



**Board of Riley County
Commissioners
Regular Meeting
Agenda
March 02, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. A Resolution Establishing Planning & Development Fees for Riley County, Kansas
4. Appraiser website contract with Jolene Roberts
5. Bid Recommendation - 2023 Crushed Limestone Chips
6. Sign a Tax Roll Correction
7. Advisory Board appointments and Resolution appointing Riley County representatives to Council/Advisory Boards,
8. Riley County Shared Leave Request Form

Review Minutes

9. Board of Riley County Commissioners - Regular Meeting - Feb 27, 2023 8:30 AM

Review Tentative Agenda

10. Tentative Agenda

Press Conference Topics

11. Discuss Press Conference

9:00 AM

John Ellermann, Public Works Director/County Engineer

12. Bid opening for North Riley County EMS Station

9:15 AM

Julie Gibbs, Health Department Director

13. FY 24 OPEI Letter of Intent and Amendment for Contract Renewal/Signature

- 9:30 AM Anna Burson, Appraiser**
14. Appraiser's Office Staff Update
- 9:45 AM Kevin Larson, Riley County Council on Aging**
15. Riley County Council on Aging update
- 10:00 AM Amanda Webb, Planning/Special Projects Director**
16. Planning & Development - Staff Update
- 10:15 AM Clancy Holeman, Counselor/Director of Administrative Services**
17. Administrative Work Session
18. Executive session to discuss confidential legal advice regarding potential litigation issues
- 10:30 AM Shelly Williams, Community Corrections Director**
19. FY22 Unexpended Funds Awarded & Budget Amendment FY22 Riley County Appropriations
20. 2023 County Special Alcohol Fund Allocations
- 10:45 AM David Adams, EMS/Ambulance Director**
21. Building Update
- 11:00 AM John Ellermann, Public Works Director/County Engineer**
22. County Road Systems in Kansas
- 11:20 AM Clancy Holeman, Counselor/Director of Administrative Services**
23. Approval of Form of Agreement between County Attorney & Contract Attorney
- 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.



PLANNING & DEVELOPMENT
Resolution

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

RESOLUTION

FROM: Amanda Webb, Planning Director

MEETING: March 2, 2023

SUBJECT: A Resolution Establishing Planning & Development Fees for Riley County, Kansas

PRESENTER: Amanda Webb, Planning Director

BACKGROUND

Planning & Development's fee schedule was last fully reviewed in 2012 and included an evaluation of costs for each application/permit/license existing at that time. Most fees were increased in 2012 based on that information. Except for several new permits and licenses added since then, there's been very little change to the fee schedule since 2012.

DISCUSSION

Over the last month, staff held several work sessions with the BOCC to discuss the fee schedule and recommend changes as justified. At the conclusion of the last work session on February 23, the BOCC was comfortable with most changes proposed. The attached resolution reflects everything discussed and includes some fee increases, and new fees for some processes that did not previously have fees assigned. We've also added a small additional fee for land use petitions requiring any type of newspaper publication.

The new fees will be in effect as soon as the resolution is published in the newspaper of record. The new fee schedule will be published on the county webpage and will be sent to contractors.

FISCAL IMPACT

None

RECOMMENDATION(S)

Staff recommends the BOCC approve the attached resolution to establish Planning & Development fees for Riley County, Kansas.

POSSIBLE MOTION(S)

Move to approve a resolution to establish Planning & Development fees for Riley County, Kansas.

Move to deny a resolution to establish Planning & Development fees for Riley County, Kansas.

Move to modify a resolution to establish Planning & Development fees for Riley County, Kansas.

Move to table a resolution to establish Planning & Development fees for Riley County, Kansas.

Enclosures:

- 2023 P&D Fee Res 030223- (PDF)

RESOLUTION NO. 030223 -**A RESOLUTION ESTABLISHING PLANNING AND DEVELOPMENT FEES FOR
RILEY COUNTY, KANSAS**

WHEREAS, K.S.A. 12-741 et seq., allows for the enactment of planning and zoning laws and regulations by counties for the protection of the public health, safety and welfare of said county, and

WHEREAS, K.S.A. 19-212 authorizes the Board of County Commissioners to perform all powers of local legislation and administration it deems appropriate, including charging and collecting fees,

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

Section 1. The Planning and Development Department is hereby authorized to charge and collect the fees outlined below:

Building/Floodplain	Fee
Residential Principal Structure	\$150
After the fact	\$300
Commercial/Industrial Principal Structure	\$225
After the fact	\$450
Residential Addition/Accessory Structure	\$150
After the fact	\$300
Commercial/Industrial Addition/Accessory Structure	\$225
After the fact	\$450
Floodplain Development Permit	\$75
With Base Flood Elevation	\$100
Sign	\$50
Land Use	
Administrative Adjustment	\$100
Boundary Line Adjustment	\$100
Lot Split	\$100
Conditional Use	\$400
Exception	\$100
Planned Unit Development (PUD)	\$200
Platting	
4 lots or less	\$350
5 lots or more	\$450
With rezoning	\$550
Replat	\$200

Residential Use Designator	\$200
With plat	\$350
Rezoning	\$450
Road Name Change	\$100
Special Use	\$400
Variance	\$300
Zoning Appeal	\$200
Special Event	
Type 1 and 2	\$100
Type 3, Conditional Use permit	\$400
Text amendment	\$125
Vacation	\$300
*All land use petitions requiring public hearing newspaper publication are assessed an additional \$50	
*All land use petitions requiring resolution newspaper publication are assessed an additional \$50	
Licenses	
Agritourism (initial)	\$200
Agritourism (renewal)	\$100
Short Term Rental (initial)	\$200
Short Term Rental (renewal)	\$100
Excavation (initial)	\$200
Excavation (renewal)	\$100
Mobile Home Park (initial)	\$150 + \$5 per unit over 50 units (\$500 max)
Mobile Home Park (renewal)	\$75 + \$5 per unit over 50 units (\$500 max)
Septic Hauler (initial)	\$150
Septic Hauler (renewal)	\$50
Standard System Installer (initial)	\$150
Standard System Installer (renewal)	\$50
Alternative System Installer (initial)	\$150
Alternative System Installer (renewal)	\$50
Environmental Health	
Site Evaluation	
No profile	\$50
Profile	\$150
New Private Septic permit	\$150
Lagoon permit	\$300
Private wastewater disposal system repair permit	
Minor	\$50
Major	\$100
Environmental Systems Evaluation (for sale of property)	\$100
Revisit	\$50
Alternative System permit	\$300

Inspection of alternative private wastewater disposal system	\$100
Reinspection	\$75
Water well permit	\$75
Mobile home park wastewater permit	\$100
Other	
Water testing	
Coliform Test	\$9
Nitrate Test	\$2
Iron Test	\$2
Fluoride Test	\$5
Hardness Test	\$2
Alkalinity Test	\$2
Chloride Test	\$2
Chlorine Test	\$2
Sulfate Test	\$2
PH Test	\$2

Section 2. Resolution No. 121321-55 and all other resolutions in conflict herewith are hereby revoked.

Section 3. This Resolution shall become effective upon publication in the official County newspaper.

ADOPTED this 2nd day of March, 2023.

**BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS**

Kathryn Focke, Chair

John Ford, Vice Chair

Greg McKinley, Member

ATTEST:

(Seal)

Rich Vargo, County Clerk



COUNTY APPRAISER'S OFFICE
Agreement

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

COMMISSION AGENDA REPORT

FROM: Lisa McAdams
MEETING: March 2, 2023
SUBJECT: Appraiser website contract with Jolene Roberts
PRESENTER: Anna Burson

POSSIBLE MOTION(S)

Move to approve Appraiser's Website contract with Jolene Roberts with MHK Sells

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- J ROBERTS (PDF)

REAL ESTATE SALES DATA SEARCH SERVICE AGREEMENT

This Real Estate Sales Data Search Service Agreement is made and entered into this 13 day of February, 2023 by and between Riley County, Kansas, a municipal government under the laws of the State of Kansas, by and through the County ("County"), the County Appraiser ("Appraiser") and Jolene Roberts with its principal offices located at 108 4th St., Manhattan, KS 66502 ("Member").

WHEREAS, Appraiser has developed an Internet site whereby persons authorized by K.S.A 79-1437f can access Riley County real estate sales information; and

WHEREAS, Appraiser has authority to enter into on-line access agreements to provide access to the forgoing records, and Appraiser accepts responsibility for daily management of this Agreement; and

WHEREAS, Member is an authorized person under K.S.A. 79-1437f and has requested access to the real estate sales data on the Appraiser's internet site, and desires to do so at a price sufficient to permit County to recover its costs of labor and material, as well as depreciation of equipment; and

WHEREAS, the County and Member desire to enter into an agreement for access to images of real estate sales data on the Appraiser's internet site.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained in this Agreement, the County and Member agree as follows:

1. Services

- 1.1. The County Agrees to provide on-line access to electronic images of Riley County real estate sales information to Member pursuant to the terms and conditions stated in the Agreement (the "Agreement"). Member shall access the images via Appraiser's web site ("web site") through the use of a user ID and password. The County will provide reasonable maintenance and support to the web site. No other services are provided under this Agreement. The images of real estate sales information provided through the Service will include the information obtained from the real estate sales validation questionnaires required by K.S.A. 79-1437c.
- 1.2. Member is responsible for establishing, providing and maintaining its own connection to Appraiser's web site.
- 1.3. Member acknowledges and agrees that the Appraiser's web site was developed by and is solely owned by the County and that it will remain the exclusive property of the County.

2. Fees and Payments

- 2.1. Member has two payment options for accessing the Appraiser's web site. The Member agrees to pay based on one form of access chosen below **(Check appropriate box)**.

_____ **Site license.** This allows unlimited Member employees access to Appraiser's web site. The annual charge is \$590.

1 **Individual user license.** This allows a single user unlimited access to Appraiser's web site. The annual charge is \$200. If this option is chosen, each individual user who needs access will be required to pay for a license, for example; 2 users need access (2 x \$200 = \$400). **Each individual user will need to sign an Agreement.** (See 2.2 below)

Member agrees to pay the annual service fee on or before January 1 of each successive year.

Payment for the first calendar year of service is due in full upon signing of this Agreement, regardless of the date of the Agreement. All notices and payments shall be returned to:

**Riley County Appraiser's Office
110 Courthouse Plaza B302
Manhattan, KS 66502**

- 2.2. If a Member chooses the **Individual** user license option, but abuses the license option but shares (intentionally or accidentally) the username and password with other users, access to the Appraiser's web site will be suspended and will not be reinstated until a new Agreement, acceptable to County, is signed and an additional \$500 site license option is paid.
- 2.3. County expressly reserves the right to increase the fees set forth above, in its sole discretion. County shall provide to Member thirty (30) days advance written notice of any such increase and Member shall have the option of terminating the Agreement within the thirty (30) day notice period. County shall terminate service to Member on December 31 of the year the Member provides formal written notice to County to terminate agreement, if Member has paid annual service access fee for that calendar year. If Member provides formal written notice to terminate agreement after January 1, without payment of the annual service access fee for that year, County shall immediately terminate service.
- 2.4. Services may be reinstated to a terminated Member, at the sole discretion of County, following the signing of a new agreement and payment of the annual service access fee.

3. Illegal Provisions

- 3.1. If any provision of this Agreement shall be declared to be illegal, void, or unenforceable by a court of competent jurisdiction, the remaining provisions hereof shall not be affected, but shall remain in full force and effect.

4. Interruption of Service

- 4.1. Appraiser's office shall make reasonable efforts to provide adequate and uninterrupted service under the terms hereof. However, Appraiser and County shall not be liable for interruption of service or delays in providing access to the information described herein. The images provided may not be true, complete and accurate. Member will indemnify and hold harmless hereunder Appraiser and County for any third party claims that the images hereunder were or are not true, complete or accurate. Periodic maintenance shall take place whenever deemed necessary at the sole direction of County, Appraiser, or the Information Systems department of County.

5. Member's Responsibilities and Certification

- 5.1. The receipt of data through the Appraiser's web site is a privilege, not a right and that the use or misuse of this information for unlawful purposes may result in the revocation of access of Member at any time.
- 5.2. The Member acknowledges and agrees that only those persons authorized by K.S.A. 79-1437f to access the service, including the data contained in the real estate sales validation questionnaires, because Member is one of the following persons or entities and will use the data for one of the following purposes (**Check all appropriate boxes**).

_____ K.S.A. 79-1437f (d) appraiser licensed or certified pursuant to K.S.A. 58-4101 et seq., and amendments thereto, for appraisal or property and preparation of appraisal reports;

_____ K.S.A. 79-1437f (e) financial institutions for conducting appraisals as required by federal and state regulators;

 X K.S.A. 79-1437f (i) a person licensed pursuant to the real estate brokers' and salespersons' act for purposes of fulfilling their fiduciary duties to clients and providing information on market value of property to clients.

- 5.3. Member agrees that its use of the service and of information obtained through the service will be solely for purposes authorized by K.S.A. 79-1437f and that the information obtained from the service will not be released, distributed, or exchanged with other persons or entities unless otherwise authorized by law.

- 5.4. If Member's status changes, K.S.A. 79-1437f is amended or repealed, or if for any other reason Member is no longer authorized under K.S.A. 1437f to access the contents of real estate sales validation questionnaires, Member shall immediately notify the County and this Agreement shall automatically terminate without further notice. There will not be a proration of fees in the event of termination prior to the end of the contract year.
- 5.5. Member is solely responsible for its activities hereunder. Member is also solely responsible for any unauthorized access or use, by means of Member's password, or username; and shall hold harmless and indemnify both the County and Appraiser for any claims made based on such unauthorized use or access. Member agrees that it will not act hereunder for any illegal purpose, in infringement or copyright, trademark, intellectual property or proprietary rights or laws, or in any manner or for any purpose that interferes with or disrupts other users, services, or equipment.
- 5.6. The County shall provide to Member a user ID and password accessing the information described herein. Member is solely responsible for managing its user ID and password. Member shall take all necessary and appropriate security measures to insure that Member's user ID and password is not disclosed to other persons or entities. Member shall not share, loan, assign, transfer, or release its user ID and password to any other person or entity.
- 5.7. The County reserves the right to take all reasonable and necessary steps to protect the security of Riley County data from account abuse, or if account security has been compromised.
- 5.8. Member agrees that it will not use the data and information obtained through the Service for the purpose of selling or offering for sale any property or service to any person listed or to any person who resides at any address listed in such data, nor will Member sell, give or otherwise make available to any person any list of names or addresses contained in or derived from such data for the purpose of allowing that person to sell or offer for sale any property or service to any person listed or to any person who resides at any address listed. Member has read K.S.A. 45-220 (Attachment 'A') and K.S.A. 21-3914 (Attachment 'B') regarding the prohibition against using data for direct or indirect solicitation and agrees to comply with all applicable laws regarding use of the data and information obtained through the this Agreement.

