



**Board of Riley County
Commissioners
Regular Meeting
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

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. 21st District Judicial Nominating Commission
4. Sign a Tax Roll Correction
5. Sign Riley County Employee Action Form(s)
6. Discuss County Officials Luncheon

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Feb 26, 2024 8:30 AM

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

10. Administrative Work Session

9:20 AM

Bob Isaac, Planner

11. Rezone three unplatted tracts of land from SF-1 (Single Family Residential) to AG (Agricultural District).

9:35 AM

Elizabeth Ward, Human Resources Director

12. 2023 Flint Hills Regional Leadership Program and NaCO High Performance Leadership Academy Review

- 10:05 AM Shelley Woodard, Deputy County Counselor**
13. Animal Control Officer Discussion with the City of Manhattan
- 10:25 AM Elizabeth Ward, Human Resources Director**
14. Request to Expand Paid Leave Benefits for Riley County Employees
- 10:45 AM David Adams, EMS/Ambulance Director**
15. EMS/Ambulance Staff Update
16. Request To Fill Open Position
- 11:10 AM Elizabeth Ward, Human Resources Director**
17. Request to Appoint Interim Director of Community Corrections
- 11:20 AM John Ellermann, Public Works Director/County Engineer**
18. BHS Guaranteed Maximum Price Amendment
- 11:40 AM Cory Meyer, IT/GIS Director**
19. IT/GIS Staff Update - February 2024

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.



COUNTY CLERK & ELECTIONS
Boards

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Senior Administrative Assistant

MEETING: February 29, 2024

SUBJECT: 21st District Judicial Nominating Commission

PRESENTER: Cindy Kabriel, Senior Administrative Assistant

BACKGROUND

Johanna Lyle's term expires March 4, 2024 on the 21st District Judicial Nominating Commission. Riley County sends interest forms to members that have terms that are expiring. Johanna returned her interest form as not interested in serving another term. Derrick Roberson is the contact for the board. He presented a list of names that would be excellent members of the Nominating Commission for the commissioners to consider for the appointment.

1. J. Kevin Ingram, President, Manhattan Christian College
2. Jan Marks, Retired Managing Partner, Varney & Associates
3. Dan Yunk, Retired Superintendent, USD 383
4. Neil Horton, VP, Bayer Construction Co., Inc.
5. Janette Miller, Owner, Steve's Floral
6. Therese Miller, Retired Loan Officer, Community First National Bank

POSSIBLE MOTION(S)

Move to appoint _____ to the 21st District Judicial Nominating Commission to fill Johanna Lyle's position.

Move to deny

Move to modify

Move to table

Enclosures:



COUNTY CLERK & ELECTIONS
Tax Roll Correction

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

COMMISSION AGENDA REPORT

FROM: Lori Muir, Real Estate Specialist
MEETING: February 29, 2024
SUBJECT: Sign a Tax Roll Correction
PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve the Tax Roll Correction.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- image32344 (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2024/02/27 1

4.a

Taxpayer ID HYVE0001
Owner ID HYVE0001

Control # 2024000116

Tax Year 2023
Tract # 935004

HY-VEE INC

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

MANHATTAN
MARKETPLACE SHOPS
UNIT 1 LOT 4

5820 WESTOWN PKWY

TU 10 Manhattan City TIF #5
Parcel 1055

WEST DES MOINES, IA 50266-8223

USD 383

Property Address

APPRAISER SECTION (Value)

2024/02/27 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CU	2626030	4979770	7605800

Total	2626030	4979770	7605800
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Assessed Prior to Correction:

CU	656508	1244943	1901451
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Total	656508	1244943	1901451
SB41			

Appraised After Correction:

CL	Land	Imp	Total
CU	2626030	4523970	7150000

Total	2626030	4523970	7150000
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Assessed After Correction:

CU	656508	1130993	1787501
----	--------	---------	---------

Total	656508	1130993	1787501
SB41			

Net Change	455800-
------------	---------

Net Change	455800-
------------	---------

Net Change	113950-
------------	---------

Total	113950-
SB41	

CLERK SECTION (Tax)

2024/02/27 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 150.37500	Gen Tax	285930.70
----------------	---------	-----------

SB41 \$		
---------	--	--

SB41 Tax Dollars	285930.70
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Tax After Correction:

Levy 150.37500	Gen Tax	268795.46
----------------	---------	-----------

SB41 \$		
---------	--	--

SB41 Tax Dollars	268795.46
------------------	-----------

Net Change	17135.24-
------------	-----------

Net Change	17135.24-
------------	-----------

TREASURER SECTION (Summary)

Net Change in Assessed Value

(no SB41 influence)	113950-
---------------------	---------

Applicable Mill Levy	150.37500
----------------------	-----------

Net Change in Levied Tax Dollars	17135.24-
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Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code CO C.O.T.A./OTHER Rate 4.00%

Tax Statement # 17802

Comments BOTA Stipulated value

Docket #2023-2431-EQ

Owner HYVE0001

HY-VEE INC

Net Change in Total Tax Dollars	17135.24-
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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:



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 29, 2024

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2024-02 Fire KWard EAF (DOCX)
- 2024-02 PW BWege EAF (DOCX)
- 2024-02 Appraiser SSmithson (DOCX)
- 2024-02 Appraiser RCuevasLeon (DOCX)
- 2024-02 CTrocheck EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Kyle Ward**Status Change Date:** 03/19/2024**Status Change:** New Hire**Date of Hire:** 03/19/2024**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 K Ward EAF (14541 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Brett Wege**Status Change Date:** 03/16/2024**Status Change:** Promotion**Date of Hire:** 4/12/2021**Seniority:** 2 Year(s), 10 Month(s)**Position:** Traffic Control Tech**Position Type:** Full-Time**Pay Range:** 5**Pay Type:** Hourly**Base Rate:** \$20.88**Annualized Pay:** \$43,430.40**Funds Codes:** 1-County General, 40- Public Works**Supervisor:** Jason Anderson**Department Head:** John Ellermann

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-02 PW BWege EAF (14541 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Sarah Smithson**Status Change Date:** 2/20/2024**Status Change:** New Hire**Date of Hire:** 3/11/2024**Seniority:** 0 Month(s)**Position:** Appraiser I-Residential**Position Type:** Full-Time**Pay Range:** Range 6**Pay Type:** Hourly**Base Rate:** \$21.67**Annualized Pay:** \$45,073.60**Funds Codes:** 1-County General, 22-Appraiser**Supervisor:** Danny Williams**Department Head:** Anna Burson

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-02 Appraiser SSmithson (14541 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Rafael Cuevas Leon**Status Change Date:** 2/26/2024**Status Change:** Separation**Date of Hire:** 5/15/2023**Seniority:** 9 Month(s)**Position:** Appraiser I-Commercial**Position Type:** Full-Time**Pay Range:** Range 7**Pay Type:** Hourly**Base Rate:** \$21.53**Annualized Pay:** \$44,782.40**Funds Codes:** 1-County General, 22-Appraiser**Supervisor:** Steve Schurle**Department Head:** Anna Burson

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-02 Appraiser RCuevasLeon (14541 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Christina Trocheck**Status Change Date:** 4/1/2024**Status Change:** New Hire**Date of Hire:** 4/1/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Assistant County Attorney**Position Type:** Full-Time**Pay Range:** FF**Pay Type:** Salary**Base Rate:** \$5,384.62**Annualized Pay:** \$140,000.00**Funds Codes:** Attorney [1]**Supervisor:** Barry Wilkerson**Department Head:** Barry Wilkerson

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-02 CTrocheck EAF (14541 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
March 07, 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. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Elizabeth Ward, Human Resources Director

2. Human Resources update

9:15 AM

Michael Boller, Noxious Weed Director

3. Staff update

9:30 AM

Anna Burson, Appraiser

4. Staff update

9:45 AM

Brittany Phillips, Budget and Finance Officer

5. 2024 Budget Calendar

10:00 AM

Amanda Webb, Planning/Special Projects Director

6. Staff update

10:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

7. Administrative Work Session

10:30 AM

Ron Fehr, Manhattan City Manager

Attachment: 03-07-24 tentative agenda (14181 : Tentative Agenda)

8. General update City of Manhattan

11:00 AM

Julie Gibbs, Health Department Director

9. Staff update
10. Aid to local grant
11. Substance Misuse Task Force recommendations

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: 03-07-24 tentative agenda (14181 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
March 11, 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. Discuss Good Morning Manhattan

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Rich Vargo, County Clerk

2. Year to date budget and expenditure reports

9:15 AM

Evan McMillan, Assistant County Engineer

3. Deep Creek Rate Resolution
4. Hunter's Island Rate Resolution

9:30 AM

Press Conference

5. Downtown Manhattan update - Gina Snyder (3-5 minutes)

9:40 AM

Larry Cale

6. Valleywood drainage issues

9:50 AM

Elizabeth Ward, Human Resources Director

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

10:10 AM

John Ellermann, Public Works Director/County Engineer

8. Project update

Attachment: 03-11-24 tentative agenda (14181 : Tentative Agenda)

- 10:25 AM Russel Stukey, Emergency Management Director**
9. Staff update
- 10:40 AM Clancy Holeman, Counselor/Director of Administrative Services**
10. Administrative Work Session
- 11:00 AM Katharine Hensler, Museum Director**
11. Staff update
- 11:15 AM Anna Burson, Appraiser**
12. Out of State Travel Requests
13. Request to refill a position
- 12:00 PM County Officials Luncheon**

Adjournment**Announcements**

Riley County Planning Board/Board of Zoning Appeals meeting will be held tonight at 7:30 p.m. in the Commission Chambers, Courthouse Plaza East Building, 115 N. 4th Street.

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, March 12, 2024 (KF).

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.



PLANNING & DEVELOPMENT
Public Hearing

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

RESOLUTION

FROM: Bob Isaac, Planner

MEETING: February 29, 2024

SUBJECT: Rezone three unplatted tracts of land from SF-1 (Single Family Residential) to AG (Agricultural District).

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 16, 2024, the Riley County Planning Board forwarded a recommendation to the Board of Commissioners of Riley County to approve the request to rezone three unplatted tracts

of land from SF-1 (Single Family Residential) to AG (Agricultural District), as it was found to be in general conformance with the Vision 2025 Comprehensive Plan.

STAFF RECOMMENDATIONS:

Staff also recommends approval of the request to rezone three unplatted tracts of land from SF-1 (Single Family Residential) to AG (Agricultural District) for the same reasons.

POSSIBLE MOTION(S)**ACTION NEEDED FOR REZONING:**

- . **Move** to sign Resolution 022924-_____ approving the request to rezone three unplatted tracts from SF-1 (Single Family Residential) to AG (Agricultural District).
- . **Move** to sign Resolution 022924-_____ denying the request to rezone three unplatted tracts from SF-1 (Single Family Residential) to AG (Agricultural District).
- . **Move** to table the request to rezone the described property to a specific date, indicating the reasons for tabling.

ATTACHMENT(S):

- Staff report
- Maps
- Excerpt of Planning Board minutes

Enclosures:

- Staff Report (PDF)
- RCPB Minutes (PDF)
- Resolution Rezone Approve (PDF)
- Resolution Rezone Deny (PDF)



PLANNING & DEVELOPMENT

STAFF REPORT

Rezoning

PETITION:	#24-005	
APPLICANT:	Dane S. Boyd 2546 Vinson Dr. Manhattan, KS 66502	
PROPERTY OWNERS:	Dane S. Boyd Trust 2546 Vinson Dr. Manhattan, KS 66502-1525	Kimberly A. Ewing 4404 Grand Bluffs Ct. Manhattan, KS 66503-8932
REQUEST:	Rezone three unplatted tracts of land from SF-1 (Single Family Residential) to AG (Agricultural District).	
SIZE OF TRACT:	The subject site is approximately 83.72 acres.	
LOCATION:	Generally located approximately 1150 feet south of Deep Creek Lane, on the east side of Vinson Lane; Sections 2 & 3, Township 11 South, Range 8 East; Zeandale Township.	
JURISDICTION:	This application is subject to the requirements of the Riley County Land Development Regulations.	



Attachment: Staff Report (14518 : Rezone "SF-1" to "AG" Boyd-Ewing)

BACKGROUND: The applicant is requesting to rezone three contiguous, unplatted tracts of land (one owned by Dane S. Boyd Trust and two owned by (mother) Kimberly A. Ewing) from SF-1 (Single Family Residential) to AG (Agricultural District). The applicant stated that he and his mother run cattle on the land in conjunction with several hundred acres south of the subject property. He stated that he wishes to continue to utilize the three tracts for agricultural purposes without the use limitations of the SF-1 (Single Family Residential) zoning district. Furthermore, the grass runway/private airfield situated on the middle of the three contiguous tracts is also used for agricultural purposes but is not a permitted use within the SF-1 (Single Family Residential) district. Finally, an Agricultural Exemption will need to be approved for the existing house (reclassifying it from a non-agricultural residence to an agricultural residence) if the proposed rezoning is approved.

