
Plat

Stone House Subdivision

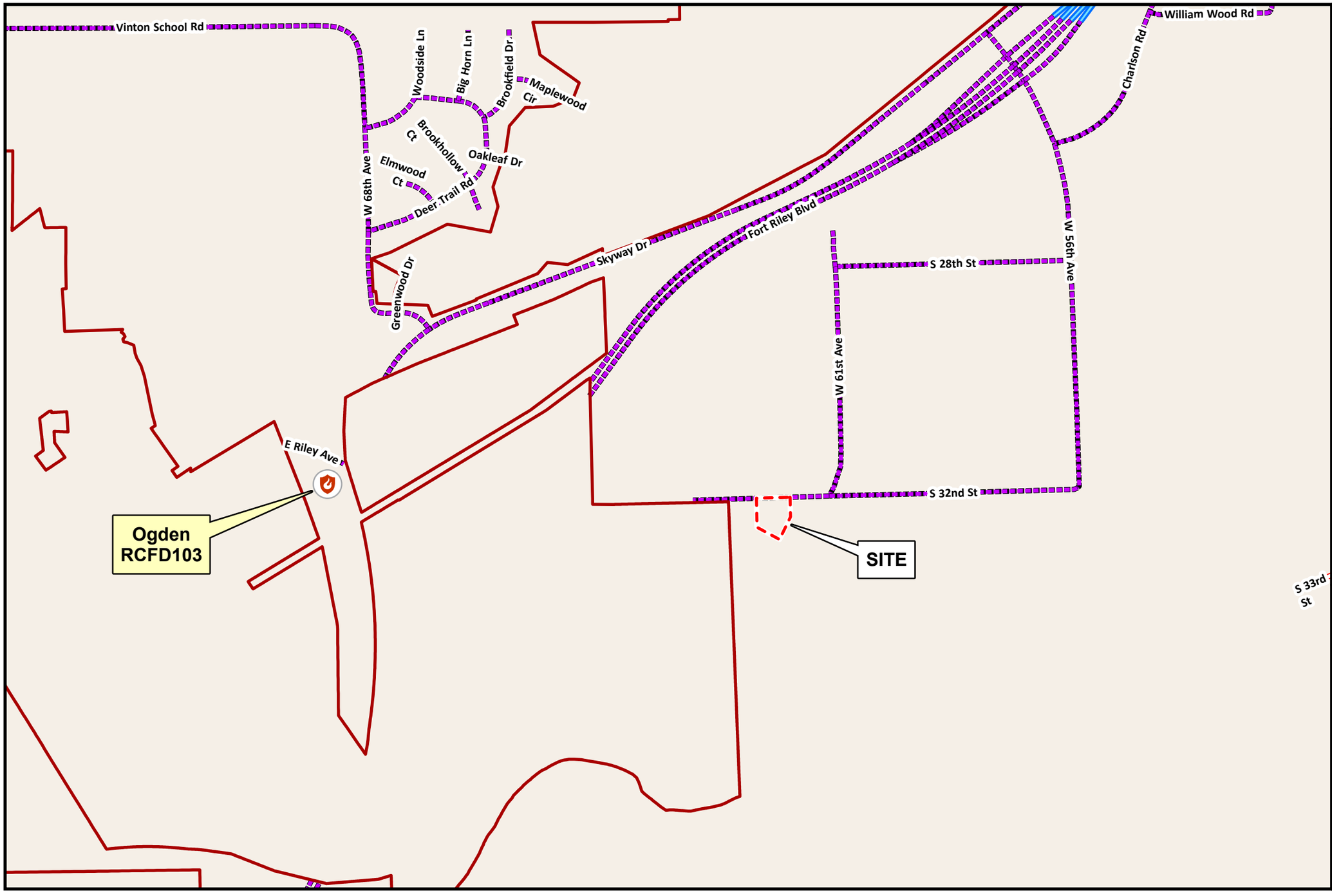
Residential Use Designator
Extraneous Farmstead

8-11-7

200'/1000' Buffer
Site

- AG Agricultural
- AG-R AG/Residential
- C-1 General Business
- C-2 Highway Business
- Fort Riley
- I-1 Light Industrial
- I-2 Heavy Industrial
- MF Multi-Family
- MHP Manufactured Home Park
- PUD Planned Unit Development
- SF-1 Single Family
- SF-2 Single Family
- SF-3 Single Family
- TF Two-Family
- U University
- Special Zoning

Attachment: Staff Report (14514 : Stone House Subdivision)



FIRE STATIONS

Erichsen

#24-001
Plat

Stone House Subdivision

Residential Use Designator
Extraneous Farmstead

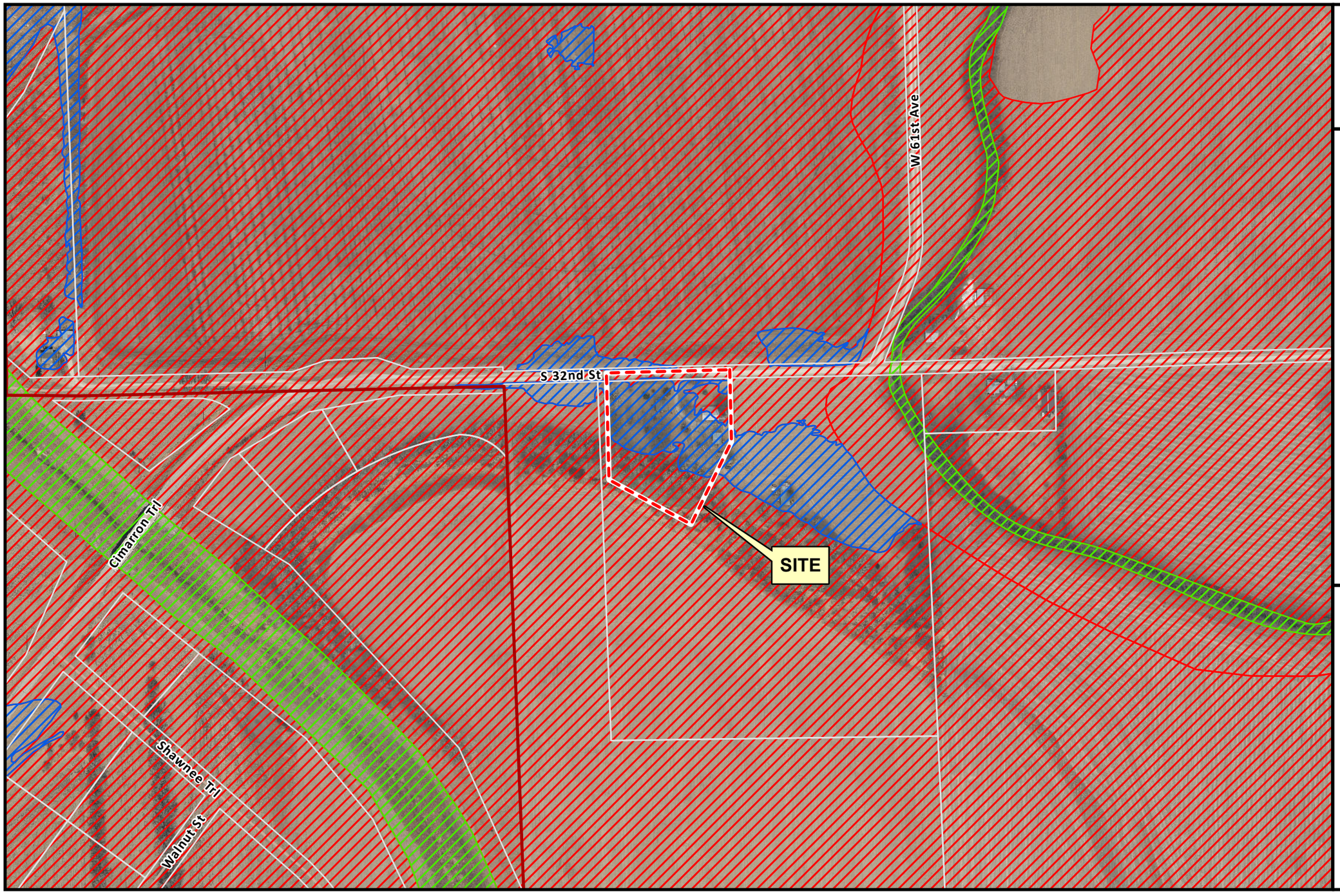
8-11-7

Fire Stations

ISO Rating

- 5 (within 1000' of a hydrant)
- 6 (within 5 road miles of 6 fire station)
- 10 (outside 5 road miles OR road is not paved/ gravel)
- Erichsen_24_001_Poly

Attachment: Staff Report (14514 : Stone House Subdivision)



FLOODPLAIN

Erichsen

#24-001
Plat

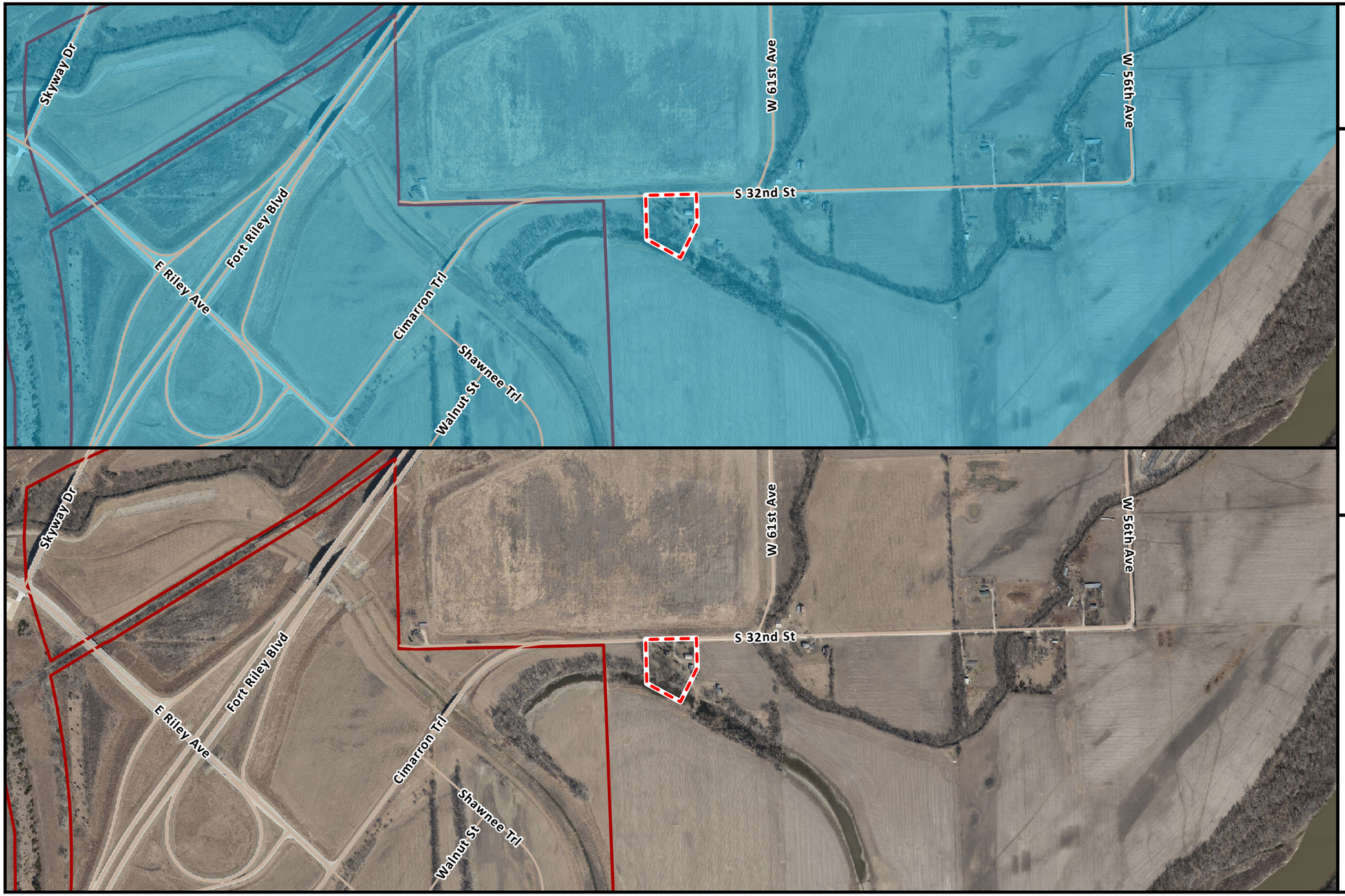
Stone House Subdivision

Residential Use Designator
Extraneous Farmstead

8-11-7

Floodplain
- 1% Annual Chance Flood (Unnumbered)
- 1% Annual Chance Flood (Numbered)
- Floodway
- 1% Annual Chance Flood (1'-3' Depth)
- 0.2% Annual Chance Flood

Attachment: Staff Report (14514 : Stone House Subdivision)



FORT RILEY NOISE CONTOURS AVERAGE AND PEAK

Erichsen

#24-001
Plat

Stone House Subdivision

Residential Use Designator
Extraneous Farmstead

8-11-7

Site

Legend

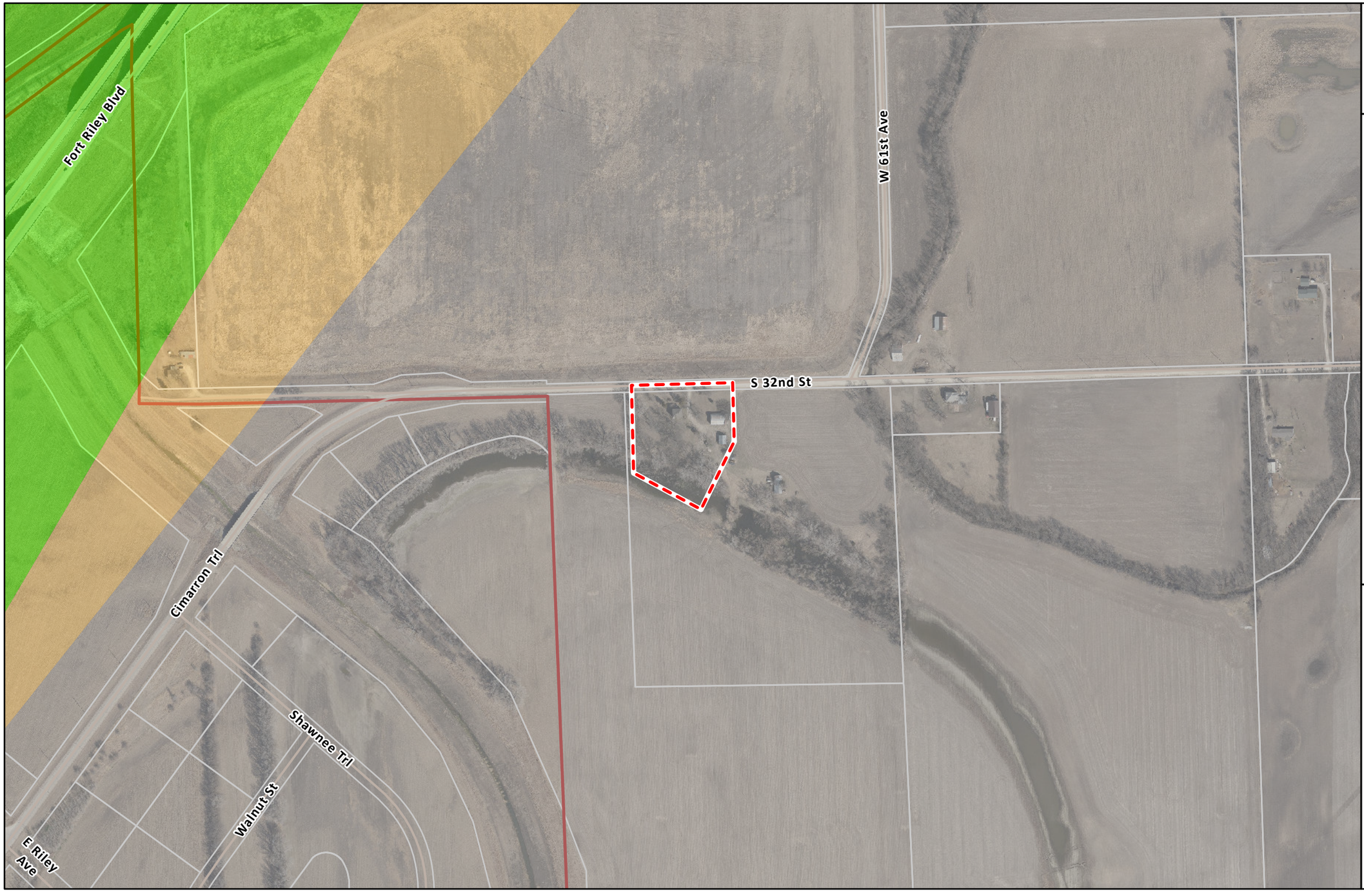
Average Noise Levels

- CDNL 57 (LUPZ)
- CDNL 62 (Zone II)
- CDNL 70 (Zone III)

Peak Noise Levels Large Caliber

- Large Caliber 115
- Large Caliber 130

Attachment: Staff Report (14514 : Stone House Subdivision)