6. **Disclaimer of Warranties**

- 6.1. The County shall operate and maintain that web site, contingent upon the County's network and equipment capacity, and connection availability. Member acknowledges and agrees that the County does not operate or control the internet, or the World Wide Web.

6.2. The County expressly disclaims any express or implied warranties, representations, or endorsements regarding any information, products, or services provided pursuant to this Agreement or through the web site. Member acknowledges and agrees that the web site is for informational purposes only. The information, products, or services provided pursuant to this Agreement or through the web site are provided on an “as is” and “as available” basis without warranties of any kind, express or implied, and including but not limited to warranties of title, no infringement, or implied warranties of merchantability or fitness for a particular purpose. No advice or information given by the County’s employees, agents, or contractors shall create a warranty. Under no circumstances shall the County be liable for any direct, indirect, incidental, special, punitive, or consequential damages or losses that result from Member’s use of or inability to access any part of the web site or Member’s reliance on or use of information, products, or services provided on or through the web site or that result from mistakes, omissions, interruptions, loss, theft, or deletion of files, errors, defects, delays in operation or transmission, computer viruses, or any failure of performance.

7. **Termination**

7.1. The Agreement shall commence on the execution date of their contract and continue thereafter annually from January 1st of each year until termination by either part as provided herein. Either party may terminate this Agreement with or without cause by giving thirty (30) days written notice to the other party. Upon submission of such notice, this Agreement shall terminate at the conclusion of the thirty-day notice period. There will not be a pro-ration of fees in the event of termination prior to the end of the contract year.

8. **Miscellaneous**

- 8.1. The waiver of any breach of any provision of this Agreement shall not constitute a waiver of any subsequent breach of the same or other provisions herein.
- 8.2. This Agreement contains the entire understanding between the parties and supersedes all prior agreements or understandings between the parties with respect to the subject matter hereof.
- 8.3. Any modification or waiver of any provision in this Agreement shall not be effective unless made in writing.
- 8.4. This Agreement shall be governed by and construed in accordance with the laws of the State of Kansas.
- 8.5. Member shall not assign, transfer, convey, sublet, resell or otherwise dispose of this Agreement or any of the rights and obligations hereunder without the prior written consent of the County.

MEMBER**BOARD OF COMMISSIONERS OF
RILEY COUNTY, KANSAS**

By (Print): Jolene Roberts
 Signature: [Signature]
 Title: Broker / Owner
 Date: 2-27-2023
 Phone Number: 785 477 8330
 Fax Number: _____
 E-Mail: jolene@jolene.sellsmhk.com
 Estimated # of Users: 1

 Kathryn Focke, Chair

Approved:

By: [Signature]
 Anna Burson, Riley County Appraiser

Date: 2-27-23

Attachment: J ROBERTS (13180 : Appraiser's Website contract with Jolene Roberts with MHK Sells)

Attachment A to "Contract" Between Riley County (hereinafter "County"), and
Jolene Roberts (hereinafter "Member").

CONTRACTUAL PROVISIONS ATTACHMENT

The undersigned parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being dated the 13 day of February, 2023.

1. **TERMS HEREIN CONTROLLING PROVISIONS.** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in the contract and any other document relating to and a part of the contract in which this attachment is incorporated. All terms hereof survive termination of the contract.
2. **AGREEMENT WITH KANSAS LAW.** It is agreed by and between the undersigned that all disputes and matters whatsoever arising under, in connection with or incident to the contract shall be litigated, if at all, in and before a state Court located in the State of Kansas, County of Riley, or if in Federal Court, at a Federal Court located in Topeka, Kansas, to the exclusion of the Courts of any other states or country. All contractual promises shall be subject to, governed by, and construed according to the laws of the State of Kansas, without reference to its conflict of laws principles. Both parties submit to venue and jurisdiction in these courts. In the event an action or claim arises outside of the exclusive jurisdiction specified herein which names County as a party, Member agrees to initiate, consent to and/or cooperate with any and all efforts to remove the matter to the exclusive jurisdiction named herein and otherwise to take any and all reasonable actions to achieve County's objectives of this provision.
3. **COMPLIANCE WITH APPLICABLE LAWS, SERVICE STANDARDS AND REQUIRED PROCEDURES.**
 - 3.1 **Service Standards and Procedures.** Member shall perform the services set forth in the Contract in compliance with applicable standards and procedures specified in the Contract.
 - 3.2 **Compliance With Law.** Member shall comply with all applicable local, state and federal laws and regulations, in carrying out the Contract, regardless of whether those legal requirements are specifically referenced in the Contract.
4. **CASH BASIS AND BUDGET LAWS.** The right of the County to enter into the Contract is subject to the provisions of the Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935), and other laws of the State of Kansas. The Contract shall be construed and interpreted so as to ensure that the County shall at all times stay in conformity with such laws, and as a condition of the Contract the County reserves the right to unilaterally terminate the Contract at any time if, in the opinion of its legal counsel, the Contract may be deemed to violate the terms of such laws.

5. **TERMINATION DUE TO LACK OF FUNDING APPROPRIATION.** If, in the judgment of the Riley County Commissioners, after consultation with its Budget and Finance Officer or other county officials, sufficient funds are not appropriated to continue the function performed in the contract and for the payment of the charges hereunder, County may terminate the contract at the end of its current fiscal year. Termination shall be effective 30 days after County mails written notice to Member. In the event of such termination, County agrees to give written notice of termination to Member. With regard to equipment, leased or otherwise, provided to County under the contract, if lawful, County will pay to the Member all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the contract by County, title to and possession of any equipment purchased by the County under contract, but not fully paid for, shall revert to Member at the end of County's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the County or the Member.

6. **ANTI-DISCRIMINATION CLAUSE.**

In carrying out the Contract, Member shall comply with K.S.A. 44-1001 *et seq.*

6.1 Member shall observe the provisions of the Kansas act against discrimination and the Kansas age discrimination in employment act, and shall not discriminate against any person in the performance of work under the Contract because of race, religion, color, sex, disability, national origin, ancestry, or age.

6.2 In all solicitations or advertisements for employees, Member shall include the phrase "equal opportunity employer" or a similar phrase to be approved by the Kansas Human Rights Commission.

6.3 If Member fails to comply with the provisions of K.S.A. 44-1031, requiring reports to be submitted to the Kansas Human Rights Commission when requested by that Commission, Member shall be deemed to have breached the Contract and it may be canceled, terminated or suspended, in whole or in part, by County.

6.4 If Member is found guilty of a violation of the Kansas act against discrimination under a decision or order of the Kansas Human Rights Commission which has become final, Member shall be deemed to have breached the Contract and it may be canceled, terminated or suspended, in whole or in part by County.

6.5 Member shall include the provisions of paragraphs 6.1 through 6.4 inclusively of this section in every subcontract or purchase order so that such provisions will be binding upon such sub Member of Member.

6.6 Parties to the contract understand that this paragraph number 6 is not applicable if Member employs fewer than four employees or if Member's contracts with the County cumulatively total \$5,000 or less during the County's fiscal year.

7. **ACCEPTANCE OF CONTRACT.** The contract shall not be considered accepted, approved or otherwise effective until the required approvals and certifications have been given and this Contractual Provisions Attachment is signed by the Board of County Commissioners of Riley County, Kansas.

8. **ARBITRATION, DAMAGES, WARRANTIES.** Notwithstanding any language to the contrary, no interpretation shall be allowed to find the County has agreed to binding arbitration, or the payment of damages or penalties upon the occurrence of a contingency. Further, the County does not agree to pay attorney fees and late payment charges; and no provisions will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit implied warranties of merchantability and fitness for a particular purpose.
9. **REPRESENTATIVE'S AUTHORITY TO CONTRACT/REQUIRED DOCUMENTATION.** By signing the Contract, the representative of Member thereby represents that such person is duly authorized by Member to execute the document on behalf of Member and Member agrees to be bound by the provisions thereof. Member shall furnish evidence of authority to transact business in Kansas, in the form of a certificate signed by the Kansas Secretary of State.
10. **RESPONSIBILITY FOR TAXES.** The County shall not be responsible for, nor indemnify Member for, any federal, state or local taxes that may be imposed or levied upon the subject matter of the contract.
11. **NO INSURANCE PROVIDED BY COUNTY.** The County shall not be required to purchase, any insurance against loss or damage to any personal property to which the contract relates, nor shall the contract require the County to establish a "self-insurance" fund to protect against any such loss or damage. Subject to any applicable provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 *et seq.*), Member shall bear the risk of any loss or damage to any personal property to which Member holds title.
12. **TERM AND TERMINATION.**

12.1 Term. This Contractual Provisions Attachment shall be effective as of its date of execution by the parties and shall remain in effect during the term of the Contract, or until terminated either for convenience, breach or default, as set out herein. Thirty (30) days written notice to the breaching party is required.

12.2 Termination for Cause. If Member shall fail to fulfill in a timely and proper manner its obligations under the Contract, or if Member shall violate any of the terms, covenants, conditions, or stipulations of the Contract, County shall thereupon have the right to terminate the Contract by promptly giving written notice to Member of such termination and specifying the reasons for the termination and the effective date thereof. A breach shall include, but not be limited to, failure to comply with any or all items contained in the Contract and any appendices, exhibits or amendments thereto, if any.

Notwithstanding the above, Member shall not be relieved of liability to County by virtue of any breach of the Contract by Member.

12.3 Termination for Convenience. County may terminate the Contract in whole or in part, upon thirty (30) days written notice to Member, stating the effective date of the termination for convenience.

12.4 Payment Calculation Upon Termination. In the event of termination under the Contract by either party, any amount owed Member will be calculated based solely upon payment for fair value of acceptable services provided by Member to the point of termination, which fair value is not the subject of a good faith dispute.

13. **PERSONNEL.**

13.1 Qualified Personnel. Member represents that it has, or shall secure at its own expense, all personnel required in performing the services under the Contract. Such personnel shall not be employees of or have any other contractual relationship with County. All personnel engaged in the work shall be fully qualified according to the laws of the State of Kansas and the provisions of this Contract.

13.2 Minimum Wages. Member will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act.

13.3 Employee Conflict of Interest. Member shall establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

14. **PROHIBITION OF CONFLICTS OF INTEREST.**

14.1 Interest of Public Officials and Others. No officer or employee of Riley County, no member of its governing body, and no other public official who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of the Contract shall participate in any decision relating to the Contract which affects such person's personal interest or the interest of any corporation, partnership, or association in which such person is directly or indirectly interested; nor shall any officer or employee of Riley County or any member of its governing body or other public official have any interest, direct or indirect, in the Contract or the proceeds thereof.

A. Interest of Member. Member covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under the Contract.

B. Notice to Bidders. Requests for proposal or invitations for bid issued by Member to implement the Contract will provide notice to prospective bidders that Riley County's conflict of interest provision is applicable and that prospective bidders who develop or draft specifications, requirements, statements of work and/or RFPs for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement.

15. **ASSIGNMENT.** Neither the Contract nor any rights or obligations hereunder shall be assigned or otherwise transferred by either party without the prior written consent of the other.

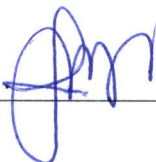
16. **SUBCONTRACTING.** None of the work or services covered by the Contract shall be subcontracted without the prior written approval of County. All approved subcontracts must conform to all terms set forth in the Contract and the Contractual Provisions Attachment.

17. **LICENSES AND PERMITS.** Member shall maintain all licenses, permits, certifications, bonds, and insurance required by federal, state or local authority for carrying out the Contract. Member shall notify County immediately if any required license, permit, bond or insurance is canceled, suspended or is otherwise ineffective. Such cancellation, suspension, or other ineffectiveness may form the basis for immediate revocation or cancellation of the Contract by County, in County's sole discretion.
18. **PUBLIC DOCUMENTS.** It is agreed that the Contract, and all subsequent agreed amendments or addenda thereto are public documents which will be filed with the Riley County Clerk, and will be open to public inspection.
19. **MERGER/SALE/TRANSFER OF MEMBER ASSETS.** Member will notify County in writing at least thirty (30) calendar days in advance of Member's merger with any other business entity, or of any sale or other transfer of Member's assets to any other business entity. In the event of any such merger, sale or other transfer of Member assets, Member will reasonably cooperate with County in assuring that provision of all products and services under this Contract are not disrupted before, during and after such merger, sale or other transfer of Member assets. After such merger, sale or other transfer of Member assets, Member will reasonably cooperate with County in providing any documents or information necessary to establish any prior payments made by County to Member under this Contract.
20. **SURVIVABILITY.** All paragraphs and all subparts thereof shall survive termination of this Agreement.

Member Name

County

By: _____


BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

By: _____

Kathryn Focke, Chair

Date: _____

2-27-2023

Date: _____

ATTEST:

Rich Vargo, County Clerk

Date: _____

Approved as to Form

By: _____
Clancy Holeman, Riley County Counselor

Date: _____

Attachment: J ROBERTS (13180 : Appraiser's Website contract with Jolene Roberts with MHK Sells)

KANSAS REAL ESTATE COMMISSION
JAYHAWK TOWER
700 SW JACKSON ST SUITE 404
TOPEKA, KANSAS 66603-3785
PHONE #: (785) 296-3411
FAX #: (785) 296-1771
WEB SITE: <https://krec.ks.gov>
EMAIL: krec@ks.gov

JUST A REMINDER! K.A.R. 86-3-15 REQUIRES ANY CHANGE OF
LICENSEE NAME, EMAIL ADDRESS OR RESIDENCE ADDRESS BE
REPORTED TO THE COMMISSION, IN WRITING, WITHIN 10 DAYS



STATE OF KANSAS
REAL ESTATE COMMISSION
Proof of Licensure

THIS IS TO CERTIFY THAT THE INDIVIDUAL NAMED BELOW IS
AUTHORIZED TO PRACTICE AS INDICATED.

JOLENE ROBERTS

BROKER 00233277

ISSUE DATE: 08/02/2012

EXPIRATION DATE: 07/01/2023

SIGNATURE

Attachment: J ROBERTS (13180 : Appraiser's Website contract with Jolene Roberts with MHK Sells)



PUBLIC WORKS
Bid

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

COMMISSION AGENDA REPORT

FROM: Shannon Sterling, Administrative Assistant II

MEETING: March 2, 2023

SUBJECT: Bid Recommendation - 2023 Crushed Limestone Chips

PRESENTER: John Ellermann, PE, Director of Public Works

Attached for your approval is the staff recommendation for the Crushed Limestone Chips Bid.

POSSIBLE MOTION(S)

Move to approve the staff recommendation for the Crushed Limestone Chips to Bayer Construction Co. to supply crushed limestone chips for the bid amount of \$30.30 per ton.

Move to deny.

Move to table.

Enclosures:

- Limestone Chips_Bid Recommendation 2023 (PDF)

MEMORANDUM

DATE: February 28, 2023

TO: Riley County Board of Commissioners

FROM: John Ellermann

SUBJECT: BID AWARD – Crushed Limestone Chips

In consideration of the information below, staff recommends the Riley County Board of Commissioners accept the bid submitted by Bayer Construction Co. to supply crushed limestone chips for the bid amount of \$30.30 per ton. Chips meet the specified aggregate gradation of 3/8”.