DESCRIPTION:

Physical site characteristics: Of the three tracts which constitute the subject property, the westernmost tract is developed with a single family residence. The middle tract is an undeveloped tract with a private airfield (grass runways). The easternmost tract is also undeveloped, with a communal wastewater treatment pond that serves Deep Creek Subdivision north of the property. School Creek runs along the northern border of the entire property, with a small portion of the middle tract lying within the unnumbered A Zone Floodplain. Areas around the creek and its tributaries are heavily wooded.

A recorded travel easement extends eastward from the terminus of Vinson Road to the vacant tract east of the applicant's home tract. This provides irrevocable access to a public road for the middle of the three contiguous tracts (see Figure 1). There is no request to vacate or otherwise alter this easement with this rezoning request.

General character of the area: The character of the area is divided by School Creek, with a mix of suburban residential uses and open space north of the creek, and large lot single family residential and agricultural uses south of the creek.

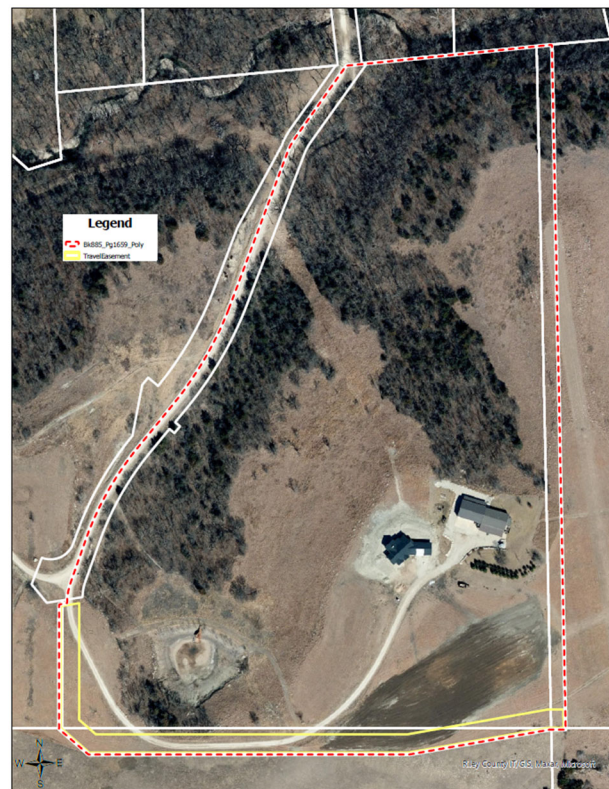


Figure 1

SUITABILITY OF ZONING:

Zoning History: The property was zoned to G-1 (General Agriculture) during the 1974 Zoning Conversion Process. A conditional use was approved in 1978 (Pet. #78-15), which allowed for the construction of four non-agricultural houses on four separate tracts; however, the property, in its entirety, was rezoned from G-1 (General Agriculture) to A-5 (Single Family Residential) in 1978 (#78-55). The zoning district name changed to A-5 (Single Family Residential) to SF-5 (Single Family Residential) in 2012, then to SF-1 (Single Family Residential) January 1, 2022.

Current Zoning: The subject property is currently zoned SF-1 (Single Family Residential). When the property was rezoned to single family residential (Pet. #78-55), the conditional use

(Pet. #78-15) was eliminated. Rezoning the property back to agricultural does not reinstate that conditional use. There are no variances or special uses associated with the site.

Proposed zoning: The applicant wishes to rezone three unplatted tracts of land from SF-1 (Single Family Residential) to AG (Agricultural District).

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

POTENTIAL IMPACT:

Public facilities and services:

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

Water and sewer: The developed tract is currently served by Wabaunsee Rural Water District #2, while the vacant tracts are not served. The home is also served by the communal wastewater treatment pond located on the easternmost tract.

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 site is within five road miles of a fire station, which results in an ISO rating of 6.

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

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 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.

Goal for agriculture:

To preserve and enhance the efficient utilization of rural land for agricultural purposes.

Objective A4: Minimize conflicts between agricultural and non-agricultural land uses.

Policies:

A4.4 Residential, commercial or industrial uses shall not be permitted in agricultural areas if they are likely to interfere with or become a nuisance to normal farming operations. Potential conflicts to be considered should include, but not be limited to: dust, odor, light, noise, erosion, crop spraying, domestic animals, children, traffic, pollution, fire risks and trespassing.

Future Land Use Map

According to the Future Land Use Map South (Figure 11.2) found in the Plan, the subject property is located outside of a designated growth area. The map shows the projected land use of the subject property as agricultural.

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 to rezone the subject property is consistent with goals and objectives of the Plan.

RILEY COUNTY ZONING REGULATIONS:

Agricultural Buffer: N/A

Riparian Buffer: N/A

COMMENTS AND CONCERNS:

ENVIRONMENTAL HEALTH: The Riley County Environmental Health Specialist has reviewed the request and reported there will be no sanitary code violations caused by this rezoning.

COUNTY ENGINEER: The County Engineer has reviewed the request and reported that Public Works has no concerns with this rezoning.

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

TOWNSHIP TRUSTEE: The Zeandale Township Trustee was sent a Development Review Memo; there was no response received.

RILEY COUNTY PLANNING BOARD:

On February 12, 2024, the Riley County Planning Board heard the request and unanimously forwarded a recommendation of approval of the request, based on reasons listed in the staff report.

STAFF RECOMMENDATIONS:

Staff recommended the Planning Board forward a recommendation to the Board of Commissioners of Riley County to approve the request to rezone the subject property based on the following:

- The existing uses are consistent with the proposed zoning district;
- The request is in general conformance with the goals and objectives of the Vision 2025 Comprehensive Plan;

Staff recommends that the Board of County Commissioners accept the recommendation of Riley County Planning Board and approve the request to rezone the subject property, as it has been determined that it meets the requirements of the Riley County Zoning Regulations, the Riley County Sanitary Code and is in general conformance with the Vision 2025 Comprehensive Plan.

POSSIBLE MOTION(S)

ACTION NEEDED FOR REZONING:

- A. **Move** to approve the request to rezone the subject property from “SF-1” (Single Family Residential) to “AG” (Agricultural District).
- B. **Move** to deny the request to rezone the subject property from “SF-1” (Single Family Residential) to “AG” (Agricultural District).
- C. **Move** to table the request to rezone the described property to a specific date, indicating the reasons for tabling.

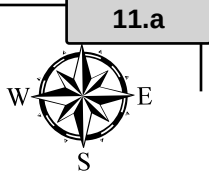
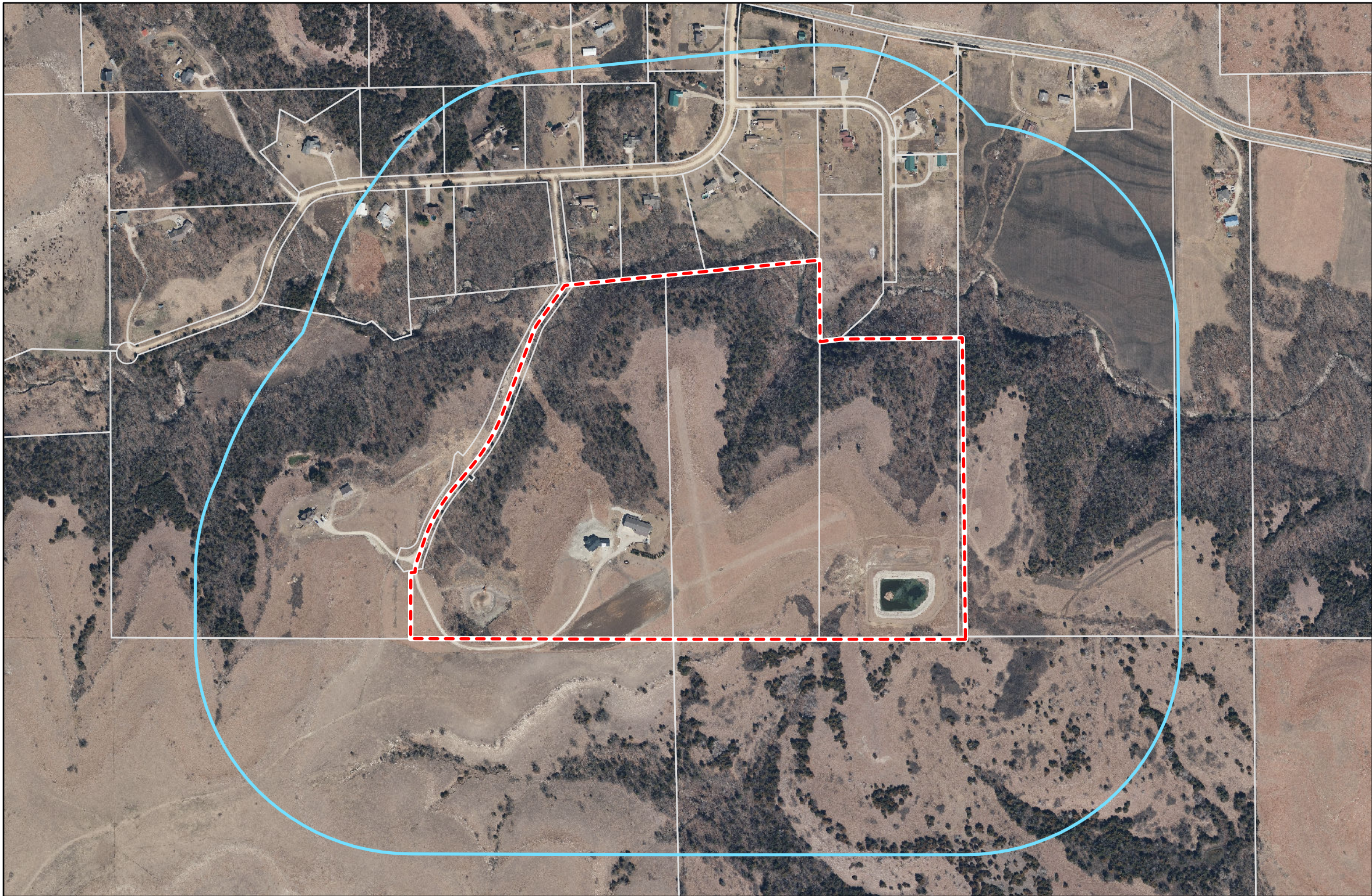
REASONS TO CONSIDER WHEN DECIDING A REZONING PETITION:

- ☐ Is the rezoning compatible with the character of the neighborhood?
- ☐ Is the rezoning compatible with the zoning and uses of properties nearby?
- ☐ Is the subject property not suitable for the uses allowed by the current zoning?
- ☐ Will the removal of the current restrictions by rezoning detrimentally affect nearby property?
- ☐ Has the subject property remained vacant as zoned for a substantial time period?
- ☐ Is the gain to the public health, safety and welfare by denying rezoning not as great as the hardship imposed upon the individual landowner?
- ☐ Is the rezoning consistent with the recommendations of permanent or professional staff?
- ☐ Does the rezoning conform to the adopted comprehensive plan?
- ☐ Will the rezoning detrimentally affect the conservation of the natural resources of the County?
- ☐ Will the rezoning result in the efficient expenditure of public funds?
- ☐ Will the rezoning promote the health, safety, convenience, prosperity and general welfare of the inhabitants of the County?