AIRPORT OVERLAY DISTRICT

Erichsen

#24-001
Plat

Stone House Subdivision

Residential Use Designator
Extraneous Farmstead

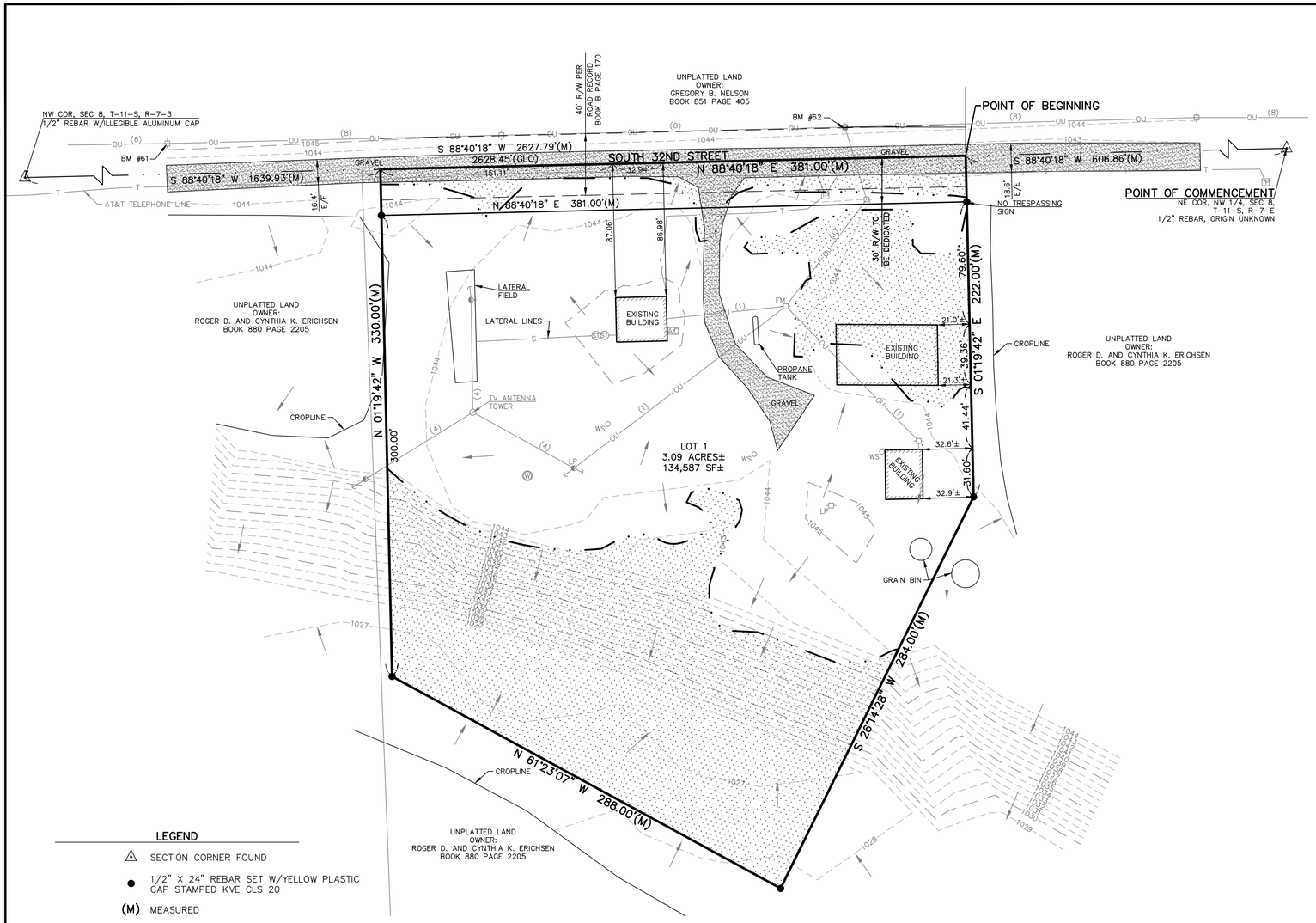
8-11-7

Site

Airport Overlay District

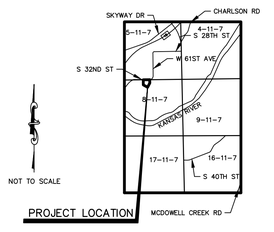
- Airport Overlay District (AOD)
- Conical Surface Zone
- Horizontal Surface Zone
- Precision Instrument Runway Approach Zc
- Primary Surface Zone
- Runway
- Transitional Surface Zone

Attachment: Staff Report (14514 : Stone House Subdivision)



LEGEND

- SECTION CORNER FOUND
- 1/2" X 24" REBAR SET W/YELLOW PLASTIC CAP STAMPED KVE CLS 20
- (M) MEASURED
- UTILITY POLE
- BRACE POLE
- LP BRACE POLE W/ LIGHT
- (4) BRACE POLE LINE – # LINES
- EM UTILITY POLE W/ ELECTRIC METER
- LP UTILITY POLE W/ LIGHT
- UTILITY POLE W/ TRANSFORMER
- AC AIR CONDITIONING UNIT
- DEADMAN ANCHOR
- OU (1) OVERHEAD UTILITY – # LINES
- WS WATER SPIGOT
- W WELL
- ST SEPTIC TANK LID
- TP TELEPHONE PEDESTAL
- T UNDERGROUND TELEPHONE LINE
- STREET SIGN
- 1029 1' CONTOUR INTERVAL
- E/E EDGE OF GRAVEL TO EDGE OF GRAVEL
- FLOOD ZONE DESIGNATION
- SPECIAL FLOOD HAZARD AREAS (SFHAS) SUBJECT TO INUNDATION BY THE 1% ANNUAL FLOOD ZONE AE
- LINE NOT DRAWN TO SCALE
- EXISTING FLOW DIRECTION



LOCATION MAP
RILEY COUNTY, KANSAS

NOTES:

1. ALL BUILDINGS ARE EXISTING.
2. ALL BUILDING SETBACK REQUIREMENTS SHALL BE DETERMINED BY THE ZONING DISTRICT, UNLESS OTHERWISE NOTED.
3. PROPERTY OWNERS ARE REQUIRED TO MAINTAIN ALL PUBLICLY GRANTED DRAINAGE EASEMENTS. NATURAL OR NON-NATURAL STRUCTURES OR VEGETATIVE BARRIERS (INCLUDING BUT NOT LIMITED TO TREES, SHRUBBERY, BERMS, FENCES, AND WALLS) ARE PROHIBITED WITHIN PUBLICLY GRANTED OR PUBLICLY DEDICATED DRAINAGE EASEMENTS.
4. THE PARENT TRACT OF LAND FOR THIS ORIGINAL SURVEY IS RECORDED IN THE REGISTER DEEDS OFFICE OF RILEY COUNTY, KANSAS IN DEED BOOK 880 PAGE 2205.
5. KANSAS ONE-CALL TICKET #23606659

ZONING:

EXISTING AG(AGRICULTURAL DISTRICT)
PROPOSED: AG(AGRICULTURAL DISTRICT) W/ RESIDENTIAL USE
DESIGNATOR-EXTRANEOUS FARMSTEAD

FLOOD STATEMENT:

THE ACCURACY OF ANY FLOOD HAZARD DATA SHOWN HEREON IS SUBJECT TO MAP SCALE UNCERTAINTY AND TO ANY OTHER UNCERTAINTY IN LOCATION OR ELEVATION ON THE REFERENCED FLOOD INSURANCE RATE MAP. THE SURVEYED PROPERTY LIES WITHIN FLOOD HAZARD ZONE "OTHER FLOOD AREAS ZONE X" AND "SPECIAL FLOOD HAZARD AREAS (SFHAS) SUBJECT TO INUNDATION BY THE 1% ANNUAL CHANCE FLOOD ZONE AE" AS SAID PROPERTY PLOTS BY SCALE ON THE FLOOD INSURANCE RATE MAP NUMBER 20161C0431G REVISED DATE MARCH 16, 2015.

AIRPORT OVERLAY DISTRICT:

THE PROPERTY IS LOCATED WITHIN THE AIRPORT OVERLAY DISTRICT AND IS SUBJECT TO THE REQUIREMENTS OF SECTION 4.21-AIRPORT OVERLAY DISTRICT(AOD) OF THE RILEY COUNTY LAND DEVELOPMENT REGULATIONS.

UTILITY NOTE:

ANY UTILITY COMPANY THAT LOCATES FACILITIES IN ANY EASEMENT SHALL HAVE THE RIGHT TO PRUNE, REMOVE, ERADICATE, CUT AND CLEAR AWAY ANY TREES, LIMBS, VINES AND BRUSH ON LAND ADJACENT TO THE UTILITY EASEMENT WHENEVER, IN THE UTILITY COMPANIES JUDGMENT, SUCH MAY INTERFERE WITH OR ENDANGER THE CONSTRUCTION, OPERATION, OR MAINTENANCE OF ITS FACILITIES, TOGETHER WITH THE RIGHT OF INGRESS TO AND EGRESS FROM THE UTILITY EASEMENT AND CONTIGUOUS LAND SUBJECT TO THIS PLAT FOR THE PURPOSE OF SURVEYING, ERECTING, CONSTRUCTING, MAINTAINING, INSPECTING, REBUILDING, REPLACING, AND WITH OR ENDANGERING THE CONSTRUCTION, OPERATION OF MAINTENANCE OF SAID FACILITIES.

FORT RILEY NOTICE OF POTENTIAL NOISE IMPACTS:

SUBDIVISION IS SUBJECT TO NOTICE OF POTENTIAL NOISE IMPACTS FROM FORT RILEY, KANSAS MILITARY INSTALLATION AND RECOMMENDED NOISE ATTENUATION BUILDING METHODS RECORDED ON AUGUST 17, 2020 IN BOOK 881 AT PAGE 7017.

SANITARY CODE:

ALL LOTS SHALL BE IN COMPLIANCE WITH THE RILEY COUNTY SANITARY CODE.

SURVEYED PROPERTY DESCRIPTION:

THAT PORTION OF THE NORTHWEST QUARTER OF SECTION 8, TOWNSHIP 11 SOUTH, RANGE 7 EAST OF THE 6TH PRINCIPAL MERIDIAN IN THE COUNTY OF RILEY COUNTY, STATE OF KANSAS, BEING DESCRIBED BY ALAN M. ZUMBRUNN PS 1734 ON NOVEMBER 22, 2023 AS FOLLOWS:
COMMENCING AT THE NORTHEAST CORNER OF SAID NORTHWEST QUARTER; THENCE ON THE NORTH LINE OF SAID NORTHWEST QUARTER, S 88°40'18" W 606.86 FEET TO THE POINT OF BEGINNING; THENCE PERPENDICULAR TO SAID NORTH LINE, S 01°19'42" E 222.00 FEET; THENCE S 26°14'28" W 284.00 FEET; THENCE N 61°23'07" W 288.00 FEET; THENCE PERPENDICULAR TO SAID NORTH LINE, N 01°19'42" W 330.00 FEET TO SAID NORTH LINE; THENCE ON SAID NORTH LINE, N 88°40'18" E 381.00 FEET TO THE POINT OF BEGINNING. ALL BEARINGS HEREIN ARE BASED ON AN ASSUMED BEARING OF S 88°40'18" W ON THE NORTH LINE OF THE NORTHWEST QUARTER OF SECTION 8, TOWNSHIP 11 SOUTH, RANGE 7 EAST.
CONTAINS 3.35 ACRES MORE OR LESS.

END OF DESCRIPTION

BASIS OF BEARINGS:

ALL BEARINGS HEREIN ARE BASED ON AN ASSUMED BEARING OF S 88°40'18" W ON THE NORTH SECTION LINE OF THE NORTHWEST QUARTER OF SECTION 8, TOWNSHIP 11 SOUTH, RANGE 7 EAST.

UNDERGROUND UTILITY STATEMENT:

WITH REGARD TO UNDERGROUND UTILITIES, INFORMATION FROM THE SOURCES LISTED HEREON WILL BE COMBINED WITH OBSERVED EVIDENCE OF UTILITIES PURSUANT TO SECTION 5.E.IV. OF THE MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS TO DEVELOP A VIEW OF THE UNDERGROUND UTILITIES. HOWEVER, LACKING EXCAVATION, THE EXACT LOCATION OF UNDERGROUND FEATURES CANNOT BE ACCURATELY, COMPLETELY, AND RELIABLY DEPICTED. IN ADDITION, IN SOME JURISDICTIONS, 811 OR OTHER SIMILAR UTILITY LOCATE REQUESTS FROM SURVEYORS MAY BE IGNORED OR RESULT IN AN INCOMPLETE RESPONSE. WHERE ADDITIONAL OR MORE DETAILED INFORMATION IS REQUIRED, THE CLIENT IS ADVISED THAT EXCAVATION MAY BE NECESSARY.

DATUM BENCHMARK:

VERTICAL DATUM IS NAVD88 DERIVED FROM GNSS RTK MEASUREMENTS TO NGS CONTROL MONUMENT WITH DESIGNATION "M 370" AND PID "KF0765". MONUMENT ELEVATION = 1041.33.

BENCHMARKS:

BM #61: RAILROAD SPIKE IN THE SOUTH FACE OF THE UTILITY POLE 139 FEET± WEST AND 27 FEET± NORTH OF THE NORTHWEST CORNER OF THE SURVEYED PROPERTY ELEV=1047.57

BM #62: RAILROAD SPIKE IN THE SOUTH FACE OF THE UTILITY POLE WITH TRANSFORMER 79 FEET± WEST AND 19 FEET± NORTH OF THE NORTHEAST CORNER OF THE SURVEYED PROPERTY ELEV=1045.33

SURVEYOR:
ALAN M. ZUMBRUNN PS 1734
KAW VALLEY ENGINEERING
P.O. BOX 1304
JUNCTION CITY, KS 66441
785-762-5040

OWNER:
ROGER ERICHSEN
7603 OLD MILFORD ROAD
MILFORD, KS 66514
785-307-4764

PRELIMINARY PLAT

STONE HOUSE SUBDIVISION

A PORTION OF THE NW 1/4 OF SEC 8, T-11-S, R-7-E
TO
RILEY COUNTY, KANSAS

REV	DATE	DESCRIPTION	DSN	DWN	CHK
0	11-28-23	COUNTY REVIEW		CM	AZ

2319 N. JACKSON | P.O. BOX 1304
JUNCTION CITY, KANSAS 66441
PH. (785) 762-5040
jz@kveng.com | www.kveng.com
KAW VALLEY ENGINEERING

STONE HOUSE SUBDIVISION
6143 SOUTH 32ND STREET
MANHATTAN, KANSAS

PRELIMINARY PLAT

PROJ. NO.	A23_1687
DESIGNER	DRAWN BY: CM
CFN	1687PRLM
SHEET	REV
1 OF 1	0

THIS DRAWING SHALL NOT BE UTILIZED BY ANY PERSON, FIRM, OR CORPORATION IN WHOLE OR IN PART WITHOUT THE SPECIFIC PERMISSION OF KAW VALLEY ENGINEERING, INC.

Attachment: Staff Report (14514 : Stone House Subdivision)

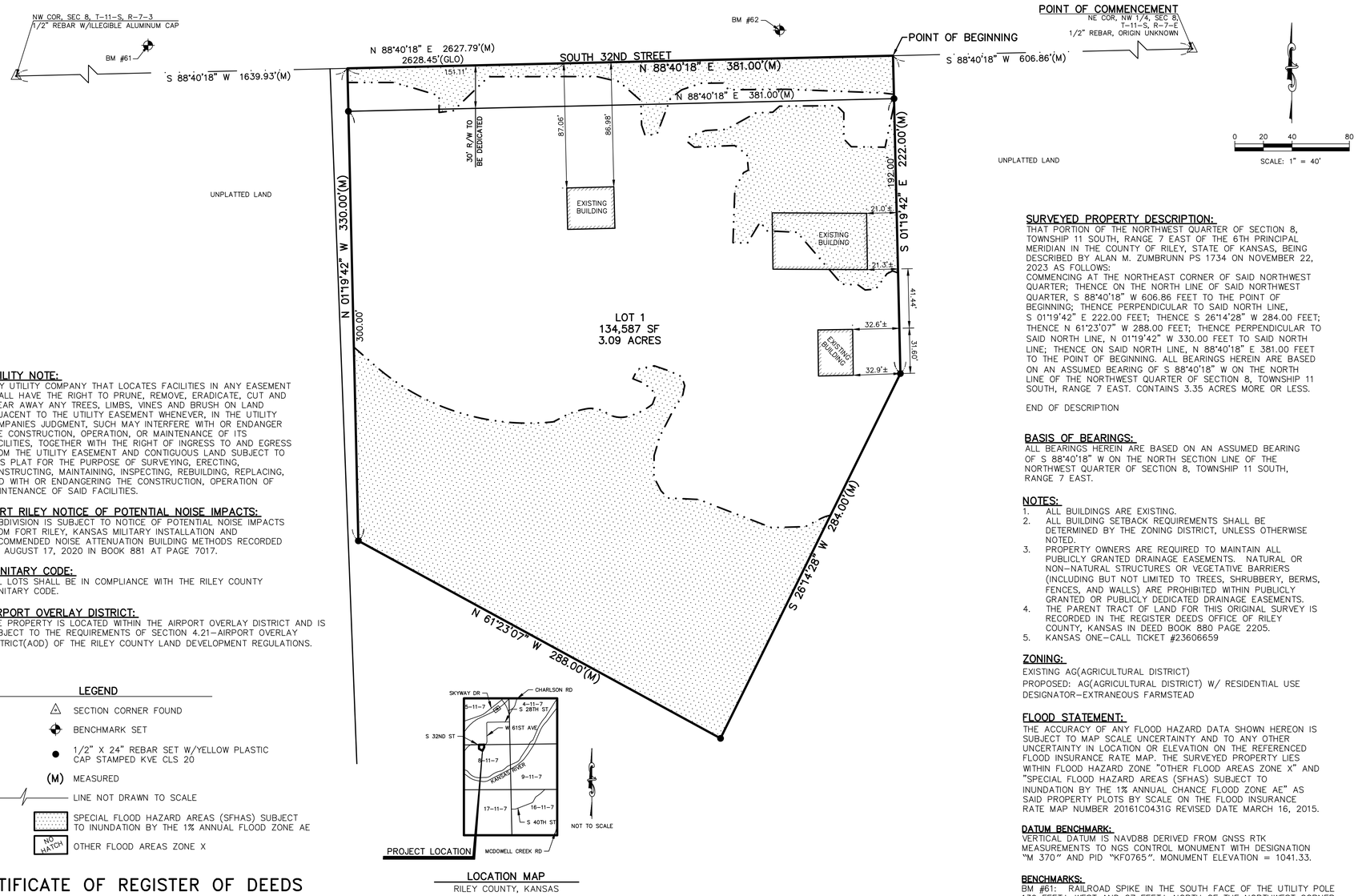
FINAL PLAT

STONE HOUSE SUBDIVISION

TO

RILEY COUNTY, KANSAS

NOVEMBER 28, 2023



LOCATION MAP
RILEY COUNTY, KANSAS

UTILITY NOTE:
ANY UTILITY COMPANY THAT LOCATES FACILITIES IN ANY EASEMENT SHALL HAVE THE RIGHT TO PRUNE, REMOVE, ERADICATE, CUT AND CLEAR AWAY ANY TREES, LIMBS, VINES AND BRUSH ON LAND ADJACENT TO THE UTILITY EASEMENT WHENEVER, IN THE UTILITY COMPANIES JUDGMENT, SUCH MAY INTERFERE WITH OR ENDANGER THE CONSTRUCTION, OPERATION, OR MAINTENANCE OF ITS FACILITIES, TOGETHER WITH THE RIGHT OF INGRESS TO AND EGRESS FROM THE UTILITY EASEMENT AND CONTIGUOUS LAND SUBJECT TO THIS PLAT FOR THE PURPOSE OF SURVEYING, ERECTING, CONSTRUCTING, MAINTAINING, INSPECTING, REBUILDING, REPLACING, AND WITH OR ENDANGERING THE CONSTRUCTION, OPERATION OF MAINTENANCE OF SAID FACILITIES.