<u>COMPANY</u>	<u>Price Per Ton</u>	
Bayer Construction Co., Inc. PO Box 889 Manhattan, KS 66505	\$30.30/ton	3/8” Chip
Bayer Construction Co., Inc. – 2022 Bid	\$26.90/ton	3/8” Chip

Attachment: Limestone Chips_Bid Recommendation 2023 (13214 : Bid Recommendation - Crushed Limestone Chips)



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: March 2, 2023
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:

- image29574 (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2023/02/22

6.a

Taxpayer ID BANK0142
Owner ID GOKA0001

Control # 2023000104

Tax Year 2022
Tract # WC57003

GO KATZ PROPERTIES LLC

CAMA # 212-09-0-00-00-013-00-0-01

PAGE ADDN

1083 WILDCAT CREEK RD

TU 120 Wildcat Township

LOT 3

MANHATTAN, KS 66503-9765

Parcel 4380

USD 378

Property Address 5020 ANDERSON AVE

3.756A

APPRAISER SECTION (Value)

2023/02/22 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CR	150000	323030	473030
VR	30000		30000

Appraised After Correction:

CL	Land	Imp	Total
RR	150000	323030	473030
VR	30000		30000

Net Change

Total 180000 323030 503030

Total 180000 323030 503030

Assessed Prior to Correction:

CR	37500	80758	118258
VR	3600		3600

Assessed After Correction:

RR	17250	37148	54398
VR	3600		3600

Net Change

63860-

Total 41100 80758 121858

Total 20850 37148 57998

Total 63860-

SB41

SB41 4600

SB41 4600

CLERK SECTION (Tax)

2023/02/22 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 120.17900	Gen Tax	14644.78
	SB41 \$	
SB41 Tax Dollars		14644.78

Tax After Correction:

Levy 120.17900	Gen Tax	6970.14
	SB41 \$	92.00
SB41 Tax Dollars		6878.14

Net Change

7674.64-

92.00

7766.64-

TREASURER SECTION (Summary)

Net Change in Assessed Value

(no SB41 influence)	63860-
Applicable Mill Levy	120.17900
Net Change in Levied Tax Dollars	7674.64-

Type of Correction DECREASE

Correction Code TP TAX PROTEST Rate 2.00%

Tax Statement # 3138

Comments PUP adjustment per Appraiser

Net Change in SB41 Exemption 92.00

Net Change in Total Tax Dollars 7766.64-

Owner GOKA0001

GO KATZ PROPERTIES LLC

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

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image29574 (13212 : Tax Roll Corrections)



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: March 2, 2023

SUBJECT: Advisory Board appointments and Resolution appointing Riley County representatives to Council/Advisory Boards,

PRESENTER: Cindy Kabriel, Senior Administrative Assistant

POSSIBLE MOTION(S)

Move to approve the following appointments and Resolution No. 030223- , A Resolution appointing Riley County representatives to Council/Advisory Boards.

Patricia Peterson	March 2, 2023- December 31, 2025	Museum Board of Trustees 3 year
Sarah Ziegler	March 2, 2023- December 31, 2025	Riley County Public Health Council 3 year

Enclosures:

- Board appointments for Museum and Health Council (PDF)



BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
 Manhattan, Kansas 66501
 Phone: 785-565-6841
 Fax: 785-565-6841
 E-mail: boccc@rileycountyks.gov

March 2, 2023

Patricia Peterson
 PO Box 145
 Riley, KS 66531

Dear Patricia:

This is to confirm your appointment to the Museum Board of Trustees. We greatly appreciate your willingness to serve on this Council/Board and know that the Museum Board of Trustees will benefit from your contribution. Your term appointment is through December 31, 2025.

Sincerely,

Riley County Board of County Commissioners

Chairman

Member

Member

Attachment: Board appointments for Museum and Health Council (13222 : Advisory Board Appointments)

Name of Council/Board Member: Kevin Larson

Board: Museum Board of Trustees

Date of Term Expiration: December 31, 2022

Council/Board Member: Please check the following applicable boxes regarding your interest in serving another term on the Council/Board. Please sign the form and return it as soon as possible in the stamped envelope enclosed.

☐

I am interested in serving another term.

☐

I am not interested in serving another term.



I am not eligible to serve another term.



I am interested in serving on a different council, board or committee. Please send me an interest form/application.

Signed:



Council/Board Member

11/17/2022

Date

Cindy Kabriel

From: Katharine Hensler
Sent: Monday, February 27, 2023 8:34 AM
To: Cindy Kabriel
Subject: RE: Online Form Submittal: Advisory Council/Board Application Form

Thank you, Cindy (and good morning)!

I would like to proceed with presenting this applicant to the Commissioners for appointment to the Museum's Board of Trustees. There's no rush, so whenever there is an open time frame on their agenda works fine by me. Please let me know if you have any questions....and thank you for your patience!

Kind Regards,

Katharine A. Hensler

Director

Riley County Historical Museum

2309 Claflin Rd.

Manhattan, KS 66502

khensler@rileycountyks.gov

PH: 785-565-6490

From: Cindy Kabriel <ckabriel@rileycountyks.gov>
Sent: Monday, February 27, 2023 8:31 AM
To: Katharine Hensler <khensler@rileycountyks.gov>
Subject: FW: Online Form Submittal: Advisory Council/Board Application Form

Cindy Kabriel

Senior Administrative Assistant

Riley County Clerk's Office

110 Courthouse Plaza, B118

Manhattan, KS 66502

phone: (785) 565-6202

fax: (785) 537-6394

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Sunday, February 26, 2023 12:10 PM
To: Cindy Kabriel <ckabriel@rileycountyks.gov>
Subject: Online Form Submittal: Advisory Council/Board Application Form

Advisory Council/Board Application Form

Personal Information

Attachment: Board appointments for Museum and Health Council (13222 : Advisory Board Appointments)

RILEY COUNTY APPLICATION FOR SERVING ON A COUNTY ADVISORY COUNCIL/BOARD

Following is a list of current County Advisory Council/Boards. If you have any questions or need additional information about the specific group(s) you are interested in, please contact the County Clerk's Office (565-6202).

Select the Board,
Commission, or Committee
applying for Museum Board of Trustees

PERSONAL INFORMATION

First Name	Patricia
Last Name	Peterson
Address1	po box 145
Address2	507 W Kansas Ave
City	Riley
State	Kansas
Zip	66531
Phone Number	785-410-0981
Business Address	115 S Broadway St
Business Phone Number	785-485-2978
Occupation	Library Director
Email Address	pipeterson@yahoo.com
Statement of Interest	I am very interested in the history of Riley County. I was born and raised in Riley County in Sherman Township east of Riley. I really enjoyed working with the Riley County Historical Museum and bringing programs to the Riley City Library where I work as the Director. I am retired from working at Derby Dining Center for almost thirty years. I also have a degree in business management with a strong emphasis on Accounting so I would be of assistance with any budget issues. I love being around people and getting their perspective on ideas.

References

REFERENCES

Please submit at least one reference.

Reference Name Kevin Larson
 Reference Phone Number 785-293-2240
 Reference Email Address kjlarson@twinvalley.net
 Relationship Colleague

Reference Name carol Williams
 Reference Phone Number 785-485-2792
 Reference Email Address williams@twinvalley.net
 Relationship Colleague

Reference Name Charlotte Shawver
 Reference Phone Number 785-477-9512
 Reference Email Address cshawver@twinvalley.net
 Relationship Colleague

Sign and Submit

Type Your Name Patricia Peterson

Thank you for your interest in serving Riley County

When an opening on a council/board occurs, the Riley County Commissioners will review the applications on file. If your application is selected, you will be contacted to confirm that you are still interested in serving on this council/board before an appointment is made.

All applications will remain on file for three years.

Questions?

Please contact the County Clerk's Office during regular business hours.

Phone: (785) 565-6200



BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
 Manhattan, Kansas 66502
 Phone: 785-565-6846
 Fax: 785-565-6847
 E-mail: boc@rileycountyks.gov

March 2, 2023

Sarah Ziegler
 5004 Coachman Road
 Manhattan, KS 66502

Dear Sarah:

This is to confirm your appointment to the Riley County Public Health Council. We greatly appreciate your willingness to serve on this Council/Board and know that the Riley County Public Health Council will benefit from your contribution. Your term appointment is through December 31, 2025.

Sincerely,

Riley County Board of County Commissioners

Chairman

Member

Member

Attachment: Board appointments for Museum and Health Council (13222 : Advisory Board Appointments)

Cindy Kabriel

From: Tasha R. Drake
Sent: Thursday, February 23, 2023 3:03 PM
To: Cindy Kabriel; Julie Gibbs
Cc: pmattoxx6@gmail.com
Subject: RE: Online Form Submittal: Advisory Council/Board Application Form

Hello Ms. Cindy,

The PHAC has approved Sarah Ziegler's Application. She will replace Daniel Winslow.

Thank you,

Tasha R. Drake

Administrative Assistant II
 Riley County Health Department
 2030 Tecumseh Rd.
 Manhattan, KS 66502
 Phone: 785.776.4779 Ext. 7622

From: Cindy Kabriel <ckabriel@rileycountyks.gov>
Sent: Friday, January 27, 2023 4:11 PM
To: Julie Gibbs <jgibbs@rileycountyks.gov>; Tasha R. Drake <trdrake@rileycountyks.gov>
Subject: FW: Online Form Submittal: Advisory Council/Board Application Form

Cindy Kabriel
 Senior Administrative Assistant
 Riley County Clerk's Office
 110 Courthouse Plaza, B118
 Manhattan, KS 66502
 phone: (785) 565-6202
 fax: (785) 537-6394

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Friday, January 27, 2023 3:53 PM
To: Cindy Kabriel <ckabriel@rileycountyks.gov>
Subject: Online Form Submittal: Advisory Council/Board Application Form

Advisory Council/Board Application Form

Personal Information

RILEY COUNTY APPLICATION FOR SERVING ON A COUNTY ADVISORY
 COUNCIL/BOARD

Attachment: Board appointments for Museum and Health Council (13222 : Advisory Board Appointments)

Following is a list of current County Advisory Council/Boards. If you have any questions or need additional information about the specific group(s) you are interested in, please contact the County Clerk's Office (565-6202).

Select the Board, Commission, or Committee applying for Riley County Public Health Council

PERSONAL INFORMATION

First Name	Sarah
Last Name	Ziegler
Address1	5004 Coachman Rd
Address2	<i>Field not completed.</i>
City	Manhattan
State	KS
Zip	66502
Phone Number	409-599-0607
Business Address	<i>Field not completed.</i>
Business Phone Number	<i>Field not completed.</i>
Occupation	Biosafety Professional
Email Address	Sarah.Ziegler@sitero.com
Statement of Interest	I am a certified and registered Biosafety professional with over 10 years experience working in biomedical research laboratories. I served as a pandemic coordinator during COVID for USDA. I am currently serving as the VP of Biosafety and IBC services at Sitero.

References

REFERENCES

Please submit at least one reference.

Reference Name	Connie Roberts
Reference Phone Number	409-599-0607

Reference Email Address C.I.roberts@hotmail.com

Relationship Family Member

Reference Name *Field not completed.*

Reference Phone Number *Field not completed.*

Reference Email Address sarahziegler@hotmail.com

Relationship *Field not completed.*

Reference Name *Field not completed.*

Reference Phone Number *Field not completed.*

Reference Email Address *Field not completed.*

Relationship *Field not completed.*

Sign and Submit

Type Your Name Sarah Ziegler

Thank you for your interest in serving Riley County

When an opening on a council/board occurs, the Riley County Commissioners will review the applications on file. If your application is selected, you will be contacted to confirm that you are still interested in serving on this council/board before an appointment is made.

All applications will remain on file for three years.

Questions?

Please contact the County Clerk's Office during regular business hours.

Phone: (785) 565-6200

Address: 110 Courthouse Plaza, Manhattan, Kansas 66502

Email not displaying correctly? [View it in your browser.](#)

RESOLUTION NO. 030223-**A RESOLUTION APPOINTING REPRESENTATIVES TO RILEY
COUNTY COUNCIL/BOARDS**

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

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

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

Patricia Peterson	March 2, 2023- December 31, 2025	Museum Board of Trustees 3 year
Sarah Ziegler	March 2, 2023- December 31, 2025	Riley County Public Health Council 3 year

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

ADOPTED this 2nd day of March 2023.

**THE BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS**

CHAIR

MEMBER

MEMBER

ATTEST:

RICH VARGO
Riley County Clerk

(SEAL)



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 Resource Manager
MEETING: March 2, 2023
SUBJECT: Riley County Shared Leave Request Form
PRESENTER: Michele Reid, Payroll, Benefits, Employee Relations Manager

POSSIBLE MOTION(S)

Move to approve the Riley County Shared Leave Request Form.

Enclosures:



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
March 06, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Plaza Reservation Request for Downtown Manhattan

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:20 AM

Break

9:30 AM

Press Conference

3. RCPD Update - Greg Steere (3-5 minutes)
4. Downtown Manhattan Update - Gina Synder (3-5 minutes)
5. Severe weather awareness - Laurie Harrison (2 minutes)

10:00 AM

Russel Stukey, Emergency Management Director

6. Staff update

10:15 AM

Amanda Webb, Planning/Special Projects Director

7. Planning and Development code enforcement discussion

Adjournment

Announcement

Attachment: 03-06-23 tentative agenda (12817 : Tentative Agenda)

The 2023 Annual Township Officials Meeting will be held Wednesday, March 8, 2023 from 8:30 a.m. to 1:00 p.m. at Pottorf Hall in CiCo Park.

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

Attachment: 03-06-23 tentative agenda (12817 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
March 09, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Plaza Reservation Request
2. Discuss Joint City/County/County Meeting
3. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

4. Administrative Work Session

9:20 AM

Mike Boller, Noxious Weed Director

5. Bid opening for tractor

9:30 AM

Mike Boller, Noxious Weed Director

6. Staff update
7. Annual Noxious Weed Report
8. Noxious Weed Management Plan

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

9. Economic development update

10:00 AM

Julie Gibbs, Health Department Director

10. Staff update
11. Out of State Travel Request

Attachment: 03-09-23 tentative agenda (12817 : Tentative Agenda)

12. ATL Grant Application

10:30 AM Budget and Planning Committee - Darell Edie, Budget and Finance Officer

13. Monthly Cash Flow Reports

10:50 AM Shilo Heger, Treasurer

14. Monthly revenue reports

11:05 AM Amanda Webb, Planning/Special Projects Director

15. EHS transition

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: 03-09-23 tentative agenda (12817 : Tentative Agenda)



HEALTH DEPARTMENT
Grant

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

COMMISSION AGENDA REPORT

FROM: Breva Spencer, MCH Supervisor

MEETING: March 2, 2023

SUBJECT: FY 24 OPEI Letter of Intent and Amendment for Contract
Renewal/Signature

PRESENTER: Breva Spencer, MCH Supervisor

BACKGROUND

In August 2013 Riley County Health Department (RCHD) initially received the Outreach, Prevention and Early Intervention (OPEI) services grant from Kansas Department of Health and Environment (KDHE). Renewed annually, the grant allows implementation of a program that provides outreach and prevention services to low-income families and at-risk infants.