ATTACHMENTS:

- Vicinity/site map
- Surrounding zoning map
- Fire station map
- Stream Order map
- Floodplain map

Prepared by: Bob Isaac
February 13, 2024



11.a

VICINITY AND SITE

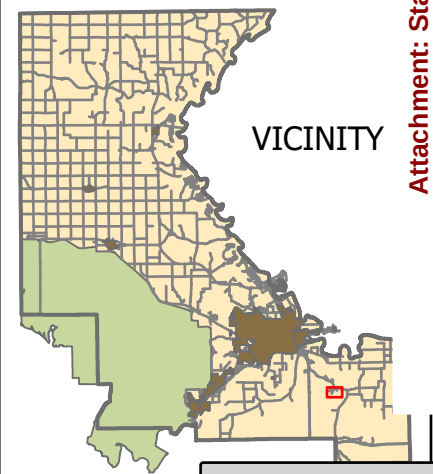
Boyd

#24-005
Rezone

SF-1 to AG

2-11-8
3-11-8

 1000' Buffer
 Site



VICINITY

Attachment: Staff Report (14518 : Rezone "SF-1" to "AG" Boyd-Ewing)



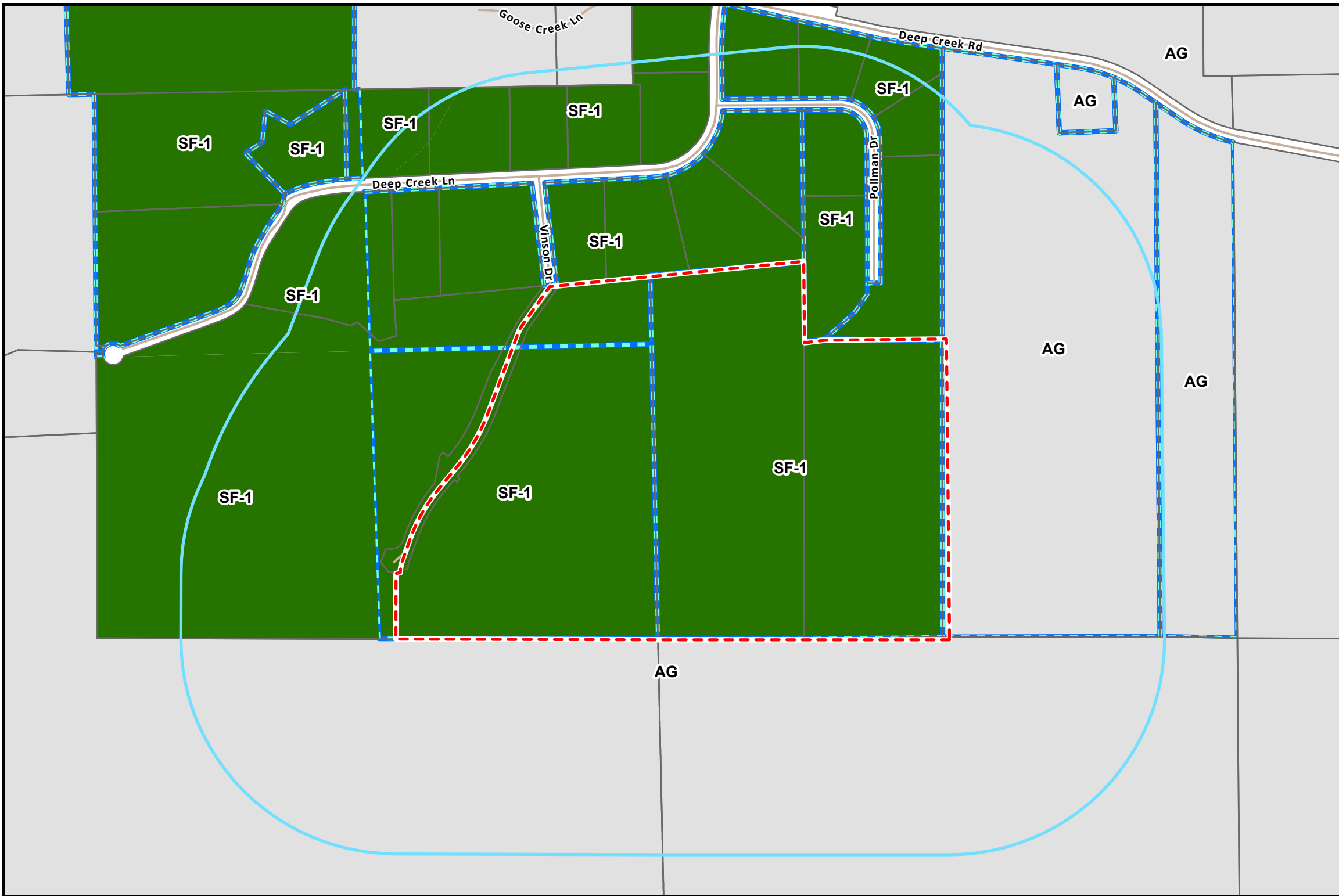
SURROUNDING ZONING

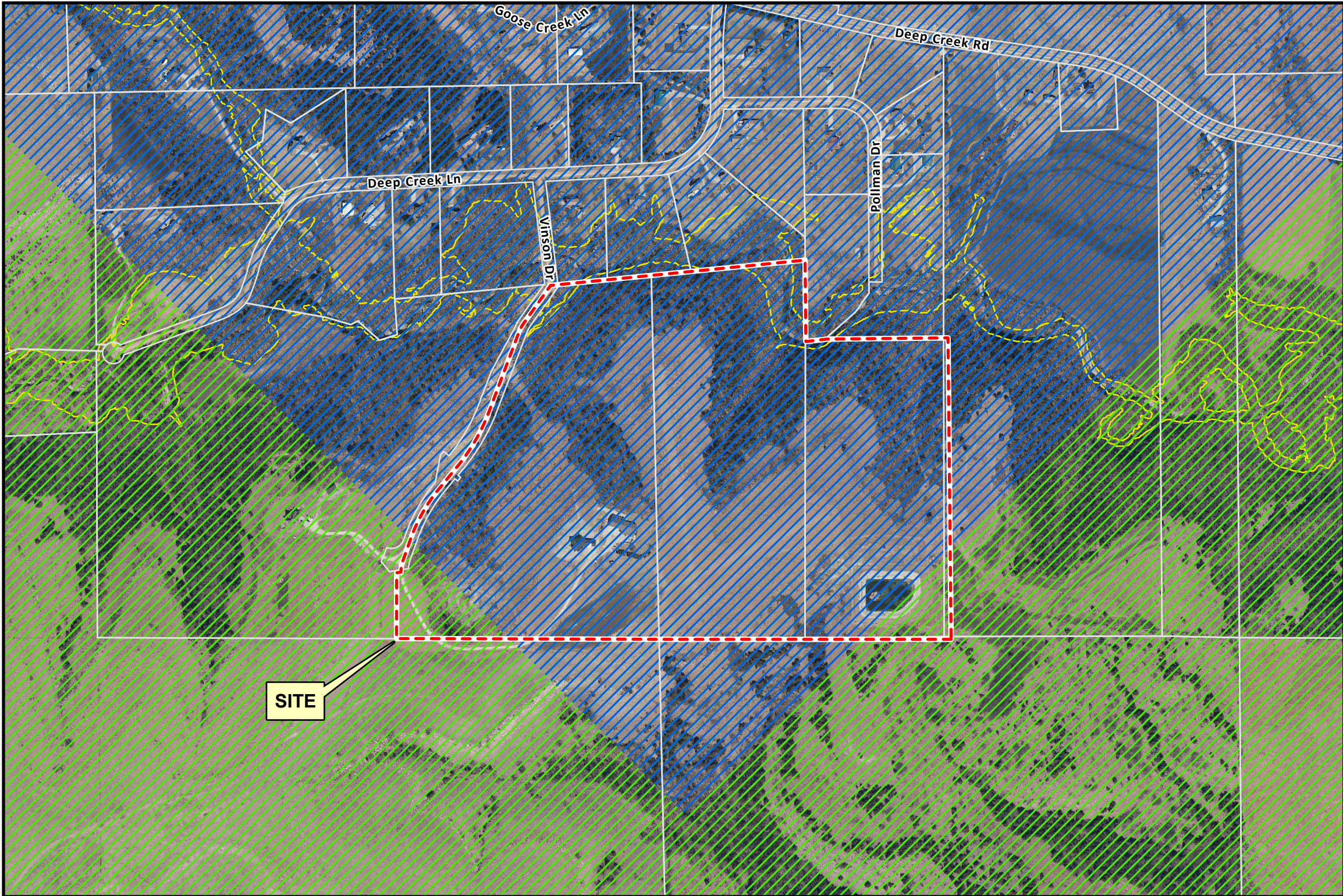
Boyd
#24-005
Rezone
SF-1 to AG
2-11-8
3-11-8

 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 (14518 : Rezone "SF-1" to "AG" Boyd-Ewing)





FLOODPLAIN

Boyd

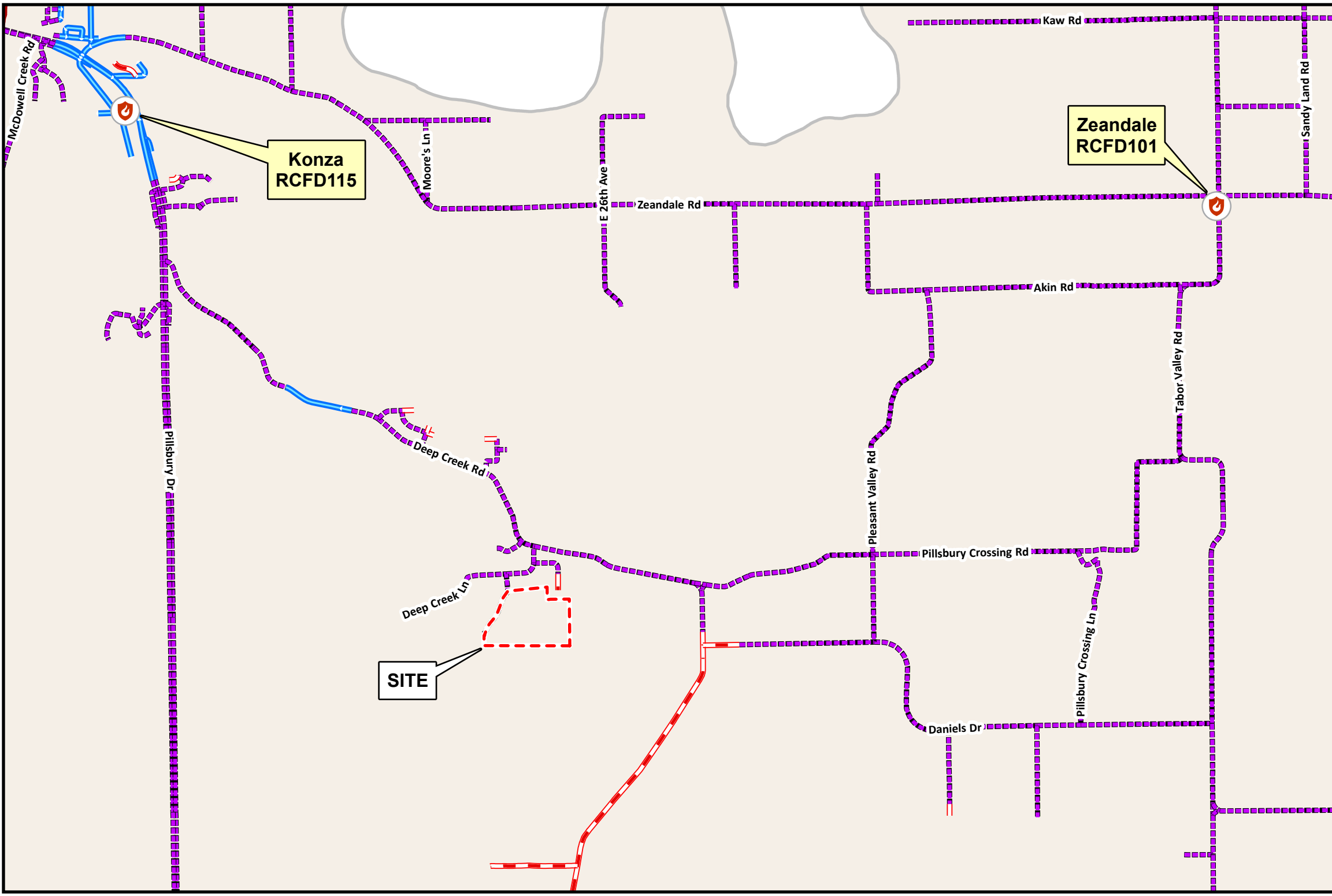
#24-005
Rezone

SF-1 to AG

2-11-8
3-11-8

Floodplain

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



FIRE STATIONS

Boyd

#24-005
Rezone

SF-1 to AG

2-11-8
3-11-8

 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)

Packet Pg. 27

Attachment: Staff Report (14518 : Rezone "SF-1" to "AG" Boyd-Ewing)

EXCERPT OF MINUTES

RILEY COUNTY PLANNING BOARD

February 12, 2024

Page 1

Boyd – Rezone

Chairman Wienck opened the public hearing at the request of Dane S. Boyd, petitioner, and Dane S. Boyd Trust and Kimberly A. Ewing, owners, to rezone three unplatted tracts of land from “SF-1” (Single Family Residential) to “AG” (Agricultural District) all located in Zeandale Township, Sections 2 & 3, Township 11 South, Range 8 East, in Riley County, Kansas.

Bob Isaac presented the request explaining the applicant and his mother run cattle on the land in conjunction with several hundred acres south of the subject property. He stated that he wishes to continue to utilize the three tracts for agricultural purposes without the use limitations of the SF-1 (Single Family Residential) zoning district. He said furthermore, the grass runway/private airfield situated on the middle of the three contiguous tracts is also used for agricultural purposes but is not a permitted use within the SF-1 (Single Family Residential) district. He said finally, an Agricultural Exemption will need to be approved for the existing house (reclassifying it from a non-agricultural residence to an agricultural residence) if the proposed rezoning is approved.