FORT RILEY NOTICE OF POTENTIAL NOISE IMPACTS:
SUBDIVISION IS SUBJECT TO NOTICE OF POTENTIAL NOISE IMPACTS FROM FORT RILEY, KANSAS MILITARY INSTALLATION AND RECOMMENDED NOISE ATTENUATION BUILDING METHODS RECORDED ON AUGUST 17, 2020 IN BOOK 881 AT PAGE 7017.

SANITARY CODE:
ALL LOTS SHALL BE IN COMPLIANCE WITH THE RILEY COUNTY SANITARY CODE.

AIRPORT OVERLAY DISTRICT:
THE PROPERTY IS LOCATED WITHIN THE AIRPORT OVERLAY DISTRICT AND IS SUBJECT TO THE REQUIREMENTS OF SECTION 4.21–AIRPORT OVERLAY DISTRICT(AOD) OF THE RILEY COUNTY LAND DEVELOPMENT REGULATIONS.

LEGEND

- SECTION CORNER FOUND
- BENCHMARK SET
- 1/2" X 24" REBAR SET W/YELLOW PLASTIC CAP STAMPED KVE CLS 20
- (M) MEASURED
- LINE NOT DRAWN TO SCALE
- SPECIAL FLOOD HAZARD AREAS (SFHAS) SUBJECT TO INUNDATION BY THE 1% ANNUAL FLOOD ZONE AE
- NO HATCH — OTHER FLOOD AREAS ZONE X

SURVEYED PROPERTY DESCRIPTION:
THAT PORTION OF THE NORTHWEST QUARTER OF SECTION 8, TOWNSHIP 11 SOUTH, RANGE 7 EAST OF THE 6TH PRINCIPAL MERIDIAN IN THE COUNTY OF RILEY, STATE OF KANSAS, BEING DESCRIBED BY ALAN M. ZUMBRUNN PS 1734 ON NOVEMBER 22, 2023 AS FOLLOWS:
COMMENCING AT THE NORTHEAST CORNER OF SAID NORTHWEST QUARTER; THENCE ON THE NORTH LINE OF SAID NORTHWEST QUARTER, S 88°40'18" W 606.86 FEET TO THE POINT OF BEGINNING; THENCE PERPENDICULAR TO SAID NORTH LINE, S 01°19'42" E 222.00 FEET; THENCE S 26°14'28" W 284.00 FEET; THENCE N 61°23'07" W 288.00 FEET; THENCE PERPENDICULAR TO SAID NORTH LINE, N 01°19'42" W 330.00 FEET TO SAID NORTH LINE; THENCE ON SAID NORTH LINE, N 88°40'18" E 381.00 FEET TO THE POINT OF BEGINNING. ALL BEARINGS HEREIN ARE BASED ON AN ASSUMED BEARING OF S 88°40'18" W ON THE NORTH LINE OF THE NORTHWEST QUARTER OF SECTION 8, TOWNSHIP 11 SOUTH, RANGE 7 EAST. CONTAINS 3.35 ACRES MORE OR LESS.

END OF DESCRIPTION

BASIS OF BEARINGS:
ALL BEARINGS HEREIN ARE BASED ON AN ASSUMED BEARING OF S 88°40'18" W ON THE NORTH SECTION LINE OF THE NORTHWEST QUARTER OF SECTION 8, TOWNSHIP 11 SOUTH, RANGE 7 EAST.

NOTES:
1. ALL BUILDINGS ARE EXISTING.
2. ALL BUILDING SETBACK REQUIREMENTS SHALL BE DETERMINED BY THE ZONING DISTRICT, UNLESS OTHERWISE NOTED.
3. PROPERTY OWNERS ARE REQUIRED TO MAINTAIN ALL PUBLICLY GRANTED DRAINAGE EASEMENTS. NATURAL OR NON–NATURAL STRUCTURES OR VEGETATIVE BARRIERS (INCLUDING BUT NOT LIMITED TO TREES, SHRUBBERY, BERMS, FENCES, AND WALLS) ARE PROHIBITED WITHIN PUBLICLY GRANTED OR PUBLICLY DEDICATED DRAINAGE EASEMENTS.
4. THE PARENT TRACT OF LAND FOR THIS ORIGINAL SURVEY IS RECORDED IN THE REGISTER DEEDS OFFICE OF RILEY COUNTY, KANSAS IN DEED BOOK 880 PAGE 2205.
5. KANSAS ONE–CALL TICKET #23606659

ZONING:
EXISTING AG(AGRICULTURAL DISTRICT)
PROPOSED: AG(AGRICULTURAL DISTRICT) W/ RESIDENTIAL USE DESIGNATOR–EXTRANEOUS FARMSTEAD

FLOOD STATEMENT:
THE ACCURACY OF ANY FLOOD HAZARD DATA SHOWN HEREON IS SUBJECT TO MAP SCALE UNCERTAINTY AND TO ANY OTHER UNCERTAINTY IN LOCATION OR ELEVATION ON THE REFERENCED FLOOD INSURANCE RATE MAP. THE SURVEYED PROPERTY LIES WITHIN FLOOD HAZARD ZONE "OTHER FLOOD AREAS ZONE X" AND "SPECIAL FLOOD HAZARD AREAS (SFHAS) SUBJECT TO INUNDATION BY THE 1% ANNUAL CHANCE FLOOD ZONE AE" AS SAID PROPERTY PLOTS BY SCALE ON THE FLOOD INSURANCE RATE MAP NUMBER 20161C0431G REVISED DATE MARCH 16, 2015.

DATUM BENCHMARK:
VERTICAL DATUM IS NAVD88 DERIVED FROM GNSS RTK MEASUREMENTS TO NGS CONTROL MONUMENT WITH DESIGNATION "M 370" AND PID "KF0765". MONUMENT ELEVATION = 1041.33.

BENCHMARKS:
BM #61: RAILROAD SPIKE IN THE SOUTH FACE OF THE UTILITY POLE 139 FEET± WEST AND 27 FEET± NORTH OF THE NORTHWEST CORNER OF THE SURVEYED PROPERTY ELEV=1047.57

BM #62: RAILROAD SPIKE IN THE SOUTH FACE OF THE UTILITY POLE WITH TRANSFORMER 79 FEET± WEST AND 19 FEET± NORTH OF THE NORTHEAST CORNER OF THE SURVEYED PROPERTY ELEV=1045.33

SURVEYOR'S CERTIFICATE

STATE OF KANSAS } SS
COUNTY OF GEARY }

I, THE UNDERSIGNED, DO HEREBY CERTIFY THAT I AM A REGISTERED LAND SURVEYOR IN THE STATE OF KANSAS, WITH EXPERIENCE AND PROFICIENCY IN LAND SURVEYING; THAT THE HERETOFORE DESCRIBED PROPERTY WAS SURVEYED AND SUBDIVIDED BY ME OR UNDER MY DIRECT SUPERVISION; THAT ALL SUBDIVISION REGULATIONS OF RILEY COUNTY, KANSAS, HAVE BEEN COMPLIED WITH IN THE PREPARATION OF THIS PLAT; THAT THIS PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE KANSAS MINIMUM STANDARDS FOR BOUNDARY SURVEYS, AND THAT ALL THE MONUMENTS SHOWN HEREIN ACTUALLY EXIST AND THEIR POSITIONS ARE CORRECTLY SHOWN TO THE BEST OF MY KNOWLEDGE AND BELIEF.
GIVEN UNDER MY HAND AND SEAL AT JUNCTION CITY, KANSAS, THIS ____ DAY OF_____ , 2024.
DATE OF SURVEY: OCTOBER 17, 2023

ALAN M. ZUMBRUNN LICENSED 1734 KANSAS PROFESSIONAL SURVEYOR

LAND SURVEYOR, ALAN M. ZUMBRUNN
REGISTRATION NO. 1734

OWNER'S CERTIFICATE

STATE OF KANSAS } SS
COUNTY OF }

THIS IS TO CERTIFY THAT THE UNDERSIGNED IS THE OWNER OF RECORD OF THE LAND HEREON DESCRIBED ON THIS PLAT, AND THAT THE UNDERSIGNED HAS CAUSED THE SAME TO BE SURVEYED AND SUBDIVIDED AS HEREIN SET FORTH.

THE UNDERSIGNED, AS SUCH OWNER, DOES HEREBY STATE THAT ALL STREET RIGHTS–OF–WAY AS SHOWN ON THIS PLAT ARE HEREBY DEDICATED TO THE PUBLIC. AN EASEMENT AND LICENSE TO LOCATE, CONSTRUCT, OPERATE, INSPECT, REPLACE AND MAINTAIN, OR AUTHORIZE THE LOCATION, CONSTRUCTION, OPERATION, INSPECTION, REPLACEMENT AND MAINTENANCE OF POLES, WIRES, CONDUITS, WATER, GAS, AND SEWER PIPES; REQUIRED DRAINAGE CHANNELS OR STRUCTURES; HARD AND IMPERVIOUS SURFACES; OR, OTHER STRUCTURES NECESSARY TO CARRY OUT THE FUNCTION OF THE EASEMENT, UPON THE AREA MARKED FOR EASEMENTS ON THIS PLAT, IS HEREBY GRANTED TO THE PUBLIC. WHEN, AND IF, USED ON THIS PLAT, THE TERM "UTILITY" SHALL INCLUDE, BY WAY OF EXAMPLE, BUT NOT LIMITED TO, SEWER, WATER, GAS, ELECTRICITY, CABLE T.V. AND TELEPHONE. WHEN, AND IF, USED ON THIS PLAT, THE TERM "TRAVEL" SHALL INCLUDE ALL FORMS OF TRAVEL, BY WHATEVER MEANS, UNLESS THE TERM IS LIMITED BY OTHER WORDS OR PHRASES, SUCH AS, "PEDESTRIAN TRAVEL", ETC. THE UNDERSIGNED ACKNOWLEDGES THAT PURSUANT TO K.S.A.12–406, THE DEDICATION OF RIGHTS–OF–WAY AND EASEMENTS TO THE PUBLIC CONSTITUTES A CONVEYANCE THEREOF TO RILEY COUNTY, KANSAS, INTRUST, FOR THE USES NAMED, EXPRESSED OR INTENDED.

GIVEN UNDER MY HAND AT _____ , KANSAS THIS____ DAY OF_____ ,2024.

ROGER D. ERICHSEN AND CYNTHIA K. ERICHSEN REVOCABLE TRUST INDENTURE DATED MAY 11, 2020.

ROGER D. ERICHSEN, TRUSTEE

CYNTHIA K. ERICHSEN, TRUSTEE

NOTARY CERTIFICATE

STATE OF KANSAS } SS
COUNTY OF }

BE IT REMEMBERED, THAT ON THIS ____ DAY OF _____ A.D., 2024, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE AFORESAID, CAME ROGER D. ERICHSEN AND CYNTHIA K. ERICHSEN, TRUSTEES OF THE ROGER D. ERICHSEN AND CYNTHIA K. ERICHSEN REVOCABLE TRUST INDENTURE DATED MAY 11, 2020. WHO ARE PERSONALLY KNOWN TO ME TO BE THE SAME PERSONS WHO EXECUTED THE FOREGOING OWNER'S CERTIFICATE, AND DULY ACKNOWLEDGED THE EXECUTION OF SAME.

IN TESTIMONY WHEREOF I HAVE HEREUNTO SET MY HAND AND AFFIXED MY NOTORIAL SEAL ON THE DAY AND YEAR LAST ABOVE WRITTEN.

NOTARY PUBLIC

MY COMMISSION EXPIRES

CERTIFICATE OF COUNTY COMMISSION

STATE OF KANSAS } SS
COUNTY OF RILEY }

APPROVED THIS ____ DAY OF_____, 2024.
BOARD OF COMMISSIONERS, RILEY COUNTY, KANSAS.

CHAIRPERSON

COMMISSIONER

COMMISSIONER

ATTEST: COUNTY CLERK

CERTIFICATE OF REGISTER OF DEEDS

STATE OF KANSAS } SS
COUNTY OF RILEY }

THIS IS TO CERTIFY THAT THIS INSTRUMENT WAS FILED FOR RECORD IN THE REGISTER OF DEEDS OFFICE ON THE ____ DAY OF _____ A.D., 2024, AT _____O'CLOCK __.M., AND IN_____ BOOK, PAGE _____.

REGISTER OF DEEDS,

ENTERED ON TRANSFER OF RECORD THIS____ DAY OF_____ A.D., 2024.

REVIEW SURVEYOR SIGNATURE BLOCK

STATE OF KANSAS } SS
COUNTY OF GEARY }

THIS PLAT HAS BEEN REVIEWED AND APPROVED FOR FILING PURSUANT TO AND IN COMPLIANCE WITH K.S.A. 58–2005, AND WITH THE REQUIREMENTS OF RILEY COUNTY RESOLUTION NO. 082913–58. NO OTHER WARRANTIES ARE EXTENDED OR IMPLIED.

APPROVED:_____ DATE: _____
LICENSE: _____

RILEY COUNTY PLANNING BOARD CERTIFICATE

STATE OF KANSAS }
COUNTY OF RILEY }

APPROVED THIS ____ DAY OF _____, 2024.

RILEY COUNTY PLANNING BOARD

CHAIRPERSON

MEMBER

MEMBER

MEMBER

MEMBER

APPROVAL OF COUNTY OFFICERS

STATE OF KANSAS } SS
COUNTY OF RILEY }

COUNTY ENGINEER

COUNTY COUNSELOR

PLANNING & DEVELOPMENT DIRECTOR

KAW VALLEY ENGINEERING
2319 NORTH JACKSON | P.O. BOX 1304
JUNCTION CITY, KANSAS 66441
PH. (785) 762–5040
jc@kveng.com | www.kveng.com

PROJECT NO. A23S1687
DRAWN BY CM
CHECKED BY AZ
CFN 1687PLAT
SHEET 1 OF 1

PROJECT:
6143 SOUTH 32ND STREET
MANHATTAN, KANSAS 66502

PREPARED FOR:
ROGER ERICHSEN
7603 OLD MILFORD ROAD
MILFORD, KANSAS 66514

KAW VALLEY ENGINEERING, INC., IS AUTHORIZED TO OFFER SURVEYING SERVICES BY KANSAS STATE CERTIFICATE OF AUTHORIZATION NO. LS–20. EXPIRES 12/31/24

THIS DRAWING SHALL NOT BE UTILIZED BY ANY PERSON, FIRM, OR CORPORATION IN WHOLE OR IN PART WITHOUT THE SPECIFIC PERMISSION OF KAW VALLEY ENGINEERING, INC.

Attachment: Staff Report (14514 : Stone House Subdivision)

EXCERPT OF MINUTES
RILEY COUNTY PLANNING BOARD

February 12, 2024

Erichsen – Residential Use Designator-Extraneous Farmstead & Plat

Chairman Wienck opened the public hearing at the request of the Roger D. Erichsen, petitioner, and Roger D. & Cynthia K. Erichsen Trust, owners, to receive a Residential Use Designator – Extraneous Farmstead for a 3.35-acre tract of land to and plat the tract into (1) one lot in Ogden Township, Section 8, Township 11 South, Range 7 East, in Riley County, Kansas.

Bob Isaac presented the request. He explained the subject site is an approximately 3.35-acre portion of a larger approximately 26-acre parent tract. He said the applicant is requesting a Residential Use Designator–Extraneous Farmstead for that portion of the parent tract occupied by the existing single-family residence that was built circa 1883. The remainder of the parent tract will continue in agricultural production.

Staff recommended that the Board approve the request to receive a Residential Use Designator–Extraneous Farmstead, as it has been determined that it meets the minimum requirements of the Riley County Land Development Regulations.