DISCUSSION

The Maternal and Child Health (MCH) Weekly Home Visiting program utilizes an evidence-based curriculum, Promoting Maternal Mental Health and Promoting First Relationships for families prenatal through age 5.

Program elements include:

1. Identify all families of at-risk infants from a targeted geographic area using reliable screening mechanisms.
2. Provide intensive, long-term, home visitor support.
3. Facilitate bonding between parent and infant.
4. Empower parents to seek support services through available community resources.
5. Promote healthy child development.
6. Prevent child abuse and neglect among project children from birth to age 5.
7. Link the child to a pediatric medical facility, other community services, and to developmental resources, as needed.
8. Initiate services with new parents before birth or at birth.
9. Identify families who are most in need of services

10. Offer services voluntarily and use positive, persistent, outreach efforts to build family trust.
11. Offer services intensively (at least once a week) and over the long term (2-5 years), with well-defined criteria for increasing or decreasing frequency of services.

The OPEI letter of intent and amendment for contract renewal is due to KDHE. See attached.

FISCAL IMPACT

Total funding shall not exceed \$480,000.00 and is comprised of \$240,000.00 from KDHE and \$240,000.00 in matching funds from Riley County.

RECOMMENDATION(S)

Move for Commissioner Katherine Focke to sign the OPEI letter of intent and amendment to the contract for renewal.

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:

- Riley Co OPEI Am1 (PDF)
- OPEI FY24 commission letter of intent(PDF)

**AMENDMENT ONE
to the
AGREEMENT
between
KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT
DIVISION OF HEALTH CARE FINANCE
the
RILEY COUNTY BOARD OF COUNTY COMMISSIONERS
and the
RILEY COUNTY HEALTH DEPARTMENT
for
Outreach, Prevention and Early Intervention Services**

The above parties entered into an original contract on July 1, 2022 to develop, implement, and maintain a voluntary program that provides outreach, prevention and early intervention services to new, low-income parents and children with emphasis on adolescent and pregnant teen parents of at-risk infants in Riley County, Kansas.

- I. The parties hereto agree to extend the original agreement from July 1, 2023 to June 30, 2024.
- II. The contractor will maintain accreditation with its choice of evidence-based home visitor programs that target low-income families with pregnant women and children from birth to age 3 (or age 5).
- III. Total funding for the period referenced above shall not exceed \$480,000.00; said amount comprising the County's certified matching funds of \$240,000.00 and the federal financial participation amount of \$240,000.00.
- IV. All remaining terms and conditions of the original agreement and subsequent addenda shall remain the same.

IN WITNESS HEREOF, the parties hereto affix their signatures to this First Amendment.

RILEY COUNTY

Kathryn Focke, Chair
Riley County Board of County Commissioners

Date

**RILEY COUNTY
HEALTH DEPARTMENT**

Julie Gibbs, M.P.H., Director
Riley County Health Department

Date

**KANSAS DEPARTMENT OF HEALTH
AND ENVIRONMENT**

Janet Stanek
Secretary

Date



February 28, 2023

Attention: Babette Dixon, Contracts Manager
 Kansas Department of Health and Environment
 Division of Health Care Finance
 900 SW Jackson, Suite 900 North
 Topeka, KS 66612-1220

Dear Ms. Dixon:

The Riley County Board of County Commissioners wish to participate in the Outreach, Prevention and Early Intervention Services program and understand that a match is required. The source of matching dollars will be from local taxes and Riley County has adequate tax funds to provide \$240,000.00 match.

Sincerely,

Commissioner Kathryn Focke
 Chairperson

Health Department Clinics
 2030 Tecumseh Road
 Manhattan KS 66502
 P: 785-776-4779
 F: 785-565-6565

Family & Child Resource Center
 2101 Claflin Road
 Manhattan KS 66502
 P: 785-776-4779
 F: 785-587-2879

Attachment: OPEI FY24 commission letter of intent (13211 : FY 24 OPEI Letter of Intent and Amendment for Contract Renewal)



COUNTY APPRAISER'S OFFICE
Staff Update

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

STAFF REPORT

FROM: Appraiser's Office

MEETING: March 2, 2023

SUBJECT: Appraiser's Office Staff Update

PRESENTER: Anna Burson

Enclosures:

- 03-02-2023 Appraiser's Office Commission Meeting update (DOCX)
- BOTA UPDATE 3-2-23 (PDF)

Appraiser's Office Report

BOCC
March 2nd, 2023

- **Personal property**

- Staff are currently processing returned renditions; we are currently sitting at a 58% return rate and hopeful more property owners will return their renditions. They have until March 15th to return the renditions and avoid penalties. The penalties are statutorily assessed at 5% per month up to a total of 50%. Penalties cannot be reduced without a Board of Tax appeal order. We highly encourage property owners to return them as soon as possible. In total there are just over 1400 renditions still outstanding we will not be sending out reminder postcards this year as we went the extra step with the rendition mailing ensuring it was clearly discernable on the front of the envelope the need for returning the rendition and provided the postage paid envelope for return.
- We have transferred our Personal Property/ AG Supervisor to the Residential Appraiser III position. This is part of realigning the duties and responsibilities in our office. AG use should not be under the personal property umbrella but would fall more appropriately under the residential duties and responsibilities. With the vacant position we determined the most appropriate decision was to have one person specialize in all things AG related handling our Farm Homesites and AG use properties throughout the county. She will transition to residential later this month however will still be assisting in training personal property staff temporarily serving in dual roles until the vacant position is filled.

- **Agricultural**

- Historically AG questionnaires were mailed every year. State statute requires use verification every two years. To reduce cost and improve processes we have determined mailing once every two years the best course of action. In 2023 producers will not receive a questionnaire. However, are encouraged to continue reporting a change in use or production to our office.

- **Residential-**

- Values have been set and notices were sent out last Friday February 24th. The typical increase as noted ranges from 7-17% with the median value increase sitting roughly at 13%.
- As a reminder if property owners are considering an appeal and would like to see their comparable sales report or additional sales in their neighborhood, we encourage them to contact our office via the appeal line 785-537-6316 and we will email the requested information.
- We have conducted 85 PUPS for 2022 valuation this includes both Commercial and Residential property. All 1st half pups have been completed besides 1 currently scheduled.
- Annual review has already begun for the 2024 tax year.
- 2023 Summary of Sales and Building permits. Sales validation is at a halt as we enter informal appeal season. All sales in this report currently have not gone through the validation. We have recorded 52 sales of which 47 are residential properties. The Median sale price currently is \$185,500 and the average sale price is \$206,890. We have 29 total new permits and 5 of those are new buildings.
- Our residential department is fully staffed as mentioned above there will be a period of transition as we migrate the AG use back to residential.

- **Commercial-**

- I have attached the Commercial BOTA list with no notable changes from my last update. All except 4 are currently scheduled. There is a high probability many of the currently scheduled will be rescheduled due to the allotted time and dates of the appeals and availability of expert witnesses and our attorney.
- All phases of the analysis have been completed.