Mr. Isaac stated that a conditional use was approved in 1978, which allowed for the construction of four non-agricultural houses on four separate tracts of land; however, the property, in its entirety, was rezoned from G-1 (General Agriculture) to A-5 (Single Family Residential) in 1978 (#78-55) eliminating need for the conditional use. The zoning district name changed to A-5 (Single Family Residential) to SF-5 (Single Family Residential) in 2012, then to SF-1 (Single Family Residential) January 1, 2022. He stated rezoning the property back to agricultural does not reinstate the aforementioned conditional use. He said the applicant will have to apply for an Agricultural Exemption for the existing house.

Staff recommended the Planning Board forward a recommendation of approval of the request to the Board of County Commissioners to rezone the subject property from SF-1 (Single Family Residential) to AG (Agricultural District), as it has been determined that it is in general conformance with the comprehensive plan and meets the requirements of the Riley County Land Development Regulations and Riley County Sanitary Code.

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 forward a recommendation of approval of the request to the Board of County Commissioners to rezone the subject property from “SF-1” (Single Family Residential) to “AG” (Agricultural District). Joe Gelroth seconded. Carried 5-0.

Mr. Isaac announced that the Board of County Commissioners would hear the request on February 29, 2024 at 9:20 am, in the County Commission Chambers.

Attachment: RCPB Minutes (14518 : Rezone "SF-1" to "AG" Boyd-Ewing)

RESOLUTION NO. 022924-

**RESOLUTION AMENDING THE ZONING MAP OF RILEY COUNTY
CONCERNING THE USE OF CERTAIN REAL ESTATE
LOCATED IN ZEANDALE TOWNSHIP**

WHEREAS, pursuant to the provision of Section 3.9 of the Riley County Land Development Regulations, Dane S. Boyd, petitioner, and Dane S. Boyd Trust and Kimberly A. Ewing, owners, have requested that the classification of the below described Riley County real property, be changed from Zone “SF-1” (Single Family Residential) to Zone “AG” (Agricultural District); 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 has submitted its recommendation and report to the Board of Commissioners of Riley County, Kansas, recommending approval of the application; and

WHEREAS, More than 14 days have elapsed since the conclusion of the public hearing on the application and no valid protest against the proposal signed and acknowledged by owners of 20% or more of the property proposed to be rezoned or 20% of the total area which is located within 1,000 feet of the boundaries of the property proposed to be rezoned has been filed has been filed with the County Clerk of Riley County, Kansas, and all information presented has been carefully considered by the Board of Commissioners of Riley County, Kansas.

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

Section 1. That the facts set forth in the Planner's staff report and the recommendation of the Riley County Planning Board filed in the office of the Planning and Development Department have been received and considered by the Board of Commissioners of Riley County, Kansas and have been determined to be the controlling facts concerning the application.

Section 2. The request was found to be consistent with one or more of the following criteria as set forth in Golden v. City of Overland Park, 224 K. 591, 584 P.2d 130:

- a. The rezoning is compatible with the character of the neighborhood.
- b. The rezoning is compatible with the zoning and uses of properties nearby.
- c. The subject property is not suitable for the uses allowed by the current zoning.

- d. Removal of the current restrictions by rezoning will not detrimentally affect nearby property.
- e. The subject property has remained vacant as zoned for a substantial time period.
- f. The gain to the public health, safety and welfare by denying rezoning is not as great as the hardship imposed upon the individual landowner.
- g. The rezoning is consistent with the recommendations of permanent or professional staff.
- h. The rezoning conforms to the adopted comprehensive plan.
- i. The rezoning will not detrimentally affect the conservation of the natural resources of the County.
- j. The rezoning will result in the efficient expenditure of public funds.
- k. The rezoning will promote the health, safety, convenience, prosperity and general welfare of the inhabitants of the County.
- l. The rezoning is consistent with the recommendation of the Planning Board.

The zoning classification of the following described real estate in Riley County, Kansas:

A TRACT OF LAND LOCATED IN THE NORTHEAST QUARTER OF SECTION 3, TOWNSHIP 11 SOUTH, RANGE 8 EAST OF THE SIXTH PRINCIPAL MERIDIAN, AND IN THE WEST HALF OF THE NORTHWEST QUARTER OF SECTION 2, TOWNSHIP 11 SOUTH, RANGE 8 EAST OF THE SIXTH PRINCIPAL MERIDIAN, ALL IN RILEY COUNTY KANSAS, MORE PARTICULARLY DESCRIBED AS FOLLOWS:
 BEGINNING AT THE SOUTHEAST CORNER OF THE NORTHEAST QUARTER (EAST QUARTER CORNER) OF SAID SECTION 3, SAID CORNER BEING MARKED BY A STONE; THENCE EASTERLY ALONG THE SOUTH LINE OF THE WEST HALF OF THE NORTHWEST QUARTER OF SAID SECTION 2 ON AN ASSUMED BEARING OF SOUTH 89 DEGREES 06 MINUTES 45 SECONDS EAST A DISTANCE OF 1322.49 FEET TO A POINT MARKED BY A STONE AT THE SOUTHEAST CORNER OF THE WEST HALF OF THE NORTHWEST QUARTER OF SAID SECTION 2; THENCE NORTHERLY ALONG THE EAST LINE OF THE WEST HALF OF THE NORTHWEST QUARTER OF SAID SECTION 2 ON A BEARING OF NORTH 00 DEGREES 17 MINUTES 21 SECONDS EAST A DISTANCE OF 1399.95 FEET TO A POINT MARKED BY CAPPED IRON BAR AT THE SOUTHEAST CORNER OF DEEP CREEK SUBDIVISION UNIT EIGHT; THENCE LEAVING SAID EAST LINE WESTERLY ALONG THE SOUTH LINE OF DEEP CREEK SUBDIVISION UNIT EIGHT ON A BEARING OF NORTH 89 DEGREES 41 MINUTES 53 SECONDS WEST A DISTANCE OF 563.44 FEET TO A POINT AT THE SOUTHWEST CORNER OF DEEP CREEK SUBDIVISION UNIT EIGHT BEING THE SOUTHEAST CORNER OF DEEP CREEK SUBDIVISION UNIT TEN; THENCE WESTERLY ALONG THE SOUTH LINE OF DEEP CREEK SUBDIVISION UNIT TEN ON A BEARING OF SOUTH 84 DEGREES 12 MINUTES 00 SECONDS WEST A DISTANCE OF 96.98 FEET TO A POINT AT THE SOUTHWEST CORNER OF DEEP CREEK SUBDIVISION UNIT TEN; THENCE NORTHERLY ALONG THE WEST LINE OF DEEP CREEK SUBDIVISION UNIT TEN ON A BEARING OF NORTH 00 DEGREES 18 MINUTES 30 SECONDS EAST A DISTANCE OF 378.11 FEET TO A POINT MARKED BY A 5/8" IRON BAR WITH A PLASTIC CAP AT THE SOUTHEAST CORNER OF DEEP CREEK SUBDIVISION;

THENCE WESTERLY ALONG THE SOUTH LINE OF DEEP CREEK SUBDIVISION ON A BEARING OF SOUTH 85 DEGREES 12 MINUTES 45 SECONDS WEST A DISTANCE OF 1187.68 FEET TO A POINT MARKED BY A 5/8" IRON BAR WITH A PLASTIC CAP IN THE CENTERLINE OF A PERMANENT ROAD EASEMENT DESCRIBED IN A GRANT OF PERMANENT EASEMENT TO THE BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS, FOUND IN THE RILEY COUNTY REGISTER OF DEEDS' OFFICE IN BOOK 853 ON PAGE 8953; THENCE LEAVING THE SOUTH LINE OF DEEP CREEK SUBDIVISION SOUTHERLY ALONG THE CENTERLINE OF SAID PERMANENT ROAD EASEMENT THE FOLLOWING COURSES: FIRST, ON A BEARING OF SOUTH 36 DEGREES 15 MINUTES 26 SECONDS WEST A DISTANCE OF 217.75 FEET TO A POINT; THENCE ALONG A CURVE TO THE LEFT HAVING A RADIUS OF 170.00 FEET AN ARC LENGTH OF 42.95 FEET, THE CHORD OF SAID CURVE BEARS SOUTH 29 DEGREES 01 MINUTE 11 SECONDS WEST WITH A CHORD LENGTH OF 42.83 FEET TO A POINT; THENCE ON A BEARING OF SOUTH 21 DEGREES 30 MINUTES 40 SECONDS WEST A DISTANCE OF 396.84 FEET TO A POINT; THENCE ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 899.50 FEET AN ARC LENGTH OF 295.52 FEET, THE CHORD OF SAID CURVE BEARS SOUTH 30 DEGREES 55 MINUTES 23 SECONDS WEST WITH A CHORD LENGTH OF 294.19 FEET TO A POINT; THENCE ON A BEARING OF SOUTH 40 DEGREES 20 MINUTES 05 SECONDS WEST A DISTANCE OF 134.14 FEET TO A POINT; THENCE ALONG A CURVE TO THE LEFT HAVING A RADIUS OF 770.00 FEET AN ARC LENGTH OF 268.33 FEET, THE CHORD OF SAID CURVE BEARS SOUTH 30 DEGREES 21 MINUTES 05 SECONDS WEST WITH A CHORD LENGTH OF 266.98 FEET TO A POINT; THENCE ON A BEARING OF SOUTH 20 DEGREES 22 MINUTES 05 SECONDS WEST A DISTANCE OF 108.21 FEET TO A POINT; THENCE ALONG A CURVE TO THE LEFT HAVING A RADIUS OF 152.65 FEET AN ARC LENGTH OF 52.92 FEET, THE CHORD OF SAID CURVE BEARS SOUTH 10 DEGREES 26 MINUTES 13 SECONDS WEST WITH A CHORD LENGTH OF 52.65 FEET TO A POINT MARKED BY A 5/8" IRON BAR WITH A PLASTIC CAP AT THE TERMINATION OF SAID ROAD EASEMENT; THENCE WESTERLY ALONG THE SOUTHERLY LINE OF SAID ROAD EASEMENT ON A BEARING OF SOUTH 81 DEGREES 36 MINUTES 38 SECONDS WEST A DISTANCE OF 20.27 FEET TO A POINT MARKED BY A 5/8" IRON BAR WITH A PLASTIC CAP; THENCE LEAVING THE SOUTHERLY LINE OF SAID ROAD EASEMENT SOUTHERLY ON A BEARING OF SOUTH 01 DEGREE 02 MINUTES 20 SECONDS WEST A DISTANCE OF 305.49 FEET TO A POINT MARKED BY A 5/8" IRON BAR WITH A PLASTIC CAP ON THE SOUTH LINE OF THE NORTHEAST QUARTER OF SAID SECTION 3; THENCE EASTERLY ALONG SAID SOUTH LINE ON A BEARING OF SOUTH 88 DEGREES 57 MINUTES 40 SECONDS EAST A DISTANCE OF 1253.01 FEET TO THE POINT OF BEGINNING, CONTAINING 83.72 ACRES.

is hereby changed from Zone "SF-1" (Single Family Residential) to Zone "AG" (Agricultural District), and that the Riley County Official Zoning Map shall be changed to reflect the amendment, that the original resolution incorporating the said official map by reference is hereby amended and that said official map be reincorporated by reference as amended.

This resolution shall take effect and be in force from and after its publication in the official county newspaper.

GRANTED this 29th 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 Rezoning Approve (14518 : Rezoning "SF-1" to "AG" Boyd-Ewing)

RESOLUTION NO. 022924-
RESOLUTION DENYING CHANGING THE ZONING MAP OF RILEY COUNTY
CONCERNING THE USE OF CERTAIN REAL ESTATE
LOCATED IN ZEANDALE TOWNSHIP

WHEREAS, pursuant to the provision of Article 3 of the Riley County Land Development Regulations, Kansas, Dane S. Boyd, petitioner, and Dane S. Boyd Trust and Kimberly A. Ewing owners, have requested that the classification of the below described Riley County real property be changed from Zone “SF-1” (Single Family Residential) to Zone “AG (Agricultural District)”;

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

WHEREAS, the Riley County Planning Board has submitted its recommendation and report to the Board of Commissioners of Riley County, Kansas, recommending approval of the application; and

WHEREAS, More than 14 days have elapsed since the conclusion of the public hearing on the application, and no valid protest against the proposal signed and acknowledged by owners of 20% or more of the property proposed to be rezoned or 20% of the total area which is located within 1,000 feet of the boundaries of the property proposed to be rezoned has been filed with the County Clerk of Riley County, Kansas, and all information presented has been carefully considered by the Board of Commissioners of Riley County, Kansas.

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

Section 1. That the facts set forth in the Planner's staff report and the recommendation of the Riley County Planning Board filed in the office of the Planning and Development Department have been reviewed and considered by the Board of Commissioners of Riley County, Kansas and have been determined to be the controlling facts concerning the application.