Staff also recommended that the Planning Board approve the Concurrent Plat of Stone House Subdivision, as it has been determined that all requirements of the Riley County Land Development Regulations and Sanitary Code have been met.

Chairman Wienck opened the public hearing and asked if the applicant wanted to speak. The applicant had no additional comments to make.

There were no proponents or opponents.

Eric Peck moved to close the public hearing. Rita Cassida seconded. Carried 5-0.

Eric Peck moved to approve the request for a Residential Use Designator–Extraneous Farmstead, as it was determined it met the minimum requirements of the Riley County Land Development Regulations. Joe Gelroth seconded. Carried 5-0.

Joe Gelroth moved to approve the Concurrent Plat of Stone House Subdivision as it was determined it met the minimum requirements of the Riley County Land Development Regulations and Sanitary Code. Jack Platt seconded. Carried 5-0.

Mr. Isaac announced that the Board of County Commissioners would hear the request on February 22, 2024 at 10:35 am, in the County Commission Chambers.

Attachment: RCPB Minutes (14514 : Stone House Subdivision)

RESOLUTION NO. 022224--

A RESOLUTION APPROVING THE STONE HOUSE SUBDIVISION PLAT AND ACCEPTING THE STREET RIGHTS OF WAY, EASEMENTS AND LICENSES AS SHOWN TO BE DEDICATED ON SAID PLAT

WHEREAS, the Board of Commissioners of Riley County, Kansas, has been presented for approval of the Stone House Subdivision; and

WHEREAS, the Board finds that all legal requirements have been met for approval of said plat; and

WHEREAS, the Riley County Planning & Development Department has reviewed said plat and found it to be in compliance with the Riley County Sanitary Code; and

WHEREAS, the Riley County Planning Board, after appropriate notice, conducted a public hearing on February 12, 2024; and

WHEREAS, the Riley County Planning Board, after making a determination that said plat meets the minimum requirements of Riley County Land Development Regulations, **approved** said plat; and

WHEREAS, all required signatures have been obtained.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF RILEY COUNTY, KANSAS:

That the Stone House Subdivision plat is hereby approved, and the Board of Commissioners of Riley County, Kansas hereby accepts all street rights of way, easements and licenses, as dedicated thereon.

ADOPTED this 22nd day of February, 2024

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

_____
John Ford, Chair

_____
Greg McKinley, Vice Chair

_____
Kathryn Focke, Member

ATTEST:

_____
Rich Vargo, Riley County Clerk

Attachment: Resolution (14514 : Stone House Subdivision)

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

PLANNING & DEVELOPMENT
Public Hearing

RESOLUTION

FROM: **Bob Isaac, Planner**

MEETING: **February 22, 2024**

SUBJECT: **Plat two contiguous, unplatted tracts into a single lot.**

PRESENTER: **Bob Isaac, Planner**

BACKGROUND

See staff report.

DISCUSSION

See staff report.

FISCAL IMPACT

None is anticipated

ALTERNATIVES

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

RECOMMENDATION(S)

On February 12, 2024, the Riley County Planning Board held a public hearing and approved the Final Plat of Star School Subdivision, as it was determined that it met the requirements of the Riley County Land Development Regulations and the Sanitary Code.

STAFF RECOMMENDATIONS:

Staff recommends that the Board of County Commissioners acknowledge the approved Final Plat of Star School Subdivision, accepting any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

POSSIBLE MOTION(S)

ACTION NEEDED FOR PLAT:

A. Motion to approve Resolution 022224-___ acknowledging the approved Final Plat of Star School Subdivision and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat, as it has been determined that the minimum requirements of the Riley County Land Development Regulations and Sanitary Code have been met.

Or

B. **Motion** to sign Resolution 022224-___ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of Star School Subdivision, as it has been determined that the minimum requirements of the Riley County Land Development Regulations and/or Riley County Sanitary Code have not been met.

ATTACHMENT(S):

- Staff report
- Maps
- Excerpt of Planning Board minutes

Enclosures:

- Staff_Report (PDF)
- RCPB Minutes (PDF)
- Resolution (PDF)

PLANNING & DEVELOPMENT

STAFF REPORT

Plat

PETITION:	#24-002
APPLICANT:	Peter J. Nelson 24622 Davis Rd. Concordia, MO 64020-7127
PROPERTY OWNER:	Peter J. Nelson 24622 Davis Rd. Concordia, MO 64020-7127
REQUEST:	Plat two unplatted tracts into a single lot.
SIZE OF TRACT:	The subject site is approximately 5 acres.
LOCATION:	Generally located at the southwest corner of the intersection of Lasita Road and Fancy Creek Road; Section 26, Township 6 South, Range 4 East; Center Township.
JURISDICTION:	This application is subject to the requirements of the Riley County Land Development Regulations.



Attachment: Staff_Report (14515 : Star School Subdivision)

BACKGROUND: The subject property consists of two unplatted tracts, totaling approximately five (5) acres. The property is developed with a single family residence (known as the former Star schoolhouse). The applicant wishes to enlarge the developed portion of the site in order to bring the property in compliance with the Riley County Sanitary Code.

DESCRIPTION:

Physical site characteristics: The subject property gently slopes from north to south at an approximate 7% slope, sloping toward Fancy Creek. Several mature trees outline the existing boundary of the house tract. There are no streams, ponds or other riparian areas on the site.

General character of the area: The general character of the area is agriculture.

SUITABILITY OF ZONING:

Zoning History: The property has been zoned agricultural since at least 1974.

Current Zoning: The subject property is currently zoned AG (Agricultural District). There are no variances, special uses or conditional uses associated with the site.

SURROUNDING ZONING/LAND USE		
	ADJACENT ZONING	**LAND USE**
NORTH	AG (Agricultural District)	Pasture/cattle farm
SOUTH	AG (Agricultural District)	Pasture
EAST	AG (Agricultural District)	Pasture
WEST	AG (Agricultural District)	Pasture

POTENTIAL IMPACT:

Public Facilities and Services:

Streets and bridges: The subject site is a corner lot with existing access to Fancy Creek Road, a paved, two-lane major collector, maintained by the County. The property appears to also have secondary access to Lasita Road, a two-lane, gravel local road maintained by the township. No additional points of ingress/egress are being proposed with this request.

Water and sewer: The subject site is currently served by an on-site water well and standard septic/lateral system. There are no plans to connect to central systems at this time.

Fire: Riley County Fire District #1 will serve the site. The nearest county fire station is the May Day Fire Station, located at 17925 May Day Road. The subject site is within five road miles of a fire station.

Effect on public facilities and services: It is not anticipated that platting the subject property will have a detrimental impact on public facilities or services.

COMMENTS AND CONCERNS:

ENVIRONMENTAL HEALTH: The Riley County Environmental Health Specialist has reviewed the request and found that although the property is currently not in compliance with the

Attachment: Staff_Report (14515 : Star School Subdivision)

sanitary code, the purpose of the plat is to allow for a new septic system to be constructed which would ultimately bring the property into compliance with the sanitary code.

COUNTY ENGINEER: The County Engineer has reviewed the request and reported Public Works does not have any issues with the plat.

EMERGENCY MANAGEMENT: Riley County Emergency Management has reviewed the request and reported that RCFD#1 has no concerns with the proposed plat.

TOWNSHIP TRUSTEE: A Development Review Memo was sent to the Center Township Trustee; no response was received.

RILEY COUNTY PLANNING BOARD:

On February 12, 2024, the Riley County Planning Board held a public hearing and approved the Final Plat of Star School Subdivision, as it was determined that it met the requirements of the Riley County Land Development Regulations and the Sanitary Code.

STAFF RECOMMENDATIONS:

Staff recommends that the Board of County Commissioners acknowledge the approved Final Plat of Star School Subdivision, accepting any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

ACTION NEEDED FOR PLAT:

A. Motion to approve Resolution 022224-___ acknowledging the approved Final Plat of Star School Subdivision and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat, as it was determined that it meets the requirements of the Riley County Land Development Regulations.

Or

B. Motion to sign Resolution 022224-___ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of Star School Subdivision, as it has been determined that it does not meet the requirements of the Riley County Land Development Regulations.

ATTACHMENTS:

- Vicinity/site map
- Surrounding zoning map
- Fire Station map
- Preliminary Plat map
- Final Plat map

Prepared by: Bob Isaac, Planner
February 13, 2024

Attachment: Staff_Report (14515 : Star School Subdivision)



VICINITY AND SITE

Nelson

#24-002
Plat

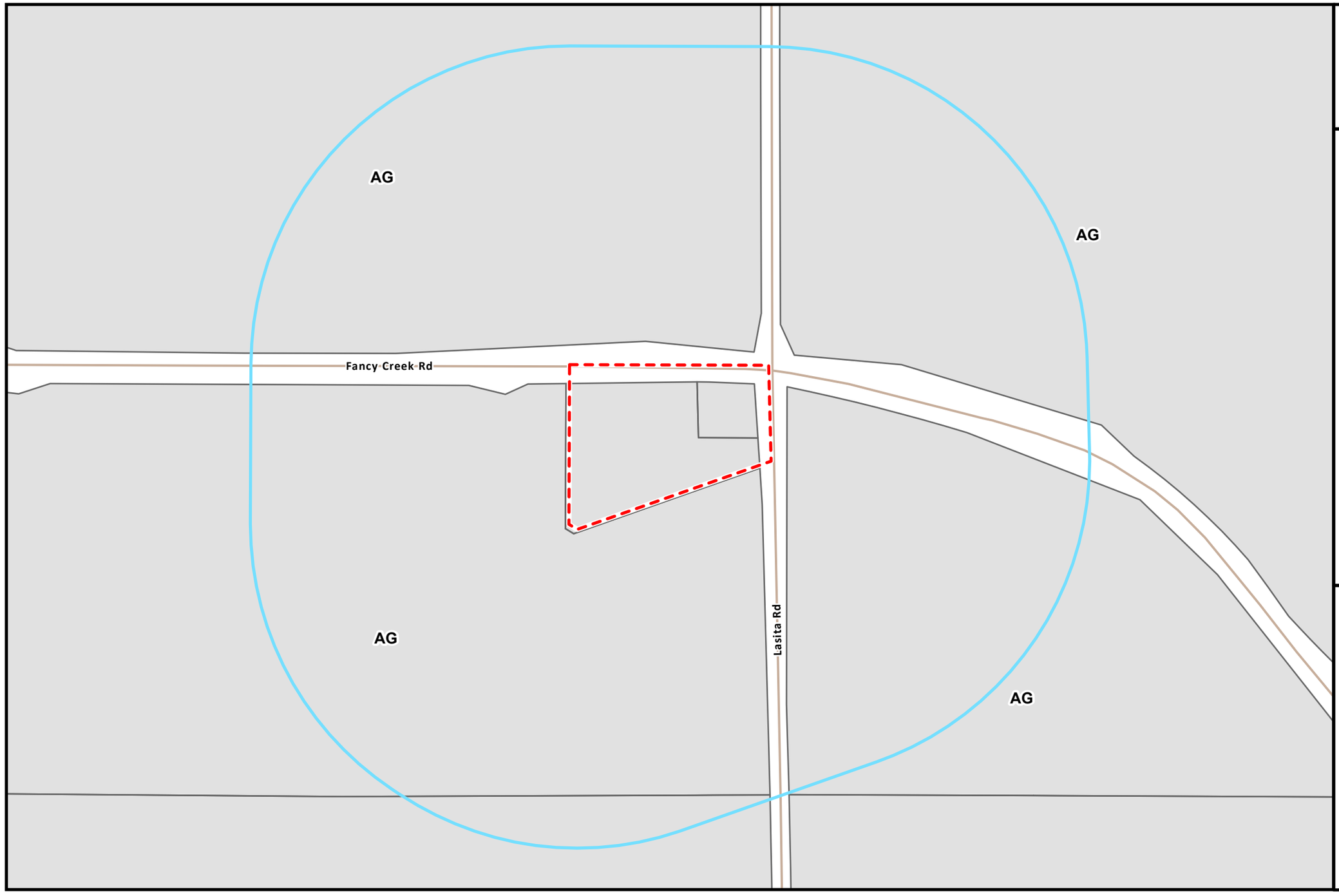
Star School Subdivision

26-6-4

1000' Buffer
Site



Attachment: Staff_Report (14515 : Star School Subdivision)



SURROUNDING ZONING

Nelson

#24-002
Plat

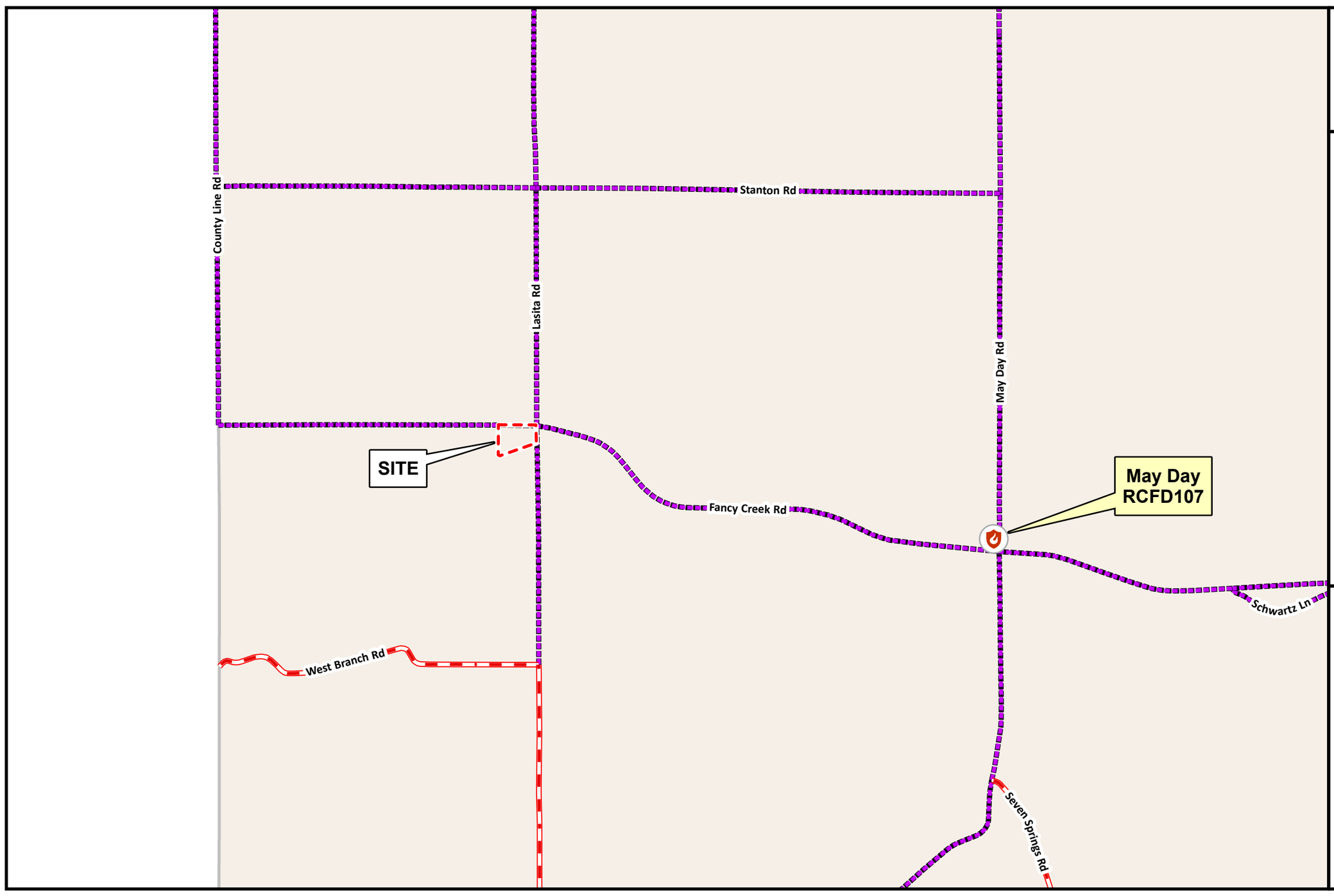
Star School Subdivision

26-6-4

1000' Buffer
Site

- AG Agricultural
- AG-R AG/Residential
- C-1 General Business
- C-2 Highway Business
- Fort Riley
- I-1 Light Industrial
- I-2 Heavy Industrial
- MF Multi-Family
- MHP Manufactured Home Park
- PUD Planned Unit Development
- SF-1 Single Family
- SF-2 Single Family
- SF-3 Single Family
- TF Two-Family
- U University
- Special Zoning

Attachment: Staff_Report (14515 : Star School Subdivision)



