



**Board of Riley County
Commissioners
Regular Meeting
Agenda
February 24, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Sign a Tax Roll Corrections
4. Sign Riley County Employee Action Form(s)

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Feb 20, 2025 9:00 AM

Press Conference Topics

6. Discuss Press Conference

Review Tentative Agenda

7. Tentative Agenda

9:00 AM

Michael Rezkella, Pawnee Mental Health Services Director

8. Pawnee Mental Health Services update

9:15 AM

John Ellermann, Public Works Director/County Engineer

9. CDL Training Loan Forgiveness

9:30 AM

Press Conference

10. Change of Value Notices Mailing - Anna Burson (3 minutes)

9:35 AM

John Ellermann, Public Works Director/County Engineer

11. PW/NW Adjusted Administration Hours Request

- 9:50 AM Amanda Webb, Planning/Special Projects Director**
12. Comprehensive Plan Update
- 10:10 AM Bryant Parker, Counselor/Director of Administrative Services**
13. Administrative Work Session
14. Pending County Projects County Counselor
- 10:30 AM Megan Lewis, Community Corrections Director**
15. Staff Update
16. FY26 Kansas Department of Corrections Comprehensive Plan Budget - First Look
- 10:45 AM Anna Burson, Appraiser**
17. Request to post and refill Residential Appraisal Supervisor Position as soon as possible.
- 12:00 PM Intergovernmental Luncheon**
18. Intergovernmental Luncheon Agenda
- Adjournment**

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



**COUNTY CLERK &
ELECTIONS**
Tax Roll Correction

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

COMMISSION AGENDA REPORT

FROM: Joe Godown
MEETING: February 24, 2025
SUBJECT: Sign a Tax Roll Corrections
PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve the Tax Roll Corrections.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 02-24-25 Tax Roll Corrections (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by JGODOWN 2025/02/19

Taxpayer ID DEPA0006
Owner ID DEPA0006Control # 2025000070Tax Year 2024
Tract # 594042DEPAOLI, MICHAEL WILLIAM
MARIA TERESA DEPAOLI
1606 LITTLE KITTEN AVECAMA # 212-10-0-10-01-034-51-0-01MEADOWS #5
LOT 42TU 2 Manhattan City
Parcel 100030
USD 383Property Address 1606 LITTLE KITTEN AVE

MANHATTAN, KS 66503-7500

APPRAISER SECTION (Value)

2025/02/19 JGODOWN

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	38830	256370	295200

Appraised After Correction:

CL	Land	Imp	Total
RU	38830	236900	275730

Net Change
19470-

Total	38830	256370	295200
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Total	38830	236900	275730
-------	-------	--------	--------

19470-

Assessed Prior to Correction:

RU	4465	29483	33948
----	------	-------	-------

Assessed After Correction:

RU	4465	27244	31709
----	------	-------	-------

Net Change
2239-

Total	4465	29483	33948
-------	------	-------	-------

Total	4465	27244	31709
-------	------	-------	-------

Total	2239-
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SB41	8625
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SB41	8625
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SB41	
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CLERK SECTION (Tax)

2025/02/19 JGODOWN

ORDER PRINTED

Tax Prior to Correction:

Levy 152.66600	Gen Tax	5182.72
	SB41 \$	172.50
SB41 Tax Dollars		5010.22

Tax After Correction:

Levy 152.66600	Gen Tax	4840.90
	SB41 \$	172.50
SB41 Tax Dollars		4668.40

Net Change
341.82-

SB41 Tax Dollars		5010.22
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SB41 Tax Dollars		4668.40
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341.82-

TREASURER SECTION (Summary)

Net Change in Assessed Value

(no SB41 influence)	2239-
Applicable Mill Levy	152.66600
Net Change in Levied Tax Dollars	341.82-

Type of Correction DECREASE

Correction Code TP TAX PROTEST Rate 7.00%

Tax Statement # 13458

Comments PUP Adjustment Per Appraiser

Net Change in SB41 Exemption

Net Change in Total Tax Dollars	341.82-
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Owner DEPA0006DEPAOLI, MICHAEL WILLIAMBy order of the Board of County Commissioners of RILEY COUNTY, Kansas.

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

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: 02-24-25 Tax Roll Corrections (15499 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by JGODOWN 2025/02/19

Taxpayer ID BANK0083
Owner ID KHMO0003Control # 2025000071Tax Year 2024
Tract # 746022

KHMOUS FAMILY TRUST

CAMA # 212-03-0-30-02-002-00-0-01GRAND MERE #1

2801 HEARTLAND VALLEY RD

TU 2 Manhattan City

LOT 22

MANHATTAN, KS 66503-8924

Parcel 112260
USD 383Property Address 2801 HEARTLAND VALLEY RD

APPRAISER SECTION (Value) 2025/02/19 JGODOWN APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	119010	1128050	1247060

Total	119010	1128050	1247060
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Assessed Prior to Correction:

RU	13686	129726	143412
----	-------	--------	--------

Total	13686	129726	143412
SB41	8625		

Appraised After Correction:

CL	Land	Imp	Total
RU	119010	1011540	1130550

Total	119010	1011540	1130550
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Assessed After Correction:

RU	13686	116327	130013
----	-------	--------	--------

Total	13686	116327	130013
SB41	8625		

Net Change	116510-
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Net Change	116510-
------------	---------

Net Change	13399-
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Total	13399-
SB41	

CLERK SECTION (Tax)

2025/02/19 JGODOWN ORDER PRINTED

Tax Prior to Correction:

Levy 152.66600	Gen Tax	21894.14
	SB41 \$	172.50
SB41 Tax Dollars		21721.64

Tax After Correction:

Levy 152.66600	Gen Tax	19848.56
	SB41 \$	172.50
SB41 Tax Dollars		19676.06

Net Change	2045.58-
	2045.58-

TREASURER SECTION (Summary)

Net Change in Assessed Value

(no SB41 influence)

Applicable Mill Levy

Net Change in Levied Tax Dollars

Net Change in SB41 Exemption

13399-

152.66600

2045.58-

Type of Correction DECREASE

Correction Code TP TAX PROTEST

Rate 7.00%

Tax Statement # 1508

Comments FUP Adjustment Per Appraiser

Owner KHMO0003

KHMOUS FAMILY TRUST

Net Change in Total Tax Dollars

2045.58-

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

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: 02-24-25 Tax Roll Corrections (15499 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by JGODOWN 2025/02/19

Taxpayer ID TIAO0017
Owner ID TIAO0017

Control # 2025000072

Tax Year 2024
Tract # 370008TIAO, JOE MING HWA
INGE TSAI TIAO
1316 SHARINGBROOK DR

CAMA # 212-10-0-40-04-002-00-0-01

SHARINGBROOK RESDL
ADDN LOT 8TU 2 Manhattan City
Parcel 84940
USD 383

Property Address 1316 SHARINGBROOK DR

MANHATTAN, KS 66503-7527

APPRAISER SECTION (Value) 2025/02/19 JGODOWN APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	72580	866930	939510