BOTA - OPEN												
2/13/2023												
DOCKET	PARCEL NUMBER	QR#	YEAR	APPLICANT	PROPERTY OWNER	BUSINESS NAME/SITE	COUNTY VALUE	TAXPAYER VALUE	APPRAISER	SCHEDULED	Evidence Mail Date	
2022-1383-EQ	081-189-31-0-00-00-007.00-0	R6092	2022	FLANAGAN/BILTON LLC	COLONIAL GARDENS LLC (3050 TCB)	COLONIAL GARDENS MHP OFFICE	\$407,900	\$305,000	COMMERCIAL	FRIDAY, JUNE 2, 2023 @ 9:00 FOR 2 HOURS IN TOPEKA		
2022-1382-EQ	081-189-31-0-00-00-010.00-0	R6096	2022	FLANAGAN/BILTON LLC	COLONIAL GARDENS LLC (3000 TCB)	COLONIAL GARDENS	\$7,941,430	\$6,000,000	COMMERCIAL	FRIDAY, JUNE 2, 2023 @ 9:00 FOR 2 HOURS IN TOPEKA		
2022-679-EQ	081-189-31-0-00-00-012.01-0	R6098	2022	MATT CANTESE	COUNTRY MEADOWS RESIDENCES	COUNTRY MEADOWS RESIDENCES	\$5,666,700	??	COMMERCIAL	FRIDAY, JUNE 2, 2023 @ 11:00 FOR 1 HOUR IN TOPEKA		
2022-1384-EQ	081-189-31-0-00-00-017.01-0	R6104	2022	FLANAGAN/BILTON LLC	COLONIAL GARDENS LLC (0000 E MARLATT)	COLONIAL GARDENS - VACANT	\$1,870	\$1,500	COMMERCIAL	FRIDAY, JUNE 2, 2023 @ 9:00 FOR 2 HOURS IN TOPEKA		
2020-6179-PR	081-203-07-2-80-01-001.02-0	R9273	2019	JOSEPH CASAD/TAX VALUE SPECIALISTS	BJS, INC	IHOP	\$1,974,000	?	COMMERCIAL	MONDAY, AUGUST 21, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA	CONTINUED	
2020-6180-EQ	081-203-07-2-80-01-001.02-0	R9273	2020	JOSEPH CASAD/TAX VALUE SPECIALISTS	BJS, INC	IHOP	\$1,974,000	\$1,482,207	COMMERCIAL	MONDAY, AUGUST 21, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA	CONTINUED	
2021-1105-EQ	081-203-07-2-80-01-001.02-0	R9273	2021	JOSEPH CASAD/TAX VALUE SPECIALISTS	BJS, INC	IHOP	\$1,974,000	?	COMMERCIAL	MONDAY, AUGUST 21, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA	CONTINUED	
2020-1714-EQ	081-204-18-2-10-18-001.00-0	R9845	2020	SAVAGE & BROWNING	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$2,100,000	?	COMMERCIAL	MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA		
2021-5574-EQ	081-204-18-2-10-18-001.00-0	R9845	2021	SAVAGE & BROWNING	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$1,770,000	?	COMMERCIAL	MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA		
2022-1386-EQ	081-204-18-2-10-18-001.00-0	R9845	2022	SAVAGE & BROWNING	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$1,670,000	??	COMMERCIAL	MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA		
2020-1099-EQ	081-204-18-2-10-18-001.01-0	R9846	2020	LINDA TERRILL - PROP TAX LAW GROUP	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$133,660	?	COMMERCIAL	FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA		
2021-1437-EQ	081-204-18-2-10-18-001.01-0	R9846	2021	LINDA TERRILL - PROP TAX LAW GROUP	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$140,910	prior year value	COMMERCIAL	FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA		
2022-2165-EQ	081-204-18-2-10-18-001.01-0	R9846	2022	PROPERTY TAX LAW GROUP-LINDA TERRILL	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$140,040	?	COMMERCIAL	FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA		
2020-1097-EQ	081-204-18-2-10-18-002.00-0	R9847	2020	LINDA TERRILL - PROP TAX LAW GROUP	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,398,740	?	COMMERCIAL	FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA		
2021-1435-EQ	081-204-18-2-10-18-002.00-0	R9847	2021	LINDA TERRILL - PROP TAX LAW GROUP	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,478,940	prior year value	COMMERCIAL	FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA		
2022-2164-EQ	081-204-18-2-10-18-002.00-0	R9847	2022	PROPERTY TAX LAW GROUP-LINDA TERRILL	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,480,660	?	COMMERCIAL	FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA		
2020-1098-EQ	081-204-18-2-10-18-011.00-0	R9848	2020	LINDA TERRILL - PROP TAX LAW GROUP	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$119,500	?	COMMERCIAL	FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA		
2021-1436-EQ	081-204-18-2-10-18-011.00-0	R9848	2021	LINDA TERRILL - PROP TAX LAW GROUP	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$126,850	prior year value	COMMERCIAL	FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA		
23022-2166-EQ	081-204-18-2-10-18-011.00-0	R9848	2022	PROPERTY TAX LAW GROUP-LINDA TERRILL	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$126,000	?	COMMERCIAL	FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA		
2020-1509-EQ	081-204-18-2-10-20-001.00-0	R9850	2020	BLAKE NEWELL - J.W.W CHATAM & AASOC	HY-VEE INC	HY-VEE	\$6,750,000	?	COMMERCIAL	FRIDAY, MAY 19, 2023 @ 3:30 FOR 1 HOUR IN TOPEKA		
2021-3394-EQ	081-204-18-2-10-20-001.00-0	R9850	2021	BLAKE NEWELL - J.W.W CHATAM & AASOC	HY-VEE INC	HY-VEE	\$6,750,000	\$3,375,000	COMMERCIAL	FRIDAY, MAY 19, 2023 @ 3:30 FOR 1 HOUR IN TOPEKA		
2022-1279-EQ	081-204-18-2-10-20-001.00-0	R9850	2022	J. W. CHATAM & ASSOC	HY-VEE INC	HY-VEE	\$7,000,000	?	COMMERCIAL	FRIDAY, MAY 19, 2023 @ 3:30 FOR 1 HOUR IN TOPEKA		
2021-285-PR	081-204-18-2-10-20-004.02-0	R9855	2020	SAVAGE & BROWNING	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,375,000	?	COMMERCIAL	MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA		
2021-5575-EQ	081-204-18-2-10-20-004.02-0	R9855	2021	SAVAGE & BROWNING	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,160,000	?	COMMERCIAL	MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA		
2022-1387-EQ	081-204-18-2-10-20-004.02-0	R9855	2022	SAVAGE & BROWNING	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,090,000	?	COMMERCIAL	MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA		
2020-1713-EQ	081-204-18-2-10-20-005.00-0	R9857	2020	SAVAGE & BROWNING	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND	\$4,585,000	?	COMMERCIAL	MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA		
2021-2046-EQ	081-204-18-2-10-20-005.00-0	R9857	2021	SAVAGE & BROWNING	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND	\$4,125,000	?	COMMERCIAL	MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA		
2022-1385-EQ	081-204-18-2-10-20-005.00-0	R9857	2022	SAVAGE & BROWNING	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND	\$4,015,000	?	COMMERCIAL	MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA		
2020-1715-EQ	081-204-18-2-10-20-013.00-0	R302812	2020	SAVAGE & BROWNING	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$745,000	?	COMMERCIAL	MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA		
2021-5576-EQ	081-204-18-2-10-20-013.00-0	R302812	2021	SAVAGE & BROWNING	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$630,000	?	COMMERCIAL	MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA		
2022-1388-EQ	081-204-18-2-10-20-013.00-0	R302812	2022	SAVAGE & BROWNING	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$380,000	?	COMMERCIAL	MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA		
2021-1615-EQ	081-204-18-2-20-19-001.00-0	R10250	2021	MHI-MANHATTAN 2 LLC	PR MIG MANHATTAN OWNER LLC	COURTYARD BY MARRIOTT	\$14,651,580	?	COMMERCIAL	PENDING		
2022-2176-EQ	081-204-18-2-20-19-001.00-0	R10250	2022	MHI-MANHATTAN 2 LLC	PR MIG MANHATTAN OWNER LLC	COURTYARD BY MARRIOTT	\$17,330,000	?	COMMERCIAL	PENDING		
2021-1662-EQ	081-204-18-2-30-03-004.00-0	R10629	2021	BREER LAW FIRM - KEVIN BREER	KSU REAL ESTATE FUND LLC	HOLIDAY INN CAMPUS	\$3,820,400	?	COMMERCIAL	MONDAY, AUGUST 7, 2023 @ 1:30 FOR 1 HOUR IN TOPEKA		
2022-2163-EQ	081-204-18-2-30-03-004.00-0	R10629	2022	BREER LAW FIRM - KEVIN BREER	KSU REAL ESTATE FUND LLC	HOLIDAY INN CAMPUS	\$4,011,420	?	COMMERCIAL	MONDAY, AUGUST 7, 2023 @ 1:30 FOR 1 HOUR IN TOPEKA		
2021-383-PR	081-204-18-2-60-31-005.00-0	R11572	2020	LINDA TERRILL - PROP TAX LAW GROUP	PARKWOOD LLC	PARKWOOD INN & SUITES	\$1,550,000	\$700,000	COMMERCIAL	PENDING		
2021-1438-EQ	081-204-18-2-60-31-005.00-0	R11572	2021	LINDA TERRILL - PROP TAX LAW GROUP	PARKWOOD LLC	PARKWOOD INN & SUITES	\$1,215,790	prior year value	COMMERCIAL	PENDING		
2021-420-PR	081-204-18-2-80-09-014.00-0	R12120	2020	BLAKE NEWELL - J.W.W CHATAM & AASOC	ICON INVESTMENTS LLC	PARKING LOT ON HOUSTON STREET	\$208,650	\$100,000	COMMERCIAL	FRIDAY, MAY 19, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA		
2021-3485-EQ	081-204-18-2-80-09-014.00-0	R12120	2021	BLAKE NEWELL - J.W.W CHATAM & AASOC	ICON INVESTMENTS LLC	PARKING LOT ON HOUSTON STREET	\$213,080	\$106,500	COMMERCIAL	FRIDAY, MAY 19, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA		
2021-419-PR	081-204-18-2-80-09-015.00-0	R12121	2020	BLAKE NEWELL - J.W.W CHATAM & AASOC	ICON INVESTMENTS LLC	MID TOWN PLAZA	\$1,098,850	\$550,000	COMMERCIAL	FRIDAY, MAY 19, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA		
2021-3486-EQ	081-204-18-2-80-09-015.00-0	R12121	2021	BLAKE NEWELL - J.W.W CHATAM & AASOC	ICON INVESTMENTS LLC	MID TOWN PLAZA	\$1,094,420	\$547,000	COMMERCIAL	FRIDAY, MAY 19, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA		
2021-418-PR	081-204-18-2-80-14-002.00-0	R12158	2020	BLAKE NEWELL - J.W.W CHATAM & AASOC	ICON INVESTMENTS LLC	ICON (HOUSTON STREET BALLROOM)	\$1,353,200	\$675,000	COMMERCIAL	FRIDAY, MAY 19, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA		
2022-5112-EQ	081-216-14-0-10-03-006.02-0	R19739	2022	BLAKE NEWELL - J.W.W CHATAM & AASOC	ICON INVESTMENTS LLC	AUTO MUSEUM PARKING LOT	\$1,220,060	?	COMMERCIAL	FRIDAY, MAY 19, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA		
2021-336-PR	081-204-18-2-80-26-001.00-0	R12229	2020	BLAKE NEWELL - J.W.W CHATAM & AASOC	HCW-MANHATTAN, LLC	HILTON GARDEN INN	\$11,301,990	?	COMMERCIAL	MONDAY, AUGUST 21, 2023 @ 1:30 FOR 1 HOUR IN TOPEKA		
2021-1398-PR	081-204-18-2-80-26-001.00-0	R12229	2021	HCW-MANHATTAN, LLC	HCW-MANHATTAN, LLC	HILTON GARDEN INN	\$7,509,900	?	COMMERCIAL	MONDAY, AUGUST 21, 2023 @ 1:30 FOR 1 HOUR IN TOPEKA		
2021-2065-EQ	081-204-18-2-80-28-004.00-0	R12236	2021	BREER LAW FIRM - KEVIN BREER	MANHATTAN HOTELS LLC	HOLIDAY INN EXPRESS	\$3,597,840	?	COMMERCIAL	MONDAY, AUGUST 21, 2023 @ 3:30 FOR 1 HOUR IN TOPEKA		
2020-1749-EQ	081-211-11-0-40-13-003.00-0	R15610	2020	SAVAGE & BROWNING	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$22,914,700	?	COMMERCIAL	MONDAY, AUGUST 7, 2023 @ 2:30 FOR 2 HOURS		
2021-1660-EQ	081-211-11-0-40-13-003.00-0	R15610	2021	SAVAGE & BROWNING - TIMOTHY SCHENDT	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$24,833,000	?	COMMERCIAL	MONDAY, AUGUST 7, 2023 @ 2:30 FOR 2 HOURS		
2022-2172-EQ	081-211-11-0-40-13-003.00-0	R15610	2022	SAVAGE & BROWNING - TIMOTHY SCHENDT	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$23,790,490	?	COMMERCIAL	MONDAY, AUGUST 7, 2023 @ 2:30 FOR 2 HOURS		
2022-1278-EQ	081-211-12-0-20-01-027.01-0	R15647	2022	J. W. CHATAM & ASSOC	MERCY HEALTH CENTER OF MANHATTAN	MHTTN SURGICAL HOSPITAL	\$6,149,400	?	COMMERCIAL	MONDAY, AUGUST 21, 2023 @2:30 FOR 1 HOUR IN TOPEKA		
2020-1523-EQ	081-211-12-0-30-01-008.02-0	R16065	2019	ROBERT MUNSON	CENTRAL NATIONAL BANK	CENTRAL NATIONAL BANK	\$1,067,700	?	COMMERCIAL	FRIDAY, MAY 19, 2023 @ 1:30 FOR 1 HOUR IN TOPEKA		
2020-1523-EQ	081-211-12-0-30-01-008.02-0	R16065	2020	ROBERT MUNSON	CENTRAL NATIONAL BANK	CENTRAL NATIONAL BANK	\$1,038,100	?	COMMERCIAL	FRIDAY, MAY 19, 2023 @ 1:30 FOR 1 HOUR IN TOPEKA		
2021-3483-EQ	081-211-12-0-30-01-008.02-0	R16065	2021	BLAKE NEWELL - J.W.W CHATAM & AASOC	CENTRAL NATIONAL BANK	CENTRAL NATIONAL BANK	\$1,038,100	\$519,050	COMMERCIAL	FRIDAY, MAY 19, 2023 @ 1:30 FOR 1 HOUR IN TOPEKA		
2022-1276-EQ	081-211-12-0-30-01-008.02-0	R16065	2022	J. W. CHATAM & ASSOC	CENTRAL NATIONAL BANK	CENTRAL NATIONAL BANK	\$1,049,900	\$500,000	COMMERCIAL	FRIDAY, MAY 19, 2023 @ 1:30 FOR 1 HOUR IN TOPEKA		
2020-915-EQ	081-211-12-0-30-11-004.01.0	R16204	2020	LINDA TERRILL - PROP TAX LAW GROUP	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,715,200	?	COMMERCIAL	FRIDAY, JUNE 2, 2023 IN TOPEKA FOR 3.5 HOURS		
2021-1439-EQ	081-211-12-0-30-11-004.01-0	R16204	2021	LINDA TERRILL - PROP TAX LAW GROUP	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400	prior year value	COMMERCIAL	FRIDAY, JUNE 2, 2023 IN TOPEKA FOR 3.5 HOURS		
2022-2155-EQ	081-211-12-0-30-11-004.01-0	R16204	2022	PROPERTY TAX LAW GROUP-LINDA TERRILL	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400	?	COMMERCIAL	FRIDAY, JUNE 2, 2023 IN TOPEKA FOR 3.5 HOURS		
2022-5112-EQ	081-216-14-0-10-03-006.02-0	R19739	2022	CHATAM & ASSOCIATES	ICON INVESTMENTS LLC	AUTO MUSEUM PARKING LOT	\$1,220,060	\$600,000	COMMERCIAL	PENDING		
2021-3484-EQ	081-216-23-0-10-08-001.00-0	R20575	2021	BLAKE NEWELL - J.W.W CHATAM & AASOC	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS	\$7,674,200	\$3,873,100	COMMERCIAL	FRIDAY, MAY 19, 2023 @ 2:30 FOR 1 HOUR IN TOPEKA		
2022-1277-EQ	081-216-23-0-10-08-010.00-0	R20575	2022	J. W. CHATAM & ASSOC	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS	\$8,152,300	\$4,000,000	COMMERCIAL	FRIDAY, MAY 19, 2023 @ 2:30 FOR 1 HOUR IN TOPEKA		
2020-1525-EQ	081-216-24-0-20-01-002.00-0	R21281	2020	LATHROP & GAGE LLP, R. SCOTT BEELER	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$7,200,000	\$4,070,000	COMMERCIAL	TUESDAY, JULY 11, 2023 @ 9:00 ONE FULL DAY IN TOPEKA		
2021-2023-EQ	081-216-24-0-20-01-002.00-0	R21281	2021	LATHROP & GAGE LLP, R. SCOTT BEELER	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$7,200,000	\$4,070,000	COMMERCIAL	TUESDAY, JULY 11, 2023 @ 9:00 ONE FULL DAY IN TOPEKA		
2022-1355-EQ	081-216-24-0-20-01-002.00-0	R21281	2022	LATHROP & GAGE LLP, R. SCOTT BEELER	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$7,200,000	\$4,070,000	COMMERCIAL	TUESDAY, JULY 11, 2023 @ 9:00 ONE FULL DAY IN TOPEKA		
2020-914-EQ	081-216-24-0-20-02-001.00-0	R21288	2020	LINDA TERRILL - PROP TAX LAW GROUP	TARGET CORPORATION	TARGET	\$9,850,000	?	COMMERCIAL	PENDING		
2021-1440-EQ	081-216-24-0-20-02-001.00-0	R21288	2021	LINDA TERRILL - PROP TAX LAW GROUP	TARGET CORPORATION	TARGET	\$9,700,000	prior year value	COMMERCIAL	Dismissed-No Fee - REINSTATED 07/06/21 - Pending		
2022-2157-EQ	081-216-24-0-20-02-001.00-0	R21288	2022	PROPERTY TAX LAW GROUP-LINDA TERRILL	TARGET CORPORATION	TARGET	\$9,700,000	?	COMMERCIAL	PENDING		

Attachment: BOTA UPDATE 3-2-23 (13218 : Appraiser's Office Staff Update)



PLANNING & DEVELOPMENT
Staff Update

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

STAFF REPORT

FROM: Amanda Webb, Planning Director

MEETING: March 2, 2023

SUBJECT: Planning & Development - Staff Update

PRESENTER: Amanda Webb, Planning Director

Enclosures:

- February PD Update (PDF)
- 3 - March Staff Update (PDF)



PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

Date: March 2, 2023
To: Riley County Board of County Commissioners
From: Amanda Webb, Planning & Special Projects Director
Re: Planning & Development February 2023 Staff Report

Short Term Rentals (STR) licenses:

We issued three STR licenses in February. No new applications were submitted leaving six remaining that have not applied. We are working with the County Counselor's office to get the remaining known owners to comply.

I went on KMAN InFocus with Commissioner McKinley and discussed the STR regulations.

Code Enforcement process:

Both Darrin Hobbs, Planning Compliance Specialist, and Perry Piper, Environmental Health Specialist, will attend the March 6 BOCC meeting to present their respective code enforcement procedures and typical cases.

Current Planning:

- There was no February Riley County Planning Board (RCPB) meeting due to lack of petitions.
- At the March 13, 2023 meeting, RCPB will review a request to replat Lot 1 and Lot 2 of Schurle Ranch Unit Two into two lots and update the Final Development Plan associated with the PUD zoning designation. Provided RCPB approves the request, the replat will come before the BOCC the following week for a final decision.
- Three pre application meetings held:
 - A plat/rezone for a proposed new use on property on Stagg Hill Road.
 - A plat/rezone to redevelop Sedalia MHP.
 - A replat of Flintstone Addition Unit 2 to adjust the common property line.

Solid Waste Management Committee

- The committee held two meetings in February. Among the discussions:
 - 2023 annual Solid Waste Management Plan (SWMP) review
 - Preparing for the 2024 full five-year SWMP update

Personnel:

- Sarah Dorsen has been hired as our new Clerical Assistant. She will start with the department on Monday, March 6.
- The Environmental Health Specialist (EHS) position is open and has been posted to the Riley County Career Portal as well as the state and national environmental health associations. We are working on both permanently filling the position and bringing in contract assistance during the interim. Until we can locate contract assistance and/or permanent placement, operations will be impacted to an unknown degree. More information to come.

Comprehensive Plan update:

- Comprehensive Plan update webpage: <https://www.rileycountyks.gov/2032/Comprehensive-Plan-Update>
- I discussed public outreach/engagement and stakeholder/TAC involvement at the February 27 BOCC meeting. Commissioners are in support of utilizing subcommittees for the TAC group. I will reach out to various organizations and agencies to get them involved.
- I will be before you at the March 27 meeting to discuss a more formal Public Participation Plan (PPP), a draft survey, a draft RFP for consultant assistance, and an update on TAC members.

Keats sewer benefit district:

A public meeting is scheduled for 7 pm, March 9 at Keats United Methodist Church to discuss project status. Staff and consultant will give a presentation and answer questions. Local media outlets have been alerted to the meeting.

We've also prepared a handout for distribution to the general public, and with the BOCC's approval, have already handed out several copies. We continue to research potential locations for the lagoon and funding mechanisms.

Fee schedule review:

Staff held several work sessions with the BOCC to review and update Planning & Development's fee schedule. The resolution will be on the March 2 business meeting agenda. It will need to be published in the newspaper of record to become effective. Once effective, it will be posted on Riley County's webpage and staff will email to contractors.