FIRE STATIONS

Nelson

#24-002
Plat

Star School Subdivision

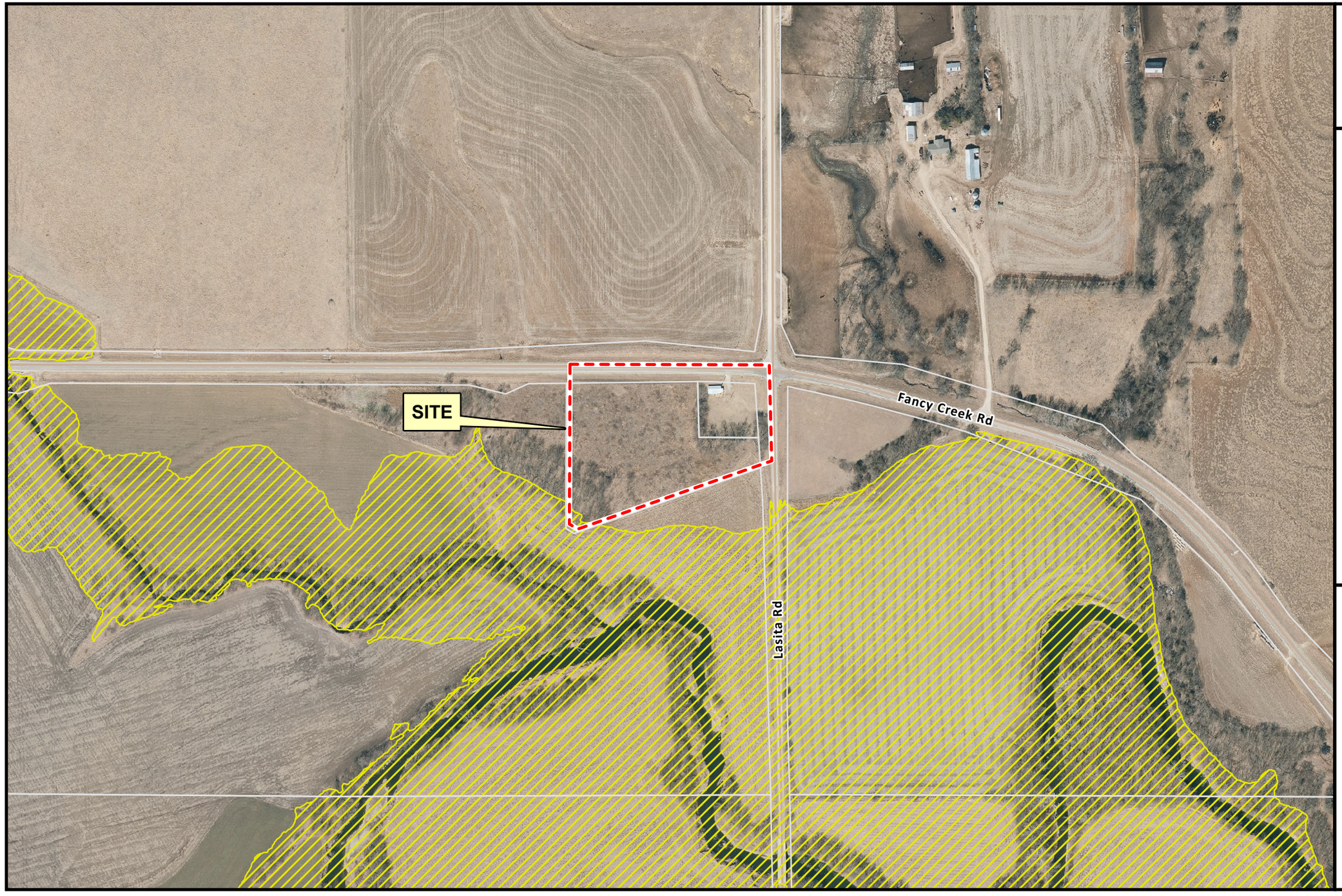
26-6-4

Fire Stations

ISO Rating

- 5 (within 1000' of a hydrant)
- 6 (within 5 road miles of 6 fire station)
- 10 (outside 5 road miles OR road is not paved/ gravel)

Attachment: Staff_Report (14515 : Star School Subdivision)



Information Technology
RILEY COUNTY
Geographic Information Systems

N
W E
S

FLOODPLAIN

Nelson

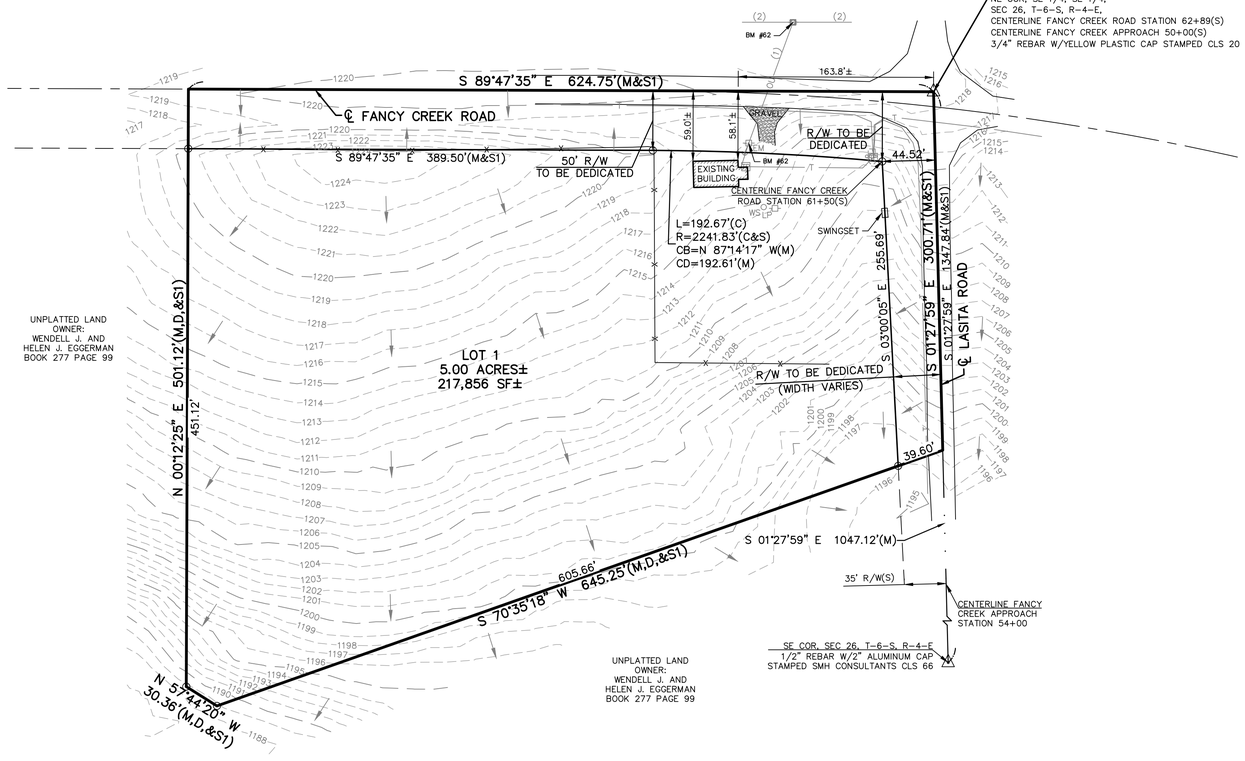
#24-002
Plat

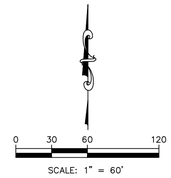
Star School Subdivision

26-6-4

Floodplain
- 1% Annual Chance Flood (Unnumbered)
- 1% Annual Chance Flood (Numbered)
- Floodway
- 1% Annual Chance Flood (1'-3' Depth)
- 0.2% Annual Chance Flood

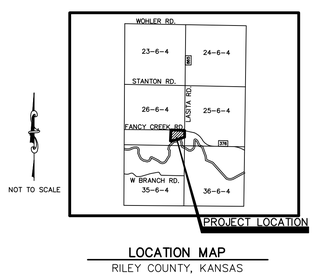
Attachment: Staff_Report (14515 : Star School Subdivision)





LEGEND

- △ SECTION CORNER FOUND
- ○ 1/2" REBAR FOUND W/YELLOW PLASTIC CAP STAMPED KVE CLS 20
- (M) MEASURED
- (C) CALCULATED
- (S) RILEY COUNTY PROJECT #81S-13(4) FANCY CREEK ROAD
- (S1) CERTIFICATE OF SURVEY BY KAW VALLEY ENGINEERING SIGNED BY ALAN M. ZUMBRUNN PS 1734 ON OCTOBER 31, 2023 FILED AT THE RILEY COUNTY PUBLIC WORKS DEPARTMENT
- (D) DESCRIBED PER DEED BOOK 826 AT PAGE 4333
- UTILITY POLE
- EM UTILITY POLE W/ ELECTRIC METER
- UTILITY POLE W/ TRANSFORMER
- DEADMAN ANCHOR
- OU OU (1) OVERHEAD UTILITY – # LINES
- WS WATER SPIGOT
- TP TELEPHONE PEDESTAL
- T UNDERGROUND TELEPHONE LINE
- FOC FIBER OPTIC CABLE SIGN
- BARB WIRE FENCE
- LINE NOT DRAWN TO SCALE
- —1206— 1' CONTOUR INTERVAL
- EXISTING FLOW DIRECTION



LOCATION MAP
RILEY COUNTY, KANSAS

UTILITY NOTE:

ANY UTILITY COMPANY THAT LOCATES FACILITIES IN ANY EASEMENT SHALL HAVE THE RIGHT TO PRUNE, REMOVE, ERADICATE, CUT AND CLEAR AWAY ANY TREES, LIMBS, VINES AND BRUSH ON THE UTILITY EASEMENT NOW OR AT ANY FUTURE TIME AND PRUNE AND CLEAR AWAY ANY TREE LIMBS, VINES, AND BRUSH ON LANDS ADJACENT TO THE UTILITY EASEMENT WHENEVER, IN THE UTILITY COMPANIES JUDGMENT, SUCH MAY INTERFERE WITH OR ENDANGER THE CONSTRUCTION, OPERATION, OR MAINTENANCE OF ITS FACILITIES, TOGETHER WITH THE RIGHT OF INGRESS TO AND EGRESS FROM THE UTILITY EASEMENT AND CONTIGUOUS LAND SUBJECT TO THIS PLAT FOR THE PURPOSE OF SURVEYING, ERECTING, CONSTRUCTING, MAINTAINING, INSPECTING, REBUILDING, REPLACING, AND WITH OR ENDANGERING THE CONSTRUCTION, OPERATION OR MAINTENANCE OF SAID FACILITIES.

SANITARY CODE:

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NOTES:

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2. THE BUILDING SETBACK ALONG FANCY CREEK ROAD IS SUBJECT TO SECTION 6.6D OF THE RILEY COUNTY LAND DEVELOPMENT REGULATIONS.
3. PROPERTY OWNER(S) IS/ARE REQUIRED TO MAINTAIN ALL PUBLICLY GRANTED DRAINAGE EASEMENTS. NATURAL OR NON-NATURAL STRUCTURES OR VEGETATIVE BARRIERS (INCLUDING BUT NOT LIMITED TO TREES, SHRUBBERY, BERMS, FENCES, AND WALLS) ARE PROHIBITED WITHIN PUBLICLY GRANTED OR PUBLICLY DEDICATED DRAINAGE EASEMENTS.
4. PARENT TRACTS ARE RECORDED IN DEED BOOK 826, PAGE 4333 AND DEED BOOK 895, PAGE 4879, REGISTER OF DEEDS OFFICE, RILEY COUNTY, KANSAS.

ZONING:

EXISTING "AG" (AGRICULTURAL DISTRICT)

FLOOD STATEMENT:

THE ACCURACY OF ANY FLOOD HAZARD DATA SHOWN HEREON IS SUBJECT TO MAP SCALE UNCERTAINTY AND TO ANY OTHER UNCERTAINTY IN LOCATION OR ELEVATION ON THE REFERENCED FLOOD INSURANCE RATE MAP. THE SURVEYED PROPERTY LIES WITHIN FLOOD HAZARD ZONE "OTHER AREAS ZONE X" AS SAID PROPERTY PLOTS BY SCALE ON THE FLOOD INSURANCE RATE MAP NUMBER 20161C0125G REVISED/EFFECTIVE DATE MARCH 16, 2015.

SURVEYED PROPERTY DESCRIPTION:

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ALL BEARINGS HEREIN ARE BASED ON A SURVEYED BEARING OF S 01°27'59" E ON THE EAST SECTION LINE OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 26, TOWNSHIP 6 SOUTH, RANGE 4 EAST.
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END OF DESCRIPTION

BASIS OF BEARINGS:

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UNDERGROUND UTILITY STATEMENT:

WITH REGARD TO UNDERGROUND UTILITIES, INFORMATION FROM THE SOURCES LISTED HEREON WILL BE COMBINED WITH OBSERVED EVIDENCE OF UTILITIES PURSUANT TO SECTION 5.E.IV. OF THE MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS TO DEVELOP A VIEW OF THE UNDERGROUND UTILITIES. HOWEVER, LACKING EXCAVATION, THE EXACT LOCATION OF UNDERGROUND FEATURES CANNOT BE ACCURATELY, COMPLETELY, AND RELIABLY DEPICTED. IN ADDITION, IN SOME JURISDICTIONS, 811 OR OTHER SIMILAR UTILITY LOCATE REQUESTS FROM SURVEYORS MAY BE IGNORED OR RESULT IN AN INCOMPLETE RESPONSE. WHERE ADDITIONAL OR MORE DETAILED INFORMATION IS REQUIRED, THE CLIENT IS ADVISED THAT EXCAVATION MAY BE NECESSARY.

DATUM BENCHMARK:

DATUM IS U.S. SURVEY FEET AND REFERS TO NAVD88 DATUM DERIVED FROM CONNECTIONS TO NATIONAL CORS NETWORK VIA GPS STATIC SESSIONS ON PROJECT CONTROL PROCESSED WITH THE NATIONAL GEODETIC SURVEY'S OPUS PROJECTS UTILITY. ORTHOMETRIC HEIGHT WAS CALCULATED USING THE GEOID18 MODEL.

BENCHMARKS:

BM #61: RAILROAD SPIKE IN SOUTH FACE OF UTILITY POLE, 115 FEET± WEST OF FANCY CREEK ROAD AND LASITA ROAD INTERSECTION, ON THE NORTH SIDE OF THE ROAD ELEV=1219.92

BM #62: COTTON GIN SPINDLE IN NORTH FACE OF THE UTILITY POLE, 155 FEET± WEST OF FANCY CREEK ROAD AND LASITA ROAD INTERSECTION, ON THE SOUTH SIDE OF THE ROAD ELEV=1218.99

SURVEYOR:

ALAN M. ZUMBRUNN PS 1734
KAW VALLEY ENGINEERING
P.O. BOX 1304
JUNCTION CITY, KS 66441
785-762-5040

OWNER:

PETER NELSON
24622 DAVIS ROAD
CONCORDIA, MISSOURI 64020
660-537-1142

PRELIMINARY PLAT

STAR SCHOOL SUBDIVISION

A PORTION OF THE SE 1/4 OF THE SE 1/4
OF SEC 26, T-6-S, R-4-E
TO
RILEY COUNTY, KANSAS

REV	DATE	DESCRIPTION
0	11-28-23	COUNTY REVIEW

DSN | DWN: CM | CHK: AZ

KAW VALLEY ENGINEERING
2319 N. JACKSON | P.O. BOX 1304
JUNCTION CITY, KANSAS 66441
PH. (785) 762-5040
jb@kveng.com | www.kveng.com

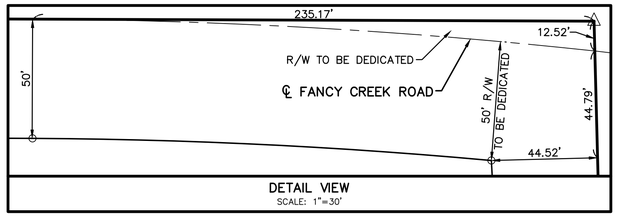
STAR SCHOOL SUBDIVISION
17213 FANCY CREEK ROAD
GREEN, KANSAS

PRELIMINARY PLAT

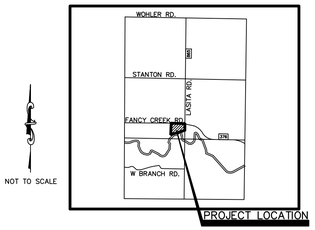
PROJ. NO. A23_1621
DESIGNER | DRAWN BY: CM
CFN: 1621PRLM
SHEET: 1 OF 1 | REV: 0

THIS DRAWING SHALL NOT BE UTILIZED BY ANY PERSON, FIRM, OR CORPORATION IN WHOLE OR IN PART WITHOUT THE SPECIFIC PERMISSION OF KAW VALLEY ENGINEERING, INC.