Section 2. The request was found to be inconsistent with one or more of the following criteria set forth in Golden v. City of Overland Park, 224 K. 591, 584 P.2d 130:

- a. The rezoning is compatible with the character of the neighborhood.
- b. The rezoning is compatible with the zoning and uses of properties nearby.
- c. The subject property is not suitable for the uses allowed by the current zoning.
- d. Removal of the current restrictions by rezoning will not detrimentally affect nearby property.
- e. The subject property has remained vacant as zoned for a substantial time period.

- f. The gain to the public health, safety and welfare by denying rezoning is not as great as the hardship imposed upon the individual landowner.
- g. The rezoning is consistent with the recommendations of permanent or professional staff.
- h. The rezoning conforms to the adopted comprehensive plan.
- i. The rezoning will not detrimentally affect the conservation of the natural resources of the County.
- j. The rezoning will result in the efficient expenditure of public funds.
- k. The rezoning will promote the health, safety, convenience, prosperity and general welfare of the inhabitants of the County.
- l. The rezoning is consistent with the recommendation of the Planning Board.

Section 3. Using the above criteria, it was determined that the request be DENIED for the following reasons:

1. The rezoning will not result in the efficient expenditure of public funds.

The zoning classification of the following described real estate in Riley County, Kansas:

A TRACT OF LAND LOCATED IN THE NORTHEAST QUARTER OF SECTION 3, TOWNSHIP 11 SOUTH, RANGE 8 EAST OF THE SIXTH PRINCIPAL MERIDIAN, AND IN THE WEST HALF OF THE NORTHWEST QUARTER OF SECTION 2, TOWNSHIP 11 SOUTH, RANGE 8 EAST OF THE SIXTH PRINCIPAL MERIDIAN, ALL IN RILEY COUNTY KANSAS, MORE PARTICULARLY DESCRIBED AS FOLLOWS:
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was NOT changed from Zone "SF-1" (Single Family Residential) to Zone "AG" (Agricultural District).

DENIED this 29th 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 Rezoning Deny (14518 : Rezoning "SF-1" to "AG" Boyd-Ewing)



COUNTY CLERK & ELECTIONS
Personnel

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

MEMORANDUM

FROM: Elizabeth Ward, Human Resources Director

MEETING: February 29, 2024

SUBJECT: 2023 Flint Hills Regional Leadership Program and NaCO High Performance Leadership Academy Review

PRESENTER: Amanda Webb, Julie Gibbs and Cory Meyer

Amanda Webb will present on her experience and value of the Flint Hills Leadership Program in 2023.

Julie Gibbs and Cory Meyer will present on their experience and value of the NaCO High Performance Leadership Academy.

Enclosures:

- Flint Hills Regional Leadership Program Review 2023_Webb (PDF)



PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

Date: February 29, 2024
To: Board of County Commissioners
From: Amanda Webb, Planning Director
Re: Flint Hills Regional Leadership Program

I was fortunate to be a participant in the 2023-2024 class of the Flint Hills Regional Leadership Program. I had a positive experience, would highly recommend the program, and greatly appreciate the BOCC nominating me. Below are some of the highlights of the program and my experience.

Networking

My class was comprised of people from all over the region in a variety of capacities. I made many connections that will help in my professional role. I tend to be relatively introverted, but I wanted to make the most of the experience and worked hard to be outgoing. Everyone was excited, friendly, and supportive of each other and that made "coming out of my shell" a bit easier. In addition to my classmates, I met a lot of people from around the region during each of the sessions.

Flint Hills regional resources and amenities

Each session (1-2 days) focused on a particular area in the region. During each session, we learned of the many amenities and resources (and people!) of that region, plus had the opportunity to engage in activities and lessons aimed at a particular topic. For example, the program kicked off with a two-day session at Rock Springs Ranch (including Junction City/Geary County on the second day) where we learned team building and team engagement through several interactive activities, presentations, and discussions. This was the same for each session – we were able to tour many places, hear from many speakers, and always had at least one interactive activity amongst the group.

Being new(ish) to the area, I was excited to learn so much about the region as a whole and all there is to offer (which is a lot!). There are a lot of people doing great things here.

I served as Chair during Manhattan/Riley County Day, introducing speakers and helping to coordinate the day's activities.

Skill building

While the program has "leadership" in the title, there were many different skills we had the opportunity to learn or sharpen, including team building, collaboration, advocacy, servant leadership, visioning, entrepreneurship, and political literacy.

Community

One of the biggest takeaways from this program is the importance of helping our community. To that end, we will come back together and perform our class project in April with the cleaning and maintenance of Atomic Annie on the hill above Fort Riley.

Additionally, throughout the program, the class had the opportunity to assist with, financially and otherwise, many different charitable organizations (for example we donated \$1,000 and over 300 pounds of food for the Flint Hills Breadbasket).



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Discussion

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 29, 2024

SUBJECT: Animal Control Officer Discussion with the City of Manhattan

PRESENTER: Shelley Woodard, Deputy County Counselor

BACKGROUND

Historically Riley County has utilized the services of the City of Manhattan to provide animal control services. The agreement between the City and County lapsed and Riley County did not include funding for animal control services to the city in the 2024 budget.

DISCUSSION

The Board has expressed an interest in contracting with the City of Manhattan for animal control services. There have been some organizational changes at the City relating to animal control and representatives from Manhattan have agreed to attend and answer questions the Board has about their animal control officers and to discuss the Board's interest in contracting for services.

FISCAL IMPACT

Unknown

RECOMMENDATION(S)

Counsel recommends the Board provide direction on how the County should move forward with animal control services.

POSSIBLE MOTION(S)

None anticipated at this meeting.

Enclosures:



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Compensation and Benefits Workgroup

MEETING: February 29, 2024

SUBJECT: Request to Expand Paid Leave Benefits for Riley County Employees

PRESENTER: Elizabeth Ward, Human Resources Director

BACKGROUND

In the spring of 2022, Riley County became keenly aware of the increased difficulty in attracting new talent and retaining current employees.

For Riley County specifically, our time to fill new positions had increased dramatically, we were projected to have an unprecedented 92 job openings by the end of the year. The applicant pool for open positions averaged very small numbers and many departments were short-staffed and struggling with morale.

Furthermore, the longevity of employment (tenure) had decreased as well, meaning more employees were leaving Riley County for other jobs at a faster rate than in previous years. The turnover costs alone were more than ever before.

The efforts made by Riley County are paying off in recruiting new employees.

- In 2023, we had 63 open positions, and for 2024, we have a current projection of 60 job openings for the year.
- Candidate pools have increased.
 - In 2023 we had 2,452 applicants for 63 published positions
 - In 2024 we have had 462 applicants for 13 published positions
- Average time to fill open positions has decreased.

The most important group of people employers need to recruit is current employees. The cost of turnover, training, morale, and lost productivity can be avoided by keeping well-trained, engaged employees in the organization. But, employees want success at work as much as success at home; they need to have both, and they are willing to look to another employer to achieve that. According to Gallup, In 2023, 51% of employees were actively seeking out new job opportunities!

With focus on current employees, the Commissioners formed a workgroup in April of 2022 to examine the needs at Riley County employees, investigate which benefits current employees value most from their employer, and recommend a course of action.

The employee survey conducted in May of 2022 showed the highest employee needs are:

- 1) Equitable pay
- 2) Expanded Leave time.
- 3) Retirement match

** 205 employee responses collected*

County Commissioners addressed equitable pay and then directed the workgroup to study Riley County's leave benefit. Commissioners decided compressed work-weeks were not a good fit for Riley County but directed the workgroup and department heads in attendance to look at specific paid leave balances and present a researched proposal.

DISCUSSION

Employees request for expanded leave has been a discussion for over a decade, and includes the challenges presented by Annual Leave and Extended Sick Leave. These conversations center on the employee experience at Riley County. There are two separate issues surrounding these conversations:

- Riley County employees are not accruing PTO comparable to other municipalities and private companies.
- The misconception employees have of Extended Sick Leave has caused many employees to feel negatively towards the benefit.

In reviewing total PTO including Annual leave, sick leave, holiday and personal leave, Riley County employees, after the first year, accrue 29 days per year.

Of a 10-county comparison, Riley County has the lowest accrual rate; the other counties accrue between 30 and 47 days annually. **See attached comparisons*

As of the last pay period, we had 32 employees with less than 2 days of annual leave and 21 employees with less than 2 days of ESL accrued.

The workgroup and Department Heads initiated a proposal for expanded leave accrual. We believe by adding leave time to our employee benefit package, along with educating our employees on how PTO works (includes vacation and sick leave hours), Riley County will have more engaged and productive employees. One of the key components is the stand-alone personal day, which has been shown in many studies to be a great morale booster. According to

the Society of Human Resource Management, employees at all levels benefit from a paid personal day off work, becoming more engaged and productive when they return to work.

Therefore, the workgroup and the Department Heads propose expanding leave accrual and a separate personal day which will not accrue from year to year.

Separate from accrual rates, employees' collective view of Extended Sick Leave (ESL) has evolved to have a negative impact on retention. Many employees see ESL as a sick leave bank, which it is not.

ESL is an internal short-term disability benefit created by the county to ensure long-term employees who face critical, or life-threatening illness, for themselves or a family member, have financial assistance to continue their health insurance benefits and pay their bills when on extended leave.

ESL can only be accessed when the employee is on illness-related leave for more than 3 consecutive days. Those that have had to use ESL for long-term leave understand the value, but those who have sick children at home, deal with cold, flu or other short-term illness, see this accrual as something being withheld from them. The negativity surrounding ESL is palpable and several previous employees stated this is one of the reasons they left county employment.

The workgroup proposes a cultural change to ESL, rebranding it as Critical Leave and educating employees on the importance of having a short-term disability bank of paid leave.

In combination with the additional PTO, I believe the effect on employee engagement will greatly increase our retention efforts.

FISCAL IMPACT

Additional Paid Time Off (PTO) days and a personal day will not increase the approved budget, nor impact the 2025 budget requests as full annual salaries are already approved in the budget.

The true impact to Riley County will be in productivity of engaged workers, increased retention, and shorter periods of open recruitment time.

There is a misconception that time off for employees correlates with lower productivity, however the opposite is actually true up to a balancing point. Employees who are successful, content and fulfilled in their personal lives are engaged, interested and productive in their work.

RECOMMENDATION(S)

The Department Heads and the Compensation and Benefits Workgroup believe the best way to meet the needs of employee well-being, competitive benefits and remain an employer of choice, while adding no additional expenses to the county is to approve the expanded PTO, change from ESL to Critical Leave and the additional Personal Day. This is a solution that meets the needs of employees, while sustaining quality services and protecting tax-payers from additional costs.

POSSIBLE MOTION(S)

I move the board approve expansion of PTO, change of ESL to Critical Leave and a Personal Day effective March 2, 2024.

ALTERNATIVE MOTION(S)

I move the board approve expansion of PTO and change of ESL to Critical Leave effective March 2, 2024.

I move the board approve expansion of PTO and Personal Day effective March 2, 2024

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- BoCC EMPLOYEE LEAVE ACCRUAL Proposal 2024-03 (DOCX)
- Leave Policy Personal Day policy draft(DOCX)
- BoCC EMPLOYEE LEAVE ACCRUAL Comparison 2024-03 (DOCX)

Paid Time Off (PTO) and Critical Leave

The County provides Paid Time Off (PTO) to be used for personal and sick leave. Critical Leave is paid leave solely provided for long-term illnesses. Critical Leave is not an earned right, but a benefit provided by the County Commissioners for employees who experience long-term illnesses. Critical Leave is not intended to replace PTO, or to be used for sick leave.

Amounts of Leave: Only full-time and part-time employees are eligible for PTO and Critical Leave. Upon the first day of work, eligible employees will begin to accrue PTO and Critical Leave. Regular full-time employees will accrue at the rates in the chart below. Accruals for regular part-time employees will be prorated based on scheduled hours. *RCEMS employees refer to specific chart.

<i>Length of Service</i>	CURRENT Accrual		PAID TIME OFF (PTO) PROPOSAL		CRITICAL LEAVE PROPOSAL-NO CHANGE	
	<i>Per pay period</i>	<i>Maximum Accrual</i>	<i>Per Pay Period</i>	<i>Maximum Accrual</i>	<i>Per Pay Period</i>	<i>Annual Accrual</i>
First Year	3.69 hours	96(12 days)	4 hours	104 (13 days)	1.85 hours	48 hours
2 nd to 4 th year	5.54 hours	144 (18 days)	5.54 hours	152 (19 days)		
5 th -10 th years	5.54 hours	144 (18 days)	6.77 hours	176 (22 days)		
11+ years	6.46 hours	168 (21 days)	7.69 hours	200 (25 days)		

RCEMS Leave Accrual

<i>Length of Service</i>	CURRENT Accrual		PAID TIME OFF(PTO) PROPOSAL		CRITICAL LEAVE PROPOSAL-NO CHANGE	
	<i>Per Pay Period</i>	<i>Maximum Accrual</i>	<i>Per Pay Period</i>	<i>Maximum Accrual</i>	<i>Per Pay Period</i>	<i>Annual Accrual</i>
First Year	4.63 hours	120 (5 days)	5.54 hours	144 (6 days)	2.77 hours	72 hours
2 nd to 4 th year	6.46 hours	168 (7 days)	7.38 hours	192 (8 days)		
5 th -10 th years	6.46 hours	168 (7 days)	9.23 hours	176 (10 days)		
11+ years	8.31 hours	216 (9 days)	11.08 hours	288 (12 days)		

The tenure increase in the rates for accrual of PTO will become effective on the first day of the pay period following the anniversary date of the employment.