Battery recycling educational program:

- Michael Boller and I presented to the Optimist Club on February 15. Everyone was appreciative of the information and asked great questions.
- I discussed the battery recycling program when I joined Commissioner McKinley on KMAN InFocus.
- There are many stickers and flyers still available for distribution. Anyone is welcome to pick up stickers and/or flyers. We are always looking for volunteers to help get stickers on trash totes.
- Website address: <https://www.rileycountyks.gov/2024/Battery-Recycling>

New permit software implementation:

- GovBuilt is Planning & Development's new permit software program. It is fully online and can be found here: <https://rileycountyks.govbuilt.com/>. All permitting can be done online, but people can still submit paper copies and pay over the counter here in our office.
- P&D staff continue to work with GovBuilt to tailor the system to our needs.

- We have received many applications via the online system and have issued many permits as well.

Also attended/participated in:

Bi-state APA conference planning committee meeting
Budget & Planning committee meetings
Legal roundtable
MUAPB New Member Orientation
Serving as interim treasurer for Kansas Association of County Planning & Zoning Officials (KACPZO)
Riley County Rural Economic Development Advisory Board
SPRINT funding webinar
NG911 committee meeting
EM/PD/PW Coordination meeting
KAC Legislative Liaison session
FHWC Housing Workgroup

*Please note I will provide February permit numbers, as well as March numbers, when I give my staff update in April.

Attachment: February PD Update (13210 : Staff Update)

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
Long Range Planning						
Comprehensive Plan Update	Amanda Webb & Bob Isaac	Vision 2025 adopted in October 2009 and is need of an update. Comprehensive plan update presentations where held before the Riley County Planning Board on May 9 and before the Manhattan Urban Area Planning Board on May 16. BOCC presentation was 6/27/22. Have created a dedicated website page for the plan update.	Kick off public participation and engaging stakeholders.	11/1/2021		6/30/2025
Keats Sewer District	Amanda Webb & Perry Piper	Sam Johnson working on final PER. Committee met with USDA. Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Sent letters to prospective property owners to inquire about purchasing 10 acres for a lagoon. No interest. Provided BOCC update 4/21/2022. Held working group meeting on 5/24/2022. Sent neighbor letter on 7/12/22. Neighbor is not interested. Perry, Amanda and Commissioner Focke visited the Keats area and several surrounding sites looking for options.	Exploring additional funding options and lagoon sites. Public meeting scheduled for March 9 at Keats Methodist Church.	11/1/2014		06/30/2023
NG911 - Private Road Naming	Amanda Webb & Lisa Daily	Met with property owner, Mary Sutterlin concering an ongoing addressing issues and that emergency services considers to be a priority. Mrs. Sutterlin chose the name Rosebud Trail. NG911 Committee and other property owner approved the name. Sent waiver to public hearing to both property owners. Waivers received and BOCC meeting scheduled. Approved Rosebud Trail. NG911 Committee meeting scheduled for 2/13/2023 to discuss property owners on Boller Road using wrong numbers for their address.	NG911 meeting was held and the committee agreed for GIS to contact property owners to approve the use of the 12865 and 12869 Boller Rd. Discussed a property owner who applied for a building permit in which there are two tracts of land involved. Driveway is one tract and there the proposed building will be on the other tract which will create a private road. Planning & Development is to contact the property to start the process for the private road name and will assess the \$100.00 road name fee.	8/1/2015		4/1/2023
Develop Riley County - historic land use changes in Wildcat Creek Watershed	Darrin Hobbs	Information gathering from NASA complete for report. Report has been finalized. Waiting for end product.	Present report to all participating entities.	6/1/2020		12/31/2023
Regulations						
Grants						
Keats Sewer District	Amanda Webb	Sam Johnson working on final PER. Committee met with USDA. Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Sent letters to prospective property owners to inquire about purchasing 10 acres for a lagoon. No interest. Provided BOCC update 4/21/2022. Held working group meeting on 5/24/2022. Sent neighbor letter on 7/12/22. Neighbor is not interested. Perry, Amanda and Commissioner Focke visited the Keats area and several surrounding sites looking for options.	Exploring additional funding options and lagoon sites. Public meeting scheduled for March 9 at Keats Methodist Church.	TBD		06/30/2023
Current Planning						
Tegmeier/LAWE LLC - PUD Amendment	Bob Isaac	Conducted the RCPB and BOCC hearings. Resolution published. Appeal received and under review by legal.	Waiting for legal response and need to go through appeal process. Plat needs to be filed depending outcome.	3/28/2022		7/1/2023
Briggs/Emley - Boundary Line Adjustment	Bob Isaac	Application received.	Boundary Line Adjustment approved/complete. Property owner to apply for building permit with the	10/6/2022		3/31/2023
Foltz - Replat and Final Dev. Plan update	Bob Isaac	NOPH published and 1000' letters mailed.	Conduct RCPB public hearing.	1/3/2023		3/13/2023
Evergy - Special Use for a substation	Bob Isaac	NOPH published and 1000' letters mailed.	Conduct RCPB public hearing.	1/30/2023		3/13/203
Permits						
22-007-MRWW Baxter	Perry Piper	Install new risers/lids, effluent filter and new rubber grament on outlet side of septic tank.	Await installer to make repairs. Wating on warmer weather. Property owner hasn't responded, sent violation notice.	10/6/022		03/31/2023
21-0146-MRWW Worrel	Perry Piper & Craig Cox	Application received and inspection completed. Spoke to property owner and mailed repair application with no response, additionally lateral field installed unlawfully. Repair application received. Met with Mrs. Worrel, she stated no Conservation money available. Told to contact USDA to see if they would qualify for low interest loan, they never. Sanitary Code Violation 21-0038.	Legal counsel to send letter to property owner.	07/08/2021		03/30/2023
21-0185-ADGR Myers & Maupin (shed)	Darrin Hobbs	Inspections completed, determined a variance is required. Bob and Darrin contacted property owner. Followed up with Mr. Maupin and advised him to visit the Planner, Bob Isaac. Property owner to date has not contacted the Planner.	Send violation notice.	08/23/2021		03/31/2023
21-0228-MRWW Parker	Perry Piper	Application received and processed. Site visit has been completed.	Applicant to complete repair. Waiting on warmer weather.	10/05/2021		04/30/2023
22-003-ACC Pride	Darrin Hobbs & Perry Piper	Application received and processed.	Property owner wants to build in the middle of the lot and needs to obtain survey to determine boundary lines.	09/22/2022		03/15/2023
22-010-ACC Meader	Darrin Hobbs & Perry Piper	Application received and processed.	Property owner to provide construction plans to determine use of building.	11/04/2022		03/15/2023
22-002-COM No Stone Unturned	Darrin Hobbs	Application received and processed.	Waiting on Code Footprint.	12/08/2022		03/15/2023
Property Maintenance Code Violations						
Kilner - Unsafe structure	Darrin Hobbs & Craig Cox	Judge Bosch found Kilner in contempt.	Starting August 1, he will be assessed a \$100/day fine until property is in compliance. Planning Compliance Specialist to take weekly photos of site. Mr. Kilner hired an attorney (Bernard Irvine) who filed a motion to docket appeal out-of-time asked for extension to 2/8/23. Mr. Irvine filed a 2nd extension of time, new date is March 10.	8/18/2016		3/30/2023
21-0025 Harry Baxter - Dangerous Structure- 780 Tabor Valley Rd	Darrin Hobbs	Property owner is aware that the building needs to be torn down. Property owner stated he would temporarily repair the structure and then remove at later date. Property owner to make temporary repairs to use structure during remodeling of principal structure.	Follow up with property owner.	04/27/2021		03/31/2023
Hermesch - Unsafe structure	Clancy Holeman	Counselor met with P&D staff for Property Maintenance Code application. Photos of property taken.	Counsel put property in 2018 tax case for 2014 & 2015 delinquent taxes.	11/24/2015		TBD

Attachment: 3 - March Staff Update (13210 : Staff Update)

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
21-0088 Tuttle Terr - Inoperable vehicles/Unregistered vehicles, Mobile Homes that could be harboring rodents and animals, appliances, etc.	Darrin Hobbs	Inspection conducted and notification letter sent. Notification letter sent. No response, sent notice of violation. Due to violations, unable to issue Mobile Home Park license. Water leak has been repaired. Trash issues have been taken care of. Sent another violation notice due to trash situation. Possible new property owner. Under new ownership and improvements have been made.	Monitor progress and new owner has applied for license. Major improvements have been happening and clean is going well.	12/9/2021		05/31/2023
Zoning Violations						
Doyle - Illegal mobile home storage (Mobile Gardens) Violation #10-0050	Craig Cox	Staff met with Charlotte Doyle on 8.31.2021. Staff inspected septic on July 25, 2022. Septic surfacing. Met with property owner regarding Lot 17. Home is not occupied.	Replat property and comply with zoning regulations. Replace septic system. Home is unoccupied.	12/17/2010	4/17/2012	03/30/2023
Doyle - Illegal salvage at residence Violation #05-0007	Craig Cox	Counsel and staff conducted site visits on 6/25/18 and 7/20/18. Mr. Doyle removed 600 tires and 3 mobile homes. March 19, 2021 conference with Mr. Doyle. He agreed to remove vehicles from the property. Set site visit for May 4, 2021. Mr. Doyle has moved about 90% of the tires and multiple vehicles to a staging area across from his residence for a salvage company to pick up, and will continue with this method. Next site visit 08/11/2021. Staff met with Charlotte Doyle on 08/31/2021.	Schedule a site visit.	4/15/2013	5/1/2014	03/30/2023
Zeller/Thomas - Illegal sign	Craig Cox	Owner has limited signage to MHK Airport (governmental entity).	Counsel to schedule meeting with staff to discuss case status.	12/1/2011	9/27/2012	3/30/2023
Kilner - Unsafe structure	Darrin Hobbs & Craig Cox	Judge Bosch found Kilner in contempt.	Starting August 1, he will be assessed a \$100/day fine until property is in compliance. Mr. Kilner hired an attorney (Bernard Irvine) who filed a motion to docket appeal out-of-time asked for extension to 2/8/23. Mr. Irvine filed for a 2nd extension of time, new date is March 10.	8/18/2016		3/30/2023
20-0063 - Satterlee: Inoperable vehicles and campers	Darrin Hobbs	Determined to be a violation. Notification letter sent. The Notification letter was resent by me for a fresh start to make contact with the property owner. Contacted property owner on what still needs to be removed and provided an aerial map. I sent another letter to the property owner on 6/15/2022, stating that this will be turned over to legal if no progress is made.	Monitor progress.	09/27/2021		03/31/2023
20-0077 - Scott - Illegal salvage operation in residential zoning	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Met with property owner on site and will be removing some items by 3/1/2021. Property owner compiling information for registered vehicles.	Await for property owner to schedule site inspection.	12/08/2020		03/31/2023
21-0053 Myers - building without a permit	Darrin Hobbs	Inspection completed, Notification Letter and Violation Notice sent. Applications received and processed. Bob and Darrin visited with property owner on 10/27/21 to confirm a Certificate of Survey would need to be done to confirm if the "well house" is located in the building setback. Property owner indicated he wanted to seek legal counsel. 6/15/2022 I spoke with Wes Maupin today about where he was at on the variance process. I encouraged him to call and talk to Bob about the situation. He said that he has never talked to Bob. Send notice of violation for failing to apply for a variance.	Send violation notice.	07/14/2021		03/31/2023
20-0079 Miller - Illegal auto repair and salvage operation 1382 Pillsbury Dr	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Property owner is making progress but no contact. Staff met with property owner and agreed to provide a plan to abate violations by 1/29/2021. Final notice of violation sent to property owner. Sent violation, final notice, property owner met with staff and agreed to provide a plan to abate the violation. No response or plan received. Per legal recommendations, starting process again with a new violation number. New notice of violation and final notice have been sent.	Awaiting response from property owner.	12/08/2020		03/31/2023
20-0087 Miller - Illegal auto repair and salvage operation 1420 Pillsbury Dr	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Property owner is making progress but no contact. Staff met with property owner and agreed to provide a plan to abate violations by 1/29/2021. Final notice of violation sent to property owner. Sent violation, final notice, property owner met with staff and agreed to provide a plan to abate the violation. No response or plan received. Sent notification letter.	Send final notice of violation.	12/21/2020		03/31/2023
20-0090 Fishgill L.L.C - Illegal auto repair and salvage operation 1312 Pillsbury Dr	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Property owner wants an extension to remove tenant. Vehicles being removed. Sent notice of violation. No response.	Send notification letter.	12/22/2020		03/31/2023
L21MHP-0004 TDJ Stables	Darrin Hobbs & Craig Cox	Renewal applications and fees received. License can't be issued until property is compliance sanitary code. EHS conducted site inspection, not in compliance with sanitary code.	Legal counsel to determine next course of action.	11/20/2020		03/30/2023
21-0019 Britt - non compliance in flood hazard area/floodway	Darrin Hobbs & Craig Cox	Temporary Agreed Injunction filed with the Court. Review dates: July 15-DWS, August 15-No Rise, September 15-Riley County permit, November 1-Remove trees.	Settlement agreement filed. Darrin Hobbs to monitor for compliance, Darrin to monitor compliance and set contract date. Riley County FPD Permit issued 5/24/2022	04/06/2021		12/31/2022
21-0091 Rogers - Inoperable/Unregistered vehicle, also outside storage.	Darrin Hobbs	Inspection conducted and notification letter sent. Sent notice of violation. Owner replied and working with me.	Monitoring progress.	12/21/2021		03/31/2023
Sanitary Code Violations						
TDJ Stables - illegal repair	Perry Piper & Craig Cox	EHS conducted site inspection, not in compliance with sanitary code.	Legal counsel to determine next course of action.	04/07/2020		03/30/2023
21-0022 Moriarty/Masterson - undersized lagoon	Perry Piper & Craig Cox	Violation cited, homeowner did not comply, referred to legal for enforcement.	Counsel to send letter.	04/14/2021		03/30/2023
21-0038 Worrell - Sanitation Violation	Perry Piper & Craig Cox	Spoke to property owner and mailed repair application with no response, additionally lateral field installed unlawfully. Repair application received, no work done. Referred to legal for enforcement.	Met with Mrs. Worrel, she stated no Conservation money available. Told to contact USDA to see if they would qualify for low interest loan, they never. Legal sent compliance letter 08.05.2021. Staff to review compliance options.	06/23/2021		03/15/2023

Attachment: 3 - March Staff Update (13210 : Staff Update)

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
21-0048 Wurtz - lagoon fencing requirement not completed	Perry Piper & Craig Cox	Violation letter sent to property owner. Counsel sent a letter to property owner. Fencing deadline 8/31/2021 and seeding deadline 9/30/2021. No trespassing sign placed at entrance. Legal to to schedule meeting with staff.	Legal counsel to determine next course of action.	07/09/2021		03/30/2023
22-0016 Doyle - sewage on ground	Perry Piper	Sent Emergency Order to property owner. Spoke with property owner and agreed to make repairs.	Home condemned until repairs are made. Home is vacant and waiting on property owner to replat so lateral field can be replaced.	07/22/2022		04/30/2023
23-CES-002 Lane - Failed alternative disposal system.	Perry Piper	Friendly letter sent 12-19-22, no reply. Notice of Violation sent 1-20-23. Received repair permit.	Wait for alternative system proposal.	12/14/2022		04/01/2023
23-CES-003 SKR Investments (Shane Rhoton) - Failed ATU blower motor. & tanks need pumped.	Perry Piper	Friendly email sent 12-19-22, no reply. Notice of Violation sent 1-20-23. Repair permit received. Property owner called concerning \$100.00 inspection fee.	Amanda Webb will follow up with property owner.	12/14/2022		03/10/2023
23-CES-004 Innes - Alternative system pump and alarm float not working.	Perry Piper	Friendly notification by phone 12-14-22, no reply. Notice of Violation sent 1-20-23. Received repair permit.	Wait for replacemnt of failed alarm and pump.	12/14/2022		04/01/2023
23-CES-005 Bean - Alternative system blower not working. Failed pump report on field.	Perry Piper	Friendly letter sent 12-19-22, no reply. Notice of Violation sent 1-20-23. \$100.00 inspection fee final notice was due 1-19-23 and has not been paid yet.	Set up meeting with legal counsel.	12/14/2022		04/01/2023



COMMUNITY CORRECTIONS
Grant

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

COMMISSION AGENDA REPORT

FROM: Shelly Williams, Director, Riley County Community Corrections

MEETING: March 2, 2023

SUBJECT: FY22 Unexpended Funds Awarded & Budget Amendment FY22 Riley County Appropriations

PRESENTER: Shelly Williams, Director, Riley County Community Corrections

BACKGROUND

FY22 Unexpended Funds Award

The Kansas Department of Corrections is awarding FY22 unexpended funds to eligible agencies, meaning those agencies currently in compliance with financial reporting requirements.

CY22 Appropriations

Riley County Community Corrections was awarded \$7,081 for Adult Drug Court from the 2022 Riley County Appropriations.

DISCUSSION

FY22 Unexpended Funds Award

Riley County Community Corrections is in compliance with KDOC financial reporting requirements and thus eligible to receive \$23,329.19 in unexpended funds. This funding may be used for allowable expenses in accordance with the KDOC Financial Rules, Guidelines and Reporting Instructions. Any funds remaining at the end of FY23 (June 30, 2023) will be returned to KDOC through the normal unexpended funds recoupment process.

In order to receive the funds, we have to create and submit a budget amendment in

our grant management database, Amplifund, and obtain the necessary signatory approvals. Good news, KDOC is not holding up approval of the amendment pending signatory approvals. Upon completion of the amendment, we will have edit capabilities to adjust line-item totals or create new line-items as needed.

KDOC Fiscal processed the payment the second week of February, and the Joint Corrections Advisory Board reviewed and approved the recommended amendments on February 23rd.

CY22 Appropriations

We did not need the entire award and are returning \$2,765.61 to Riley County.

FISCAL IMPACT

FY22 Unexpended Funds Award

An influx of \$23,329.19 in state funding into the community to be spent locally.

CY22 Appropriations

Returning \$2,765.61 to be returned to the County for use.

RECOMMENDATION(S)

FY22 Unexpended Funds Award

Approve the attached recommended grant budget amendments.

Accept the 2022 Appropriations award return.

POSSIBLE MOTION(S)

Move to approve the FY22 Unexpended Funds Award amendments as submitted.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Budget Amendment Quarterly Report and Signatory Approval (PDF)
- Auto Color0074 (PDF)



Quarterly Grant Budget Amendment Report and Signatory Approval

Agency:

Fiscal Year:

Grant Type:

Reporting Period:

Total Amendment:

<u>FROM</u>			<u>TO</u>		
<u>Category</u>	<u>Line Item</u>	<u>Amount</u>	<u>Category</u>	<u>Line Item</u>	<u>Amount</u>

Justification:

Agency Director

My signature below certifies that I have reviewed and approved the budget amendment listed above.

_____ Printed Name	_____ Signature	_____ Date
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Advisory/Governing Board Chair

My signature below certifies that the budget amendment listed above has been reviewed and approved by the Corrections Advisory Board.

_____ Printed Name	_____ Signature	_____ Date
-----------------------	--------------------	---------------

Board of County Commission Chair (Host/Administrative County)

My signature below certifies that the budget amendment listed above has been reviewed and approved by the Board of County Commission.

_____ Printed Name	_____ Signature	_____ Date
-----------------------	--------------------	---------------



Quarterly Grant Budget Amendment Report and Signatory Approval

Agency: 21JD ☐
Grant Type: Adult Comprehensive Plan ☐

Fiscal Year: FY23
Reporting Period: Quarter 3
Total Amendment: \$ 23,329.19

FROM			TO		
Category	Line Item	Amount	Category	Line Item	Amount
			Contracts/Client Services	Sex Offender Evaluations	\$ 1,800.00
			Contracts/Client Services	Transportation Assistance	\$ 1,000.00
			Contracts/Client Services	Housing Assistance	\$ 1,000.00
			Contracts/Client Services	Anger Assessments	\$ 600.00
			Contracts/Client Services	BIP Assessments	\$ 600.00
			Contracts/Client Services	DV Assessments	\$ 1,800.00
			Contracts/Client Services	Translator	\$ 1,000.00
			Supplies / Commodities	Drug Testing Supplies	\$ 1,000.00
			Supplies / Commodities	Equipment	\$ 2,000.00
			Personnel (Admin)	Benefits (Insurance)	\$ 12,529.19

Justification: FY22 Unexpended Funds Award

KDOC released Unexpended Funds to all agencies who were in fiscal compliance. We received \$23,329.19 in funds to be expended by June 30, 2023. Our first objective was replenish our client services budget, therefore, we allocated \$8,800 towards evaluations, assessments, and additional direct client services. We are in need of updating furniture and equipment for our conference room which also serves as a classroom, thus earmarking \$2,000 in Supplies/Commodities: Equipment. ** We had two FTEs make unexpected changes to their insurance plans mid-year. The remaining \$12,529.19 is being moved to salary to off-set these unexpected benefit expenses.

Agency Director

My signature below certifies that I have reviewed and approved the budget amendment listed above.

SHELLY WILLIAMS

Printed Name

Signature

Date

Advisory/Governing Board Chair

My signature below certifies that the budget amendment listed above has been reviewed and approved by the Corrections Advisory Board.

LINDA TEENER

Printed Name

Signature

Date

Board of County Commission Chair (Host/Administrative County)

My signature below certifies that the budget amendment listed above has been reviewed and approved by the Board of County Commission.

KATHRYN FOCKE

Printed Name

Signature

Date

Packet Pg. 59

Attachment: Auto Color0074 (13215 : Monthly Staff Update)



COMMUNITY CORRECTIONS
Funding

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

COMMISSION AGENDA REPORT

FROM: Shelly Williams, Director, Riley County Community Corrections

MEETING: March 2, 2023

SUBJECT: 2023 County Special Alcohol Fund Allocations

PRESENTER: Shelly Williams, Director, Riley County Community Corrections

BACKGROUND

County Alcohol Tax Funds are dollars collected from establishments within the county. These dollars are to be allocated to alcohol education and prevention programming. The Riley County Board of County Commissioners empowered the Joint Corrections Advisory Board to request proposals (grants) for County Alcohol Tax funds, review the proposals and make recommendations to the Commission for funding. County Alcohol Tax funds are administered per K.S.A.79-41a04.

DISCUSSION

The Joint Corrections Advisory Board met in January 2023 to establish the RFP granting process for 2023. They met on February 23rd to review the County Alcohol grant applications and make recommendations to the BOCC.

The Ogden Community Center submitted an application in the amount of \$2,500 for drug awareness programming. However after reviewing the application, the JCAB has requested clarification and directed RCCC staff to provide technical assistance before recommending funding.

The following are being recommended for funding by the JCAB:

USD #378 submitted an application in the amount of \$1,200 for 170 students to receive the Botvin LifeSkills Training; an evidence-based substance abuse prevention program.

USD #384 submitted an application in the amount of \$900 for 90 students to receive the Botvin LifeSkills Training; an evidence-based substance abuse prevention program.

Riley County Community Corrections on behalf of the Drug Court requested \$3,225 to send at least one team member to the National Association of Drug Court Professionals annual training.

There is a total of \$15,583.17 in the County Alcohol Fund, with JCAB funding recommendations totaling \$5,325.

FISCAL IMPACT

Spend up to \$5,325 out of County Alcohol Tax

RECOMMENDATION(S)

The Joint Corrections Advisory Board made the following recommendations for funding to the BOCC:

Award USD #378 \$1,200

Award USD #384 \$900

RCCC \$3,225

POSSIBLE MOTION(S)

Move to approve funding USD #378 in the amount of \$1,200, USD #384 in the amount of \$900 and RCCC for Drug Court in the amount of \$3,225 out of County Alcohol Tax dollars.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Auto Color0073 (PDF)

Special County Alcohol Award History

	Blue Valley Booster Club		Friends of Riley County High School		Ogden Community Center	Riley County Community Corrections	Sunflower CASA	USD #378	USD #384	Starting Balance	Disbursements	Income	Ending Balance
FY11 Requested	\$675.00												
CY11 Approved	\$750.00		\$1,125.00		\$1,500.00					\$9,377.70	\$4,125.00	\$4,475.34	\$9,728.04
FY12 Requested	\$750.00		\$3,000.00		\$2,000.00								
CY12 Approved	\$600.00		\$1,125.00		\$2,000.00					\$9,728.04	\$3,725.00	\$4,397.09	\$10,400.13
FY13 Requested	\$600.00												
CY13 Approved	\$595.00		\$1,595.00		\$2,500.00					\$10,400.13	\$4,690.00	\$3,996.80	\$9,706.93
FY14 Requested	\$750.00		\$3,000.00		\$2,800.00								
CY14 Approved	\$560.00	\$7/student	\$1,365.00	\$7/student	\$1,950.00					\$9,706.93	\$3,875.00	\$3,753.87	\$9,585.80
FY15 Requested													
CY15 Approved	\$0.00		\$2,020.00	\$8/student	\$2,400.00					\$9,585.80	\$4,420.00	\$2,763.71	\$7,929.51
FY16 Requested	\$750.00				\$2,925.00								
CY16 Approved	\$400.00	\$8/student	\$1,600.00	\$8/student	\$2,925.00					\$7,929.51	\$4,925.00	\$5,382.26	\$8,386.77
FY17 Requested	\$750.00		\$5,000.00		\$2,050.00								
CY17 Approved	\$700.00	\$10/student	\$2,000.00	\$10/student	\$2,050.00					\$8,386.77	\$4,750.00	\$5,056.87	\$8,693.64
CY18 Requested	\$750.00	\$10/student	\$5,000.00	\$25/student	\$2,600.00					\$0.00			
CY18 Approved	\$750.00		\$2,000.00		\$2,600.00					\$8,693.64	\$5,350.00	\$4,036.46	\$7,380.10
CY19 Requested	\$750.00	\$10/student	\$5,000.00	\$25/student	\$2,600.00		\$500.00						
CY19 Approved	\$750.00		\$2,000.00		\$2,550.00		\$500.00			\$7,380.10	\$5,800.00	\$3,880.55	\$5,460.65
CY20 Requested	\$900.00	\$11/student	\$5,000.00	\$25/student	\$2,500.00	\$2,400.00							
CY20 Approved	\$250.00		\$500.00		\$2,000.00	\$1,900.00				\$5,460.65	\$4,650.00	\$2,952.08	\$3,762.73
CY21 Requested					\$2,500.00								
CY21 Approved					\$2,500.00					\$3,762.73	\$2,500.00	\$3,232.42	\$4,495.15
CY22 Requested						2700-2900							
CY22 Approved						\$2,975.00							\$0.00
CY22 Expended						\$1,832.76				\$4,495.15	\$1,832.76	\$12,920.78	\$15,583.17
CY23 Requested					\$2,500.00	\$3,225.00		\$1,200.00	\$900.00				
# of people served:					300	N/A		170	90				
CY23 Approved						\$3,225.00		\$1,200.00	\$900.00	\$15,583.17	\$5,325.00		\$10,258.17

Attachment: Auto Color0073 (13217 : County Special Alcohol Fund Allocations)

21st Judicial District Joint Corrections Advisory Board
2023 Riley County Alcohol Tax Application
K.S.A. 79-41a04

Agency Ogden Community Center

Address 220 Willow St. PO Box 366 Ogden, KS 66517

Contact Person Kim Romanski Email: occ@ogden-ks.gov Phone 785-537-0351

Total Program Cost \$ 9600.00 Grant Funds Requested \$ 2500.00

Estimated Number of Participants/Clients to be served: 300

Proposed Starting Date May 2023 Ending Date April 2024

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

The small town of Ogden in Riley has recently seen an increase in drug use among its youth population. This alarming trend has led to a range of negative consequences, including increased absenteeism in school, increased instances of drug-related crime, and a decrease in overall safety. In order to address this issue, we propose to implement a comprehensive drug awareness program that will educate young people about the dangers of drug use and provide them with the tools they need to make healthy, drug-free choices.

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

The primary goal of this program is to reduce the prevalence of drug use among young people in Ogden by providing them with accurate and up-to-date information about the dangers of drug use. Our specific objectives are to:

- Provide education to young people about the short and long-term consequences of drug use.
- Offer resources and support to young people who are struggling with addiction or who are at risk of developing addiction.
- Engage young people in activities and event that promote healthy, drug-free lifestyles.
- Increase awareness among parents and other community members about the importance of drug education and prevention.

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

Our drug awareness program will be implemented by a team of trained professionals who have experience working with young people. The program will include a range of activities and events, including:

- Drug education workshops: These workshops will be held in schools and community our Community Center and will provide young people with accurate information about the dangers of drug use.
- Community events: We will plan and host a series of community events that promote healthy, drug-free lifestyles. These events may include sports tournaments, concerts, and other activities that are designed to engage young people in a positive, drug-free activities.

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

VFW Post 11374: \$400

City of Ogden:

Donation of Rental Costs- \$2000

Monetary Donations- \$600

Employee Salaries for Events- \$3600

House of Hope:

Food Donations- \$500

We also utilize the free resources and materials from programs such as Meth Watch and the Foundation for a Drug Free World.

****We believe that our drug awareness program has potential to make a significant impact on the young people of Ogden and create a safer, healthier community. We are committed to working closely with schools, community organization, and other stakeholders to ensure that the program is successful and achieve its stated goals and objectives. We appreciate your consideration of this proposal and look forward to partner with you in the fight against drug use in our community.**

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

Submit this application via email to swilliams@rileycountyks.gov or jhubbard@rileycountyks.gov
Applications are due by 5pm on Friday, February 17th, 2023.