Total	72580	866930	939510
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Assessed Prior to Correction:

RU	8347	99697	108044
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Total	8347	99697	108044
SB41	8625		

Appraised After Correction:

CL	Land	Imp	Total
RU	72580	729820	802400

Total	72580	729820	802400
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Assessed After Correction:

RU	8347	83929	92276
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Total	8347	83929	92276
SB41	8625		

Net Change	137110-
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Net Change	137110-
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Net Change	15768-
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Total	15768-
SB41	

CLERK SECTION (Tax)

2025/02/19 JGODOWN ORDER PRINTED

Tax Prior to Correction:

Levy 152.66600	Gen Tax	16494.66
	SB41 \$	172.50
SB41 Tax Dollars		16322.16

Tax After Correction:

Levy 152.66600	Gen Tax	14087.42
	SB41 \$	172.50
SB41 Tax Dollars		13914.92

Net Change	2407.24-
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	2407.24-
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TREASURER SECTION (Summary)

Net Change in Assessed Value

(no SB41 influence)

Applicable Mill Levy

Net Change in Levied Tax Dollars

Net Change in SB41 Exemption

15768-

152.66600

2407.24-

Type of Correction DECREASE

Correction Code TP TAX PROTEST

Tax Statement # 29644

Comments FUP Adjustment Per Appraiser

Rate 7.00%

Owner TIAO0017

TIAO, JOE MING HWA

Net Change in Total Tax Dollars

2407.24-

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

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

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: 02-24-25 Tax Roll Corrections (15499 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by JGODOWN 2025/02/20

Taxpayer ID RBIN0001
Owner ID RBIN0001Control # 2025000077Tax Year 2022
Tract # 001232

RB INDUSTRIES LLC

CAMA # 204-18-2-80-25-010-00-0-01WARD 1

1718 THOMAS CIR

TU 2 Manhattan CityLOTS 421, 422

MANHATTAN, KS 66502-4635

Parcel 116350
USD 383Property Address 431 S 5TH ST

APPRAISER SECTION (Value) 2025/02/20 JGODOWN APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CU	234000	91300	325300

Total	234000	91300	325300
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Assessed Prior to Correction:

CU	58500	22825	81325
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Total	58500	22825	81325
SB41			

Appraised After Correction:

CL	Land	Imp	Total
CU	212844	83045	295889
EO	21156	8255	29411

Total	234000	91300	325300
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Assessed After Correction:

CU	53211	20761	73972
EO	21156	8255	29411

Total	74367	29016	73972
SB41			

Net Change	29411-
	29411

Net Change	7353-
	29411

Total	7353-
SB41	

CLERK SECTION (Tax)

2025/02/20 JGODOWN ORDER PRINTED

Tax Prior to Correction:		
Levy 156.46900	Gen Tax	12724.84
	SB41 \$	
SB41 Tax Dollars		12724.84

Tax After Correction:		
Levy 156.46900	Gen Tax	11574.32
	SB41 \$	
SB41 Tax Dollars		11574.32

Net Change	1150.52-
	1150.52-

TREASURER SECTION (Summary)

Net Change in Assessed Value

(no SB41 influence)

Applicable Mill Levy

Net Change in Levied Tax Dollars

Net Change in SB41 Exemption

7353-

156.46900

1150.52-

Type of Correction DECREASE

Correction Code CO C.O.T.A./OTHER Rate 7.00%

Tax Statement # 25152

Comments Per BOIA Order

2023-7436-TX Exempt 11/28/2022

Net Change in Total Tax Dollars

1150.52-

Owner RBIN0001

RB INDUSTRIES LLC

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

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

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: 02-24-25 Tax Roll Corrections (15499 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by JGODOWN 2025/02/20

Taxpayer ID BEAB0001
Owner ID BEAB0001Control # 2025000078Tax Year 2023
Tract # 001232

BE ABLE INC

CAMA # 204-18-2-80-25-010-00-0-01WARD 1

431 S 5TH ST

TU 2 Manhattan CityLOTS 421, 422Parcel 116350423 & 424

MANHATTAN, KS 66502-6215

USD 383Property Address 431 S 5TH ST

APPRAISER SECTION (Value)

2025/02/20 JGODOWN APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CU	234000	66000	300000
Total	234000	66000	300000

Assessed Prior to Correction:

CU			
	58500	16500	75000
Total	58500	16500	75000
SB41			

Total	58500	16500	75000
SB41			

Appraised After Correction:

CL	Land	Imp	Total
EO	234000	66000	300000
Total	234000	66000	300000

Assessed After Correction:

EO			
	234000	66000	300000
Total	234000	66000	300000
SB41			

Total	234000	66000	
SB41			

Net Change

Net Change	225000
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Total	75000-
SB41	

CLERK SECTION (Tax)

2025/02/20 JGODOWN ORDER PRINTED

Tax Prior to Correction:

Levy	Gen Tax	
150.37500		11278.14
	SB41 \$	
SB41 Tax Dollars		11278.14

Tax After Correction:

Levy	Gen Tax	
150.37500		
	SB41 \$	
SB41 Tax Dollars		

Net Change

Net Change	11278.14-
	11278.14-

TREASURER SECTION (Summary)

Net Change in Assessed Value

(no SB41 influence)	75000-
Applicable Mill Levy	150.37500
Net Change in Levied Tax Dollars	11278.14-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code CO C.O.T.A./OTHER Rate 7.00%Tax Statement # 9536Comments Per BOTA Order2023-7436-TX Exempt 11/28/2022

Net Change in Total Tax Dollars	11278.14-
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Owner BEAB0001
BE ABLE INCBy order of the Board of County Commissioners of RILEY COUNTY, Kansas.
(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission: _____

Attest by County Clerk: _____

Attachment: 02-24-25 Tax Roll Corrections (15499 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by JGODOWN 2025/02/20

Taxpayer ID BEAB0001
Owner ID BEAB0001Control # 2025000079Tax Year 2024
Tract # 001232

BE ABLE INC

CAMA # 204-18-2-80-25-010-00-0-01WARD 1

431 S 5TH ST

TU 2 Manhattan CityLOTS 421, 422Parcel 116350423 & 424

MANHATTAN, KS 66502-6215

USD 383Property Address 431 S 5TH ST

APPRAISER SECTION (Value)

2025/02/20 JGODOWN APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
NU	234000	91300	325300
Total	234000	91300	325300

Assessed Prior to Correction:

NU			
	28080	10956	39036
Total	28080	10956	39036
SB41			

Total	28080	10956	39036
SB41			

Appraised After Correction:

CL	Land	Imp	Total
EO	234000	91300	325300
Total	234000	91300	325300

Assessed After Correction:

EO			
	234000	91300	325300
Total	234000	91300	
SB41			

Total	234000	91300	
SB41			

Net Change

Net Change	286264
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Total	39036-
SB41	

CLERK SECTION (Tax)

2025/02/20 JGODOWN ORDER PRINTED

Tax Prior to Correction:

Levy 152.66600	Gen Tax	5959.48
	SB41 \$	
SB41 Tax Dollars		5959.48

Tax After Correction:

Levy 152.66600	Gen Tax	
	SB41 \$	
SB41 Tax Dollars		

Net Change

Net Change	5959.48-
	5959.48-

TREASURER SECTION (Summary)

Net Change in Assessed Value

(no SB41 influence)

Applicable Mill Levy

Net Change in Levied Tax Dollars

Net Change in SB41 Exemption

39036-

152.66600

5959.48-

Type of Correction DECREASE

Correction Code CO C.O.T.A./OTHER Rate 7.00%

Tax Statement # 9654

Comments Per BOTA Order

2023-7436-TX Exempt 11/28/2022

Net Change in Total Tax Dollars

5959.48-

Owner BEAB0001BE ABLE INCBy order of the Board of County Commissioners of RILEY COUNTY, Kansas.

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

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: 02-24-25 Tax Roll Corrections (15499 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by JGODOWN 2025/02/20

Taxpayer ID JEFF0024
Owner ID JEFF0024Control # 2025000080Tax Year 2024
Tract # 615002JEFFREY, SCOTT
AMANDA JEFFREY
1516 WYNDHAM HEIGHTS DR
MANHATTAN, KS 66503-8669CAMA # 212-10-0-30-01-010-00-0-01
TU 2 Manhattan City
Parcel 101470
USD 383WYNDHAM HEIGHTS #1
LOT 2A .73AProperty Address 1516 WYNDHAM HEIGHTS

APRAISER SECTION (Value) 2025/02/20 JGODOWN APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	57210	1011390	1068600
Total	57210	1011390	1068600
Assessed Prior to Correction:			
RU	6579	116310	122889
Total	6579	116310	122889
SB41	8625		

Appraised After Correction:

CL	Land	Imp	Total
RU	57210	817590	874800
Total	57210	817590	874800
Assessed After Correction:			
RU	6579	94023	100602
Total	6579	94023	100602
SB41	8625		

Net Change
193800-

193800-

Net Change
22287-Total 22287-
SB41

CLERK SECTION (Tax)

2025/02/20 JGODOWN ORDER PRINTED

Tax Prior to Correction:		
Levy 152.66600	Gen Tax	18760.98
	SB41 \$	172.50
SB41 Tax Dollars		18588.48

Tax After Correction:		
Levy 152.66600	Gen Tax	15358.50
	SB41 \$	172.50
SB41 Tax Dollars		15186.00

Net Change
3402.48-

3402.48-

TREASURER SECTION (Summary)

Net Change in Assessed Value

(no SB41 influence)

Applicable Mill Levy

Net Change in Levied Tax Dollars

Net Change in SB41 Exemption

22287-

152.66600

3402.48-

Type of Correction DECREASE

Correction Code TP TAX PROTEST

Rate 7.00%

Tax Statement # 18474

Comments PUP Adjustment Per Appraiser

Owner JEFF0024

JEFFREY, SCOTT

Net Change in Total Tax Dollars

3402.48-

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

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

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: 02-24-25 Tax Roll Corrections (15499 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by JGODOWN 2025/02/20

Taxpayer ID WOLF0068
Owner ID WOLF0068

Control # 2025000081

Tax Year 2024
Tract # 103003

WOLFE, SANDRA WALTERS

CAMA # 203-07-2-10-04-006-00-0-01

TERRACE GARDENS ADDN
LOT 3

2028 STRONG AVE

TU 2 Manhattan City
Parcel 46720

MANHATTAN, KS 66502-4928

USD 383

Property Address 2028 STRONG AVE

APPRAISER SECTION (Value)

2025/02/20 JGODOWN

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	20190	129800	149990

Total	20190	129800	149990
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Assessed Prior to Correction:

RU	2322	14927	17249
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Total	2322	14927	17249
SB41	8625		

Appraised After Correction:

CL	Land	Imp	Total
RU	20190	124050	144240

Total	20190	124050	144240
-------	-------	--------	--------

Assessed After Correction:

RU	2322	14266	16588
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Total	2322	14266	16588
SB41	8625		

Net Change	5750-
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Net Change	661-
------------	------

Total	661-
SB41	

CLERK SECTION (Tax)

2025/02/20 JGODOWN

ORDER PRINTED

Tax Prior to Correction:

Levy 152.66600	Gen Tax	2633.34
	SB41 \$	172.50
SB41 Tax Dollars		2460.84

Tax After Correction:

Levy 152.66600	Gen Tax	2532.42
	SB41 \$	172.50
SB41 Tax Dollars		2359.92

Net Change	100.92-
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	100.92-
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TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

Applicable Mill Levy	152.66600
Net Change in Levied Tax Dollars	100.92-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code TP TAX PROTEST Rate 7.00%

Tax Statement # 31690

Comments FUP Adjustment Per Appraiser

Net Change in Total Tax Dollars	100.92-
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Owner WOLF0068

WOLFE, SANDRA WALTERS

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

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: 02-24-25 Tax Roll Corrections (15499 : Tax Roll Corrections)



**COUNTY CLERK &
ELECTIONS**
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: February 24, 2025

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2025-02 Fire SThompson EAF (DOCX)
- 2025-02 HD MLoomis EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Samual Thompson**Status Change Date:** 02/19/2025**Status Change:** New Hire**Date of Hire:** 03/03/2025**Seniority:** 0 Year(s), 0 Month(s)**Position:** Volunteer Firefighter**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Stipend**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183- Fire District #1/ 183- Fire District #1**Supervisor:** Jake Konrardy**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-02 Fire SThompson EAF (15489 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Madison Loomis**Status Change Date:** Feb 24, 2025**Status Change:** New Hire**Date of Hire:** Feb 24, 2025**Seniority:** 0 Year(s), 0 Month(s)**Position:** Child Care Provided – As needed**Position Type:** As-needed**Pay Range:** TASND**Pay Type:** Hourly**Base Rate:** \$20**Annualized Pay:** \$20,000**Funds Codes:** 30-421**Supervisor:** Jan Scheideman/Breva Spencer**Department Head:** Diane Creek

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-02 HD MLoomis EAF (15489 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
February 27, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:30 AM

[District 1 – John Ford, Member](#)