Leave Policy: Personal Day

All full-time, regular employees receive one floating personal day per year in addition to Riley County's regular paid personal days and annual leave. This floating personal day may be used for any approved day during which Riley County remains open.

Floating personal days are available at the beginning of each calendar year for all current employees. A new employee hired before June 30 will receive one floating personal day upon hire; a new employee hired after June 30 will not receive a floating holiday until the beginning of the next full year of employment.

Employees must specify the day for which they are requesting to use a floating personal day. The request must be scheduled and approved no less than 2 weeks prior by the employee's immediate supervisor.

Floating personal days may be used in conjunction with any other type of approved leave.

Floating personal days will not be carried over to the next calendar year, nor may they be cashed out if not taken or paid upon termination of employment.

RILEY COUNTY EMPLOYEE LEAVE ACCRUAL

The totals below include all forms of paid time off (PTO), annual leave, sick leave, holiday, and personal leave.

After year 1, Riley County employees accrue 29 days of PTO each year.

- 18 days of annual leave
- 11 days holiday
- 0 personal days

**ESL is discussed below*

Of a 10-county comparison, Riley County has the least amount of paid leave accrual per year for mid-tier accrual rates. The other counties surveyed report accruing between 30 and 47 days annually. *totals collected Aug 2023

- Ottawa – 30
- Harper – 33
- Butler – 34
- Dickinson – 37
- Cherokee – 37
- Ellis – 38
- Saline 39
- Montgomery – 40
- Miami - 41
- Geary – 47
- The City of Manhattan accrues 38 days/year.

Three non-government organizations responded to the request for leave accrual rates for new employees. K-State Bank accrues 33 days, Community 1st Bank accrues 31.5 days, and K-State accrues 34.5 days.

Several of the above-listed also offer paid parental leave, up to 6 weeks. Ottawa does not require salaried employees to take leave when away from work.

*Additionally, Riley County, and several other counties grant Extended Sick Leave through an accrual system and a shared donation bank. These hours are only accessible with medical certification of an extended illness lasting more than 3 consecutive days.



EMS/AMBULANCE
Staff Update

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

STAFF REPORT

FROM: David Adams, EMS/Ambulance Director
MEETING: February 29, 2024
SUBJECT: EMS/Ambulance Staff Update
PRESENTER: Josh Gering, EMS/Ambulance Asst. Director

Operations

Calls for service:

January- 428

911-Call volume by station:

Medic 11 located at 2011 Claflin Rd: 148

Medic 21 located at 11th & Poyntz: 124

Medic 31 located at 3060 TCB (Riley County Public Works): 57

Medic 41 located at Manhattan Regional Airport: 70

Medic 51- Leonardville: 28

The rest of the calls (if applicable) are for event standbys and supervisors writing reports.

Working on new building construction related topics.

Participate in Mental Health Working Group (Josh) and Task Force (David)

Participate in Substance Abuse Working Group (Josh) and Task Force (David)

Updated: 2/23/2024 1:14 PM by David Adams

Page 1

Packet Pg. 49

2nd new ambulance was inspected and delivered on the 27th. Will be getting radios and equipment installed in the coming week to ten days.

Hands only CPR/Stop the bleed training for county staff.

Conducting hiring processes.

Leadership tours of NBAF.

Fake Paddy's Day.

Observing field performance.

Event Standbys: 15

Preparing for NCAA and NIT tournament possibilities in Manhattan.

Education

100% review of all calls.

Review of data metrics to identify trends.

Training calendar

Protocol book development is ongoing.

Equipment updates and training.

Community Outreach:

Car seat check lanes.

Enclosures:

- Jan 24 EOM (XLSX)

EMS RESPONSES BY DAY OF THE WEEK		
Weekday	Count	Percent
01 - Sunday	38	9%
02 - Monday	78	18%
03 - Tuesday	72	17%
04 - Wednesday	67	16%
05 - Thursday	63	15%
06 - Friday	59	14%
07 - Saturday	51	12%
TOTAL	428	

EMS RESPONSES BY HOUR OF DAY		
Hour Range	Count	Percent
00:00:00 - 00:59:59	17	4%
01:00:00 - 01:59:59	8	2%
02:00:00 - 02:59:59	7	2%
03:00:00 - 03:59:59	7	2%
04:00:00 - 04:59:59	5	1%
05:00:00 - 05:59:59	8	2%
06:00:00 - 06:59:59	14	3%
07:00:00 - 07:59:59	9	2%
08:00:00 - 08:59:59	17	4%
09:00:00 - 09:59:59	22	5%
10:00:00 - 10:59:59	26	6%
11:00:00 - 11:59:59	26	6%
12:00:00 - 12:59:59	28	7%
13:00:00 - 13:59:59	33	8%
14:00:00 - 14:59:59	30	7%
15:00:00 - 15:59:59	25	6%
16:00:00 - 16:59:59	27	6%
17:00:00 - 17:59:59	22	5%
18:00:00 - 18:59:59	18	4%
19:00:00 - 19:59:59	29	7%
20:00:00 - 20:59:59	16	4%
21:00:00 - 21:59:59	11	3%
22:00:00 - 22:59:59	14	3%
23:00:00 - 23:59:59	9	2%

EMS RESPONSES BY UNIT CALL SIGN		
CALL SIGN	COUNT	PERCENT
Medic 11	148	35%
Medic 21	124	29%
Medic 31	57	13%
Medic 41	70	16%
Medic 51	28	7%

TOP 5 EMS RESPONSES BY DISPATCH REASON			
Complaint	Count	Percent	
Sick Person	72	17%	
Falls	63	15%	
Transfer	45	11%	
Breathing Problem	37	9%	
Seizure	28	7%	



EMS/AMBULANCE
Personnel

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

COMMISSION AGENDA REPORT

FROM: David Adams, EMS/Ambulance Director

MEETING: February 29, 2024

SUBJECT: Request To Fill Open Position

PRESENTER: Josh Gering, EMS/Ambulance Asst. Director

BACKGROUND

This is a request to fill an open full time Paramedic position within the EMS/Ambulance department.

DISCUSSION

This is a budgeted full time Paramedic position which was recently vacated. This position provides direct patient care and is assigned to an ambulance and is also responsible for working event standbys.

FISCAL IMPACT

This is a budgeted position with no adverse effects to our budget. Failure to fill this opening will result in increased overtime costs as this position must be staffed when assigned to a shift.

RECOMMENDATION(S)

Staff recommend approval to fill this position.

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:

- EMS Paramedic Position Description (PDF)
- 2024-02 Paramedic (FT) PAF (DOCX)

RILEY COUNTY, KANSAS POSITION DESCRIPTION

Job Title:	Paramedic – Full Time	
Department:	EMS/Ambulance Services	
Reports To:	EMS Station Captain	
Pay Range:	Paramedic	Status: Full Time
FLSA Status:	Non-Exempt	

POSITION SUMMARY: The Paramedic will lead and provide direct patient care within their scope of practice independently and in support of their partner in the pre-hospital, and inter-facility transfer settings. The employee will participate in the care and maintenance of facilities, equipment, and ambulances. The employee must be able to work independently, prioritize multiple tasks and maintain a high level of patient/customer satisfaction. EMS works 12/24/36 hour shift structures.

ESSENTIAL FUNCTIONS:

- Proficiently performs skills within the scope of practice of a Paramedic in a compassionate and caring manner.
- Proficiently performs ALS skills including advanced airway management, IV/IO insertion, medication administration, 4-Lead and 12-lead EKG placement and interpretation, defibrillation and pacing, chest decompression. This list is not all inclusive.
- Leads, anticipates, and reacts to partner's needs in support of patient care
- Works independently, multi-tasks and manages a multi-casualty scene
- Maintains professional image and promotes professional relationships among EMS, health care and other public service personnel and encourages communication at all levels.
- Documents accurately and timely the electronic medical record
- Participates in routine shift duties (daily, weekly, and monthly activities)
- Is available for event standby time per guidelines.

SECONDARY FUNCTIONS:

- Maintains positive and professional relationship with local emergency service providers, hospital staff, physicians, and other community shareholders.
- Performs other duties as assigned.

POSITION REQUIREMENTS:

Education: High School diploma or equivalent required

Certificate(s)/License(s):

- Kansas Certified Paramedic required.
- Advanced Cardiac Life Support credentialed from the American Heart Association within 6 Months of hire.
- BLS Provider credentialed from the American Heart Association, or Riley County EMS credentialed within 6 months upon hire.
- Valid Kansas Driver's License History of minimal violations. Satisfactory Motor Vehicle Record and insurability also required.

Updated Jan 2023

One or more of the following:

- Pediatric Advanced Life Support or Emergency Pediatric Care within 6 months of hire date or closest offered date of hire date.
- Advanced Medical Life Support required within 6 months of hire Successfully completed RCEMS credentialing program.

Skills: Ability to appraise emergency medical services and making appropriate decisions that could affect the population of the county. Ability to understand complex oral and written instruction, ability to speak and write effectively, and ability to give clear, concise instruction orally and in writing. Must demonstrate compassion and professionalism and have the ability to inspire and motivate others along with the emotional intelligence to provide care during emotionally stressful situations. Must be able to assess patient needs and possess quality psychomotor skills.

Supervisory Controls: Duties are performed regularly exercising discretion and independent judgment. Uses initiative in carrying out recurring assignments based on policy and Standard Operating Guidelines as defined by the director. EMS Officers review regular work assignments and give direction for task completion EMS Director/Assistant Director provide general direction and review progress towards goal completion.

Supervisory Responsibility: None

Guidelines: Federal, State, and County laws and regulations are the basic written guidelines. Established principles of emergency medical services and written emergency plans are guiding documents. EMS/Ambulance Director (or designee) provides guidelines and general direction. Guidelines may be provided orally or in writing. Other guides are available but the use of these require extensive training, previous experience, and good judgment to interpret and adapt to a variety of specific situations.

Complexity: This position makes decisions which involve the assessment of unusual circumstances, variations in approach, the use of incomplete and/or conflicting data. This position requires the employee to routinely exercise independent judgement and make careful interpretations of more technical and complicated guidelines. Meeting and dealing with many individuals of varying interests and levels of responsibility creates complexities of a high degree. These encounters often involve concepts, theories, or programs with undefined issues and elements.

Scope and Effect of Work: This position is responsible for making sound decisions that limit the County's liability exposure, improve public relations and enhance the County's professional image. If errors are made, the County's image is affected, accountability is lost, operations and projects are slowed or failed, services are not well provided and people's life's are affected and/or threatened.

Personal Contacts: Many contacts are involved. These include local, state and federal officials both within the emergency medical/ambulance services and in other agencies, volunteers, emergency medical victims, news media, contractors, and private citizens. Contacts may be initiated by the EMS/Ambulance Director, by other officials, or by members of the public. They may be groups or

individuals and may be scheduled in advance or impromptu at the workplace, other offices, the homes of citizens, or other locations throughout the County or State.

Purpose of Contacts: To exchange information; to receive instructions and to coordinate work scheduling; to receive requests for service; to instruct or train others; and to ensure the effective performance of tasks by others.

Physical Demand/Effort: The physical demands described are representative of those required met to successfully perform the essential functions of this job.

Occasionally required to sit in a stationary position. Frequently heavy physical demands when working the clinical area. The employee occasionally lifts/pushes/pulls 50+lbs, frequently lifts up of 25-50lbs and constant lift of up to 25lbs. Frequently performs activities that require stooping, bending, and reaching, squatting, balancing, and trunk twisting throughout the shift. Frequently communicate verbally and in written form. Required to have good visual, auditory and color determination. Will include high stress situations and several activities simultaneously

Work Environment/Conditions: The work environment characteristics described here are representative of those 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 exposed to blood, body fluids, fumes, or airborne particles, and sharp objects potentially contaminated with blood borne pathogens or other infectious agents. The noise level in the work environment is usually moderate. Working environment may quickly change from an office setting to an indoor acute care clinical setting or to an uncontrolled, unpredictable pre-hospital setting. May be exposed to extreme heat or cold environment, wet or slippery surfaces. May be exposed to patients with communicable diseases. Wears personal protective equipment as needed.