21st Judicial District Joint Corrections Advisory Board
2023 Riley County Alcohol Tax Application
K.S.A. 79-41a04

Agency USD#378

Address 117 N. Remmele Street, Riley KS 66531

Contact Person Jessica Davis Email: jdavis@usd378.org Phone (785)477-4734

Total Program Cost \$ 2100.00 Grant Funds Requested \$ 1200

Estimated Number of Participants/Clients to be served: 170

Proposed Starting Date Aug/2023 Ending Date May/2024

1. Please identify how your program will reduce the use and/or abuse of alcohol and/or other substances, and provide education on risks of substance abuse and/or provide programming/treatment of substances (i.e. Fatal Vision Programs).
 Botvin LifeSkills Training Curriculum:
 *Resist peer pressures to smoke, drink, and use drugs
 *Develop greater self-esteem, self-mastery, and self-confidence
 *Increase knowledge of the immediate and long-term consequences of substance abuse
 *Enhance cognitive and behavioral competency to reduce and prevent a variety of health risk behavior
2. Please provide a detailed explanation of how the County Alcohol funds you are seeking will enhance your program.
 The funds will provide a classroom set of workbooks for each student grade 7th-9th, and a teacher's manual. This will allow for bi-weekly lessons for approximately 170 students.
3. Please specify how you measure performance or effectiveness of the programming being offered with County Alcohol Funds.
 By utilizing data from the KCTC Survey, which is given to 6th, 8th, 10th and 12th graders annually in our district. Bovins LifeSkills Training is based on 40 years of peer reviewed scientific research and holds the distinction of being the top evidence-based substance abuse prevention program in the country.
4. Please list other funding sources and amounts that assist with the program that you are requesting County Alcohol Funds.

USD#378-\$900.00

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

Submit this application via email to swilliams@rileycountyks.gov or jhubbard@rileycountyks.gov
 Applications are due by 5pm on Friday, February 17th, 2023.

Attachment: Auto Color0073 (13217 : County Special Alcohol Fund Allocations)

21st Judicial District Joint Corrections Advisory Board
2023 Riley County Alcohol Tax Application
K.S.A. 79-41a04

Agency USD #384

Address 2 Ram Way, Randolph KS 66554

Contact Person Jessica Davis Email: jdavis@usd384.org Phone (785)477-4734

Total Program Cost \$ 1200.00 Grant Funds Requested \$ 900.00

Estimated Number of Participants/Clients to be served: 90

Proposed Starting Date Aug/2023 Ending Date May/2024

1. Please identify how your program will reduce the use and/or abuse of alcohol and/or other substances, and provide education on risks of substance abuse and/or provide programming/treatment of substances (i.e. Fatal Vision Programs).
 Botvin LifeSkills Training Curriculum:
 *Resist peer pressures to smoke, drink, and use drugs
 *Develop greater self-esteem, self-mastery, and self-confidence
 *Increase knowledge of the immediate and long-term consequences of substance abuse
 *Enhance cognitive and behavioral competency to reduce and prevent a variety of health risk behavior
2. Please provide a detailed explanation of how the County Alcohol funds you are seeking will enhance your program.
 The funds will provide a classroom set of workbooks for each student grade 7th-9th, and a teacher's manual. This will allow for bi-weekly lessons for approximately 170 students.
3. Please specify how you measure performance or effectiveness of the programming being offered with County Alcohol Funds.
 By utilizing data from the KCTC Survey, which is given to 6th, 8th, 10th and 12th graders annually in our district. Bovins LifeSkills Training is based on 40 years of peer reviewed scientific research and holds the distinction of being the top evidence-based substance abuse prevention program in the country.
4. Please list other funding sources and amounts that assist with the program that you are requesting County Alcohol Funds.

USD#384-\$300.00

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

Submit this application via email to swilliams@rileycountyks.gov or jhubbard@rileycountyks.gov
 Applications are due by 5pm on Friday, February 17th, 2023.

Attachment: Auto Color0073 (13217 : County Special Alcohol Fund Allocations)

**21st Judicial District Joint Corrections Advisory Board
2022-2023 Riley County Alcohol Tax Application
K.S.A. 79-41a04**

Agency Riley County Community Corrections Adult Services

Address 115 N. 4th Street, MHK 66502

Contact Person Sandi Harper Email: sharper@rileycountyks.gov Phone 785-565-6803

Total Program Cost \$ (32,225.00 for 10 ADC Team Members)

Grant Funds Requested \$ 3,225 for 1 person to attend ****

Estimated Number of Participants/Clients to be served: Up to 10 attendees to the National Association of Drug Court Professionals Conference

Proposed Starting Date: June 25, 2023 Ending Date June 29, 2023

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

"Treatment courts are the single most successful intervention in our nation's history for leading people living with substance use and mental health disorders out of the justice system and into lives of recovery and stability. Instead of viewing addiction as a moral failing, they view it as a disease. Instead of punishment, they offer treatment. Instead of indifference, they show compassion."
(<https://www.nadcp.org/treatment-courts-work/>)

Treatment courts refer more people to treatment than any other intervention across the United States, and the average national completion rate for treatment courts is nearly 60%.
(<https://www.nadcp.org/treatment-courts-work/>)

By attending this training and implementing a drug court locally, we will be able to reduce substance use and abuse with our SB123 offenders, with the long-term plan of serving every drug-addicted person under supervision within the 21st Judicial District. There are currently 18 participants on Drug Court.

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

The National Association of Drug Court Professionals (NADCP) RISE23! National Conference will provide our team access to the largest group of experts in the fields of treatment, evaluation, supervision, courts, law, and other issues impacting a treatment court program. We will be exposed to Adult Drug Court Best Practice Standards, strategies on implementing and enhancing a treatment court, the 10 key components of a treatment court, and the roles and responsibilities of each discipline attending. We will return with a detailed plan on enhancing our local treatment court!

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

We will track attendance at scheduled appointments, drug and alcohol test results, graduation rates, lengths of stay, reduced risk, in-program technical violations, and new arrests in order to measure the performance and the effectiveness of our drug court.

If at all possible, we will track new arrests, new convictions, and new incarcerations for at least three years following each participant's entry into the Drug Court. Offenses will be categorized according to

Page 2

the level (felony, misdemeanor, or summary offense) and nature (e.g., person, property, drug, or traffic offense) of the crime involved.

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

City of Manhattan Alcohol Funds, OJP BJA Grant, Riley County Appropriations and other disciplines' training budgets

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

Submit this application via email to swilliams@rileycountyks.gov

***Proposed expenses assume worst case expenses with 1 room per person, 1 vehicle transport per person, all 3 meals on travel days, and a higher priced flight.

Attachment: Auto Color0073 (13217 : County Special Alcohol Fund Allocations)



EMS/AMBULANCE
Project Update

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

MEMORANDUM

FROM: David Adams, EMS/Ambulance Director
MEETING: March 2, 2023
SUBJECT: Building Update
PRESENTER: David Adams, EMS/Ambulance Director

North County EMS Station

Current Status:

County staff is working on the agreement with the City of Leonardville on the clearing of the alley.

Received station specs and awaiting bids for construction.

City of Leonardville is waiving permit fees along with fees to hook up water and sewer.

Costs associated/paid since last update:

\$26,362.50

Total to date: \$39,543.75

Upcoming:

Bid packets received and reviewed.

Public Safety Headquarters

Current Status:

Contract between the county and BHS construction is in process.

Awaiting updated drawings from Archimages.

County staff are meeting with RCPD staff and finalizing IT plans and cost estimates.

County building committee met, and discussed IT needs to include security, cameras, door access options and other related topics.

Costs associated/Paid since last update:

\$ 10,500.00 for geotechnical services.

\$ 1,572.50 for CMAR selection and reimbursables

Total to date: \$251,347.93

Upcoming:

Contract with BHS to be finalized.

Zoning meeting(s)

IT fiber relocation

Meeting between county staff, Archimages, and BHS scheduled for March 9th.

Enclosures:



PUBLIC WORKS
Presentation

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, Public Works Director
MEETING: March 2, 2023
SUBJECT: County Road Systems in Kansas
PRESENTER: John Ellermann

BACKGROUND

Continued discussion of Kansas County Road Systems

DISCUSSION

Discuss road systems

FISCAL IMPACT

NA

RECOMMENDATION(S)

NA

POSSIBLE MOTION(S)

Enclosures:



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Agreement

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

COMMISSION AGENDA REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: March 2, 2023

SUBJECT: Approval of Form of Agreement between County Attorney & Contract Attorney

PRESENTER: Clancy Holeman

BACKGROUND

Recently the Board approved a request by Riley County Attorney Barry Wilkerson to contract with an experienced lawyer to assist the County Attorney's office in reducing the current backlog of misdemeanor cases. That backlog was created, in part by that office's decision to delay filing of some cases during the pandemic-cases which remain available for prosecution now that the effects of the pandemic have reduced.

DISCUSSION

Attached for your approval "in principle" (not for your signature) is an example of the contract this office has created for the above purpose.

The lawyer who has agreed to sign the agreement, C.J. Rieg, will not have a signed copy of the agreement available for the BOCC's approval of the attached "contractual provisions attachment" until the Board's public meeting on Monday, March 6, 2023, the same morning when she will begin work pursuant to the agreement.

If the Board will approve the attached "in principle," I will present an original of the agreement and ask you to add it to Monday's business meeting agenda, that morning for your signature.

FISCAL IMPACT

The agreement may remain in place as late as December 31, 2023, for up to 700 reported hours, and at the rate set out in the agreement.

RECOMMENDATION(S)

I recommend the Board authorize counsel to present the attached agreement in its current form to the BOCC for signature Monday, March 6, 2023.

POSSIBLE MOTION(S)

- A. "I move the Board authorize counsel to present the agreement in its current form to the BOCC for signature Monday, March 6, 2023."
- B. "I move the Board authorize counsel to present the agreement, **with the following changes...** to the BOCC for signature Monday, March 6, 2023."
- C. "I move the Board **not** authorize counsel to present the agreement for signature."

Enclosures:

- Contract Attorney Agreement Accepted (PDF)
- Contractual Provisions Attachment (PDF)

CONTRACT ATTORNEY AGREEMENT

This agreement is entered into between Riley County Attorney Barry Wilkerson (hereinafter "County Attorney") and C.J. Rieg, (hereinafter "Contract Attorney.")

PROJECT. Contract Attorney agrees to complete a contract project for Riley County Attorney. The scope of the project includes appearing in court for dockets, filing cases, and other criminal matters as agreed by the parties. Contract Attorney and County Attorney shall routinely consult and agree on the logistics and other details of the performance of this Agreement, as needed.

EMPLOYMENT RELATIONSHIP. Contract Attorney shall be engaged by County Attorney as an independent contractor between March 6, 2023, and December 31, 2023, up to a maximum of 700 hours. Contract Attorney is not an employee of County Attorney and is therefore not entitled to any benefits afforded to employees of Riley County. As an independent contractor, Contract Attorney and County Attorney shall agree when, where, and how the above-referenced project will be completed. Contract Attorney shall be solely responsible for withholding of social security, federal and/or state income tax, or unemployment compensation from payments made by County Attorney. Contract Attorney shall also be solely responsible for paying all business expenses incurred in the normal course of project completion, including Contract Attorney's Kansas Bar dues and CLE.

CONFLICTS OF INTEREST. Contract Attorney is a licensed attorney in good standing in the State of Kansas (Bar #16421) and Missouri (Bar #44664) but agrees not to engage in the practice of any other criminal or civil law during the term of this agreement to avoid any real or apparent conflicts of interest. Contract Attorney agrees to honor professional obligations under the applicable Rules of Professional Conduct and special rules for Prosecutors.

MALPRACTICE INSURANCE. County Attorney agrees to add Contract Attorney to Contract Attorney's professional liability insurance coverage, if necessary.

CONFIDENTIALITY. Contract Attorney shall keep all case information confidential, including any information contained in law enforcement files, NCIC, or any other law enforcement agencies or databases.

WORK PRODUCT. County Attorney shall own all rights to any work product generated by Contract Attorney while performing the project described in this Agreement. County Attorney may, in his sole discretion, modify for County Attorney's use, any work prepared by Contract Attorney. Ultimately, County Attorney is responsible for supervising the work of Contract Attorney, and for the content of pleadings and other material submitted by Contract Attorney for use by County Attorney.

COMPENSATION. Contract Attorney shall be paid for services rendered under this Agreement at the hourly rate of \$90.00. Contract Attorney shall submit to County Attorney a time sheet every two weeks describing hours worked and projects completed.

SEVERABILITY. All provisions of the Agreement are severable.

MODIFICATION TO AGREEMENT. No modification of this Agreement shall be effective unless it is in a writing signed by both parties.

TERMINATION. Either party shall have the right to terminate this Agreement before December 31, 2023 for breach of any term herein, by agreement of the parties, or for the convenience of either party. Termination shall be effective immediately upon receipt of written or verbal notice. In the event of termination, Riley County shall pay Contract Attorney for work completed according to the terms of this Agreement as of the date of termination.

CONTRACT ATTORNEY
C.J. RIEG, #16421

RILEY COUNTY ATTORNEY
BARRY WILKERSON

Attachment to "Contract" Between Riley County Attorney Barry Wilkerson, (hereinafter "County Attorney"), and C.J. Rieg (hereinafter "Contract Attorney").

CONTRACTUAL PROVISIONS ATTACHMENT

The undersigned parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being dated March 6, 2023

1. **TERMS HEREIN CONTROLLING PROVISIONS.** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in the contract and any other document relating to and a part of the contract in which this attachment is incorporated. All terms hereof survive termination of the contract.
2. **AGREEMENT WITH KANSAS LAW.** It is agreed by and between the undersigned that all disputes and matters whatsoever arising under, in connection with or incident to the contract shall be litigated, if at all, in and before a state Court located in the State of Kansas, County of Riley, or if in Federal Court, at a Federal Court located in Topeka, Kansas, to the exclusion of the Courts of any other states or country. All contractual promises shall be subject to, governed by, and construed according to the laws of the State of Kansas, without reference to its conflict of laws principles. Both parties submit to venue and jurisdiction in these courts. In the event an action or claim arises outside of the exclusive jurisdiction specified herein which names County as a party, Contractor agrees to initiate, consent to and/or cooperate with any and all efforts to remove the matter to the exclusive jurisdiction named herein and otherwise to take any and all reasonable actions to achieve County's objectives of this provision.
3. **COMPLIANCE WITH RILEY COUNTY PROCUREMENT CODE**
It is expressly agreed that County Attorney has obtained the County's designation of a "state of emergency" exists under Article 4.402(1) of the "Riley County Procurement Code" (March 14, 2022), justifying the attached contract between the County Attorney and Contract Attorney for the professional services described in the contract.

Contract Attorney

County

**BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS**

By: _____
Name: C. J. Rieg

By: _____
Kathryn Focke, Chairwoman

Date

Date

ATTEST: (seal)

Rich Vargo, Riley County Clerk

Attachment: Contractual Provisions Attachment (13221 : County Attorney & Contract Attorney)

Riley County Attorney

By: _____
Barry Wilkerson

Approved as to Form

By: _____
Clancy Holeman
Riley County Counselor

Date: _____

Attachment: Contractual Provisions Attachment (13221 : County Attorney & Contract Attorney)