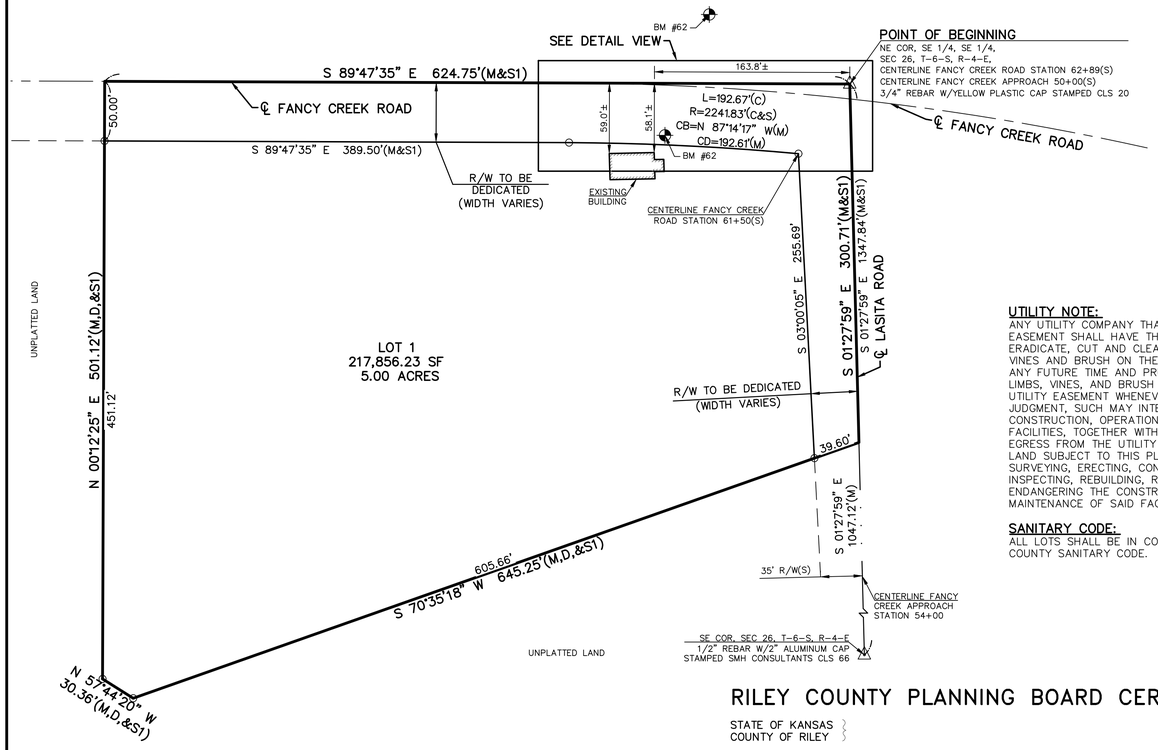
Attachment: Staff Report (14515 : Star School Subdivision)



FINAL PLAT
STAR SCHOOL SUBDIVISION
TO
RILEY COUNTY, KANSAS
NOVEMBER 28, 2023



LOCATION MAP
RILEY COUNTY, KANSAS



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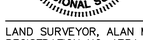
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SURVEYOR'S CERTIFICATE

STATE OF KANSAS } SS
COUNTY OF GEARY }

I, THE UNDERSIGNED, DO HEREBY CERTIFY THAT I AM A REGISTERED LAND SURVEYOR IN THE STATE OF KANSAS, WITH EXPERIENCE AND PROFICIENCY IN LAND SURVEYING; THAT THE HERETOFORE DESCRIBED PROPERTY WAS SURVEYED AND SUBDIVIDED BY ME OR UNDER MY DIRECT SUPERVISION; THAT ALL SUBDIVISION REGULATIONS OF RILEY COUNTY, KANSAS, HAVE BEEN COMPLIED WITH IN THE PREPARATION OF THIS PLAT; THAT THIS PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE KANSAS MINIMUM STANDARDS FOR BOUNDARY SURVEYS, AND THAT ALL THE MONUMENTS SHOWN HEREIN ACTUALLY EXIST AND THEIR POSITIONS ARE CORRECTLY SHOWN TO THE BEST OF MY KNOWLEDGE AND BELIEF.
GIVEN UNDER MY HAND AND SEAL AT JUNCTION CITY, KANSAS, THIS ____DAY OF_____ , 2024.
DATE OF SURVEY: OCTOBER 17, 2023



LAND SURVEYOR, ALAN M. ZUMBRUNN
REGISTRATION NO. 1734

REVIEW SURVEYOR SIGNATURE BLOCK

STATE OF KANSAS } SS
COUNTY OF GEARY }

THIS PLAT HAS BEEN REVIEWED AND APPROVED FOR FILING PURSUANT TO AND IN COMPLIANCE WITH K.S.A. 58-2005, AND WITH THE REQUIREMENTS OF RILEY COUNTY RESOLUTION NO. 082913-58. NO OTHER WARRANTIES ARE EXTENDED OR IMPLIED.

APPROVED:_____ DATE: _____
LICENSE: _____

OWNER'S CERTIFICATE

STATE OF } SS
COUNTY OF }

THIS IS TO CERTIFY THAT THE UNDERSIGNED IS THE OWNER OF RECORD OF THE LAND HEREON DESCRIBED ON THIS PLAT, AND THAT THE UNDERSIGNED HAS CAUSED THE SAME TO BE SURVEYED AND SUBDIVIDED AS HEREIN SET FORTH.

THE UNDERSIGNED, AS SUCH OWNER, DOES HEREBY STATE THAT ALL STREET RIGHTS-OF-WAY AS SHOWN ON THIS PLAT ARE HEREBY DEDICATED TO THE PUBLIC. AN EASEMENT AND LICENSE TO LOCATE, CONSTRUCT, OPERATE, INSPECT, REPLACE AND MAINTAIN, OR AUTHORIZE THE LOCATION, CONSTRUCTION, OPERATION, INSPECTION, REPLACEMENT AND MAINTENANCE OF POLES, WIRES, CONDUITS, WATER, GAS, AND SEWER PIPES; REQUIRED DRAINAGE CHANNELS OR STRUCTURES; HARD AND IMPERVIOUS SURFACES; OR, OTHER STRUCTURES NECESSARY TO CARRY OUT THE FUNCTION OF THE EASEMENT, UPON THE AREA MARKED FOR EASEMENTS ON THIS PLAT, IS HEREBY GRANTED TO THE PUBLIC. WHEN, AND IF, USED ON THIS PLAT, THE TERM "UTILITY" SHALL INCLUDE, BY WAY OF EXAMPLE, BUT NOT LIMITED TO, SEWER, WATER, GAS, ELECTRICITY, CABLE T.V. AND TELEPHONE. WHEN, AND IF, USED ON THIS PLAT, THE TERM "TRAVEL" SHALL INCLUDE ALL FORMS OF TRAVEL, BY WHATEVER MEANS, UNLESS THE TERM IS LIMITED BY OTHER WORDS OR PHRASES, SUCH AS, "PEDESTRIAN TRAVEL", ETC. THE UNDERSIGNED ACKNOWLEDGES THAT PURSUANT TO K.S.A.12-406, THE DEDICATION OF RIGHTS-OF-WAY AND EASEMENTS TO THE PUBLIC CONSTITUTES A CONVEYANCE THEREOF TO RILEY COUNTY, KANSAS, INTRUST, FOR THE USES NAMED, EXPRESSED OR INTENDED.

GIVEN UNDER MY HAND AT _____, KANSAS THIS ____ DAY OF _____ ,2024.

_____ ELENA J. NELSON

_____ PETER J. NELSON

NOTARY CERTIFICATE

STATE OF } SS
COUNTY OF }

BE IT REMEMBERED, THAT ON THIS_____DAY OF_____A.D., 2024, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE AFORESAID, CAME PETER J. NELSON AND ELENA J. NELSON, WHO ARE PERSONALLY KNOWN TO ME TO BE THE SAME PERSONS WHO EXECUTED THE FOREGOING OWNER'S CERTIFICATE, AND DULY ACKNOWLEDGED THE EXECUTION OF SAME.

IN TESTIMONY WHEREOF I HAVE HEREUNTO SET MY HAND AND AFFIXED MY NOTORIAL SEAL ON THE DAY AND YEAR LAST ABOVE WRITTEN.

_____ NOTARY PUBLIC

MY COMMISSION EXPIRES

LEGEND

- BENCHMARK FOUND
- SECTION CORNER FOUND
- ○ 1/2" REBAR FOUND W/YELLOW PLASTIC CAP STAMPED KVE CLS 20
- (M) MEASURED
- (C) CALCULATED
- (S) RILEY COUNTY PROJECT #81S-13(4) FANCY CREEK ROAD
- (S1) CERTIFICATE OF SURVEY BY KAW VALLEY ENGINEERING SIGNED BY ALAN M. ZUMBRUNN PS 1734 ON OCTOBER 31, 2023 FILED AT THE RILEY COUNTY PUBLIC WORKS DEPARTMENT
- (D) DESCRIBED PER DEED BOOK 826 AT PAGE 4333
- LINE NOT DRAWN TO SCALE

0 30 60 120
SCALE: 1" = 60'

RILEY COUNTY PLANNING BOARD CERTIFICATE

STATE OF KANSAS }
COUNTY OF RILEY }

APPROVED THIS____DAY OF _____, 2024.

RILEY COUNTY PLANNING BOARD

_____ CHAIRPERSON

_____ MEMBER

_____ MEMBER

_____ MEMBER

_____ MEMBER

CERTIFICATE OF COUNTY COMMISSION

STATE OF KANSAS }
COUNTY OF RILEY } SS

APPROVED THIS_____DAY OF_____, 2024.
BOARD OF COMMISSIONERS, RILEY COUNTY, KANSAS.

_____ CHAIRPERSON

_____ COMMISSIONER

_____ COMMISSIONER

_____ ATTEST: COUNTY CLERK

CERTIFICATE OF REGISTER OF DEEDS

STATE OF KANSAS }
COUNTY OF RILEY } SS

THIS IS TO CERTIFY THAT THIS INSTRUMENT WAS FILED FOR RECORD IN THE REGISTER OF DEEDS OFFICE ON THE _____ DAY OF _____ A.D., 2024, AT _____O'CLOCK __.M., AND IN_____ BOOK, PAGE _____.

_____
REGISTER OF DEEDS,

ENTERED ON TRANSFER OF RECORD THIS_____DAY OF_____A.D., 2024.

APPROVAL OF COUNTY OFFICERS

STATE OF KANSAS }
COUNTY OF RILEY } SS

_____ COUNTY ENGINEER

_____ COUNTY COUNSELOR

_____ PLANNING & DEVELOPMENT DIRECTOR

KAW VALLEY ENGINEERING
2319 NORTH JACKSON | P.O. BOX 1304
JUNCTION CITY, KANSAS 66441
PH. (785) 762-5040
jc@kveng.com | www.kveng.com

PROJECT NO. A23S1621
DRAWN BY CM
CHECKED BY AZ
CFN 1621PLAT
SHEET 1 OF 1

PROJECT:
17213 FANCY CREEK ROAD
GREEN, KANSAS 67447

PREPARED FOR:
PETER NELSON
24622 DAVIS ROAD
CONCORDIA, MISSOURI 64020

KAW VALLEY ENGINEERING, INC., IS AUTHORIZED TO OFFER SURVEYING SERVICES BY KANSAS STATE CERTIFICATE OF AUTHORIZATION NO. LS-20. EXPIRES 12/31/24

THIS DRAWING SHALL NOT BE UTILIZED BY ANY PERSON, FIRM, OR CORPORATION IN WHOLE OR IN PART WITHOUT THE SPECIFIC PERMISSION OF KAW VALLEY ENGINEERING, INC.

Attachment: Staff Report (14515 : Star School Subdivision)

EXCERPT OF MINUTES
RILEY COUNTY PLANNING BOARD

February 12, 2024

Nelson – Plat

Chairman Wienck opened the public hearing at the request of the Peter J. Nelson, petitioner, and owner, to plat two unplatted tracts into a single lot, located in Center Township, Section 26, Township 6 South, Range 4 East, in Riley County, Kansas.

Bob Isaac presented the request stating the subject property consists of two unplatted tracts, totaling approximately five (5) acres. He explained the property is developed with a single-family residence (known as the former Star schoolhouse). Mr. Isaac provided a history of the structure provided by the applicant. The school was built approximately 1874 and the school district consolidated into Blue Valley around 1960. The school was then used as a community building and purchased around 1975 by J. Wendell Eggerman. He said it was used as a house and for storage in the 1980s. The house fell into disrepair in the 1990s. The applicant purchased the property and wishes to enlarge the developed portion of the site in order to bring the property into compliance with the Riley County Sanitary Code.

Mr. Isaac stated that the existing house was made compliant with the adoption of the Riley County Land Development Regulations and there is no need to rezone with this request.

Staff recommended that the Planning Board approve the Concurrent Plat of Star School Subdivision, as it was determined that it met the minimum requirements of the Riley County Land Development Regulations and the Sanitary Code.

Joe Gelroth referred to the comments in the staff report from Environmental Health and asked if a new septic system was needed.

Mr. Isaac showed an aerial of the current tract and explained it has a wastewater system, but the tract doesn't meet the size requirements for the Sanitary Code. He stated that the applicant is adding additional land to the developed tract, which requires platting.

Chairman Wienck opened the public hearing and asked if the applicant wanted to speak. The applicant had no additional comments to make.

There were no proponents or opponents.

Eric Peck moved to close the public hearing. Rita Cassida seconded. Carried 5-0.

Jack Platt moved to approve the Concurrent Plat of Star School Subdivision as it was determined it met the minimum requirements of the Riley County Land Development Regulations and Sanitary Code. Joe Gelroth seconded. Carried 5-0.

Mr. Isaac announced that the Board of County Commissioners would hear the request on February 22, 2024 at 10:50 am, in the County Commission Chambers.

Attachment: RCPB Minutes (14515 : Star School Subdivision)

RESOLUTION NO. 022224-

A RESOLUTION APPROVING THE STAR SCHOOL SUBDIVISION PLAT AND ACCEPTING THE STREET RIGHTS OF WAY, EASEMENTS AND LICENSES AS SHOWN TO BE DEDICATED ON SAID PLAT

WHEREAS, the Board of Commissioners of Riley County, Kansas, has been presented for approval of the Star School Subdivision; and

WHEREAS, the Board finds that all legal requirements have been met for approval of said plat; and

WHEREAS, the Riley County Planning & Development Department has reviewed said plat and found it to be in compliance with the Riley County Sanitary Code; and

WHEREAS, the Riley County Planning Board, after appropriate notice, conducted a public hearing on February 12, 2024; and

WHEREAS, the Riley County Planning Board, after making a determination that said plat meets the minimum requirements of Riley County Land Development Regulations, **approved** said plat; and

WHEREAS, all required signatures have been obtained.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF RILEY COUNTY, KANSAS:

That the Star School Subdivision plat is hereby approved, and the Board of Commissioners of Riley County, Kansas hereby accepts all street rights of way, easements and licenses, as dedicated thereon.

ADOPTED this 22nd day of February, 2024

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

_____
John Ford, Chair

_____
Greg McKinley, Vice Chair

_____
Kathryn Focke, Member

ATTEST:

_____
Rich Vargo, Riley County Clerk

Attachment: Resolution (14515 : Star School Subdivision)

COUNTY COUNSELOR/ADMINISTRATIVE SERVICES
Contract

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

COMMISSION AGENDA REPORT

FROM: **Shelley Woodard, Deputy County Counselor**

MEETING: **February 22, 2024**

SUBJECT: **Prairie Paws Animal Shelter Services**

PRESENTER: **Shelley Woodard, Deputy County Counselor**

BACKGROUND

Historically Riley County has utilized the services of the City of Manhattan to provide animal shelter services. Recently Manhattan entered into an agreement with Prairie Paws to oversee their shelter operations. Currently residents of unincorporated Riley County do not have access to the shelter. Riley County would need to enter into an agreement with Prairie Paws in order to have access to shelter services.

DISCUSSION

Prairie Paws has sent a draft contract for our review. The contract would provide access to the shelter for residents of unincorporated Riley County to bring in stray animals as well as surrender animals under their care. It would also provide shelter services for animals required to be held or impounded pending court orders.

FISCAL IMPACT

As drafted it would cost the county $60,000 for the remainder of the year plus any fees associated with boarding animals on behalf of the county pending court cases.

RECOMMENDATION(S)

Counsel recommends the Board provide feedback on the contract and direct the Deputy County Counselor to negotiate contract provision with Prairie Paws.

POSSIBLE MOTION(S)

Enclosures:

- Information from PP for BOCC (DOCX)
- PPAS Shelter Services Agreement with Riley County (DOCX)

1. Why not use a per animal fee rather than an annual amount?

Per pet fee structures fail to fund the correct programs that actually improve animal concerns in a community. They are administratively burdensome for our team to be counting animals, the number of days they spend with us, whether or not they receive additional care or treatments during their stay and generating invoices. It also causes issues when an animal has multiple visits, or if the animal is still in our care at the time the invoice is generated, should it's costs be on the invoice, and then continued on the next invoice or only when an animal leaves should it's costs be invoiced? Caring for dogs vs cats incurs different costs, should the municipality be billed differently for different species? All of these issues contribute to an exhaustive process that increases the costs even further, which then need to also be recovered whether through public or private funds. Additionally if a municipality is paying an organization on a per pet basis, that organization is never incentivized to address the core problems in the community that would reduce intake volume. Instead we know the costs to provide these services can be aggregated and estimated based on the population size. $5.00 per capita is what it costs our organization to deliver strategic programming at a high quality, the $60,000 amount is a significant discount to expedite the offering of services to the citizens.

2. How many animals do they expect to receive for the $60,000 annual fee?

Communities in Kansas consistently generate approximately 270 unwanted pets annually for every 10,000 people that live there. For the proposed service area (18,000 residents) the annual intake could be 486. The Manhattan facility averages a length of stay of 16 days from intake to outcome, and the cost per animal per day is currently $25. Meaning it could cost our organization $194,000 a year to care for the number of pets generated from Riley County citizens. This is of course unsustainable for all parties so organizations like ours invest in intake reduction programs, such as low-cost spay/neuter and trap-neuter-return. Intake reduction programs work to address underlying issues that lead to high populations of unwanted animals and are rarely implemented under a per/pet agreement.

3. Have they been able to get numbers for previous years from Manhattan?

The data being collected at the Manhattan animal shelter is unreliable because the service being provided to citizens of unincorporated Riley County was inconsistent and often disrupted. Engaging us to serve those citizens will allow for accurate data to be collected and reported on.

Attachment: Information from PP for BOCC (14513 : Prairie Paws Animal Shelter Services)

4. Based on the existing facilities, what is the cost per animal?

$25 per animal per day at the Manhattan location, the average length of stay is 16 days so $400 per pet on average. $23 per animal per day at Ottawa, the average length of stay in Ottawa is 22 days so $506 per pet on average.

5. Additional Comments from Prairie Paws

I can see that the discussions are centering around whether or not enough animals will be admitted to justify this amount of public funds, and this is common. Yes, intake volume contributes to costs, but is not indicative of the success of an organization or the impact that organization is having in a community. It also leads to a question that may come up in the future: "If an animal welfare organization is high-performing and is able to reduce the number of unwanted animals entering animal shelters, should its funding be reduced?" You would certainly hope that if local law enforcement was able to implement programs that reduce criminal activity a budget cut wouldn't immediately follow.

Attachment: Information from PP for BOCC (14513 : Prairie Paws Animal Shelter Services)

AGREEMENT FOR ANIMAL SHELTER SERVICES

This Agreement is hereby entered into this ___ day of _____, 2024, by and between Riley County, Kansas, a municipal corporation (County), and Prairie Paws Animal Shelter Inc., a Kansas not-for-profit corporation (Shelter).

WHEREAS, the City of Manhattan, Kansas owns the T. Russell Reitz Animal Shelter, which houses certain animals that are strays, abandoned, or have been surrendered by their owners, as well as animals impounded by the City of Manhattan, Kansas, and certain other municipalities; and,

WHEREAS, the City of Manhattan, Kansas has contracted with the Shelter to operate the aforementioned facility; and,

WHEREAS, the County wishes to contract with the Shelter to provide animal sheltering services for all unincorporated areas of Riley County and for each city within Riley County excluding the city of Manhattan; and,

WHEREAS, the Shelter is qualified and willing to assume such responsibility.

NOW THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

I. Definitions. For purposes of this Agreement, the following terms will have the following meanings:

A. **ACO** means an animal control officer of the County.

B. **Additional Services** means the services set forth in Section III of this Agreement.

C. **Agreement** means this Agreement for Animal Shelter Services, as may be amended and including all exhibits and attachments incorporated by reference.

D. **County** means Riley County, a municipal corporation and a party to this Agreement.

E. **Core Services** means the services set forth in Section II of this Agreement.

F. **Facilities** means the T. Russell Reitz Animal Shelter located at 605 Levee Drive, Manhattan, Kansas.

G. **RCPD** means the Riley County Police Department.

H. **Riley County** means all unincorporated areas of the County and each city within the County other than the City of Manhattan.

Attachment: PPAS Shelter Services Agreement with Riley County (14513 : Prairie Paws Animal Shelter Services)

I. **Responsible Person** means the person with specific authority as set forth in this Agreement. For the Shelter, the Responsible Person is Vanessa Cowie, Executive Director. For the County, the Responsible Person is [Insert Name], [Insert Title].

J. **Shelter** means Prairie Paws Animal Shelter Inc., a Kansas not-for-profit corporation and a party to this agreement.

II. Core Services. Beginning [Month] [Day], 2024, the Shelter will provide the Core Services to the County in exchange for the fees set forth in Section VI, and for no additional compensation. All fees charged to third parties in the Shelter's provision of services, for example, as applicable, owner surrender fees and adoption fees, shall be consistent with any applicable law, resolution, or regulation. The Core Services are:

A. <u>Animal Intake</u>

1. **Owner surrender of domestic animals.** Accept all dogs and cats surrendered by their owners, keepers, or harborers who reside in Riley County.

2. **Stray animals.** House dogs found running at large within Riley County.

3. **Impoundments.** Upon request by the County, house dogs seized pursuant to the provisions of state law, county resolution, or administrative regulation of the State of Kansas or the County, or by order of the Riley County District Court. When an animal is seized pursuant to this subsection, if the County provides written notice that an impounded dog may be reclaimed by its owner, allow three (3) days from the date of the County's notification for the owner to reclaim the dog. Acceptance of impoundments will be a Core Service, but a separate fee for each day an impounded dog is housed by the Shelter may be billed to the County as an Additional Service subject to provisions in Section IV.C.1.

4. **Dangerous Dogs.** Maintain space for holding a limited number of dogs that are determined to be dangerous under the County's ordinances.

5. **Animal population management.** County acknowledges that, as the owner of the facility, animals received from the City of Manhattan receive intake priority. Services to the County under this Agreement receive priority over animals from jurisdictions outside of Riley County. Refrain from accepting animals through other channels if such acceptance compromises the Shelter's ability to fulfill its obligations to the County.

6. **Exceptions.** The Shelter may decline to accept an animal which it would otherwise be required to accept under this Agreement, provided that:

   a. Shelter either 1) lacks the necessary facility space for the animal, or 2) such animal has a health or behavioral condition that requires special accommodations, and such accommodations are unavailable; and,

   b. Shelter has made all reasonable efforts to remediate the circumstances

Attachment: PPAS Shelter Services Agreement with Riley County (14513 : Prairie Paws Animal Shelter Services)

preventing its acceptance of the animal.

7. **Intake Services will include:**

   a. Initial health and behavior evaluations of each animal.

   b. Identification and documentation of each animal's behavioral and medical history, when possible.

   c. Full body microchip scans and owner identification and contact when a microchip is found in a stray.

   d. Providing photo and description of each stray animal through public outreach activities to try to locate the pet's owner as soon as possible.

   e. Documentation of animal's description (physical description, sex, age), health, and behavioral assessment results in data management system within 24 hours of receiving each animal.

   f. Administration of vaccinations including Bordetella, DAPP for dogs and FVRCP for cats, and general dewormers for dogs and cats.

   g. Medical quarantine and behavior isolation and evaluation as appropriate to protect the shelter population and the people working at or visiting the facility.

   h. Provision of food, water, shelter, exercise, and medical care to each animal.

   i. Holding each stray animal at the shelter for a minimum of three days to give the owner an opportunity to claim the animal.

   j. Accommodating 24-hour access by the County's ACOs and RCPD for the after-hours drop-off of animals the Shelter is required to accept pursuant to this Agreement.

B. <u>Shelter Operations</u>

1. **Veterinary care.** Provide shelter animals certain veterinary care performed by a licensed veterinarian or in accordance with written/verbal instructions provided by a licensed veterinarian, including spay and neuter services and routine care such as wellness exams; preventative treatment for parasite control; testing, prescription, and administration of treatment for injuries or diseases; surgeries; administration of vaccines; and emergency care when needed.

2. **Licenses.** Apply for and maintain the Animal Shelter Facility License under the Kansas Pet Animal Act and maintain a current veterinary care form and contingency plan forms on file with the Animal Facility Inspection Program. To perform veterinary care, maintain a Veterinary Premise Location License.

Attachment: PPAS Shelter Services Agreement with Riley County (14513 : Prairie Paws Animal Shelter Services)

3. **Animal assessment.** Evaluate animals surrendered to the Shelter by their owners, keepers, or harborers, and animals brought to the Shelter as strays that have been held at the Shelter for at least three days, to determine the appropriate outcome (e.g. adoption, transfer, euthanasia).

4. **Adoptions.**

   a. Administer and maintain an adoption program that aligns with current industry standards and promotes the animal's physical and emotional needs.

   b. Ensure that all dogs and cats are spayed or neutered before adoption, or issued a voucher under K.S.A. §47-1731(a)(2).

5. **Euthanasia and Disposal.** Facilitate humane euthanasia of animals, if deemed appropriate following assessment by the Shelter or if so ordered by the District Court, using the most current, approved methods established by law. Accept dead domestic animals found within the county limits for temporary storage when an owner may be located, giving owners a reasonable opportunity to claim or identify their dead animals. Properly dispose of all dead animals in a sanitary manner that complies with applicable laws, regulations, and codes.

6. **Reports and Records**

   a. Maintain records and track all animals in data management system (including data related to animal intakes and adoptions).

   b. Beginning in 2024, prepare and deliver year-end annual reports on animals served to the County. Shelter shall provide additional reports upon reasonable request.

   c. At the termination of this Agreement and in a manner acceptable to the County, transfer to the County the ownership and possession of all animal-related electronic records stored by the Shelter's data management system.

7. **Operating hours.** Provide public hours of operation at least five days a week with Saturday required, for minimum 20 hours per week.

8. **Cooperate with ACOs.** Work in conjunction with RCPD in its enforcement of County resolutions, state law, and state regulations, as required, including allowing 24-hour access to a portion of the Facilities for after-hours drop off of animals.

9. **Procedures.** Administer and operate consistent and uniform procedures and processes that promote the health and safety of all animals, staff, volunteers, the public, and County workers. This includes following all Federal, State, and Local rules and regulations applicable to shelter operations.

C. **Communication and Audit.** Promptly respond to communication from the County with detailed, accurate information related to the Shelter's performance of this Agreement.

Attachment: PPAS Shelter Services Agreement with Riley County (14513 : Prairie Paws Animal Shelter Services)

Allow the County, with reasonable notice, to access the Shelter's records related to this Agreement to view relevant data and ensure compliance with this Agreement.

III. Additional Services. The Shelter may provide additional services upon the request of the County, subject to a reasonable fee determined by the Shelter and consented to by the County in advance of the Shelter's provision of the Additional Service. The Shelter may not assess fees for Additional Services unless the provision of such service was expressly consented to. When the County requests Additional Services, the Shelter may agree to provide, or decline to provide, such Additional Services at its sole discretion.

IV. County's Responsibilities

A. Allow the Shelter to retain all fees collected from the public.

B. Deliver animals in a specially designated intake area and provide a legible, complete intake form for each animal presented to the Shelter on a form provided by the Shelter. The intake form attached hereto as Exhibit A shall be used, but may be modified in the Shelter's discretion.

1. Animals held under court or law enforcement order will incur a daily boarding charge according to the approved fee schedule, which will be assessed to the County as an Additional Service for animals not reclaimed or for reclaimed animals that are the subject of an adjudication in the Riley County District Court, or to the reclaiming party for reclaimed animals that are not the subject of an adjudication in the Riley County District Court.

C. Provide timely information on court hearings or trial that would impact disposition of an impounded animal by the Shelter and give the Shelter written notice when the period of impoundment concludes.

E. Promptly pay the Shelter all fees to which it is entitled as set forth in this Agreement.

V. Insurance and Indemnification

A. The Shelter will purchase and maintain, at its expense, insurance coverage as set forth herein for the term of this Agreement. The failure to purchase and maintain the minimum insurance required herein will constitute a material breach of this Agreement upon which the County may immediately terminate or suspend this Agreement. Compliance with the requirements to purchase and maintain insurance will not in any manner limit or qualify the liability and obligations otherwise assumed by the Shelter. Shelter will furnish any or all insurance certificates to the County, as requested by the County. Insurance Companies must be rated a minimum "A-" by the Best's Key Rating Guide's latest edition.

B. The Shelter will purchase and maintain insurance of the following types of coverage and limits of liability:

1. Commercial General Liability (CGL) with a combined single limit of insurance of not less than $2,000,000 each occurrence.

Attachment: PPAS Shelter Services Agreement with Riley County (14513 : Prairie Paws Animal Shelter Services)

2. Riley County, Kansas will be included as an additional insured on the CGL. This insurance for the additional insured will be as broad as the insurance for the named insured Shelter. It will apply as Primary and non-contributory insurance before any other insurance or self-insurance, including any deductible, maintained by, or provided to, the additional insured. Each policy which adds Additional Insureds hereunder, will contain cross-liability wording, as follows: "In the event of a claim being made hereunder by one insured for which another insured is or may be liable, then this policy will cover such insured against whom a claim is or may be made in the same manner as if separate policies had been issued to each insured hereunder."

3. CGL coverage will be maintained for the Shelter and all additional insureds for the duration of the term of this Agreement.

C. Shelter will provide, prior to the provision of any services, a certificate of insurance illustrating compliance with the insurance requirements outlined above. This certificate and the insurance policies required will contain a provision that coverage afforded under the policies will not be cancelled or allowed to expire until at least 30 days prior written notice has been given to Riley County, Kansas, Attn: :[Insert appropriate County contact information].

D. The Parties agree and acknowledge that Shelter is performing a traditional governmental function authorized by County pursuant to this Agreement.

E. Shelter will indemnify and hold harmless the County, and its departments, elected officials, officers, employees and agents, from and against all liability, suits, actions, proceedings, judgments, claims, losses, liens, damages, and injuries, (including attorneys' fees and other expenses of litigation, arbitration, mediation or appeal), which in whole or in part arise out of or have been connected with, Shelter's negligence, error, omission, recklessness, or wrongful or criminal conduct in the performance of Services, including performance by Shelter's employees, volunteers, agents, and subcontractors. Shelter is not obligated under this Section to indemnify County for the sole negligence of County.

F. In no event must the language in this Section constitute or be construed as a waiver or limitation of County's rights or defenses, or Shelter's rights or defenses, with regard to sovereign immunity, governmental immunity, or other official immunities and protections as provided by the federal and state constitutions or by law.

G. Shelter's obligation to indemnify and hold harmless will remain in effect and will be binding on Shelter whether such injury will accrue, or may be discovered, before or after termination of this Agreement.

VI. Fees

A. Beginning [Month] [Day], 2024, the County will pay the Shelter an annual fee of $60,000.00 as consideration for providing the Core Services (Initial Term). The annual fee for the Initial Term will be prorated to the effective date of this Agreement. The annual fee will be paid in monthly installments of $5,000.00 on or before the fifteenth day of each month, with the

Attachment: PPAS Shelter Services Agreement with Riley County (14513 : Prairie Paws Animal Shelter Services)

first installment due [Month] [Day], 2024.

B. If the Agreement is renewed for subsequent calendar years beyond the Initial Term, as provided for in Section VII.A., fees will be subject to a 3% annual escalation.

a. Initial Term (2024) $60,000.00
b. Year 2 (2025) $61,800.00

c. Year 3 (2026) - The annual escalation in Year 3 shall be subject to/based upon, as appropriate, [specific data sources or metrics agreed upon by the parties] collected during the Initial Term. (e.g. animals served from Riley County service area outlined in this Agreement, average length of stay of animals that come from the service area, etc.) The parties agree to use [agreed-upon data sources or metrics] to calculate the annual fee in Year 3.

C. Payment of any fees incurred for Additional Services will be paid within thirty days of the County's receipt of an itemized invoice.

VII. Term & Termination

A. This Agreement shall commence at 12:00 o'clock a.m. on [Month] [Day], 2024, and terminate at 11:59 o'clock p.m. on December 31, 2026, unless terminated pursuant to Section VII.B. The parties may agree in writing to extend the Initial Term of this Agreement. Annual compensation during the 3 year term will be determined pursuant to Section VI.B.

B. Either party can terminate this Agreement upon 30 days' written notice for any reason. In the event of termination, the County's obligation to pay the fees provided for in Section VI shall terminate, pro-rated to the termination date.

C. **Renewal Gap Term.** Notwithstanding the expiration and non-renewal of the initial Term or any subsequent Renewal Term, the parties shall continue performance under this Agreement until County has a new contract in place with either Shelter or another provider or until either party terminates the Agreement by providing at least 90 days advance written notice.

VIII. Miscellaneous Provisions

A. Nothing in this Agreement shall limit or prevent the Shelter from using pre-conviction forfeiture proceedings outlined in K.S.A. §21-6412(e) or 6414, et. seq., for disposition of impounded animals.

B. The Shelter is performing the Services provided for in this Agreement as an independent contractor.

C. This Agreement will not be construed to confer a benefit, direct or implied, on any third parties.

D. Notices pursuant to this Agreement will be sent to the parties at the following addresses:

Attachment: PPAS Shelter Services Agreement with Riley County (14513 : Prairie Paws Animal Shelter Services)

County: Attn: [Insert notice contact information]

Shelter: Prairie Paws Animal Shelter
3173 Hwy K68
Ottawa, KS 66067

C. This Agreement will be governed by and construed in accordance with the laws of the State of Kansas.

D. The parties agree any legal action arising out of this Agreement will be filed solely in the Riley County, Kansas, District Court, or the U.S. District Court of Kansas, as appropriate.

E. This Agreement, including any exhibits or attachments incorporated herein by reference, represents the entire Agreement and understanding between the parties, and this Agreement supersedes any prior negotiations, proposals or agreements. Unless otherwise provided in this Agreement, any amendment to this Agreement will be in writing and will be signed by the County and the Shelter.

F. If any part, term or provision of this Agreement, or any attachments or amendments hereto, is declared invalid, void, or enforceable, all remaining parts, terms and provisions will remain in full force and effect.

G. The failure of either party to require performance of this Agreement will not affect such party's right to enforce the same. A waiver by either party of any provision or breach of this Agreement will be in writing. A written waiver will not affect the waiving party's rights with respect to any other provision or breach.

H. Nothing in this Agreement will be construed to give any rights or benefits to any party other than the County and Shelter. The parties agree that the services to be performed by the Shelter under the terms of this Agreement are personal and Shelter will not assign any interest in this Agreement without the County's prior written consent. If Shelter assigns an interest in this Agreement without the County's prior written consent, such assignment will be void, and County may immediately terminate or suspend this Agreement.

I. Subject to Paragraph VIII.H., this Agreement will be binding upon the heirs, executors, administrators, successors and assigns of the parties.

J. The individuals signing this Agreement on behalf of each party have authority to bind their respective organizations to the terms of this Agreement.

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year above written.

Attachment: PPAS Shelter Services Agreement with Riley County (14513 : Prairie Paws Animal Shelter Services)

PRAIRIE PAWS ANIMAL SHELTER INC.

RILEY COUNTY, KANSAS:

ATTEST:

Attachment: PPAS Shelter Services Agreement with Riley County (14513 : Prairie Paws Animal Shelter Services)

Exhibit A - Animal Services Intake Form

Case #:_____ **Impound Date:**___/___/_____**Officer Name & Badge:**_____

Kennel Placement:_____ **Finder Name:**_____

Finder Address:_____ **Finder Phone:**_____

Finder ID:_____

Detailed Pickup Location:_____**Zip Code:**_____

Reason for Impound/Violation of County Code:_____

Reason for Impound/No Violation:_____

Description of Complaint:_____Danger: ☐ Flag: ☐ _____

Do Not Release: ☐ Reason:_____

Species:_____ **Gender:** Male ☐ Female ☐ Unknown ☐

Animal Name (If known):_____**Spayed/Neutered:** Yes ☐ No ☐

Microchip Number:_____**Initiated Microchip tracing?** Yes ☐ No ☐

Estimated Age:_____**Coat Color:**_____**Coat Length:**_____

Collar/Harness Description:_____No collar/Harness ☐

Tags/License #:_____

Physical Condition: Deceased: ☐ Necropsy Needed? ☐ If yes, Why?_____

Appears Normal ☐ Sick ☐ Injured ☐ Requires Immediate Vet Care: ☐ (Take to KSTATE)

Other ☐_____**Body Condition Score (1-9):**_____

Owned Animal: ☐ **No Known Owner:** ☐

Owner Name:_____**Phone:**_____

Owner Street Address:_____**City:**_____

Owner Contacted: Verbally ☐ Left Voicemail ☐ Door Hanger ☐ Did not attempt ☐

Additional Relevant Information: _____

Attachment: PPAS Shelter Services Agreement with Riley County (14513 : Prairie Paws Animal Shelter Services)

COUNTY COUNSELOR/ADMINISTRATIVE SERVICES
Resolution

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

RESOLUTION

FROM: **Shelley Woodard, Deputy County Counselor**

MEETING: **February 22, 2024**

SUBJECT: **Consider Granting a Sanitary Code Variance for Property Owned by Jeffrey and Susan Jones / TDJ Stables**

PRESENTER: **Shelley Woodard, Deputy County Counselor**

BACKGROUND

Mr. and Mrs. Jones own a mobile home park called TDJ Stables located at 1821 Priboth Road, Manhattan, Kansas. The lateral fields that serve the septic systems for the mobile home park are located across the property line at 1801 Priboth Road, Manhattan, Kansas. Riley County currently owns 1801 Priboth Road, Manhattan, Kansas. Riley County Sanitary Code, Table I "Location of Private Wastewater Disposal System" requires a 50-foot property boundary setback that would require the lateral fields be located on the owner's lot. Mr. and Mrs. Jones applied for a variance to continue using the existing lateral fields that are located on a lot other than the lot they own..

DISCUSSION

The placement of the lateral fields has existed since sometime around the mid-1980s and existed when Riley County obtained ownership of the property at 1801 Priboth Road, Manhattan, Kansas. It appears Riley County purchased the property due to flood issues in the 1990s.

FISCAL IMPACT

None

RECOMMENDATION(S)

County staff recommends a variance from the 50-foot property boundary setback that would require the lateral fields be located on the owner's lot that would allow the Jones's to continue

utilizing the existing lateral fields. County staff also recommends requiring the variance to expire at the time any of the lateral fields fail, are altered or modified in some manner, become non-functional, or otherwise become not fully operational, or if the Jones's sell or otherwise convey the property.

POSSIBLE MOTION(S)

A. "I move the Board adopts the findings of the Hearing Officer and grant Jeffery and Susan Jones a variance from the 50-foot property boundary setback that would require the lateral fields be located on the owner's lot which would allow the Jones's to continue utilizing the existing lateral fields that would expire at the time any of the lateral fields fail, become non-functional, or otherwise become not fully operational, or if the Jones's sell or otherwise convey the property."

B. "I move the Board deny Jeffery and Susan Jones a variance from the 50-foot property boundary setback that would require the lateral fields be located on the owner's lot based on the following findings of fact…"

Enclosures:

- Exhibit 1 (PDF)
- Exhibit 2 (PDF)
- Exhibit 3 (PDF)
- Exhibit 4 (PDF)
- Exhibit 5 (PDF)
- Hearing Officer Findings (PDF)
- TDJ Variance Staff Report (PDF)
- BOCC Findings TDJ (DOCX)

ARTICLE 2 DEFINITIONS

The following words, terms, and phrases appear in more than one chapter of this Code and thus have general application and usage. Words, terms, and phrases appropriate or applicable to specific chapters within this Code may be found in that particular chapter.

Section

1-2.1 Administrative Agency means the entity authorized to implement and enforce the provisions of this Code. The Administrative Agency for Riley County is the Riley County Planning and Development Department.

1-2.2 Administrative Rules means those rules and regulations contained in Chapter I of this Code which prescribe general procedures to be followed in the administration of the Sanitary Code adopted by the county.

1-2.3 Agricultural Purposes means a purpose related to the production of livestock or crops.

1-2.4 Authorized Representative means any person who is designated by the Administrative Agency to administer this Code.

1-2.5 Board of County Commissioners means the Board of County Commissioners of Riley County, Kansas.

1-2.6 Board of Health means the Board of County Commissioners of Riley County, Kansas.

1-2.7 Effluent means outflowing treated wastewater.

1-2.8 Environmental Health Specialist means the person authorized by the Board of County Commissioners of Riley County, Kansas to enforce this Code.

1-2.9 Existing System means an installed private or public water system or wastewater disposal system, whether lawful or unlawful.

1-2.10 Hearing Officer means a qualified, neutral individual, not regularly employed by the Riley County Planning and Development Department, appointed by the Board of County Commissioners, to hear appeals from decisions relating to the enforcement and administration of this Code. The hearing officer shall be paid from funds of the Riley County General Fund.

1-2.11 Person means an individual, corporation, partnership, association, state or political subdivision thereof, federal, state agency, municipality, commission, interstate body, or other legal entity recognized by law as the subject of rights and duties.

1-2.12 Premise means any lot or tract of land and all buildings, structures, or facilities located thereon.

1-2.13 Sanitary Code means rules, standards, and regulations adopted by the county designed to minimize or control those environments and environmental conditions that may adversely affect the health and wellbeing of the public. Such environments and environmental conditions may include but are not restricted to: wastewater and wastewater disposal; water supply. Whenever

Attachment: Exhibit 1 (14519 : Sanitary Code Variance for Jones)

the term "Code" is used herein, such reference shall be to the Riley County Sanitary Code.

1-2.14 KDHE means the Kansas Department of Health and Environment.

1-2.15 Structure means anything constructed or erected with a fixed location on the ground; including buildings, walls, signs, towers, and bins.

1-2.16 Variance means an exception to any provision of this Code authorized by the Board of County Commissioners of Riley County, Kansas pursuant to an appeal under this Code.

1-2.17 Waiver means an exception to any provision of this Code authorized by the Administrative Agency pursuant to this Code.

ARTICLE 3 ADMINISTRATIVE POWERS AND PROCEDURES

Section

1-3.1 Right of Entry. Authorized representatives of the Administrative Agency may, at any reasonable time, enter upon, examine and/or survey all such premises, establishments and buildings, as he or she shall deem necessary for the enforcement of this Code. In the event that the owner or person lawfully in control of the premises refuses to consent to such entry, then, upon application by the authorized representative, any court of competent jurisdiction shall issue an ex parte order requiring the owner or person lawfully in control of the premises to permit entry upon the premises and permitting the authorized representative, when accompanied by an officer from the Riley County Police Department, to enter forcibly upon the premises and conduct the examination and/or survey.

1-3.2 Notices, Orders, Appeals

1-3.2.1 Notice of Violations. When the Administrative Agency determines that there has been a violation of any provision of this Code, notice of such violation shall be issued to the person responsible. The notice shall:

(a) be in writing;
(b) identify the code violation and the factual basis thereof;
(c) specify necessary corrective action;
(d) allow a reasonable period of time for performance of any work required by the notice; and
(e) be properly served upon the owner, agent, or occupant, provided that such notice shall be deemed properly served upon such owner, agent, or occupant when a copy thereof has been sent by certified mail to the last known address of the owner, agent, or occupant as identified on the latest county tax rolls.

1-3.2.2 Appeal for Hearing. Any person aggrieved by any notice or order issued by the Administrative Agency under the provisions of this Code may request, and shall be granted, a hearing on the matter before a Hearing Officer; provided such persons shall file with the Administrative Agency within fifteen working days after the date of issuance of the notice or order, a written petition requesting a hearing and setting forth the grounds upon which the

Attachment: Exhibit 2 (14519 : Sanitary Code Variance for Jones)

the term "Code" is used herein, such reference shall be to the Riley County Sanitary Code.

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(b) identify the code violation and the factual basis thereof;
(c) specify necessary corrective action;
(d) allow a reasonable period of time for performance of any work required by the notice; and
(e) be properly served upon the owner, agent, or occupant, provided that such notice shall be deemed properly served upon such owner, agent, or occupant when a copy thereof has been sent by certified mail to the last known address of the owner, agent, or occupant as identified on the latest county tax rolls.

1-3.2.2 Appeal for Hearing. Any person aggrieved by any notice or order issued by the Administrative Agency under the provisions of this Code may request, and shall be granted, a hearing on the matter before a Hearing Officer; provided such persons shall file with the Administrative Agency within fifteen working days after the date of issuance of the notice or order, a written petition requesting a hearing and setting forth the grounds upon which the

Attachment: Exhibit 3 (14519 : Sanitary Code Variance for Jones)

request is made. The filing of the request for a hearing shall operate as a stay of the notice or order, except as provided in Section 1-3.3.

1-3.2.3 Conduct of Hearing. Upon receipt of such petition, the Administrative Agency shall confer with the Hearing Officer and set a time and place for such hearing and shall give the petitioner written notice thereof. At such hearing, the petitioner shall be given an opportunity to show why such notice or order should be modified or withdrawn. The hearing shall be commenced no later than ten working days after the date on which the petition was filed. Upon request of the petitioner, the Administrative Agency may postpone the hearing for a reasonable time beyond such ten-day period, when in the Agency's judgment the petitioner has submitted justifiable reason for such postponement.

1-3.2.4 Report of Hearing. Within ten working days after such a hearing, the Hearing Officer shall submit the findings of the hearing in writing to the Board of County Commissioners. The findings shall include a recommendation that the order be sustained, modified, or withdrawn. Upon the receipt of the report of the Hearing Officer, the Board of County Commissioners shall consider the report and issue an order, confirming, modifying or withdrawing the notice or order at their next regularly scheduled meeting, and shall notify the appellant in the same manner as is provided for in Section 1-3.2.1 within 30 calendar days. The decision of the Board of County Commissioners may be appealed to the District Court.

1-3.2.5 Proceedings of Hearings. The proceedings of all hearings shall be recorded. The recordings, findings, and decisions of the Hearing Officer and a copy of every notice and order related thereto shall be filed with the Administrative Agency. Transcripts of the proceedings of hearings need not be transcribed unless a judicial review of the decision is sought. Tapes will be kept for at least two (2) years unless an appeal is filed. Tapes may be destroyed after any appeal is completed.

1-3.3 Emergencies

1-3.3.1 Emergency Orders. Whenever the authorized representative finds that an emergency exists which requires immediate action to protect the public health, he or she may, without notice or hearing, issue an order reciting the existence of such an emergency and require that such action be taken, as he or she may deem necessary to meet the emergency, including the suspension of the permit. Notwithstanding any other provisions of this Code, such order shall be effective immediately and shall be enforceable in Riley County District Court.

1-3.3.2 Work Stoppage. Whenever any work is being performed on a private wastewater disposal system contrary to the provisions of this Code, the authorized representative may order the work stopped immediately by issuing an emergency order and serving it on any persons engaged in the doing or causing such work to be done, and any such person shall forthwith stop such work until authorized by the Administrative Agency to proceed with the work.

Attachment: Exhibit 3 (14519 : Sanitary Code Variance for Jones)

Exhibit #4

Attachment: Exhibit 4 (14519 : Sanitary Code Variance for Jones)

Exhibit #5

Attachment: Exhibit 5 (14519 : Sanitary Code Variance for Jones)

VARIANCE HEARING

Date: February 8, 2024

Time: 4:00 p.m.

Appearances: Shelley Woodard, Deputy County Counselor
Amanda Webb, Director of Planning and Development
Benjamin Hamill, County Environmental Health Technician
Jeffery Jones, Applicant

Property: Smith Stables Additions, Section 31, Township 10, Range 08E, Lot 2, commonly known as 1821 Priboth Road, Manhattan, Kansas 66502

Hearing Officer: Tom Taul

Subject: Variance request from requirement that lateral fields be located on same lot as dwelling

Facts:

- The parcel located at1821 Priboth Road, Manhattan, Kansas, contains a mobile home park referred to as TDJ Stables.
- The wastewater system includes septic tanks located on the parcel that serve the mobile homes.
- The wastewater system also includes 3 lateral fields that are located on the parcel directly to the west, commonly known as 1801 Priboth Road, Manhattan, Kansas 66502 and that parcel is owned by Riley County.
- The lateral fields were located across the property line at the time Riley County obtained ownership of the parcel.
- Riley County Sanitary Code, Table I "Location of Private Wastewater Disposal System" requires the lateral fields be located on the owner's lot.
- County staff recommends a variance from the requirement the lateral fields be located on the owner's lot until such time one of the lateral fields fails, becomes non-functional, or otherwise is not fully operational, or if the Jones's sell or otherwise convey the property at 1821 Priboth Road, Manhattan, Kansas.

Attachment: Hearing Officer Findings (14519 : Sanitary Code Variance for Jones)

Findings: (select one)

X 1. Approve the variance, allowing Mr. and Mrs. Jones to continue using the lateral fields that are located across the property line from their property located at 1821 Priboth Road, Manhattan, Kansas until one of the lateral fields fails, becomes non-functional, or otherwise is not fully operational, or if the Jones's sell or otherwise convey the property.

_____ 2. Do not approve the variance allowing Mr. and Mrs. Jones to continue using the lateral fields that are located across the property line from their property located at 1821 Priboth Road, Manhattan, Kansas.

Tom Taul

Tom Taul, Hearing Officer

Attachment: Hearing Officer Findings (14519 : Sanitary Code Variance for Jones)

TDJ Stables Case Summary and Exhibits

1. Riley County Sanitary Code

   - Administrative Agency – As per Section 1-2.1 of the Riley County Sanitary Code, Administrative Agency means the entity authorized to implement and enforce the provisions of this Code. The Administrative Agency for Riley County is the Riley County Planning and Development Department (Exhibit #1)
   - Variance – As per Section 1-2.16 of the Riley County Sanitary Code, Variance means an exception to any provision of this Code authorized by the Board of County Commissioners of Riley County, Kansas, pursuant to an appeal under this Code (Exhibit #2).

   - Appeal procedure – see attached Article 3 (Administrative Powers and Procedures) to include sections 1-3.2 – 1-3.25. (Exhibit #3)

2. Case History

   - TDJ Stables is a mobile home park located at Smith Stables Addition, S31 T10, R08E, Lot 2 or commonly known as 1821 Priboth Road, Manhattan, KS 66502.
   - Jeffery and Susan Jones purchased the park in the early 1980s.
   - The wastewater system for TDJ stables includes 3 lateral fields that are located on the parcel directly to the east, commonly known as 1801 Priboth Road, Manhattan, KS 66502 which is owned by Riley County.
   - The lateral fields were located across the property line at the time Riley County obtained ownership of the parcel.
   - Aerial Map – Location of TDJ stables and location of lateral fields that serve the property owned by TDJ stables. (Exhibits #4 and #5)

3. Jones Variance Application

   - Mr. Jones requests a variance to continue utilizing the lateral fields across the property boundary lines.
   - Without continued utilization of the existing lateral fields, Mr. Jones would be required to install new lateral fields at potentially great expense.

4. Lateral Fields

   - The 3 lateral fields are aging but still currently functional.

5. Requests Variance From:

Attachment: TDJ Variance Staff Report (14519 : Sanitary Code Variance for Jones)

- Lateral fields not located on owner's lot (Riley County Sanitary Code Table I "Location of Private Wastewater Disposal System" 50-foot property boundary set-back)

6. Facts

- The septic systems serving TDJ Stables mobile home park need access to 3 lateral fields to properly function.
- The 3 lateral fields utilized by the septic systems for TDJ Stables are located on a separate lot that is not owned by Jeffery and Susan Jones.
- The 3 lateral fields have been located on the adjoining lot since at least the early 1980s and existed prior to Riley County obtaining ownership of the lot where the 3 lateral fields are located.
- The lateral fields are currently functioning.
- It could cost a considerable amount of money to replace the lateral fields.

7. Staff Recommendation

Staff supports the variance request with the following conditions:

- At such time the field(s) fail, replacement must meet all requirements of the Riley County Sanitary Code and be located on the subject property meeting all setback requirements.
- Should the field(s) be modified, or need to be altered in some manner, full compliance with the Riley County Sanitary Code is required. Example: if additional flowage is generated (i.e., an additional trailer brought in, etc.).
- Should the property sell or change hands in some manner, all requirements of the Riley County Sanitary Code will be in immediate effect and the lateral fields will need to be relocated onto the subject property and meet all required setbacks.

Attachment: TDJ Variance Staff Report (14519 : Sanitary Code Variance for Jones)

THE COARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS

Subject: Jeffery and Susan Jones own a mobile home park called TDJ Stables. The lateral fields serving the septic systems are located across the property line on property owned by Riley County. Mr. and Mrs. Jones request a variance from the requirement that the lateral fields be located on the same lot as the dwellings they serve and from the setback requirements from the property line because they are already located across the property line.

_____ 1. The Board adopts the findings of the Hearing Officer. Jeffery and Susan Jones are permitted to continue using the lateral fields that are located across the property line from their property located at 1821 Priboth Road, Manhattan, Kansas until one of the lateral fields fails, becomes, non-functional, are altered or modified in some manner, or otherwise is not fully operational, or if the Jones's sell or otherwise convey the property.

_____ 2. The Board denies Jeffery and Susan Jones's requested variance base on the following findings of fact:

_____

_____

_____

_____

_____

_____

_____

Attachment: BOCC Findings TDJ (14519 : Sanitary Code Variance for Jones)

Date: February 22, 2024

THE BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

_____
John Ford, Chair

_____
Greg McKinley, Vice-Chair

_____
Kathryn Focke, Member

ATTEST:

_____
Rich Vargo, Riley County Clerk

Attachment: BOCC Findings TDJ (14519 : Sanitary Code Variance for Jones)