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.

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

- Submitted by David Adams on 02/22/2024 at 07:28 AM
- Elizabeth Ward, Final Approval

Internal Position Details (not displayed on job posting)		
Company Riley County, KS	Position Template EMS/Ambulance Paramedic [EMSPAR]	Work Location
Job ID 2262797	Salary \$20.98-\$22.23, \$76,430.14	Supervisor Position No
Pay Grade Paramedic [Paramedic]	EEO Class Technicians [3]	Workers Compensation 7705 [7705]
Cost Center 1 County General [1]	Cost Center 2 EMS/Ambulance [20]	Cost Center 3 --
1 Job Slot EMS/AMB-1		

Supervisor: David Adams

Department Head: David Adams

☒ No changes to Position or Budget

☒ Position Description attached

Total annual hours__3160__

☒ Budgeted

☐ New or updated position description

☐ New request for budget (details attached)

Salary: \$82,251 Budget for Benefits: \$32,489.14 Total proposed annual budget: \$14,740.14

Additional Position Comments:

BoCC Chair

BoCC Member

BoCC Member

Date:

Date:

Date:

Original document stored in Human Resources

Revised 2023-01

Attachment: 2024-02 Paramedic (FT) PAF (14533 : Request To Fill Open Position)



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 29, 2024

SUBJECT: Request to Appoint Interim Director of Community Corrections

PRESENTER: Elizabeth Ward

BACKGROUND

The Community Corrections Director position will be vacant as of April 1, 2024 with the resignation of current Director. In conjunction with the current Director, Shelly Williams, we believe it is vital to have an acting direction of Community Corrections in place by April 1, 2024. Current staff will be able to maintain daily operations for a period of time without a Director, however there are departmental responsibilities, including state, local and federal compliance issues, that will need to be ensured by someone with the authority of the Director position.

Historically, Riley County has made Interim Director appointment, when needed and when an internal staff member was able and willing to take on those roles.

This position is critical to Riley County operations and offers an important, as well as required, service to the citizens of Riley County.

DISCUSSION

The Community Corrections Director manages the Community Corrections department ensuring a cost-effective means of promoting public safety. The Director is responsible for balancing offender accountability, supervision, and ability to live a productive life within our community.

Unfortunately, since there have been staffing changes since the 2024 budget was approved, the personnel budget for this department will be \$24,146 short if we maintain current staff positions and appoint a new Director.

In early 2023 two long-term employees announced retirement for April 2024. The budget was prepared accordingly, however, one of those retirements has been rescinded and therefore, the personnel costs of the department are greater than the expected budget.

In order to ensure the department maintains compliance and quality service, an internal staff member could be appointed as interim director. There are two internal employees who are interested and able to perform the duties of director on an interim basis. We would recommend the Commissioners review and interview these two candidates and make a selection for the interim director position.

FISCAL IMPACT

The Community Corrections Director position is pay range DD with minimum annualized wage of \$99,987.91 and mid-range annualized wage of \$129,967.54.

By appointing an interim director from one of the two internal candidates, the salary for the interim position would be \$99,987.91 prorated for either a 3-month period or a 6-month period.

As requested, the Budget and Finance Officer projected personnel costs for 3, 4, 5-, and 6-month interim director beginning April 1, 2024.

- 3-month interim appointment - personnel costs projected \$10,608 under budget.
- 4-month interim appointment - personnel costs projected \$18,125 under budget.
- 5-month interim appointment- personnel costs projected \$29,400 under budget.
- 6-month interim appointment, personnel costs projected \$36,984 under budget.

These scenarios would create a balanced budget for Community Corrections for 2024.

The personnel budget projections for 2025 would not be affected by these changes.

This time frame would ensure the department continues with a strong leadership structure, while also remaining within the approved personnel budget.

RECOMMENDATION(S)

I recommend the Board of County Commissioners approve an interim appointment of 5 months for the Community Corrections Director position upon review of internal candidates.

The recommendation takes into consideration the unknown pay requirements of the permanent Director of Corrections.

POSSIBLE MOTION(S)

Move to approve: I move to approve an interim appointment of 5 months for the Community Corrections Director position upon review of internal candidates.

Move to deny: I move to deny an interim appointment for the Community Corrections

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Community Corrections Director position description (PDF)

Job Title:	COMMUNITY CORRECTIONS DIRECTOR	
Department:	Community Corrections	Division:
Reports To:	Board of County Commissioners	
Pay Grade:	DD	Status: Full Time
FLSA Status:	Exempt	

POSITION SUMMARY: The Community Corrections Director manages the Community Corrections department ensuring a cost-effective means to promote public safety. The Director is responsible for creating and executing a program that balances offender accountability, supervision, and the ability for offenders to live productively and lawfully in their community. versus to live a productive life within the community. Including: Adult Services, Juvenile Intake and Assessment, Juvenile Intensive Supervision Drug Court, and Youth Court Immediate Intervention Program.

ESSENTIAL FUNCTIONS:

- Oversee daily operations of the department and provide support to Supervision officers.
- Develop, plan, and implement department goals and objectives, remaining current with community needs.
- Develop and implement department services by coordinating and facilitating with other departments and outside agencies and organizations.
- Identify resources to enhance programs for justice involved individuals.
- Develop and administer the department's budget.
- Select, train, and evaluate Community Corrections personnel.
- Respond to and resolve difficult/sensitive citizen inquiries.
- Review and provide input into legislative issues affecting Community Corrections as needed.
- Manage RCCC resources to maximize public safety through multiple funding streams.

SECONDARY FUNCTIONS: The following activities are secondary only in the sense of the amount of time needed to carryout the activity:

- Create a positive work environment; enforce a safe workplace; create a culture of teamwork.
- Administer Riley County, state, local and federal policies and procedures related to employment.
- Administer State of Kansas and laws and regulations governing Community Corrections process.
- Provide direct offender services as needed.
- Update the BOCC on program services, initiatives, budget concerns and other items as needed.
- Represent the department in various County, community, and professional group meetings.
- Meet with the Joint Community Corrections Board as needed.
- Other duties as needed to ensure the effectiveness of the Community Corrections program.

POSITION REQUIREMENTS:

Education: Bachelor's degree in counseling, social work, social sciences, criminal or juvenile justice psychology or related field required.

Knowledge of the following required:

Effective principles and practices of Community Corrections program administration. Analysis and evaluation of programs, policies, and operational needs. Successful grant writing strategies. Advanced knowledge of personnel management, project management and strategic planning, budget preparation and administration and pertinent federal, state, and local laws, codes, and regulations.

License(s)/Certification(s): Valid driver's license in the State of Kansas required.

Experience: This position requires 6 years' experience working with youth and families. Prior

Updated 2024-01

supervisory experience is required. The position requires 5 years' management experience in the criminal justice field. The management experience must include experience with both adult and juvenile offenders. Experience working with a citizen advisory board is also necessary.

17.a

2 years minimum grant writing experience.

A working knowledge of Kansas criminal law is needed as well as a strong understanding of the related Kansas Administrative Rules and Regulations. Must be very familiar with both KDOC Adult & Juvenile Services state standards.

Skills: Ability to communicate clearly, both orally and in writing. Ability to identify complex problems and review related information to develop and evaluate options and implement solutions. Ability to create and present reports using Microsoft Word, Excel, and other tools to effectively communicate with diverse stakeholders. Ability to facilitate conflict resolution and positive teamwork. Ability to gain cooperation through discussion and persuasion. Must be able to develop and administer a comprehensive annual operational plan and corresponding budget. Must be skilled in the development of a fiscal plan and the monitoring of the same. Must be able to interpret and apply federal, state, and local policies, procedures laws, and regulations.

Physical Demands: The physical demands described represent those required 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 occasionally lift and/or move more than 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. Due to the occasional situation involving a verbally or physically aggressive offender, the director must be able to physically defend him or herself and/or subdue a violent offender.

Work Environment: The work environment characteristics described represent those 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 often exposed to dangerous elements or potentially criminal behaviors, urine and saliva samples, blood borne pathogens related to DNA collection, illnesses, and diseases common among incarcerated individuals, wet and/or humid conditions, and outside weather conditions. While interacting with offenders, the employee may interact with someone having a mental health crisis. The noise level in the work environment is usually moderate.

Must be willing to travel throughout the judicial district and State of Kansas as necessary.

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: Community Corrections Director position description (14543 : Request to Appoint Interim Director of Community Corrections)



PUBLIC WORKS
Amendment

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 29, 2024

SUBJECT: BHS Guaranteed Maximum Price Amendment

PRESENTER: John Ellermann

BACKGROUND

In late 2021 the Board approved a project to design and build a new EMS Headquarters/Station. Archimages is the designer and BHS Construction is the Construction Manager at Risk. As we get closer to construction to begin the Guaranteed Maximum Price has been established and ready for the Boards approval. Once GMP is approved BHS will be able to start procuring equipment and materials for the project. Site work and construction can begin after rezoning and permits are obtained. Project has 426 calendar days and an estimated completion around the end of May 2025.

DISCUSSION

The Guaranteed Maximum Price (GMP) Amendment is attached for the Board to review. The GMP is \$9,587,108.

FISCAL IMPACT

The GMP of \$9,587,108 will cover the construction costs and any associated BHS fees.

Overall project budget estimate is:

Design	\$1,107,160
Construction	\$9,587,108
FFE	\$ 500,000
IT	\$ 500,000
Misc.	<u>\$ 60,000</u>
	\$11,754,268

Costs associated with this project are from ARPA and CIP funds.

RECOMMENDATION(S)

Staff recommends approval of the GMP Amendment .

POSSIBLE MOTION(S)

Move to approve the Guaranteed Maximum Price Amendment.

Move to deny the Guaranteed Maximum Price Amendment.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- A133ExhibitA-2019 - Guaranteed Maximum Price Amendment (PDF)



AIA® Document A133® – 2019 Exhibit A

Guaranteed Maximum Price Amendment

This Amendment dated the 15 day of February in the year 2024, is incorporated into the accompanying AIA Document A133™–2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price dated the 10 day of August in the year 2023 (the "Agreement")

(In words, indicate day, month, and year.)

for the following **PROJECT:**

(Name and address or location)

Riley County Public Safety Headquarters
to be located on county-owned property, south of the existing Family and Child Resource Center, 115 Charles Little Road, Manhattan, Kansas

THE OWNER:

(Name, legal status, and address)

Riley County, Kansas
110 Courthouse Plaza
Manhattan, KS 66502

THE CONSTRUCTION MANAGER:

(Name, legal status, and address)

BHS Construction Inc, Subchapter S Corporation
301 S 4th St
Suite 210
Manhattan, KS 66502
Telephone Number (785) 537-2068
Fax Number (785) 537-1624

TABLE OF ARTICLES

- A.1 GUARANTEED MAXIMUM PRICE
- A.2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
- A.3 INFORMATION UPON WHICH AMENDMENT IS BASED
- A.4 CONSTRUCTION MANAGER'S CONSULTANTS, CONTRACTORS, DESIGN PROFESSIONALS, AND SUPPLIERS

ARTICLE A.1 GUARANTEED MAXIMUM PRICE

§ A.1.1 Guaranteed Maximum Price

Pursuant to Section 3.2.6 of the Agreement, the Owner and Construction Manager hereby amend the Agreement to establish a Guaranteed Maximum Price. As agreed by the Owner and Construction Manager, the Guaranteed Maximum Price is an amount that the Contract

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A201™–2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

Attachment: A133ExhibitA-2019 - Guaranteed Maximum Price Amendment (14544 : BHS Guaranteed Maximum Price Amendment)

Init.

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User Notes:

Sum shall not exceed. The Contract Sum consists of the Construction Manager's Fee plus the Cost of the Work, as that term is defined in Article 6 of the Agreement.

§ A.1.1.1 The Contract Sum is guaranteed by the Construction Manager not to exceed Nine Million, Five Hundred Eighty Seven Thousand, One Hundred Eight Dollars (\$ 9,587,108.00), subject to additions and deductions by Change Order as provided in the Contract Documents.

§ A.1.1.2 Itemized Statement of the Guaranteed Maximum Price. Provided below is an itemized statement of the Guaranteed Maximum Price organized by trade categories, including allowances; the Construction Manager's contingency; alternates; the Construction Manager's Fee; and other items that comprise the Guaranteed Maximum Price as defined in Section 3.2.1 of the Agreement.

(Provide itemized statement below or reference an attachment.)

See attached Exhibit B – Itemized Estimate

§ A.1.1.3 The Construction Manager's Fee is set forth in Section 6.1.2 of the Agreement.

§ A.1.1.4 The method of adjustment of the Construction Manager's Fee for changes in the Work is set forth in Section 6.1.3 of the Agreement.