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

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

- 9:30 AM** **Call to Order**
- Pledge of Allegiance**
- Public Comment**
- Commission Comments**
- Business Meeting**
1. Bid Recommendation for Terra Heights Lagoon Shore Stabilization
- Review Minutes**
- Review Tentative Agenda**
- Press Conference Topics**
- 10:00 AM** **John Ellermann, Public Works Director/County Engineer**
2. Proposal recommendation for elevator project
- 10:10 AM** **Bryant Parker, Counselor/Director of Administrative Services**
3. Administrative Work Session
- 10:30 AM** **Vivienne Leyva, PIO**
4. Contract for Services with AudioEye
- 10:45 AM** **Cory Meyer, IT/GIS Director**
5. Staff update
- 11:00 AM** **Barry Wilkerson, Attorney**
6. Staff update
- 11:15 AM** **Evan McMillan, Assistant County Engineer**
7. University Park Bond payment
- 11:25 AM** **Elizabeth Ward, Human Resources Director**

Attachment: 02-27-25 tentative agenda (15455 : Tentative Agenda)

8. Executive session to discuss a performance matter involving non-elected personnel

Adjournment

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



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
March 03, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Bryant Parker, Counselor/Director of Administrative Services

1. Administrative Work Session

9:20 AM

Alvin Perez, Public Works Operations and Fleet Manager

2. Bid opening for corrugated metal pipe

9:30 AM

Press Conference

3. RCPD Update - Scott Hajek and Mark French (3-5 minutes)
4. Downtown Manhattan update - Gina Snyder (3-5 minutes)
5. Severe Weather Preparedness Week - Laurie Harrison (2 minutes)

10:00 AM

Russel Stukey, Emergency Management Director

6. Staff update

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: 03-03-25 tentative agenda (15455 : Tentative Agenda)



PUBLIC WORKS
Proposal

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, PE, Public Works Director

MEETING: February 24, 2025

SUBJECT: CDL Training Loan Forgiveness

PRESENTER: John Ellermann

BACKGROUND

Federal and State regulations to obtain a CDL are now more cumbersome and require more documentation of the training involved. Where you used to be able to take the written test for the permit, spend some time behind the wheel practicing, call to set up an appointment with the DMV for the driving portion, pass and get a license. Now you must document the time spent learning the theory before taking the test for the test for the permit. This documentation must be input into the clearing house by a training consultant. Once the written, theory, portion is passed the permittee must log a number of hours behind the wheel. Again, documented by the training consultant in the clearing house before they can schedule to take the driving portion of the test. We believe this increase in commitment, time and resources has caused a shortage of applicants from having a CDL when they apply.

The new requirements increase time and effort of staff and of the trainee. Time that staff could be used on road and bridge projects. Another option is to send the trainee to classes through a technical school or community college. These have a considerable amount of costs and time the trainee is away from working on County projects. There are also private consulting firms that will train your employees. This is usually over a shorter time period but also has a cost to it.

In the past we have had the problem where we put in all the time and money to train someone to get their CDL and once they have it, they quit and move on to another job that pays more. All that time, effort and money for nothing and we have to start all over.

We would like to propose a Training Loan Forgiveness Agreement. This allows us to hire a candidate without a CDL, spend the time and money to train them, and in return they stay with the County for at least 1 year from the time they get their CDL. If they decide not to stay for 1 year they get to reimburse the county by will withhold the cost of the training from their last paycheck.

DISCUSSION

Discussion of CDL requirements and the Training Loan Forgiveness Agreement.

FISCAL IMPACT

Fiscal impacts will be to the Department who is training the new employee. Current quotes for a training consultant range from \$300 to around \$5,500 per trainee.

RECOMMENDATION(S)

Staff recommends approving the Training Loan Forgiveness Agreement when training employees to get their CDL.

POSSIBLE MOTION(S)

Move to approve the use of the Training Loan Forgiveness Agreement.

Move to deny the use of the Training Loan Forgiveness Agreement.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- CDL Training Loan Forgiveness Agreement2025-01 (PDF)

TRAINING LOAN FORGIVENESS AGREEMENT

THIS TRAINING LOAN FORGIVENESS AGREEMENT ("Agreement") is made and entered into this _____ day of _____, 20____ ("Effective Date"), by and between _____, hereinafter referred to as "Employee," and RILEY COUNTY, KANSAS, hereinafter referred to as "Riley County".

WHEREAS, Employee desires employment with Riley county as a _____ and,

WHEREAS, Riley County is willing to fund the expenses of Employee as a _____ in obtaining a Commercial Driver's License (CDL) subject to the Federal Motor Carriers Safety Administration (FMCSA) requirements, by providing a forgivable loan to Employee to fund Employee's participation in the Department of Transportation CDL Training Course requirements and the expense for the curriculum and training costs as required to be a CDL Driver ("Forgivable Loan"); and,

WHEREAS, the parties desire to enter into this Agreement to provide Employee with the Forgivable Loan whose repayment will be forgiven upon Employee remaining employed with Riley County for one year after Employee obtains Employee's CDL but which Employee must repay to Riley County in the event that Employee's employment with Riley County terminates prior to one-year from obtaining their CDL.

NOW, THEREFORE, the parties agree as follows:

1. Following employment, Riley County will directly pay, on behalf of Employee, the necessary expenses for Employee to participate in the FMCSA CDL Training Course and the expense for the electronic curriculum as required to be a CDL Driver. Such expenses paid on behalf of Employee by Riley County shall be paid as a Forgivable Loan to Employee by Riley County.

2. In the event Employee voluntarily terminates employment prior to the expiration of one-year after Employee obtains their CDL, Employee shall reimburse Riley County for the prorated amount of the Forgivable Loan paid by Riley County on Employee's behalf. Said amount shall be reimbursed to Riley County, via payroll deduction, prior to Employee's termination of employment with Riley County.

3. Employee's Forgivable Loan shall be totally forgiven by Riley County and shall not be required to be repaid by Employee if Employee remains employed by Riley County for one (1) year after Employee receives their CDL. Because the Forgivable Loan is made by Riley County to pay for training directly relating to Employee's work for Riley County as a _____, forgiveness of the Forgivable Loan by

Riley County is a nontaxable Fringe Benefit as defined by Internal Revenue Service Publication 15-B, "Employer's Tax Guide to Fringe Benefits."

4. In the event Employee fails to reimburse Riley County as set forth herein, Riley County shall be entitled to withhold funds sufficient to fully repay the Forgivable Loan made to Employee from the final paycheck issued to Employee (pursuant to K.S.A. 44-319) and otherwise reserves the right to proceed with the collection of said reimbursement as provided by law. However, amounts withheld from Employee's final paycheck shall not reduce wages paid to Employee below the minimum wage required under the federal fair labor standards act, 29 U.S.C.A. § 201 et seq., or the minimum wage required under K.S.A. 44-1203, and amendments thereto, whichever is applicable, for the actual amount of hours worked by Employee during the final pay period covered by Employee's final paycheck (not inclusive of any paid time off or other compensation paid for periods when Employee was not on duty working for Riley County).

IT IS SO AGREED.

RILEY COUNTY, KANSAS

By: _____

Date

Title: _____

EMPLOYEE

Employee

Date

Subscribed and Sworn to before me this ____ day of _____ 20__.

My appointment expires _____

Notary Public _____



PUBLIC WORKS
Request

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, PE, Public Works Director

MEETING: February 24, 2025

SUBJECT: PW/NW Adjusted Administration Hours Request

PRESENTER: John Ellermann

BACKGROUND

I am here to request the adjustment of administrative office hours for the Public Works and Noxious Weed/Household Hazardous Waste departments to align with the schedule adopted by other departments in Riley County.

As you are aware, the adjusted office hours for county departments, 7:30 am to 5:00 pm Monday through Thursday, and 7:30 am to 12:00 pm on Fridays, were implemented in July 2024. This change has been highly successful, benefiting the public by allowing them to address matters before the traditional 8:00 am start time. Additionally, the adjusted schedule has contributed positively to employee morale.

Given the success of new hours and the positive feedback received, we are requesting that the administrative office hours at Public Works and Noxious Weed/Household Hazardous Waste mirror those of the other county departments. Our goal, with this change, is to eliminate confusion for citizens who are currently faced with varying department hours and to ensure consistency in service delivery across the county.

DISCUSSION

- Currently, Fridays present challenges for staff at Public Works, Noxious Weed, and Household Hazardous Waste when trying to connect with other departments for required information during these hours. Having the same hours will improve consistency.

- Since other departments close at noon on Fridays, we have noticed an increase in the perception that our offices are closed, resulting in a decrease in foot traffic and phone inquiries.
- This proposed change would apply only to the administrative offices; field crews would continue to work according to their assigned schedules, based on seasonal needs.
- Building Maintenance and custodians may adjust their schedules accordingly to ensure ample time for building maintenance.

FISCAL IMPACT

There will be no fiscal impact to this request. Full time staff will continue to work the required 40-hour work week, ensuring that no additional resources are needed to implement this change

RECOMMENDATION(S)

We respectfully recommend that the administrative office hours for Public Works and Noxious Weed/Household Hazardous Waste be changed to 7:30 am to 5:00 pm Monday through Thursday, and 7:30 am to 12:00 pm on Fridays. This adjustment will align with the hours of other departments and help reduce confusion for the citizens of Riley County.

We appreciate your consideration of this request and are happy to provide any additional information if needed.

POSSIBLE MOTION(S)

Move to approve adjusting the administrative office hours for Public Works and Noxious Weed/Household Hazardous Waste be changed to 7:30 am to 5:00 pm Monday through Thursday, and 7:30 am to 12:00 pm on Fridays.

Move to deny adjusting the administrative office hours for Public Works and Noxious Weed/Household Hazardous Waste be changed to 7:30 am to 5:00 pm Monday through Thursday, and 7:30 am to 12:00 pm on Fridays.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:



**PLANNING &
DEVELOPMENT**
Work Session

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

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director
MEETING: February 24, 2025
SUBJECT: Comprehensive Plan Update
PRESENTER: Amanda Webb, Planning Director

See attached report.

Enclosures:

- Comp plan staff report 2.24.25 (PDF)



PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

Date: February 24, 2025
To: Board of County Commissioners
From: Amanda Webb, Planning Director
Re: Comprehensive Plan update

Adoption date: October 2025

Website: www.rileycountyks.gov/plan

Email address: compplan@rileycountyks.gov

Consultant:

- Stantec continues to perform background work, collect information, and review existing documents.
 - They are reviewing and preparing updated demographics.
- We are collaboratively working on a stakeholder list. The stakeholder group is different from the technical advisory group (though there will be overlap). This group includes representatives from agencies such as the school districts, agricultural community, business owners, developers, and residents. This group will help identify more in-depth needs and wants for Riley County. Stakeholder engagement will occur over the next several weeks.
- Stantec is preparing a market analysis for residential, commercial, and industrial sectors within the county to assess current market conditions and identify deficiencies. This should be ready by the end of February.
- They are also working on an Existing Conditions Study which will tell us where we are now in all aspects, so we know where we are starting from as we plan for the future. This will be ready in April.

Comprehensive Plan Committee:

- This group reconvened on February 5 to hear a presentation by Stantec staff.
 - Discussed methodology for the plan.
 - Highlighted some of the identified challenges.
 - Shared how they will incorporate the existing community outreach and continue with public engagement.
 - The group collectively identified additional agencies and entities that should be represented either in the advisory group or as part of the Stakeholder group.
- Several members have had to resign from the committee due to busy or changing schedules. All previous participation is greatly appreciated and will be incorporated into the plan.
- Several members have been added, and we hope to add more as we move forward. The most up to date member roster is on the website.
 - A reminder that all input is welcome. You do not have to serve on a committee to provide feedback.

- The subcommittees will reconvene again, and I am helping to coordinate those meetings.
 - Two of the groups are set to meet on February 24.

Public Outreach:

- Public engagement runs for the life of the project.
- All public outreach completed to date will remain useful and relevant. The collected input is still available on the website and will be woven into the plan.
- Additional community workshops will start in April.
- Continuing with biweekly meetings for communications.
 - A News Release was issued February 11, 2025.



**COUNTY
COUNSELOR/ADMINISTRATIVE SERVICES**
Staff Update

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

STAFF REPORT

FROM: Bryant Parker, Riley County Counselor

MEETING: February 24, 2025

SUBJECT: Pending County Projects County Counselor

PRESENTER: Bryant Parker, Riley County Counselor

The County Counselor's Office plays a unique and active role in many of Riley County's ongoing projects and activities. We work closely with the staff of the various County departments to implement the goals and priorities of the County Commission.

Our activities frequently include negotiating contracts and other documents on behalf of the County, coordinating with state and federal regulators, working with private businesses and our local government partners on matters involving the County, and assessing and responding to potential and ongoing litigation.

We are also responsible for preparing draft resolutions for consideration by the County Commission and frequently work with other County Departments in the assembly of information requested by the Commission.

ONGOING TASKS

Our office participates in several ongoing tasks, which include the following:

- Assist County departments with responses to Kansas Open Records Act requests
- Advise upon interpretation of County policies and procedures
- Assist with human resources matters
- Advise department heads and the County Commission on the interpretation of Kansas law as it applies to the County

- Conduct and supervise the County's tax foreclosure sale
- Assist with delinquent tax collection activities, including obtaining and maintaining enforceable judgments against non-paying taxpayers

CURRENT PROJECTS

In addition to our ongoing duties, the County Counselor's Office actively participates with County staff to address any and all legal issues surrounding county projects. These may include, but are not limited to, negotiation of project contracts, resolution of disputes between parties, advice concerning compliance, and other matters. A partial list of projects recently completed or currently being worked upon follows.

- Legislative Platform - Preparation of Model Short Term Rental Statute
- Advise Upon Removal of Multiple Trailers Illegally Parked on County Property and/or Right-of-Way
- Fire Department Benevolent Organization Bylaws Update
- Mid-Year Property Casualty Tax Abatement Procedure Review
- Parks and Recreation Easements/Rights of Way Request Review
- Prepare for Kansas Court of Appeals Oral Arguments in *Prairiewood Holdings, LLC v. Board of County Commissioners of Riley County, KS, et al.*, Kansas Court of Appeals Case No. 24-127166
- Coordination with City of Manhattan RE Stormwater and Sidewalk Improvements
- Employee Training Forgivable Repayment
- University Park Fire Station Utilities Services
- Keats Sewer Project
- University Park Fire Station Replacement
- EMS Headquarters Construction
- Benefit District Formation at Request of Property Owners
- Multiple Benefit District Expansions at Request of Property Owners
- Comprehensive Plan Update
- Remediation of Former Firing Range
- Boundary Line Adjustment & Replatting Educational Materials Project
- University Park Sewer Improvements
- Marlatt Improvements
- Elevator Refurbishment
- Adjustment of Speed Limits
- Public Declaration of Riley County Mental Health Task Force as Professional Voice for Mental Health
- Transfer of Rural Economic Advisory Board to Planning and Development Department

Enclosures:



**COMMUNITY
CORRECTIONS**
Staff Update

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

STAFF REPORT

FROM: Megan Lewis Director of Community Corrections

MEETING: February 24, 2025

SUBJECT: Staff Update

PRESENTER: Megan Lewis - Director of Community Corrections

See attachments

Enclosures:

- Monthly Staff Report February 2025 (PPTX)
- County Alcohol Funds Application and Report Form (PDF)



Riley County Community Corrections

Monthly Update

Juvenile Intake & Assessment Services (JIAS)

- 17 Intakes in January
 - 6 returned to a parent/guardian
 - 2 placed with a relative/family friend
 - 2 placed in an Emergency Shelter
 - 1 released to a DCF Worker/Foster Home
 - 3 placed in Detention
 - 3 placed in Protective Homes

FY25 Juvenile Intake & Assessment (Riley County)	Nov	Dec	Jan
Juvenile Offender	8	4	6
Status Offender (MIP, MIC, Runaway, Curfew, Truancy)	0	3	0
Child-In-Need-of-Care	3	4	11
Total	11	11	17
FY25 Juvenile Intake & Assessment (Clay County)	Nov	Dec	Jan
Juvenile Offender	0	0	0
Status Offender (MIP, MIC, Runaway, Curfew, Truancy)	0	0	0
Child-In-Need-of-Care	0	0	0
Total	0	0	0



Youth Court Immediate Intervention Program (YCIIP or IIP)

FY25 Youth Court IIP (Riley County)	Nov	Dec	Jan
Participants	34	36	33
Required Jurors	0	7	0
Volunteer Jurors	0	0	0
MDT Referrals	0	0	0
Total	34	43	33
FY25 Youth Court IIP (Clay County)	Nov	Dec	Jan
Participants	2	2	1
Required Jurors	0	0	0
Volunteer Jurors	0	0	0
MDT Referrals	0	0	0
Total	2	2	1



Juvenile Intensive Supervision

FY25 Juvenile Services (Riley County)	Nov	Dec	Jan
Juvenile Intensive Supervision	3	4	4
Juvenile Correctional Facility	2	2	2
Conditional Release	0	0	0
Courtesy Supervision Out	1	0	1
ICJ	1	1	1
Total	7	7	8
FY25 Juvenile Services (Clay County)	Nov	Dec	Jan
Juvenile Intensive Supervision	0	0	0
Juvenile Correctional Facility	0	0	0
Conditional Release	1	1	1
Courtesy Supervision Out	0	0	0
ICJ	0	0	0
Total	1	1	1



Adult Intensive Supervision

FY25 Adult Services	Nov	Dec	Jan
ISP	114	100	101
In Treatment	2	2	1
In Jail	9	12	8
Total	125	114	110
Absconder ADP	51	51	50



(Adult) Recovery Court

Recovery Court started – 2/23/22

- 17 current participants
 - 14 Riley County Clients
 - 3 Clay County Clients
- A total of 55 participants since the start of the program
- 14 Participants have graduated from Riley County
- 7 Participants have graduated from Clay County
- 9 clients have been removed or revoked from Recovery Court
- Next Riley County Recovery Court Graduation scheduled for May 28th



County Alcohol Funds

- On September 19th, 2024, Riley County Treasurer, Shilo Heger presented to the BOCC about the Special Alcohol Fund Allocation also referred to as County Alcohol Tax Funds.
- County Alcohol Tax Funds are dollars collected from establishments within the county. These dollars are to be allocated to alcohol education and prevention programming.
- On December 10th, 2001, The Riley County Board of County Commissioners empowered the Joint Corrections Advisory Board to request proposals (grants) for County Alcohol Tax funds, review the proposals and make recommendations to the Commission for funding. County Alcohol Tax funds are administered per K.S.A.79-41a04.



County Alcohol Funds Continued

- Applications for RFP have historically been released in the spring, typically from February through April.
- Applications are approved or denied at a JCAB meeting, with the recommendations being presented to the BOCC for final approval.
- Past recipients have included the Blue Valley Booster Club, Friends of Riley County High School, USD #378 Riley County, USD #384 Blue Valley, the Ogden Community Center, Sunflower CASA and Community Corrections.
- Funding has been used to purchase classroom curriculum and training aids, pay for guest speakers, host community awareness events and to cover training expenses for personnel to attend drug and alcohol specific training.
- In 2023, the JCAB voted that any applicant receiving Special Alcohol funds would be required to complete a Final Report Form, detailing how funds were used. Additionally, any unexpended funds were to be returned to the JCAB for deposit back into the Special Alcohol fund.
- In order to increase awareness of this funding opportunity, PIO Vivienne Levya recently issued a press release regarding the Special Alcohol funds and application process.



County Alcohol Funds Continued

- The application process is currently open and will close on Monday, March 31, 2025, at 5:00 p.m.
- As of January 31, 2025, available funds are \$17,736.71.
- Interested parties can view the application online at rileycountyks.gov or contact Riley County Community Corrections.



21st Judicial District Joint Corrections Advisory Board
2025 Riley County Alcohol Tax Application
K.S.A. 79-41a04

Agency _____

Address _____

Contact Person _____ Email: _____ Phone _____

Total Program Cost \$ _____ Grant Funds Requested \$ _____

Estimated Number of Participants/Clients to be served: _____

Proposed Starting Date _____ Ending Date _____

1. Please identify how your program will reduce the use and/or abuse of alcohol and/or other substances and provide education on risks of substance abuse and/or provide programming/treatment of substances (i.e. Fatal Vision Programs).

2. Please provide a detailed explanation of how the County Alcohol funds you are seeking will enhance your program.

3. Please specify how you measure the performance or effectiveness of the programming being offered with County Alcohol Funds.

4. Please list other funding sources and amounts that assist with the program that you are requesting County Alcohol Funds.

The Joint Corrections Advisory Board will evaluate all proposals to ensure conformance with K.S.A. 79-41a04 (d)(2) along with the community needs, programs and services to best address abuse of alcohol and/or drugs.

Submit this application via email to jhubbard@rileycountyks.gov.
 Applications are due by **5pm on Monday, March 31, 2025.**

Attachment: County Alcohol Funds Application and Report Form (15497 : Staff Update)

**21st Judicial District Joint Corrections Advisory Board
2024 Riley County Alcohol Tax Final Report Form
K.S.A. 79-41a04**

Agency _____

Address _____

Contact Person _____ Email: _____ Phone _____

Grant Funds Received \$ _____ Grant Funds Utilized \$ _____

Start Date _____ Ending Date _____

1. Please identify how your program was able to reduce the use and/or abuse of alcohol and/or other substances, and provide education on risks of substance abuse and/or provide programming/treatment of substances.

2. Please provide a detailed explanation of how the County Alcohol funds you received were used to enhance your program.

3. Please complete the below budget form. This form should show expenses funded with grant monies received through the Riley County Special Tax Grant in 2024. Expenditures may be listed individually or summarized by category.

Item(s):

\$ Amount:

Attachment: County Alcohol Funds Application and Report Form (15497 : Staff Update)

_____	_____
_____	_____
_____	_____

4. How many individuals were reached with this grant program? _____

Grant report submitted by:

Name: _____

Title: _____

Date: _____

Special County Alcohol Award History

	Blue Valley Booster Club	Friends of Riley County High School	Ogden Community Center	Riley County Community Corrections	21st Judicial District Drug Court	Sunflower CASA	USD #378	USD #384
FY11 Requested	\$675.00							
CY11 Approved	\$750.00	\$1,125.00	\$1,500.00					
FY12 Requested	\$750.00	\$3,000.00	\$2,000.00					
CY12 Approved	\$600.00	\$1,125.00	\$2,000.00					
FY13 Requested	\$600.00							
CY13 Approved	\$595.00	\$1,595.00	\$2,500.00					
FY14 Requested	\$750.00	\$3,000.00	\$2,800.00					
CY14 Approved	\$560.00	\$1,365.00	\$1,950.00					
FY15 Requested								
CY15 Approved	\$0.00	\$2,020.00	\$2,400.00					
FY16 Requested	\$750.00		\$2,925.00					
CY16 Approved	\$400.00	\$1,600.00	\$2,925.00					
FY17 Requested	\$750.00	\$5,000.00	\$2,050.00					
CY17 Approved	\$700.00	\$2,000.00	\$2,050.00					
CY18 Requested	\$750.00	\$5,000.00	\$2,600.00					
CY18 Approved	\$750.00	\$2,000.00	\$2,600.00					
CY19 Requested	\$750.00	\$5,000.00	\$2,600.00			\$500.00		
CY19 Approved	\$750.00	\$2,000.00	\$2,550.00			\$500.00		
CY20 Requested	\$900.00	\$5,000.00	\$2,500.00	\$2,400.00				
CY20 Approved	\$250.00	\$500.00	\$2,000.00	\$1,900.00				
CY21 Requested			\$2,500.00					
CY21 Approved			\$2,500.00					
CY22 Requested				2700-2900				
CY22 Approved				\$2,975.00				
CY22 Expended				\$1,832.76				
CY23 Requested			\$2,500.00		\$3,225.00		\$1,200.00	\$900.00
CY23 Approved					\$3,225.00		\$1,200.00	\$900.00
CY24 Requested					\$5,616.00		\$1,500.00	\$1,000.00
CY24 Approved					\$5,616.00		\$1,500.00	\$1,000.00



COMMUNITY CORRECTIONS
Update

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

MEMORANDUM

FROM: Megan Lewis - Community Corrections Director

MEETING: February 24, 2025

SUBJECT: FY26 Kansas Department of Corrections Comprehensive Plan Budget - First Look

PRESENTER: Megan Lewis - Community Corrections Director

A “first look” at the Community Corrections Adult and Juvenile Services Grant application budget for FY26.

As the Commissioners are aware, Community Corrections is partially funded by KDOC and supplemental funding for the program is provided by Riley County through the appropriations process. Further, KDOC requires a complicated funding request and tracking structure to account for the budgeted funds.

To further complicate the process, KDOC operates on a fiscal calendar year from July 1 to June 30th each year. Previously the Kansas Department of Corrections Grant applications for Adult and Juvenile Services had a yearly deadline of May 1st. This year the application deadline has been moved to March 15th, 2025. With the change in deadline, also came a change in the required application process.

Last year the Commissioners requested early updates on the budget preparation process, even considering the numbers might not be complete, in order to understand the potential budgetary request the County may be facing for the County budget process.

As a result of the shortened application process Community Corrections has been in frequent communication with Riley County Budget and Finance Officer, Brittany Phillips and Riley County Human Resources Director, Elizabeth Ward working to develop a budget for both Adult and Juvenile Services for the FY26 KDOC Comp Plan application process.

The planning allocations are based upon the Governor's budget request to the Kansas Legislature and are subject to change until a final budget is passed by the legislature.

Similar to last year, KDOC allocated an additional \$84,808.55, which can be used for any costs associated with KDOC.

Although our working group is still projecting the final details, preliminary numbers indicate Community Corrections will be requesting approximately \$187,299.86 in County Appropriations in order to fund a portion of personnel expenses not covered by the state. This preliminary number DOES include a COLA of 2.7%. If COLA does not get approved, we will reduce the appropriation to reflect such.

Enclosures:



**COUNTY APPRAISER'S
OFFICE**
Personnel

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

COMMISSION AGENDA REPORT

FROM: Appraiser's Office

MEETING: February 24, 2025

SUBJECT: Request to post and refill Residential Appraisal Supervisor Position as soon as possible.

PRESENTER: Anna Burson

BACKGROUND

As previously mentioned, Effective March 14, 2025, the Assistant County Appraiser position will become vacant-a role that has been continuously held since 2006. As the needs of the Appraiser's Office have evolved, the scope of this position was redefined to better address modern challenges and departmental requirements, allowing for specialization in either Commercial or Residential appraisal.

The revised Assistant County Appraiser position will be filled by Steve Schurle, effective March 10, 2025. Steve specializes in Commercial and will continue overseeing the Commercial department and handling responsibilities related to commercial properties, in addition to taking on the broader duties of the Assistant County Appraiser. This transition leaves a critical void in Residential and highlighted the need to establish a Residential Appraisal Supervisor Position Description. By creating specialized leadership roles for both Commercial and Residential, we can enhance upward training opportunities and ensure long-term sustainability within the department.

DISCUSSION

Attached for your review is the Residential Appraisal Supervisor position description. This role aligns with the department's long-term goals, emphasizing leadership and a well-defined scope of duties and responsibilities. It is not a new position but an essential component of our team

structure. When fully staffed, the department consists of 17 full-time and 2 part-time, as-needed positions, with each full-time role playing a vital part in daily operations. This position is particularly critical in overseeing the day-to-day functions of the Residential Team, ensuring quality, efficiency, and continuity.

FISCAL IMPACT

There is no fiscal impact. This position is already budgeted for.

RECOMMENDATION(S)

I recommend approving the posting and refilling of the Residential Appraisal Supervisor position as soon as possible.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2025-02 Residential Appraisal Supervisor PAF (DOCX)
- Residential Appraisal Supervisor position description (PDF)

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

- Submitted by Anna Burson on 02/19/2025 at 10:13 AM
- Elizabeth Ward, Final Approval

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template Residential Appraisal Supervisor [APPRS]	Work Location Office Building
Job ID 3063284	Salary \$2,552-\$2,774 per pay period D.O.Q.	Supervisor Position Yes
Pay Grade RANGE 15 [RANGE 15]	EEO Class Professionals [2]	Workers Compensation 8810 [8810]
Cost Center 1 County General [1]	Cost Center 2 Appraiser [22]	Cost Center 3 --
1 Job Slot RESIDEN-1		

Supervisor: Anna Burson

Department Head: Anna Burson

☐ No changes to Position or Budget

☒ Budgeted

☐ New request for budget (details attached)

☒ Position Description attached

☒ New or updated position description

Total annual hours: 2080

Salary: \$72,134.40

Budget for Benefits: \$ 28,493.09

Total proposed annual budget: \$100,627.49

Additional Position Comments: _____

BoCC Chair

BoCC Member

BoCC Member

Date:

Date:

Date:

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	RESIDENTIAL APPRAISAL SUPERVISOR	
Department:	Appraiser	Division: Real Estate
Reports To:	Assistant County Appraiser	
Pay Grade:	15	Status: Full time
FLSA Status:	Exempt	

Position Summary: The Residential Appraisal Supervisor oversees and manages the discovery, listing and valuation of real property throughout Riley County. This role ensures compliance with recognized mass appraisal methods and techniques, as well as specifications and guidelines set forth by the Property Valuation Division and the Riley County Appraiser's Office. The Appraisal Supervisor provides leadership, training, and quality control to ensure accurate and equitable property valuations while monitoring market conditions and trends.

ESSENTIAL FUNCTIONS:

- Supervise, coordinate, and review the work of appraisal staff responsible for discovering, inventorying, listing, and valuing structures and other improvements on residential and agricultural properties.
- Oversee the listing and appraisal of new construction while ensuring existing property data remains accurate and up to date.
- Manage workflow of the appraisal calendar year to ensure statutory deadlines are met, including annual review, building permits, sales analysis, final reviews, and hearings.
- Ensure appraisers identify objective and subjective data characteristics, conduct property inspections, and document findings with photos, sketches, and measurements.
- Review and validate sales data for residential and agricultural properties to ensure accuracy and reflect market conditions at the time of sale.
- Oversee the analysis of maps, market trends, and neighborhood data
- Conduct quality control reviews to ensure compliance with established policies and standards.
- Assist the County Appraiser in developing final opinions of market value for assigned properties.
- Supervise and participate in informal hearings and payment under protest hearings, effectively explaining valuation estimates to property owners and their representatives.
- Conduct Small Claims Division and Board of Tax Appeal hearings, ensuring accurate representation and defense of county valuations.
- Train and mentor appraisal staff at all levels.
- Stay informed of industry trends, changes in appraisal policies, and continuing education requirements to maintain compliance with evolving standards and best practices.

SECONDARY FUNCTIONS:

- Provide expert-level customer service by responding to inquiries via phone, email, or in person regarding appraised values, cost sheets, comparable sales, aerial maps, and legal descriptions.
- Assist with land analysis, depreciation studies, and market modeling as needed.
- Manage the County Vehicle Fleet and ensure proper maintenance and use.
- Perform other duties as assigned

POSITION REQUIREMENTS:

Education:

- Bachelor's degree in a related field (e.g., business, public administration, or real estate) required.

Licenses/Certifications:

- Current Registered Mass Appraiser (RMA) certification from the State of Kansas required.
- Certification as a Residential Evaluation Specialist (RES) or Certified Assessment Evaluator (CAE) from IAAO preferred.
- General Certification from the Kansas Real Estate Appraisal Board or equivalent certification in another state is acceptable if RMA requirements are met with 2 years of employment.

Experience:

- 4 years' experience in mass appraisal with 2 years specializing in residential mass appraisal and market modeling experience preferred.
- Minimum of 2 years' supervisory experience.
- Minimum of 2 years' experience working with the State of Kansas CAMA System.
- Knowledge of property appraisal principles, real estate markets, and Kansas property tax law.
- Experience in public relations and conflict resolution.

Skills:

- Excellent verbal and written communication abilities.
- Strong analytical skills with the ability to interpret complex data and apply statistical methods,
- Proficiency in public relations strategies, effective problem-solving under pressure, and leadership capabilities.
- Knowledge of appraisal software and general office technology

Appropriate combination of experience and education considered in lieu of these requirements.

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

The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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

The employee is exposed to noise level in the work environment that is usually moderate. Most work is performed in office, with occasional fieldwork for property reviews.

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.



INTERGOVERNMENTAL LUNCHEON

Monday, February 24, 2025
12:00-1:00 p.m.

Rockin K's
1880 Event Space
1880 Kimball Avenue
Manhattan, KS

AGENDA

- I. Gather and luncheon (11:30 a.m. – 12:00 p.m.)
- II. Convene and Introductions
- III. Agenda Topics
 - A. Valuations – Anna Burson, Riley County Appraiser
 - B. Fake Patty's Day – Erin Freidline, RCPD Deputy Director and Major Scott Hajek, RCPD Chief of Patrol
- IV. Legislative Items of Interest
- V. Miscellaneous Discussion Items and Announcements
- VI. Discussion about Potential Agenda Topics for Next Meeting
 - A. aTa Bus – Anne Smith, aTa Bus Director
- VII. Next Meeting Date: Monday, March 24, 2025
- VIII. Adjournment

For those who have RSVP'd for lunch, food will be served starting at 11:30 a.m.

Payments will be collected on site by Rockin K's.