§ A.1.1.5 Alternates

§ A.1.1.5.1 Alternates, if any, included in the Guaranteed Maximum Price:

Item	Price
Alt 1 - Flooring - LVT in lieu of Tile.	Deduct \$3,205.00
Alt 2 - Flooring - Carpet in lieu of Tile	Deduct \$3,059.00
Alt 3 - Roofing - Fleece Back roof membrane upgrade	Add \$10,543.00
Alt 4 - Mechanical Screen - Full Enclosure	Add \$62,600.00
Alt 5 - East Overhead doors change to 4 Fold Doors	Add \$86,401.00

§ A.1.1.5.2

(Paragraphs deleted)

All alternates listed in A.1.1.5.1 are accepted and included in the projects.

(Table deleted)

§ A.1.1.6 Unit prices, if any:

(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit (\$0.00)
General Conditions	Lump sum	459,025.00
Pre-construction Services	Lump sum	28,540.00

ARTICLE A.2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ A.2.1 The date of commencement of the Work shall be:

(Check one of the following boxes.)

☐ The date of execution of this Amendment.

☒ Established as follows:

(Insert a date or a means to determine the date of commencement of the Work.)

March 18, 2024 - Pending the following items are in place & complete: Fully Executed Contract and City Building Permit.

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of execution of this Amendment.

Init.

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User Notes:

§ **A.2.2** Unless otherwise provided, the Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for Substantial Completion of the Work. The Contract Time shall be measured from the date of commencement of the Work.

§ **A.2.3 Substantial Completion**

§ **A.2.3.1** Subject to adjustments of the Contract Time as provided in the Contract Documents, the Construction Manager shall achieve Substantial Completion of the entire Work:

(Check one of the following boxes and complete the necessary information.)

☐ Not later than () calendar days from the date of commencement of the Work.

☒ By the following date: May 17, 2025 - Pending the start date qualifications were met. If qualifications to start were not met, start date plus 426 calendar days.

§ **A.2.3.2** Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to Substantial Completion of the entire Work, the Construction Manager shall achieve Substantial Completion of such portions by the following dates:

Portion of Work	Substantial Completion Date
None identified	

§ **A.2.3.3** If the Construction Manager fails to achieve Substantial Completion as provided in this Section A.2.3, liquidated damages, if any, shall be assessed as set forth in Section 6.1.6 of the Agreement.

ARTICLE A.3 INFORMATION UPON WHICH AMENDMENT IS BASED

§ **A.3.1** The Guaranteed Maximum Price and Contract Time set forth in this Amendment are based on the Contract Documents and the following:

§ **A.3.1.1** The following supplementary documents:

Document	Title	Date	Pages
Geotechnical Report	Geotechnical Engineering Report, Riley County Public Safety Headquarters	12/30/2022	51
Addendum	Addendum 1	12/13/2023	90
Addendum	Addendum 2	12/15/2023	11
Addendum	Addendum 3	1/11/2024	5
Supplemental Information	Structural plan notes, rooftop screen information	1/3/2024	22
City review comments	Riley Co EMS Code Comments	1/10/2024	98

§ **A.3.1.2** The following Specifications:

(Either list the Specifications here, or refer to an exhibit attached to this Amendment.)

Section	Title	Date	Pages
Volume 1	Project Manual	11/21/2023	368
Volume 2	Project Manual	11/21/2023	492

§ **A.3.1.3** The following Drawings:

(Either list the Drawings here, or refer to an exhibit attached to this Amendment.)

Init.

Architect's Project Number	Title	Date	Pages
K21518	Riley County EMS Station No. 1	11/21/2023	85

§ A.3.1.4 The Sustainability Plan, if any:

(If the Owner identified a Sustainable Objective in the Owner's Criteria, identify the document or documents that comprise the Sustainability Plan by title, date and number of pages, and include other identifying information. The Sustainability Plan identifies and describes the Sustainable Objective; the targeted Sustainable Measures; implementation strategies selected to achieve the Sustainable Measures; the Owner's and Construction Manager's roles and responsibilities associated with achieving the Sustainable Measures; the specific details about design reviews, testing or metrics to verify achievement of each Sustainable Measure; and the Sustainability Documentation required for the Project, as those terms are defined in Exhibit C to the Agreement.)

Title	Date	Pages
None		

Other identifying information:

§ A.3.1.5 Allowances, if any, included in the Guaranteed Maximum Price:
(Identify each allowance.)

Item	Price
None	

§ A.3.1.6 Assumptions and clarifications, if any, upon which the Guaranteed Maximum Price is based:
(Identify each assumption and clarification.)

Cost impact from Outstanding Code Comments are to be covered by Project Contingency.
 ALPOLIC Siding System to be 4mm in lieu of 6mm specified.
 Access Control System including wiring, equipment and installation is by Owner.
 Public Address System including wiring, equipment and installation is by Owner.
 Camera Security System including equipment and installation is by Owner.
 Kitchen hood is included as Denlar D1000 in lieu of Captiveaire 3347 BD-2.
 4 Fold Doors are included as standard color chart. Metallic Colors are excluded.
 City Building Permit Fees are waived by City of Manhattan.

§ A.3.1.7 The Guaranteed Maximum Price is based upon the following other documents and information:
(List any other documents or information here, or refer to an exhibit attached to this Amendment.)

None

ARTICLE A.4 CONSTRUCTION MANAGER'S CONSULTANTS, CONTRACTORS, DESIGN PROFESSIONALS, AND SUPPLIERS

§ A.4.1 The Construction Manager shall retain the consultants, contractors, design professionals, and suppliers, identified below:
(List name, discipline, address, and other information.)

None are identified at this time beyond those listed in the A133 Agreement.

This Amendment to the Agreement entered into as of the day and year first written above.

Init.

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User Notes:

CONSTRUCTION MANAGER (Signature)

Patrick J. Schutter

(Printed name and title)

OWNER (Signature)

(Printed name and title)



Attachment: A133ExhibitA-2019 - Guaranteed Maximum Price Amendment (14544 : BHS Guaranteed Maximum Price Amendment)

Init.

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User Notes:

Additions and Deletions Report for AIA® Document A133® – 2019 Exhibit A

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 07:45:47 CT on 02/19/2024.

PAGE 1

This Amendment dated the 15 day of February in the year 2024, is incorporated into the accompanying AIA Document A133™–2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price dated the 10 day of August in the year 2023 (the "Agreement")

...

Riley County Public Safety Headquarters
to be located on county-owned property, south of the existing Family and Child Resource Center, 115 Charles Little
Road, Manhattan, Kansas

...

Riley County, Kansas
110 Courthouse Plaza
Manhattan, KS 66502

...

BHS Construction Inc, Subchapter S Corporation
301 S 4th St
Suite 210
Manhattan, KS 66502
Telephone Number (785) 537-2068
Fax Number (785) 537-1624

PAGE 2

§ **A.1.1.1** The Contract Sum is guaranteed by the Construction Manager not to exceed Nine Million, Five Hundred Eighty Seven Thousand, One Hundred Eight Dollars (\$ 9,587,108.00), subject to additions and deductions by Change Order as provided in the Contract Documents.

...

See attached Exhibit B – Itemized Estimate

...

Alt 1 - Flooring - LVT in lieu of Tile.
Alt 2 - Flooring - Carpet in lieu of Tile
Alt 3 - Roofing - Fleece Back roof membrane upgrade
Alt 4 - Mechanical Screen - Full Enclosure

Deduct \$3,205.00
Deduct \$3,059.00
Add \$10,543.00
Add \$62,600.00

Alt 5 - East Overhead doors change to 4 Fold Doors

Add \$86,401.00

§ A.1.1.5.2 Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Exhibit A. Upon acceptance, the Owner shall issue a Modification to the Agreement. *(Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)*

All alternates listed in A.1.1.5.1 are accepted and included in the projects.

Item	Price	Conditions for Acceptance
------	-------	---------------------------

...

<u>General Conditions</u>	<u>Lump sum</u>	<u>459,025.00</u>
<u>Pre-construction Services</u>	<u>Lump sum</u>	<u>28,540.00</u>

...

[X] Established as follows:

...

March 18, 2024 - Pending the following items are in place & complete: Fully Executed Contract and City Building Permit.

PAGE 3

[X] By the following date: May 17, 2025 - Pending the start date qualifications were met. If qualifications to start were not met, start date plus 426 calendar days.

...

None identified

...

§ A.3.1.1 The following ~~Supplementary and other Conditions of the Contract~~ supplementary documents:

...

<u>Geotechnical Report</u>	<u>Geotechnical Engineering Report, Riley County Public Safety Headquarters</u>	<u>12/30/2022</u>	<u>51</u>
<u>Addendum</u>	<u>Addendum 1</u>	<u>12/13/2023</u>	<u>90</u>
<u>Addendum</u>	<u>Addendum 2</u>	<u>12/15/2023</u>	<u>11</u>
<u>Addendum</u>	<u>Addendum 3</u>	<u>1/11/2024</u>	<u>5</u>
<u>Supplemental Information</u>	<u>Structural plan notes, rooftop screen information</u>	<u>1/3/2024</u>	<u>22</u>
<u>City review comments</u>	<u>Riley Co EMS Code Comments</u>	<u>1/10/2024</u>	<u>98</u>

...

<u>Volume 1</u>	<u>Project Manual</u>	<u>11/21/2023</u>	<u>368</u>
<u>Volume 2</u>	<u>Project Manual</u>	<u>11/21/2023</u>	<u>492</u>

PAGE 4

/

Number

Title

Date

Architect's Project NumberTitleDatePagesK21518Riley County EMS Station No. 111/21/202385

...

None

...

None

...

Cost impact from Outstanding Code Comments are to be covered by Project Contingency.ALPOLIC Siding System to be 4mm in lieu of 6mm specified.Access Control System including wiring, equipment and installation is by Owner.Public Address System including wiring, equipment and installation is by Owner.Camera Security System including equipment and installation is by Owner.Kitchen hood is included as Denlar D1000 in lieu of Captiveaire 3347 BD-2.4 Fold Doors are included as standard color chart. Metallic Colors are excluded.City Building Permit Fees are waived by City of Manhattan.

...

None

...

None are identified at this time beyond those listed in the A133 Agreement.

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, _____, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 07:45:47 CT on 02/19/2024 under Order No. 4104240378 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A133™ – 2019 Exhibit A, Guaranteed Maximum Price Amendment, other than those additions and deletions shown in the associated Additions and Deletions Report.

(Signed)

(Title)

(Dated)

Attachment: A133ExhibitA-2019 - Guaranteed Maximum Price Amendment (14544 : BHS Guaranteed Maximum Price Amendment)



IT/GIS
Staff Update

Cory Meyer
IT/GIS Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6305

STAFF REPORT

FROM: Cory Meyer

MEETING: February 29, 2024

SUBJECT: IT/GIS Staff Update - February 2024

PRESENTER: Cory Meyer

Information Technology (IT)

- Assist with Zoom and BOCC meetings, emergency Website updates, etc.
- Completed monthly transfer of SVQs & Deeds to the State; various customer requested phone programming changes.
- Ongoing account activation/deactivation, answering of help desk calls, Komtek/AS400 backups, resolution of user issues, swap of older/replacement of failed equipment, etc.
- Countywide Internet Changes - Transfer Station 2024
- Windows 11 Upgrades - Attorney, NW, CommCorr. Laptops
- RCOB Backup Storage Upgrade
- Planning Phone System Upgrade - Dispatchable Location
- Phone Hardware Upgrades by Department
- Monitor Upgrades by Department
- Budget Update: Review, Pricing, Quotes - 8 year projections
- Internal and External Security - Email & Internet Filter
- New EMS HQ Building - Move Fiber, EMS Temp Internet, Hardware Ordering
- Election Move, Remodel, & Security
- ATABus Remodel
- Camera Software Security Upgrades
- Door Security Software Upgrades
- Server Operating System Upgrades

Geographic Information Systems (GIS)

- Eagleview Imagery Flight
- ESRI User Conference
- Historical Imagery Application
- Damage Assessment Application for Field Collection
- Participated in NG911 road renaming committee meeting.
- Recreating the basemap “Physical Hillshade” for the next update of the GIS website
- Working with Northpoint on updates to GIS website for new esri map viewer
- Finalize planning/back-end work to supply access to Ortho Oblique imagery to non-County (ie. RCPD, KSUPD, KSU) users.
- Make monthly NG911 data submissions, and also attend State NG911 Strategic Planning yearly meeting (via Zoom).
- Ag Use Changes from 2021 Ag Survey, end of month Building Permit, Enviro. Health, and Zoning updates, etc.
- Participated in Riley County Township meeting as an available resource for GIS related/maps questions.
- Updated GIS Website with latest city utility data, updated city zoning data, USD 383 Early learning boundaries, Impaired Streams-KDHE
- ImageNow System Replacement - Final Images Imported
- ESRI Major Version Upgrade Testing
- Panda Parcel Fabric Implementation
- Election Changes

**Signed,
Cory Meyer**

Enclosures: