



**Board of Riley County
Commissioners
Regular Meeting
Agenda
March 28, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Bid Recommendation for Mower
4. Recommendation for Pre-Cast Box Culverts Quote
5. Recommendation for Pre-Cast Box Culverts Quote
6. Sign a Tax Roll Correction
7. Advisory Board appointment letters and Resolution
8. Sign Riley County Employee Action Form(s)

Review Minutes

9. Board of Riley County Commissioners - Regular Meeting - Mar 25, 2024 8:30 AM

Review Tentative Agenda

10. Tentative Agenda

Press Conference Topics

11. Discuss Press Conference

9:00 AM

Cory Meyer, IT/GIS Director

12. IT/GIS Staff Update - March 2024

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

13. Administrative Work Session

9:35 AM

Amanda Webb, Planning/Special Projects Director

14. Short Term Rental regulations

- 9:55 AM Julie Gibbs, Health Department Director**
15. RCHD PHEP Out of State Travel Request
16. RCHD PHEP Out of State Travel Request
- 10:05 AM Vivienne Leyva, PIO**
17. March 2024 Communications Report
- 10:20 AM Elizabeth Ward, Human Resources Director**
18. Working session - Employee Policy Manual proposal
- 10:50 AM Evan McMillan, Assistant County Engineer**
19. Bid Opening for 2024 Asphalt Overlay Program
- 11:00 AM Anna Burson, Appraiser**
20. Property Tax Exemption in Riley County

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.



PUBLIC WORKS
Recommendations

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

COMMISSION AGENDA REPORT

FROM: Andrea Rose, Administrative Assistant II.

MEETING: March 28, 2024

SUBJECT: Bid Recommendation for Mower

PRESENTER: David Willis, Parks Manager

BACKGROUND

Public Works Staff has reviewed the bid submitted by Professional Turf Products and would like to move forward with the purchase for the submitted bid amount of \$70,458.19.

RECOMMENDATION(S)

Recommend moving forward with the purchase of the mower from Professional Turf Products from Lenexa, KS model: 2023-2024 Ventrac 452 N, this was the only bid received and it meets the required specifications.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

Enclosures:

- Mower - Bidders Summary List 2024 (XLSX)

Mower Parks Dept. 2024				
Bid opening 3/21/2024 9:50am				
Company	Mower	Total	Est. Delivery Date	Notes
Bobcat-White Star Machinery&Supply Wichita KS	N/A	N/A	N/A	Did not submit a bid
Professional Turf Products 10935 Eicher Dr, Lenexa, KS 66219 Derek Harrison	2023-2024 Ventrac 4520N	\$ 70,458.19	30 days	PW staff recommends

Attachment: Mower - Bidders Summary List 2024 (14617 : 2024 Mower Bid Recommendation)



PUBLIC WORKS
Recommendations

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

COMMISSION AGENDA REPORT

FROM: Andrea Rose, Administrative Assistant II

MEETING: March 28, 2024

SUBJECT: Recommendation for Pre-Cast Box Culverts Quote

PRESENTER: Alvin Perez, Operations /Fleet Manager

BACKGROUND

Based on the inspection program and maintenance reports for each structure in the county, Staff have determined it is necessary to replace the existing structure on Ober Road, W. 69th Ave., and Kansas Ave., due to constant maintenance.

The site has been reviewed to determine the type of structure best suited for its particular characteristics. Pre-cast concrete boxes are not suited for every site. They are best utilized in small drainage areas where there is a relatively shallow channel. These are generally locations where a smaller structure will be utilized. The sites on Ober Rd, W.69th Ave and Kansas Ave, exhibit this criteria. However, as the size of structure begins to increase the cost increases and the cost benefit ratio for utilizing a pre-cast box over a cast in place box becomes less attractive.

Other reasons for utilizing a pre-cast concrete box are:

1. Our crews install them thus reducing the out of pocket cost
2. The installation only takes a few days so the road is not closed as long
3. The pre-cast box can be shipped directly to the construction site
4. The cost is generally less than a cast in place structure which allows more of the smaller structures to be replaced

Attached are the quotes received from 3 manufacturers of pre-cast concrete boxes.

DISCUSSION

Review the quotes from McPherson Concrete, Forterra, and OldCastle Precast
Discuss Quotes
Approve the funding source

FISCAL IMPACT

We propose to fund the pre-cast concrete box structures from the Public Works Budget in the amount of \$71,044.26

ALTERNATIVES

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

RECOMMENDATION(S)

Staff recommends the replacement of the structure at Ober Rd, W. 69th Ave. and Kansas Ave. Further, we recommend acceptance of the low quote from McPherson Concrete.

POSSIBLE MOTION(S)

Move to accept the quote for one pre-cast concrete box culvert structures from McPherson Concrete in the amount of \$71,044.26, funded from the Public Works Budget.

Enclosures:

- 2024 RCB Quotes (XLSX)

2024 RCB Replacement Projects								
	Project Location	RCB Size	Total	Individual	Individual	Individual	Individual	Individual
Vendor: McPherson Concrete			Option 1	Option 2	Option 3	Option 4	Option 5	Option 6
Public Works Project	Ober Rd.	4' x 4' x 40'	\$ 17,129.49	\$ 17,129.49				
Public Works Project	W. 69th Ave.	10' x 6' x 36'	\$ 23,461.73		\$ 23,461.73			
Public Works Project	Kansas Ave.	12' x 4' x 30'	\$ 30,453.04			\$ 30,453.04		
Sales Tax Project	Lasita Rd. (Sales Tax)	12' x 7' x 54'	\$ 52,273.55				\$ 52,273.55	
Sales Tax Project	Wildcat Creek Rd.	12' x 10' x 66'	\$ 71,853.73					\$ 71,853.73
			\$ 195,171.54					
			Total	Individual	Individual	Individual	Individual	Alternate
Vendor: Forterra			Option 1	Option 2	Option 3	Option 4	Option 5	Option 6
Public Works Project	Ober Rd.	4' x 4' x 40'	NO Quote	NO Quote				
Public Works Project	W. 69th Ave.	10' x 6' x 36'	NO Quote		NO Quote			
Public Works Project	Kansas Ave.	12' x 4' x 30'	NO Quote			NO Quote		
Sales Tax Project	Lasita Rd. (Sales Tax)	12' x 7' x 54'	NO Quote				NO Quote	
Sales Tax Project	Wildcat Creek Rd.	12' x 10' x 66'	NO Quote					NO Quote
			NO Quote					
			Total	Individual	Individual	Individual	Individual	Alternate
Vendor: OldCastle Precast			Option 1	Option 2	Option 3	Option 4	Option 5	Option 6
Public Works Project	Ober Rd.	4' x 4' x 40'	Lump	\$ 21,102.00				
Public Works Project	W. 69th Ave.	10' x 6' x 36'	Lump		\$ 35,340.00			
Public Works Project	Kansas Ave.	12' x 4' x 30'	Lump			\$ 34,830.00		
Sales Tax Project	Lasita Rd. (Sales Tax)	12' x 7' x 54'	Lump				\$ 68,662.00	
Sales Tax Project	Wildcat Creek Rd.	12' x 10' x 66'	Lump					\$ 105,760.00
			\$ 234,467.00					

Attachment: 2024 RCB Quotes (14614 : Pre-Cast Box Culvert Quotes)

			Total					
			Option 1					
Riley County Projects								
Public Works Project	Ober Rd.	4' x 4' x 40'	\$ 17,129.49					
Public Works Project	W. 69th Ave.	10' x 6' x 36'	\$ 23,461.73					
Public Works Project	Kansas Ave.	12' x 4' x 30'	\$ 30,453.04					
			\$ 71,044.26					
Sales Tax Projects								
Sales Tax Project	Lasita Rd. (Sales Tax)	12' x 7' x 54'	\$ 52,273.55					
Sales Tax Project	Wildcat Creek Rd.	12' x 10' x 66'	\$ 71,853.73					
			\$ 124,127.28					
Option 1 for all Structures		TOTAL	\$ 195,171.54					



PUBLIC WORKS
Recommendations

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

COMMISSION AGENDA REPORT

FROM: Andrea Rose, Administrative Assistant II

MEETING: March 28, 2024

SUBJECT: Recommendation for Pre-Cast Box Culverts Quote

PRESENTER: Alvin Perez, Operations/Fleet Manager

BACKGROUND

Based on the inspection program and maintenance reports for each structure in the county, Staff have determined it is necessary to replace the existing structure on Lasita and Wildcat Creek Roads due to constant maintenance.

The site has been reviewed to determine the type of structure best suited for its particular characteristics. Pre-cast concrete boxes are not suited for every site. They are best utilized in small drainage areas where there is a relatively shallow channel. These are generally locations where a smaller structure will be utilized. The site on Lasita and Wildcat Creek Roads exhibit this criteria. However, as the size of structure begins to increase the cost increases and the cost benefit ratio for utilizing a pre-cast box over a cast in place box becomes less attractive.

Other reasons for utilizing a pre-cast concrete box are:

1. Our crews install them thus reducing the out of pocket cost
2. The installation only takes a few days so the road is not closed as long
3. The pre-cast box can be shipped directly to the construction site
4. The cost is generally less than a cast in place structure which allows more of the smaller structures to be replaced

Attached are the quotes received from 3 manufacturers of pre-cast concrete boxes.

DISCUSSION

Review the quotes from McPherson Concrete, Forterra, and OldCastle Precast
Discuss Quotes
Approve the funding source

FISCAL IMPACT

We propose to fund the pre-cast concrete box structures from the Sales Tax project Budget in the amount of \$ 124,127.28.

ALTERNATIVES

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

RECOMMENDATION(S)

Staff recommends the replacement of the structure at Lasita and Wildcat Creek Roads. Further, we recommend acceptance of the low quote from McPherson Concrete.

POSSIBLE MOTION(S)

Move to accept the quote for one pre-cast concrete box culvert from McPherson Concrete in the amount of \$124,127.28, funded from the Public Works Budget.

Enclosures:

- 2024 RCB Quotes (XLSX)

2024 RCB Replacement Projects								
	Project Location	RCB Size	Total	Individual	Individual	Individual	Individual	Individual
Vendor: McPherson Concrete			Option 1	Option 2	Option 3	Option 4	Option 5	Option 6
Public Works Project	Ober Rd.	4' x 4' x 40'	\$ 17,129.49	\$ 17,129.49				
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Sales Tax Project	Lasita Rd. (Sales Tax)	12' x 7' x 54'	\$ 52,273.55				\$ 52,273.55	
Sales Tax Project	Wildcat Creek Rd.	12' x 10' x 66'	\$ 71,853.73					\$ 71,853.73
			\$ 195,171.54					
			Total	Individual	Individual	Individual	Individual	Alternate
Vendor: Forterra			Option 1	Option 2	Option 3	Option 4	Option 5	Option 6
Public Works Project	Ober Rd.	4' x 4' x 40'	NO Quote	NO Quote				
Public Works Project	W. 69th Ave.	10' x 6' x 36'	NO Quote		NO Quote			
Public Works Project	Kansas Ave.	12' x 4' x 30'	NO Quote			NO Quote		
Sales Tax Project	Lasita Rd. (Sales Tax)	12' x 7' x 54'	NO Quote				NO Quote	
Sales Tax Project	Wildcat Creek Rd.	12' x 10' x 66'	NO Quote					NO Quote
			NO Quote					
			Total	Individual	Individual	Individual	Individual	Alternate
Vendor: OldCastle Precast			Option 1	Option 2	Option 3	Option 4	Option 5	Option 6
Public Works Project	Ober Rd.	4' x 4' x 40'	Lump	\$ 21,102.00				
Public Works Project	W. 69th Ave.	10' x 6' x 36'	Lump		\$ 35,340.00			
Public Works Project	Kansas Ave.	12' x 4' x 30'	Lump			\$ 34,830.00		
Sales Tax Project	Lasita Rd. (Sales Tax)	12' x 7' x 54'	Lump				\$ 68,662.00	
Sales Tax Project	Wildcat Creek Rd.	12' x 10' x 66'	Lump					\$ 105,760.00
			\$ 234,467.00					

Attachment: 2024 RCB Quotes (14615 : Pre-Cast Box Culvert Quotes)

			Total					
			Option 1					
Riley County Projects								
Public Works Project	Ober Rd.	4' x 4' x 40'	\$ 17,129.49					
Public Works Project	W. 69th Ave.	10' x 6' x 36'	\$ 23,461.73					
Public Works Project	Kansas Ave.	12' x 4' x 30'	\$ 30,453.04					
			\$ 71,044.26					
Sales Tax Projects								
Sales Tax Project	Lasita Rd. (Sales Tax)	12' x 7' x 54'	\$ 52,273.55					
Sales Tax Project	Wildcat Creek Rd.	12' x 10' x 66'	\$ 71,853.73					
			\$ 124,127.28					
Option 1 for all Structures		TOTAL	\$ 195,171.54					



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 28, 2024
SUBJECT: Sign a Tax Roll Correction
PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve the Tax Roll Correction.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- image32511 (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2024/03/22 14:

Taxpayer ID OPAT0006
Owner ID OPAT0006

Control # 2024000164

Tax Year 2023
Tract # 906057OPAT, STEVEN L
MARIA E OPAT
3621 VANESTA DR

CAMA # 212-03-0-10-05-015-00-0-01

GRAND MERE
VANESTA #2 LOT 57TU 2 Manhattan City
Parcel 282776
USD 383

Property Address 3621 VANESTA DR

MANHATTAN, KS 66503-0387

APPRAISER SECTION (Value)

2024/03/22 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	50330	335240	385570

Appraised After Correction:

CL	Land	Imp	Total
RU	50330	329670	380000

Net Change
5570-

Total	50330	335240	385570
-------	-------	--------	--------

Total	50330	329670	380000
-------	-------	--------	--------

5570-

Assessed Prior to Correction:

RU	5788	38553	44341
----	------	-------	-------

Assessed After Correction:

RU	5788	37912	43700
----	------	-------	-------

Net Change
641-

Total	5788	38553	44341
SB41	4836		

Total	5788	37912	43700
SB41	4836		

Total	641-
SB41	

CLERK SECTION (Tax)

2024/03/22 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 150.37500	Gen Tax	6667.78
	SB41 \$	96.72

Tax After Correction:

Levy 150.37500	Gen Tax	6571.40
	SB41 \$	96.72

Net Change
96.38-

SB41 Tax Dollars	6571.06
------------------	---------

SB41 Tax Dollars	6474.68
------------------	---------

96.38-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

641-

Applicable Mill Levy

150.37500

Net Change in Levied Tax Dollars

96.38-

Net Change in SB41 Exemption

Type of Correction DECREASE

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

Tax Statement # 23571

Comments BOTA stipulated value

Docket 2023-7746-EQ

Net Change in Total Tax Dollars

96.38-

Owner OPAT0006

OPAT, STEVEN L

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: image32511 (14616 : 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 28, 2024

SUBJECT: Advisory Board appointment letters and Resolution

PRESENTER: Cindy Kabriel, Senior Administrative Assistant

POSSIBLE MOTION(S)

Move to approve the following appointments, sign letters, and approve "Resolution No. 032824-
, A Resolution appointing Riley County representatives to Council/Advisory Boards."

Roger Nauerth Comm Dist 3	March 28, 2024- December 31, 2026	Hunters Island Water District Advisory Board 3 year
Stephen Bridenstine Comm Dist 3	March 28, 2024- December 31, 2026	Museum Board of Trustees 3 year
Samantha Brown Comm Dist 2	March 28, 2024- December 31, 2025	Public Health Advisory Council 3 year

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: March 28, 2024

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2024-03 EMS KWard EAF (DOCX)
- 2024-03 Fire TWall EAF (DOCX)
- 2024-03 Juv Intake MDavis EAF (DOCX)
- 2024-03 Interim Director MLewis EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Kailey Ward**Status Change Date:** 04/01/2024**Status Change:** New Hire**Date of Hire:** 04/01/2024**Seniority:** 0 Years, 0 Months**Position:** EMS**Position Type:** Full Time**Pay Grade:** 166733**Pay Type:** Hourly**Base Rate:** \$17.20**Annualized Pay:** \$63,640.00**Funds Codes:** 1-General, 20-EMS/Ambulance**Supervisor:** Josh Gering**Department Head:** David Adams

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-03 EMS KWard EAF (14628 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Travis Wall**Status Change Date:** 04/05/2024**Status Change:** New Hire**Date of Hire:** 04/05/2024**Seniority:** 0 Years, 0 Months**Position:** Volunteer Firefighter Stipend**Position Type:** As-Needed**Pay Grade:** TASND**Pay Type:** Stipend**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183 – Riley County Fire District #1, 183-Fire District #1**Supervisor:** Douglas Russell**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-03 Fire TWall EAF (14628 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Maribeth Davis**Status Change Date:** 04/28/2024**Status Change:** Separation**Date of Hire:** 05/18/2021**Seniority:** 2 Years, 10 Months**Position:** On Call Juvenile Intake**Position Type:** As Needed**Pay Grade:** Grade 2**Pay Type:** Hourly**Base Rate:** \$17.69**Annualized Pay:** \$8,845**Funds Codes:** 2001 – KDOC Juv Services

521 – KDOC Juv Services

Supervisor: Shelly Williams**Department Head:** Shelly Williams

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Megan Lewis**Status Change Date:** 04/01/2024**Status Change:** Promotion**Date of Hire:** 11/03/2008**Seniority:** 15 Years, 4 Months**Position:** Interim Director Community Corrections **Position Type:** Full Time**Pay Grade:** DD**Pay Type:** Salary**Base Rate:** \$3,845.69**Annualized Pay:** \$99,987.91**Funds Codes:** 50%-fund 2000, 50% fund 2001**Supervisor:** BOCC**Department Head:** BOCC

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-03 Interim Director MLewis EAF (14628 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
April 01, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. National Public Health Week to be recognized in Riley County from April 1 - 7, 2024.
4. Bid Recommendation for Transfer Station Truck Scale
5. Retail Dealer's 2024 Cereal Malt Beverages License for Britt's Farm

Review Minutes

Review Tentative Agenda

Press Conference Topics

6. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

7. Administrative Work Session

9:20 AM

Amanda Webb, Planning/Special Projects Director

8. Comprehensive Plan Update RFQ for professional consultant services

9:30 AM

Press Conference

9. RCPD Update - Greg Steere (3-5 minutes)
10. Presentation of the Public Health Week Proclamation - John Ford and Julie Gibbs (3-5 minutes)

9:40 AM

**Amanda Webb, Planning/Special Projects Director and Brittany Phillips,
Budget and Finance Officer**

Attachment: 04-01-24 tentative agenda (14189 : Tentative Agenda)

11. Riley County Retreat

10:00 AM

Russel Stukey, Emergency Management Director

12. Staff update

10:15 AM

Brian Peete, RCPD Director

13. RCPD update

Adjournment

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

Attachment: 04-01-24 tentative agenda (14189 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
April 04, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Elizabeth Ward, Human Resources Director

2. Human Resources update

9:15 AM

Michael Boller, Noxious Weed Director

3. Staff update

9:30 AM

Anna Burson, Appraiser

4. Staff update

9:45 AM

Julie Gibbs, Health Department Director

5. Grant application

10:00 AM

Amanda Webb, Planning/Special Projects Director

6. Staff update

10:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

7. Administrative Work Session

10:35 AM

Elizabeth Ward, Human Resources Director

Attachment: 04-04-24 tentative agenda (14189 : Tentative Agenda)

8. Employee Procedures Manual

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.



IT/GIS
Staff Update

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

STAFF REPORT

FROM: Cory Meyer

MEETING: March 28, 2024

SUBJECT: IT/GIS Staff Update - March 2024

PRESENTER: Cory Meyer

Commissioners,

The last month has been spent working on internal projects, as well as continued progress on department/countywide projects. Here are some highlights:

Information Technology (IT)

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

- Camera Software Security Upgrades
- Door Security Software Upgrades
- Server Operating System Upgrades
- Election Assistance
- House Bill 2842

Geographic Information Systems (GIS)

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

**Signed,
Cory Meyer**

Enclosures:



PLANNING & DEVELOPMENT
Work Session

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

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director

MEETING: March 28, 2024

SUBJECT: Short Term Rental regulations

PRESENTER: Amanda Webb, Planning Director

There are currently 18 licensed Short Term Rentals (STRs) in Riley County. Additionally, there are four open violations for STRs that are operating without a current, valid license (either didn't renew their initial license or never had a license). These are the STRs we are aware of; there are likely many more we haven't yet found.

STR criteria allow Planning & Development staff to revoke a license should the property become out of compliance with the requirements. All STR violations follow the regular procedure for all zoning violations, which can be found in Article 8 of the Land Development Regulations.

Attached are the current STR regulations, Article 8 - Violations & Enforcement from the Land Development Regulations, and the STR application, inspection checklist, brochure, and license template.

While most of the STRs within Riley County cause no issue, there are a handful that impact neighboring residents. Planning & Development staff, the Riley County Planning Board, and the Board of County Commissioners have recently heard from property owners who are being negatively impacted by STRs in their neighborhoods. The BOCC requested further discussion on this topic, which is why I am before you today.

Staff requests direction on the STR regulations - are there changes you'd like to see made to the current criteria?

Enclosures:

- Short-Term Rental Application (PDF)
- ShortTermRentalsLDR (PDF)
- Short-Term Rental (PDF)
- Inspection Checklist (DOCX)
- Short-Term Rental License Template (DOCX)
- LDR Article 8 - Violations & Enforcement (PDF)



PLANNING & DEVELOPMENT
ENVIRONMENTAL HEALTH

14.a

LICENSE # _____
DATE REC'D _____
RECEIPT # _____
CHECK# _____
CASH _____
CARD _____

\$200.00 FEE

Application for Short-Term Rental License

Property Owner: _____ Daytime Phone: _____

Mailing Address: _____

Email Address: _____

PROPERTY DESCRIPTION

Name of Short-Term Rental: _____

Property Address of Short-Term Rental: _____

Website Address of Short-Term Rental: _____

Name of Responsible Agent: _____ Daytime Phone: _____

Email Address: _____

Type of Wastewater Disposal System: _____ Type of Water Source: _____

Number of Bedrooms: _____ Number of off-street parking spaces: _____

Information to be provided with this application:

☐ Trash Disposal Plan

☐ Rules of Conduct

☐ Map of Property Boundaries showing;

- Existing and proposed buildings
- Proposed parking areas with number of parking spaces

*** If events will be allowed at this short-term rental, please note such events may be subject to the requirements of the special event regulations and may require a Special Event Permit.**

Riley County Sanitary Code requires septic tanks to be pumped and inspected a minimum of every five (5) years. Private water wells shall be tested for bacteriological quality of the water supply using a laboratory certified by State of Kansas, at least every three months. Test for nitrate content of the water supply using a laboratory certified by the State of Kansas, at least once a year.

I certify the information provided is true and correct. I hereby agree to operate the short-term rental in accordance with all requirements of the Riley County Land Development Regulations, Riley County Sanitary Code, State Fire Code and all other applicable state and federal regulations. I attest that the short-term rental is not prohibited by covenants, conditions and restrictions of a homeowners association or similar association, and that I have notified such association that I am applying for a short-term rental license.

Property Owner Signature

Date

See attached Short-Term Rental Standards

Packet Pg. 29

Attachment: Short-Term Rental Application (14622 : Short Term Rentals)

AC. Short-Term Rental

1. Purpose

The short-term rental licensing program is designed to facilitate the permitting of short-term rentals, subject to appropriate restrictions and standards, to allow for varied accommodations and experiences for visitors while retaining the character of residential neighborhoods.

2. General Requirements

- a. Nothing in this section shall limit the ability of a property owner, homeowners association or similar association from prohibiting or further limiting the short-term rental of property where the authority to do so exists.
- b. Nothing in this section shall prohibit the operation of a hotel where such use is permitted.
- c. The short-term rental licensee shall be held responsible for any violations of these regulations committed by persons at the property during a period when the property is rented on a short term basis.

3. Licensing Requirements

- a. As of the effective date of these regulations, as amended May 5, 2022, it shall be unlawful for any person to operate any short-term rental without a valid short-term rental license, as approved pursuant to the application procedure herein. Each short-term rental location shall require a separate license. Evidence of operation includes advertising, on-line calendar showing availability, guest testimony, on-line reviews, rental agreements or receipts.
- b. The owner of the short-term rental shall renew the license annually. All requirements for issuance of the original license shall be met in order for the license to be renewed.
- c. A short-term rental license shall only be issued to the owner(s) of the property.
- d. The short-term rental license is issued to the specific owner(s) of the property and does not run with the property. The license shall not be transferred or assigned to another individual, person, entity, or address, but may be managed by a third party on behalf of the owner.
- e. Only one short-term rental license shall be issued per principal dwelling unit. If a property contains both a principal dwelling unit and an accessory or secondary dwelling unit, only one unit may be licensed as a short-term rental.

4. Standards

All short-term rentals shall meet the following standards.

- a. Sleeping quarters for short-term rental tenants shall only be located within a habitable structure and shall not be located in:

- 1) Non-residential areas within buildings or accessory structures (e.g., shed, garage) that do not contain finished living space;
 - 2) Commercial or industrial spaces; or
 - 3) A temporary outdoor structure (e.g., tent) or recreational vehicle.
- b. The short-term rental shall remain compliant with all requirements of these regulations, the Riley County Sanitary Code, state and/or local fire codes, and any other applicable state or federal regulations.
 - c. Use of the short-term rental for any special events, such as weddings, shall be subject to the requirements of [Section 5.7 Special Events](#).
 - d. Use of the short-term rental shall be limited to activities customary to a residential dwelling unit.
 - e. The short-term rental shall be equipped with an operational smoke detector in each bedroom, a fire extinguisher in the kitchen and in the furnace room, and a carbon monoxide detector.
 - f. One off-street parking space for each bedroom within the short-term rental shall be designated and marked on the property. Parking shall be limited to designated areas as shown on the submitted property boundaries map, with overflow parking on the street where permitted. Parking on-site in non-designated areas shall be prohibited.
 - g. The owner shall maintain weekly residential trash collection service and provide a sufficient number of covered trash containers. Trash containers shall not be left out at the collection point for more than 24 hours after collection. The property shall be kept free of trash and debris.
 - h. Quiet hours shall be between the hours of 10:00 PM and 7:00 AM and noise generated during those hours shall not exceed 65 dBA at the property line.
 - i. All outdoor lighting shall comply with the requirements set forth in [Section 6.11 – Outdoor Lighting](#).
 - j. If pets are allowed, they shall be contained within the property boundaries or be on a leash when on a public street. Pet waste shall not be allowed to accumulate on the property and shall be properly disposed of.
 - k. No more than two (2) overnight guests per bedroom plus an additional three (3) overnight guests shall be accommodated at any one time. A guest is a person over two (2) years of age. The number of bedrooms is determined by the approved building permit for the structure. A room shall not be used as a bedroom unless it has at least two (2) independent points of ingress/egress, one of which may be an egress window. For residential structures built prior to the effective date of these regulations, an egress window shall have a minimum clear opening width and height of 18 inches, a minimum total clear openable area of four (4) square feet, and a maximum sill height above floor level of 48 inches. Permanently installed step(s) may be used to attain maximum sill height. Such step(s) must have a minimum tread of 12 inches and a maximum riser heights of 16 inches. For residential structures built after the effective date of these regulations shall have a minimum net clear opening height dimension of 24 inches, a minimum net clear opening width dimension of 20 inches and a minimum net clear opening of 5.7 square feet. The net clear opening dimensions shall be the result of normal operation of the opening.

The minimum horizontal area of a window well shall be 9 square feet, with a minimum horizontal projection and width of 36 inches. The area of the window well shall allow the emergency escape and rescue opening to be fully opened. Guards or covers shall be provided to safeguard against falls into the window well.

- l. The short-term rental shall display the address number of the residence so that it is clearly visible from the nearest named public or private road. The complete address of the property shall also be prominently posted within the short-term rental for emergency purposes.
- m. Signs in accordance with the sign regulations.
- n. The short-term rental shall be utilized in accordance with Rules of Conduct to ensure guests are being good neighbors and to minimize disturbances to area residences. The Rules of Conduct shall be prominently posted in the short-term rental and shall include, at a minimum, the following:
 - 1) The license number of the short-term rental;
 - 2) Maximum number of overnight guests;
 - 3) Parking requirements;
 - 4) Trash disposal requirements;
 - 5) Quiet hours and noise restrictions;
 - 6) Trespass warnings;
 - 7) Pet restrictions;
 - 8) Outdoor burning restrictions;
- o. The boundaries of the property shall be clearly identified on a map prominently posted within the short-term rental with the Rules of Conduct and shall be clearly identifiable in the field by a barrier or signage, warning guests not to trespass.

5. Responsible Agent Required

- a. Each owner of a short-term rental shall designate a person or company to serve as the responsible agent. An owner of a short-term rental may designate himself/herself as the agent.
- b. The responsible agent shall have access and authority to assume management of the short-term rental and take remedial measures. The agent shall be available 24 hours a day, 7 days a week to respond to complaints regarding the condition or operation of the short-term rental, the conduct of guests, or violations related to these regulations. The responsible agent must be able to affirmatively respond to complaints within an hour of notification of such complaint.
- c. The name and current contact information (e.g., email, phone number, etc.) of the responsible agent shall be prominently posted within the short-term rental.
- d. In the event of a fire ban within Riley County, the agent is required to notify guests of the current fire restrictions.
- e. The owner shall notify the Department, in writing, of any change to the responsible agent or the responsible agent's contact information within three business days.

6. Application

An application for a short-term rental license shall be completed by the owner of the property and accompanied by a fee established by the Board of Riley County Commissioners (BOCC). The application shall include the following information on forms provided by the Department:

- a. Contact information for the owner of the property.
- b. Contact information for the responsible agent and the notice of such to be posted.
- c. Attestation and agreement to comply with the requirements of this section.
- d. The address of the short-term rental and the notice of such to be posted.
- e. The URL (i.e., the website address) for any and all advertisements of the short-term rental.
- f. Attestation that the short-term rental is not prohibited by covenants, conditions and restrictions of a homeowners association or similar association, and the applicant has notified such association that the property owner is applying for a short-term rental license.
- g. Trash collection and disposal plan.
- h. Map of property boundaries, including designated parking areas (to be posted).
- i. Rules of Conduct (to be posted).

7. Review

The Department shall review the application for a short-term rental license and conduct an inspection of the property for compliance with these regulations. The Department may deny an application for a short-term rental license (or license renewal), if any of the following findings are made:

- a. The property has an outstanding violation of the Riley County Sanitary Code, state and/or local fire codes, and any other applicable state or federal regulations.
- b. The property does not comply with provisions of Riley County Sanitary Code, state and/or local fire codes, and any other applicable state or federal regulations.
- c. The applicant has knowingly made any false, misleading, or fraudulent statement of material fact in the application, or in any report or statement required to be filed that is related to the application.
- d. It is determined that the short-term rental property is not in a condition where it may be immediately rented on a short-term basis consistent with the requirements of these regulations.
- e. The property has been cited with two or more violations of these regulations within the previous 12 months.

8. Notice of Approval

When a short-term rental license is approved, the Department shall notify all adjacent property owners of the issuance of the license and the contact information for the responsible agent.

9. Application Renewal

- a. An application to renew a short-term rental license shall be accompanied by an annual renewal fee and shall be received by the Department not less than thirty days prior to the expiration of the license.
- b. Applications for renewal shall be completed by the owner on a form provided by the Department and shall include any updates of all required information.

10. Revocation of License

- a. Failure to remain in compliance with any of the standards listed herein may result in the immediate revocation of the short-term rental license.
- b. If a short-term rental license is revoked, the short-term rental of the property must cease immediately.
- c. No fee refunds shall be issued to any licensee whose short-term rental license is revoked.

PURPOSE

The short-term rental licensing program is designed to facilitate the permitting of short-term rentals, subject to appropriate restrictions and standards, to allow for varied accommodations and experiences for visitors while retaining the character of residential neighborhoods.

GENERAL REQUIREMENTS

- a. Nothing in this section shall limit the ability of a property owner, homeowners association or similar association from prohibiting or further limiting the short-term rental of property where the authority to do so exists.
- b. Nothing in this section shall prohibit the operation of a hotel where such use is permitted.
- c. The short-term rental licensee shall be held responsible for any violations of these regulations committed by persons at the property during a period when the property is rented on a short term basis.

LICENSING REQUIREMENTS

- a. It shall be unlawful for any person to operate and or advertise any short-term rental without a valid short-term rental license, as approved pursuant to the application procedure herein. Each short-term rental location shall require a separate license. Evidence of operation includes advertising, on-line calendar showing availability, guest testimony, on-line reviews, rental agreements or receipts.
- b. The owner of the short-term rental shall renew the license annually. All requirements for issuance of the original license shall be met in order for the license to be renewed.
- c. A short-term rental license shall only be issued to the owner(s) of the property.
- d. The short-term rental license is issued to the specific owner(s) of the property and does not run

with the property. The license shall not be transferred or assigned to another individual, person, entity, or address, but may be managed by a third party on behalf of the owner.

- e. Only one short-term license shall be issued per principal dwelling unit. If a property contains both a principal dwelling unit and an accessory or secondary dwelling unit, only one unit may be licensed as a short-term rental.

STANDARDS

All short-term rentals shall meet the following standards.

- a. Sleeping quarters for short-term rental tenants shall only be located within a habitable structure and shall not be located in:
 - 1) Non-residential areas within buildings or accessory structures (e.g., shed, garage) that do not contain finished living space;
 - 2) Commercial or industrial spaces; or
 - 3) A temporary outdoor structure (e.g., tent) or recreational vehicle.
- b. The short-term rental shall remain compliant with all requirements of these regulations, the Riley County Sanitary Code, state and/or local fire codes, and any other applicable state or federal regulations.
- c. Use of the short-term rental for any special events, such as weddings, shall be subject to the requirements of **Section 5.7 Special Events**.
- d. The short-term rental shall be equipped with an operational smoke detector in each bedroom, a fire extinguisher in the kitchen and in the furnace room, and a carbon monoxide detector.
- e. The short-term rental shall be equipped with an operational smoke detector in each bedroom, a fire extinguisher in the kitchen and in the furnace room, and a carbon monoxide detector.
- f. One off-street parking space for each bedroom within the short-term rental shall be designated and marked on the property. Parking shall be

limited to to designated areas as shown on the submitted property plane boundaries map, with over flow parking on the street where permitted. Park on-site in non-designated areas shall be prohibited.

- g. The owner shall maintain weekly residential trash collection service and provide a sufficient number of covered trash containers. Trash containers shall not be left out at the collection point for more than 24 hours after collection. The property shall be kept free of trash and debris.
- h. Quiet hours shall be between the hours of 10:00 PM and 7:00 AM and noise generated during those hours shall not exceed 65 dBA at the property line.
- i. All outdoor lighting shall comply with the requirements set forth in **Section 6.11—Outdoor Lighting**.
- j. If pets are allowed, they shall be contained within the property boundaries or be on a leash when on a public street. Pet waste shall not be allowed to accumulate on the property and shall be properly disposed of.
- k. No more than two (2) overnight guests per bedroom plus an additional three (3) overnight guests shall be accommodated at any one time. A guest shall be a person over two (2) years of age. A room shall not be used as a bedroom unless it has a window.
- l. The short-term rental shall display the address number of the residence so that it is clearly visible from the nearest public or private road. The complete address of the property shall also be prominently posted within the short-term rental for emergency purposes.
- m. Signs in accordance with the sign regulations.
- n. The short-term rental shall be utilized in accordance with Rules of Conduct to ensure guests are being good neighbors and to minimize disturbances to area residences. The Rules of Conduct shall be prominently posted in the short-term rental and shall include, at a minimum, the following:

- 1) The license number of the short-term rental;
 - 2) Maximum number of overnight guests;
 - 3) Parking requirements;
 - 4) Trash disposal requirements;
 - 5) Quiet hours and noise restrictions;
 - 6) Trespass warnings;
 - 7) Pet restrictions;
 - 8) Outdoor burning restrictions;
- o. The boundaries of the property shall be clearly identified on a map prominently posted within the short-term rental with the Rules of Conduct and shall be clearly identifiable in the field by a barrier or signage, warning guests not to trespass.

RESPONSIBLE AGENT REQUIRED

- a. Each owner of a short-term rental shall designate a person or company to serve as the responsible agent. An owner of a short-term rental may designate himself/herself as the agent.
- b. The responsible agent shall have access and authority to assume management of the short-term rental and take remedial measures. The agent shall be available 24 hours a day, 7 days a week to respond to complaints regarding the condition or operation of the short-term rental, the conduct of guests, or violations related to these regulations. The responsible agent must be able to affirmatively respond to complaints within an hour of notification of such complaint.
- c. The name and current contact information (e.g., email, phone number etc.) of the responsible agent shall be prominently posted within the short-term rental.
- d. In the event of a fire ban within Riley County, the agent is required to notify guests of the current fire restrictions.

- e. The owner shall notify the Department, in writing, of any change to the responsible agent or the responsible agent's contact information within three business days.

For complete information on short-term rentals, refer to Land Development Regulations of Riley County, Article 5: Use Regulations, Section 5.2 Use-Specific Standards, AD. Short-Term Rental.

Short-Term Rental License	\$200.00
Short-Term Rental License renewal	\$100.00

For More Information Contact:



Planning & Development
110 Courthouse Plaza
Manhattan, KS 66502

Phone: 785-537-6332

www.rileycountyks.gov/planning

RILEY COUNTY

**SHORT-
TERM
RENTAL
LICENSE**



Attachment: Short-Term Rental (14622 : Short Term Rentals)

SHORT-TERM RENTAL INSPECTION CHECKLIST

Name of Short-Term Rental: _____

Property Address: _____

- ☐ Required number of parking spaces provided?
- ☐ Sufficient number of covered trash containers?
- ☐ Is property free of debris?
- ☐ Outdoor lighting sufficient?
- ☐ Address number posted outside?
- ☐ Display sign meets regulations?

- ☐ Sleeping quarters for short-term rental tenants shall only be located within a habitable structure.
- ☐ Operational smoke detector in each bedroom
- ☐ Fire extinguisher (2A:10B: C min.) in the kitchen
- ☐ Fire extinguisher (2A:10B: C min.) in the furnace room
- ☐ Carbon monoxide detector
- ☐ Number of bedrooms _____
- | | | |
|-------------------------------------|---|---|
| ☐ Bedroom #1 | ☐ Two points of Ingress/Egress | ☐ Egress window? |
| ☐ Bedroom #2 | ☐ Two points of Ingress/Egress | ☐ Egress window? |
| ☐ Bedroom #3 | ☐ Two points of Ingress/Egress | ☐ Egress window? |
| ☐ Bedroom #4 | ☐ Two points of Ingress/Egress | ☐ Egress window? |
- ☐ Complete address posted inside
- ☐ Rules of Conduct posted inside
- ☐ Boundary map posted inside
- ☐ Trespass boundary signs posted

Comments: _____



**PLANNING & DEVELOPMENT
ENVIRONMENTAL HEALTH**

110 Courthouse Plaza
Manhattan, Kansas 66502

SHORT-TERM RENTAL LICENSE

License No.

Date Issued:

The below listed property owner(s) is/are hereby licensed to operate a short-term rental subject to the standards listed in Section 5.2.AC of the Riley County Land Development Regulations.

NOTE: Short-term rentals shall be subject to unannounced inspections.

Name of Short-Term Rental:	Number of Bedrooms: 4
Property Address:	
Name of property manager:	Phone:
Owner:	Phone:
Owner Address:	
Email:	

Expiration Date


Authorized County Official





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ARTICLE 8: VIOLATIONS AND ENFORCEMENT

SECTION 8.1 ENFORCEMENT AUTHORIZED

A. General Authority

Pursuant to Kansas Statutes, the County Attorney shall enforce all criminal provisions of these regulations. The County Counselor shall file actions of injunction, relief, restraining orders, and other civil matters necessary to enforce these regulations, and shall be governed by the provisions of the Kansas Code of Civil Procedure.

B. Individual Authority

The proper county official or any person, the value or use of whose property is or may be affected by such violation, shall have the authority to maintain suits or actions in any court of competent jurisdiction to enforce these regulations and to abate nuisances maintained in violation thereof.

C. Action on Behalf of Riley County

The Department shall be responsible for initiating and pursuing enforcement of these regulations on behalf of Riley County. The person(s) or entity responsible for abating violations of these regulations shall be the property owner of record.

SECTION 8.2 ENFORCEMENT PROCEDURES

A. Complaint

Any person may file a complaint alleging a violation of these regulations. The complaint, stating the address of the property and the causes and basis of the complaint, shall be filed with the Department.

B. Inspection and Notification of Violation

1. Inspections

To enforce the terms and provisions of these regulations, the Department shall:

- a. Undertake regular and continuing programs of inspection of work approved and initiated and of existing structures and uses as may be feasible and proper within the limits of staffing and funding;
- b. Undertake reasonable inspections as may be necessary to perform the duties established in these regulations; and
- c. Receive complaints alleging a violation of these regulations and, when appropriate, make an investigation and inspection as may be warranted by the complaint.

ENFORCEMENT

Complaint Submitted

Inspection

Notification of Violation

Agreement to Abate

Prosecution



2. Standard Notification Process

The Department shall, upon determination of any suspected or alleged violation, notify the person responsible for such suspected or alleged violation. If necessary, the Department shall provide a series of written notifications, as follows:

- a. Notification Letter (i.e., "courtesy notice"): The purpose is to provide the property owner of record with an initial notice that their property is or may be in violation of these regulations. Additional information may be needed by the Department to make a final determination and/or the Department may seek agreement with the property owner regarding a timeline for abatement of the violation. If no response is received by the Department within 10 calendar days from the date of the notification letter, the process proceeds to the next step.
- b. Notice of Violation: The purpose is to provide a formal citation identifying the violation(s), the remedy or remedies for abatement, and the deadline for abatement. If no response is received by the Department within ten (10) calendar days from the date of the notification letter, the process proceeds to the next step. This notice shall include a statement regarding the right to appeal administrative determinations of the Department, per [Section 3.14 – Appeal of Decision](#).
- c. Final Notice of Violation: The purpose is to provide final notification to the property owner of record that the violation(s) will be forwarded to the County Counselor for prosecution if the violation(s) is/are not abated by the prescribed deadline.

C. Non-Standard Notification Process

The Department may select any step in the standard notification process the Department deems necessary to initiate immediate enforcement action, if the Department determines:

1. The violation constitutes a life safety emergency;
2. The violation constitutes a nuisance to neighboring properties if not remedied immediately; or
3. The property owner of record has historically not responded to the standard notification process.

D. Agreement to Abate

The Department may establish an agreement with the property owner of record to abate a violation within a reasonable period of time. However, the Department may determine abatement is not sufficiently progressing and therefore may forward the violation to the County Counselor for prosecution.

SECTION 8.3 REMEDIES AND ENFORCEMENT POWERS

The County may take any or all of the actions listed in this section in response to any violation of these regulations. The remedies and penalties provided for violations of these regulations, whether civil or criminal, shall be cumulative and in addition to any other remedy provided by law, and may be exercised in any order.



A. Criminal Prosecution

1. Any person that violates, disobeys, omits, neglects, or refuses to comply with these regulations, or who resists the enforcement of any of the provisions of these regulations may be charged criminally.
2. Pursuant to Kansas Statutes, a criminal violation of any provision of these regulations shall be deemed to be a misdemeanor and punishable by a fine of not to exceed \$500.00 for each offense or by imprisonment in the County jail for not more than six months, or both, and each day's violation shall constitute a separate offense.

B. Civil Prosecution

1. The County may initiate proceedings of injunction, mandamus, or other appropriate legal action in any court of competent jurisdiction against any person or entity who fails to comply with any provision of these regulations or any requirement or condition imposed pursuant to these regulations.
2. In a mandamus proceeding, the acts to be performed or enjoined shall be specified with particularity and state that no valid excuse can be given for not performing them, along with specifying what damages have been sustained by reason of the failure to perform. An injunction proceeding shall clearly show that immediate and irreparable injury, loss or damage will result if the commission or continuance of an act is not restrained.

C. Deny/Withhold Permits

The Department and other county agencies and departments may deny and withhold all permits, certificates, or other forms of authorization to use or develop any land, structure, or improvements until the violation related to such property, use, or development is abated. This provision shall apply whether or not the current owner or applicant for the permit is responsible for the violation.

D. Permits Approved with Conditions

Instead of withholding or denying a permit or other authorization, the County may grant such authorization subject to the condition that the violation be abated. The Department will ensure that all conditions are being met by verifying progress or by conducting the final inspection.

E. Revocation of Permits or Licenses

1. The County may revoke any permit or license when it is determined that either:
 - a. There is a material departure from the approved plans, specifications, or conditions of approval;
 - b. There is a violation of any provision of these regulations;
 - c. The permit or license was obtained by false representation; or
 - d. The permit or license was issued in error.
2. The Department shall have the authority to grant time extensions for abatement of any violation if it determines that significant progress is being made towards abatement of the violation or if a reasonable plan for abatement of the violation has been submitted.



3. Written notice of revocation shall be delivered by certified mail upon the property owner of record, the owner's agent, the applicant, or other person to whom the permit or license was issued or such notice may be posted in a prominent location at the place of the violation. No work, construction, or continued activity shall proceed after service of the revocation notice.

F. Stop Work Order

1. With or without revoking permits or licenses, the Department may issue an order to stop work on any property on which there is a violation of either a provision of these regulations or a provision of a permit, license, or other authorization issued pursuant to these regulations. The stop work order shall specify the provisions being violated.
2. After any such order has been served, no work shall proceed on any building, other structure, or tract of land covered by such order, except to abate such violation or comply with the order.
3. The stop work order may be issued at the same time as a notice of violation or subsequent to such notice.

SECTION 8.4 APPEALS

Any person affected by a decision of the Department in the enforcement of these regulations may appeal the decision to the Board of Zoning Appeals according to the procedures contained in [Section 3.14 – Appeal of Decision](#).

SECTION 8.5 EFFECT OF COMPLIANCE

Once a property has been brought in compliance, it shall remain in compliance with respect to land development violations that have been resolved. Any new violation, including a repeat violation of an issue that has been resolved, may lead to further enforcement actions as prescribed in these regulations.



HEALTH DEPARTMENT
Travel Request

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

COMMISSION AGENDA REPORT

FROM: Carly Tyler
MEETING: March 28, 2024
SUBJECT: RCHD PHEP Out of State Travel Request
PRESENTER: Julie Gibbs

FISCAL IMPACT

The entire cost of this conference and travel will be paid through the RISE Grant, which funds the MRC program.

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:

- outofstatecarly (PDF)

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Carly Tyler DEPARTMENT: Health

POSITION TITLE: Medical Reserve Corp Unit Leader DATE REQUESTED May 21 - 24, 2024

FUND: _____

Travel From: Manhattan, KS Date: May 21, 2024

Travel To: Chicago, IL Date: May 24, 2024

Purpose of Travel: 2024 Medical Reserve Corps National Summit

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

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

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	- Mileage from home to airport and airport to home (6.1 miles each way at \$0.655 per mile, \$8.00) - Airport parking fees (\$5/day for 4 days, \$20) - Flight from Manhattan, KS to Chicago, IL (round-trip \$730) - Travel from airport to hotel \$44 (average Uber cost from O'Hare to Hyatt Regency, \$22)	\$780.00
Lodging	Hyatt Regency Chicago - conference location (3 nights at \$334/night, \$1,002)	\$1002.00
Meals	GSA rates for Chicago in May: (1 st and last day of travel, \$59.25, whole days \$79, \$277)	\$277.00
Registration/Fees		0.00
Other	Travel to and from conference, lodging, and per diem covered by travel award	0.00

Total Estimated Travel Costs: \$2,059.00

Requested by:  Date: 3-21-24

Approved by: _____

Department Head:  Date: 3-20-24

Chairman: _____ Date: _____

Board of County Commissioners _____

Attest: _____ Date: _____



HEALTH DEPARTMENT
Travel Request

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Mills
MEETING: March 28, 2024
SUBJECT: RCHD PHEP Out of State Travel Request
PRESENTER: Julie Gibbs

FISCAL IMPACT

The entire cost of the conference, to include travel, will be paid out of the Regional PHEP grant.

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:

- outofstatebeth (PDF)

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Elizabeth Mills DEPARTMENT: Health
 POSITION TITLE: Family Engagement Specialist DATE REQUESTED 03/20/2024
 FUND: Regional PHEP Funds
 Travel From: Manhattan, KS Date: 04/07/2024
 Travel To: Hilton Head, South Carolina Date: 04/12/2024
 Purpose of Travel: Art & Science of Health Promotion Conference

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

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

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	Mileage to airport, parking fees, and airfare Flight - \$757.21 Mileage To/From MCI - \$173.18	930.39
Lodging	Hotel lodging for duration of trip at Conference rate excluding applicable taxes	772.56
Meals	All meals at per diem rate	315.00
Registration/Fees	Conference Registration	895.00
Other		0.00

Total Estimated Travel Costs: 2,912.95

Requested by: Elizabeth Mills Date: 3/20/2024

Approved by:

Department Head: [Signature] Date: 3/25/24

Chairman: _____ Date: _____

Board of County Commissioners

Attest: _____ Date: _____

Riley County Clerk

cc: Department Head
 Department Assistant

Out of State Travel request/adopted 10-12-98

Attachment: outofstatebeth (14620 : Out of State Travel Request)



COUNTY CLERK & ELECTIONS
Staff Update

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

STAFF REPORT

FROM: Vivienne Leyva
MEETING: March 28, 2024
SUBJECT: March 2024 Communications Report
PRESENTER: Vivienne Leyva, Public Information Officer

Crisis Communications

At this time of year, my focus is typically crisis communications for severe weather as well as wildfires. I helped staff the Emergency Operations Center the evening of March 13 during the severe weather warnings. The National Weather Service was not able to send Everbridge alerts to Kansas or Missouri for this storm, which left a gap in communications and warnings. This was a good learning experience and I have additional work to do to maximize communication effectiveness during emergency situations.

Social Media

Meta is making a change that will impact our ability to track activity on Facebook Groups. Starting April 22, third party applications, including Archive Social, will no longer be able to track, record, and categorize activity on Groups. This change will not include activity on pages, thankfully, but it will have an impact on the way the County uses Facebook. Currently, County staff own/operate a few groups and we frequently post content to other groups to increase reach and awareness. Currently, sharing our content on Groups helps us reach a wider audience for general information, and sort audiences, such as childcare providers, for very specific information.

I plan to work with Cory and Clancy to determine the best course of action.

For additional background, County staff currently manage the following “groups,” in addition to our “pages:”

- Members of Riley County Fire District #1
- Riley County WIC
- Nuestra Salud (our Health, Spanish language group for RCHD)
- Child Care Licensing

We share content to several groups to increase awareness. These groups are managed by others. I post to a few groups frequently, but Riley County is allowed to post to all of the following:

- You Know You are From Manhattan If
- Tell Me Something Good Manhattan!
- Manhattan KS - The Little Apple
- #northcountylivesmatter
- “MANHAPPINESS” Happenings and Events
- Kansas County Communicators
- Manhattan KS Regional Forum

Enclosures:

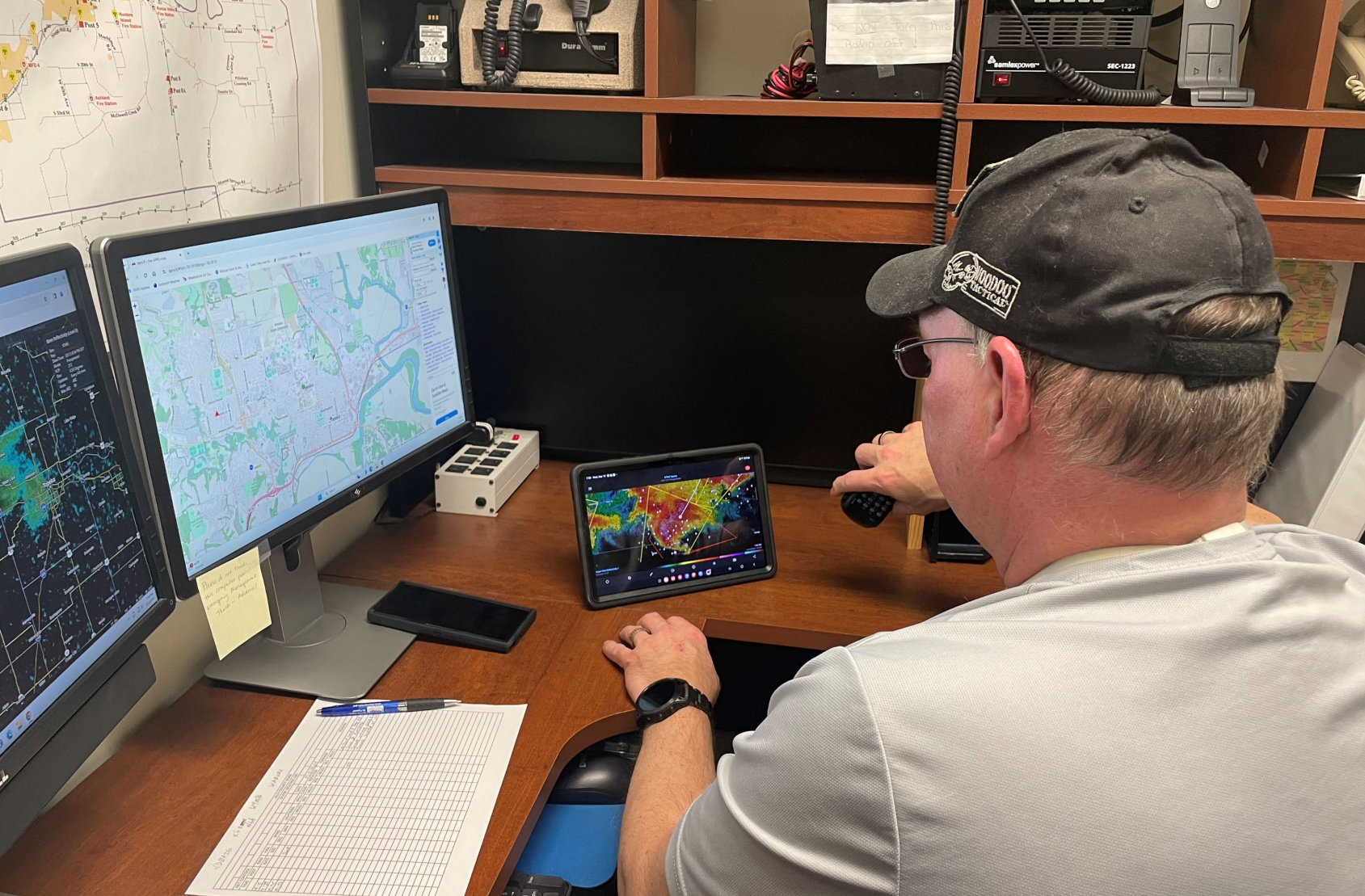
- 3-28-2024 Communicataions Update for BoCC (PDF)



COMMUNICATIONS UPDATE

March 28, 2024

Vivienne Leyva, Public Information Officer



SEVERE WEATHER MARCH 13

17.a

Attachment: 3-28-2024 Communications Update for BoCC (14626 : March 2024

Riley County Social Media

Facebook
Followers

RCEMS: 4,021 (+32)

RCEM: 4,486 (+148)

RC: 3,235 (+21)

RCHD: 12,725 (+13)

RCFD#1: 3,927 (+68)

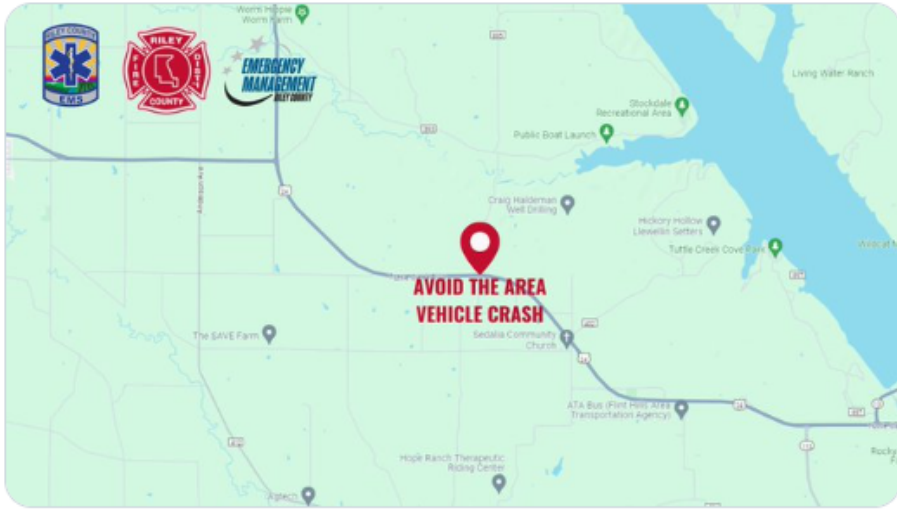
Commissioner Corner Facebook Insight Stats										17.a	
Average											
3-second 1-minute minutes											
DATE	REACH	views	views	viewed	Reactions	Comments	Shares	DATE GATHERED			
1/22/2024	198	114	9	0:16	5	0	1	1/29/2024			
1/25/2024	156	763	26	0:13	9	0	1	1/29/2024			
2/1/2024	89	263	11	0:13	4	0	1	2/5/2024			
2/5/2024	150	380	18	0:12	4	0	1	2/20/2024			
2/8/2024	121	210	7	0:11	5	0	1	3/26/2024			
2/26/2024	298	377	15	0:11	6	0	1	3/26/2024			
3/7/2024	328	345	18	0:11	2	2	1	3/26/2024			
3/11/2024	228	209	16	0:15	0	0	1	3/26/2024			
3/14/2024	294	217	13	0:11	1	0	1	3/26/2024			
3/18/2024	167	175	7	0:12	1	0	1	3/26/2024			
3/21/2024	232	185	13	0:12	3	0	1	3/26/2024			
3/25/2024	214	193	9	0:12	1	0	1	3/26/2024			
REACH		The number of unique people who saw any content from your Page or about your Page.									
VIEWS		A view is conted when a video is watched for at least 3 seconds, one person can be counted multiple times.									

Attachment: 3-28-2024 Communicataions Update for BoCC (14626 : March 2024

Packet Pg. 54

Riley County Emergency Management @RileyCountyEMFD · 4h
 9:30 AM Tuesday 3/26/2024: AVOID THE AREA 🚨

Avoid the area of Tuttle Creek Blvd and Blue River Hills Road (north of the dam near the Western store). Emergency crews are on scene for an injury accident involving multiple vehicles.



2 2 3 197

Riley County Emergency Management @RileyCountyEMFD · 2h
 11:00 AM UPDATE: TCB is back open and the accident has been cleared. KDOT has treated the roads in northern Riley County, but please continue to use extra caution. Watch for slick spots and icy conditions today (3/26).

1 52

X

- Smaller audience
- Lack of free, third-party scheduling
- Limited success



FACILITY & GROUNDS TECHNICIAN

JOB DUTIES

- Maintenance of parks, fairgrounds, and other county property
- Maintains and repairs tools and equipment
- Basic computer skills required

Starting pay \$18.21-\$19.79HR

DEPENDENT ON QUALIFICATIONS

PUBLIC WORKS

Performs park and grounds maintenance and construction activities.

CONTACT US



785-537-6300 ext. 5415



hrrileyco@rileycountyks.gov



110 Courthouse Plaza, MHK

APPLY TODAY



www.RileyCountyKS.gov

BENEFITS

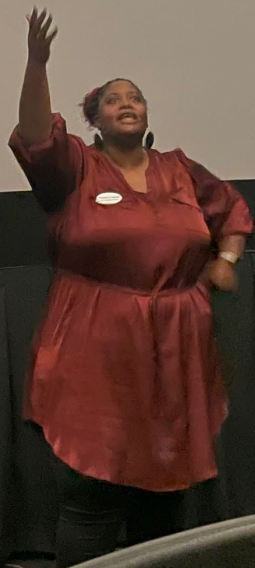
- Medical Insurance
- Health Savings Account and Health Reimbursement Account
- Dental Insurance
- Vision Insurance
- Pension
- Deferred Compensation Programs
- Flexible Spending Account
- Basic Life Insurance
- Paid time off

RECRUITING

- Flyers and posters for job fairs
- Social media posts on Facebook, X, and LinkedIn

Prioritizing Mental Health in the Workplace

Phelica Glass
LSCSW, GCCAC, SCOTP



COMMITTEE WORK

- Onboarding
- Compensation and Benefits
- Employee Day
- Employee Training

February 2024 Website Information

- 16,664 engaged sessions
- Popular Pages
 1. Civic Alerts
 2. Homepage
 3. Drivers Licenses
 4. Fentanyl and Opioid Awareness (1,361)
 5. District Court



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: March 28, 2024

SUBJECT: Working session - Employee Policy Manual proposal

PRESENTER: Elizabeth Ward

BACKGROUND

The last formal update to the Riley County Employee Manual was approved in 2012. Since then, many laws and regulations have changed, as well as operational practices at Riley County. Many of these changes were documented through resolutions, or individual Department Policies.

Having an updated and accurate employee manual is a vital tool to communicate expectations to current and future employees, assist supervisors in managing their teams, and preventing legal liability.

Therefore, a workgroup has collaborated with Keystone risk management group to draft a new Employee Manual and Employee Procedures Manual for Riley County.

The result is a shorter, more concise, and more accurate policy manual. The process also gave us the opportunity to evaluate the policies and update them to the best standard practices for managing our responsibilities as an employer.

DISCUSSION

The below outlines the significant changes to policy proposed in the new manual draft.

Format The new format is easier to read, and therefore easier for employees to use.

The current manual is 141 pages as originally approved, but with the addition of 12 years of resolutions and changes, it has grown to over 300 pages.

Keystone specializes in Employee Manuals; therefore, the new one is more user friendly and incorporates an interactive table of contents.

We also pulled the procedures out of the manual, for convenience for employees and so that we can update procedures as they change without adopting a new policy manual.

We have also eliminated individual department employee policies, incorporating all those applicable policies into the Employee Manual

Policy changes

We have updated the required content to ensure compliance with federal, state, and local laws pertaining to the employee/employer relationship.

Changes in hiring practices:

- Page 12 - HD requires certain testing and immunizations for all employees. This is usually covered by the employee's health insurance, but we have had insurance companies deny the required tests/immunizations. When that happens, we are proposing Riley County pays for cost.
- Page 13 - a definition of RCFD#1 volunteer firefighters is included. Although these workers are volunteers, they also have some compensation, in the form of stipends, and benefits such as retirement, Workers Compensation and EAP. They are also required to follow Riley County policies.
- Page 13 - previously only BoCC could approve an employee working over 100 hours in a pay period. It is requested to allow department heads to approve this.
- Page 14 - Overtime no longer includes any form of leave. Leave taken in the same week as overtime is worked will be converted to flex time.
- Page 14 - call out provisions. The County pays employees an extra hour of pay when they are called in to work one hour before or one hour after their regular scheduled shift. (employees also get paid the hours they work for such call in).
 - Several department heads would like to pay employees if they are called an hour before the regular shift, no matter when the employee arrives.
 - The workgroup recommends continuing to pay employees only if they are both called by the supervisor AND arrive at least an hour before or after the scheduled shift.
- Pay processes are moved to the Procedure manual and follow the process approved in 2022.
- Page 18 - Holidays - Christmas holiday policy change proposed to:
 - "2 days for Christmas holiday as designated by Human Resources each payroll calendar."
- Page 19 - 22 - PTO and Critical leave were updated to the schedule and policy approved in March 2023.

- Page 19 - Eligibility for holiday pay - previously the policy allowed department heads to assign alternate holidays for employees not scheduled to work on a holiday. Meaning they would then take 2 days off work for each holiday.
 - The workgroup believes a benefit of an alternative schedule or part time position is the consistent days off work, therefore we propose changing the policy to only pay holiday for an employee scheduled to work.
 - Previous policy: “For any employee not scheduled to work on a given holiday, the department head may re-designate the officially observed holiday within the work week. If re-designation of a holiday is not made and an employee works their regular schedule, which does not include the holiday, they will not be paid for the holiday.”
 - New policy: “An employee not scheduled to work on a holiday shall not be paid holiday pay, nor shall he/she be assigned an alternative holiday.”
- Page 21 - Pay out of Critical Leave and PTO is now limited to:
 - PTO at the End of Employment: Accrued PTO remaining unused at the end of employment will be paid to employees who have been employed at least six (6) months and have resigned with proper notice. Employees employed less than six (6) months and those terminated for disciplinary reasons forfeit payout of unused PTO. Payout will be limited to the maximum yearly limit in which employment ends.
- Flexible work schedules are not defined in the new manual.
- Page 29 - Paid Bereavement Leave proposed policy:

<i>Relationship</i>	<i>Leave Granted to non-EMS</i>	<i>Leave Granted to EMS</i>
Spouse, child (includes miscarriage), foster child, stepchild, parent (includes in loco parentis), sibling	Up to five (5) consecutive working days	Two (2) consecutive 24-hour shifts
Grandparent (including great grandparent and in-law), grandchild, great grandchild, mother- or father-in-law, brother- or sister-in-law, legal guardian, all “half” and “step” relations	Up to three (3) consecutive working days	One (1) 24-hour shift
Coworkers (current and past)	Up to 2 consecutive hours to attend the funeral	

- Page 33 - Discipline policy and procedures have been updated to those approved by consensus March 2023
- Page 34 - Dispute Resolution Process (formerly Appeal Process) has been updated to that approved by consensus March 2023
- Page 36 - Dress code has remained the same except allowing:
 - Nose studs as acceptable body piercing.
 - Visible tattoos not deemed offensive.
- Page 37 - County ID badges - HD requires employees to visibly wear their name badges. The suggestion was made to require this for all employees.

- Page 39 - Drug and Alcohol policy - this was updated to current practice and is in line with local and federal guidelines.
 - Removed specific information for CDL drug and alcohol testing - this is in appendix.
- Page 43- Electronic Communication policy and Bring Your Own Device policy both reflect current practice but are expected to be updated within the year.
- Page 46 Use of Social Media policy was added.
- Page 49 - Re-Employment after separation - the policy was expanded to allow employees who return to work to start accruing leave at the rate when they left.
- Page 52 - Violence and Weapons policy - updated to that approved in March 2023
- Page 55 - Appendix - definitions moved to the back of the policy. Several new definitions required by new manual and some removed.

FISCAL IMPACT

None

RECOMMENDATION(S)

Recommendation is to review the changes proposed to the Personnel Manual and, if you have no concerns, bring it back for approval.

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:

- Employee Policy Changes Exec Summary 2024-03_2nd session (DOCX)



HUMAN RESOURCE DIVISION

Executive Summary of Riley County Employee Manual update (continued)

Policy changes

- 1) Page 13 – call out provisions. The County pays employees an extra hour of pay when they are called in to work one hour before or one hour after their regular scheduled shift. (employees also get paid the hours they work for such call in).
 - Discussion whether the employee needs to arrive to work an hour before/after or only be called to come in.
 - The recommendation is to continue to pay call-out only if they are **both** called by the supervisor **AND** arrive at least an hour before or after the scheduled shift.

Recommended motion: I recommend the policy be modified to state:

Call out pay will only be granted if an employee is notified by a supervisor and reports to work for an emergency at least one hour after their regularly scheduled quitting time or one hour before their regularly scheduled starting time.

- 2) Page 17 – Holidays –holiday policy change proposed to:

- New Year's Day
- December 31st when:
 - When the 1st falls on Sunday, Monday, or Tuesday, then Monday and Tuesday will be observed.
 - When the 1st falls on Wednesday, then Tuesday and Wednesday will be observed.
 - When the 1st falls on Thursday or Friday, then Thursday and Friday will be observed.
 - When the 1st falls on Saturday, then Friday and Monday will be observed.
- Martin Luther King's Birthday (3rd Monday in January)
- President's Day (3rd Monday in February)
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Thanksgiving Friday
- 2 days for Christmas holiday
 - When Christmas falls on Sunday, Monday or Tuesday, then Monday and Tuesday will be observed.
 - When Christmas falls on Wednesday, then Tuesday and Wednesday will be observed.
 - When Christmas falls on Thursday or Friday, then Thursday and Friday will be observed.
 - When Christmas falls on Saturday, then Friday and Monday will be observed.

Recommended motion: I recommend the policy be modified to the above dates.

3) Page 18 – Eligibility for holiday pay – previous policy allowed redesignation holidays for employees not scheduled to work on the holiday. Meaning they would then take 2 days off work for each holiday.

- The workgroup recommends that one benefit of an alternative schedule is the consistent days off work, therefore we propose changing the policy to only pay holiday for an employee scheduled to work.

Recommended motion: I recommend the policy be modified to state:

If an observed holiday falls on a day when the employee is not regularly scheduled to work, the employee will not be allowed to designate another day off.

- 4) Page 31-32 - Discipline policy and procedures have been updated to those approved by consensus March 2023
- 5) Page 33 - Dispute Resolution Process (formerly Appeal Process) has been updated to that approved by consensus March 2023
- 6) Page 35 - Dress code has remained the same except allowing:
 - Nose studs as acceptable body piercing.
 - Visible tattoos not deemed offensive.

Recommended motion: I recommend the policy be modified to state:

- Open display of body piercing jewelry other than the above defined earrings and nose stud is unacceptable unless specifically approved by the department head/elected official.
- Objects, articles, jewelry (including expanders), or ornamentation of any kind shall not be worn/ attached to or through the skin if visible on the tongue, any part of the mouth, or cheek.
- No visible tattoos are allowed above the shoulders (excluding tattoos for natural looking cosmetic enhancements, such as eyebrows, lips, and eye liners).
- Visible tattoos deemed offensive or distracting by the Department Head must be covered. This includes Tattoos that contain offensive words, messages, slogans, or pictures, including but not limited to those displaying nudity, sexual acts, gender, race, religion, disability, or national origin, and/or may be perceived to be gang-related shall be covered and/or not visible while on duty.

- 7) Page 36 – County ID badges – HD requires employees to visibly wear their name badges. The suggestion was made to require this for all employees.
- 8) Page 37-40 – Drug and Alcohol policy – this was updated to current practice and is in line with local and federal guidelines.
 - Removed specific CDL drug and alcohol testing – this is in appendix.
- 9) Page 41-42- Electronic Communication policy and Bring Your Own Device policy both reflect current practice but are expected to be updated within the year.
- 10) Page 44 Use of Social Media policy was added.
- 11) Page 47 – Re-Employment after separation – the policy was expanded to allow employees who return to work to start accruing leave at the rate when they left.
- 12) Page 50 – Violence and Weapons policy – **HANDOUT**
- 13) Page 53 – Appendix – definitions moved to the back of the policy. Several new definitions required by new manual and some removed.



COUNTY APPRAISER'S OFFICE
Report

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

MEMORANDUM

FROM: The Appraiser's Office and The Clerk's Office

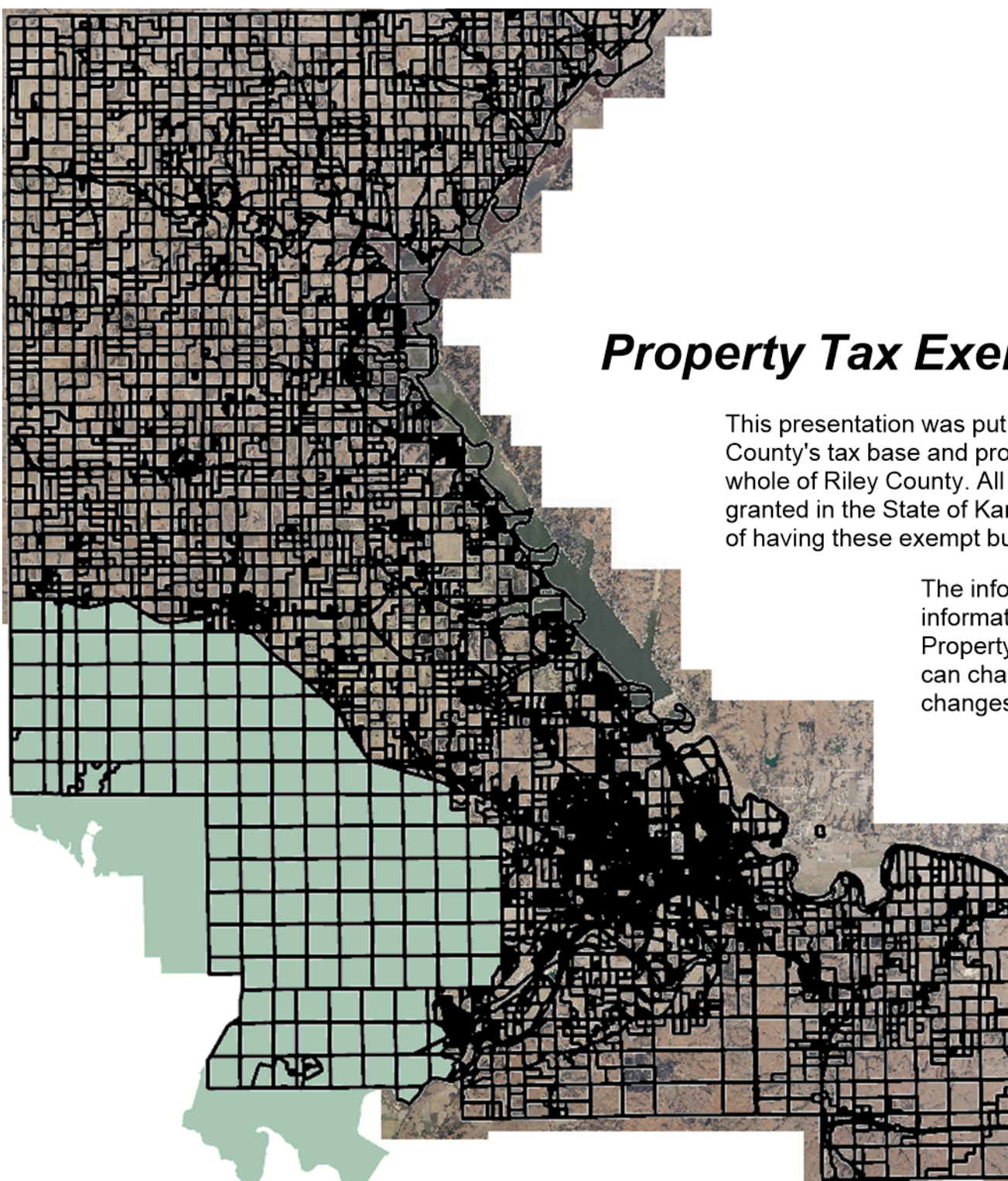
MEETING: March 28, 2024

SUBJECT: Property Tax Exemption in Riley County

PRESENTER: Anna Burson

Enclosures:

- Exemption Presentation for Upload (PDF)



Property Tax Exemption in Riley County

This presentation was put together to visually show the make-up of Riley County's tax base and provide a visual of tax exemption as it relates to the whole of Riley County. All tax exemptions are Constitutionally and statutorily granted in the State of Kansas. We understand the importance and benefits of having these exempt businesses and organizations here in Riley County.

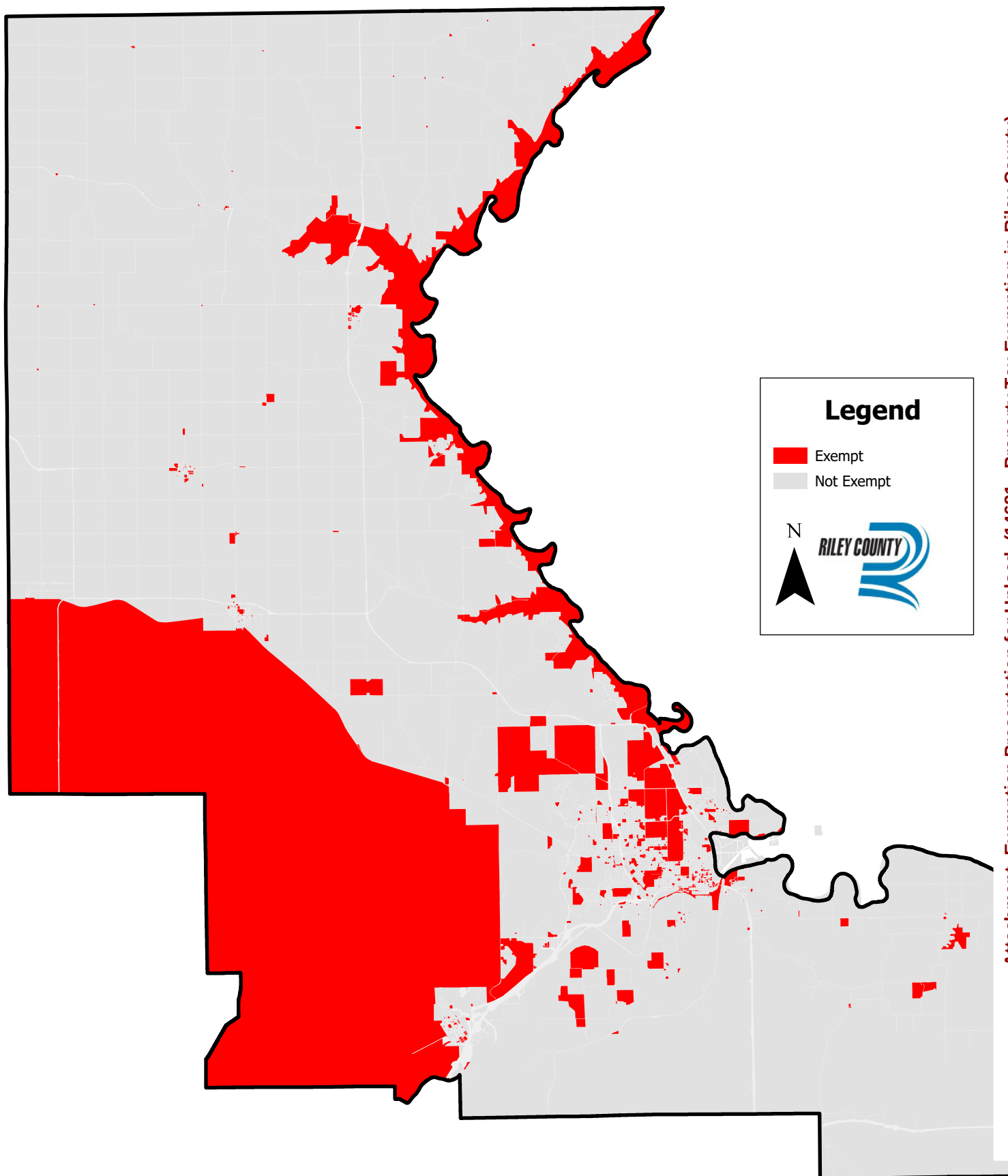
The information in this presentation combines both 2023 information and updated 2024 valuation information. Real Property values are set January 1st each year. Valuation can change due to changes to the property characteristics, changes in classification, and fluctuations in the market.

This presentation was a collaborative effort of the Riley County Clerk's Office and the Riley County Appraiser's Office.

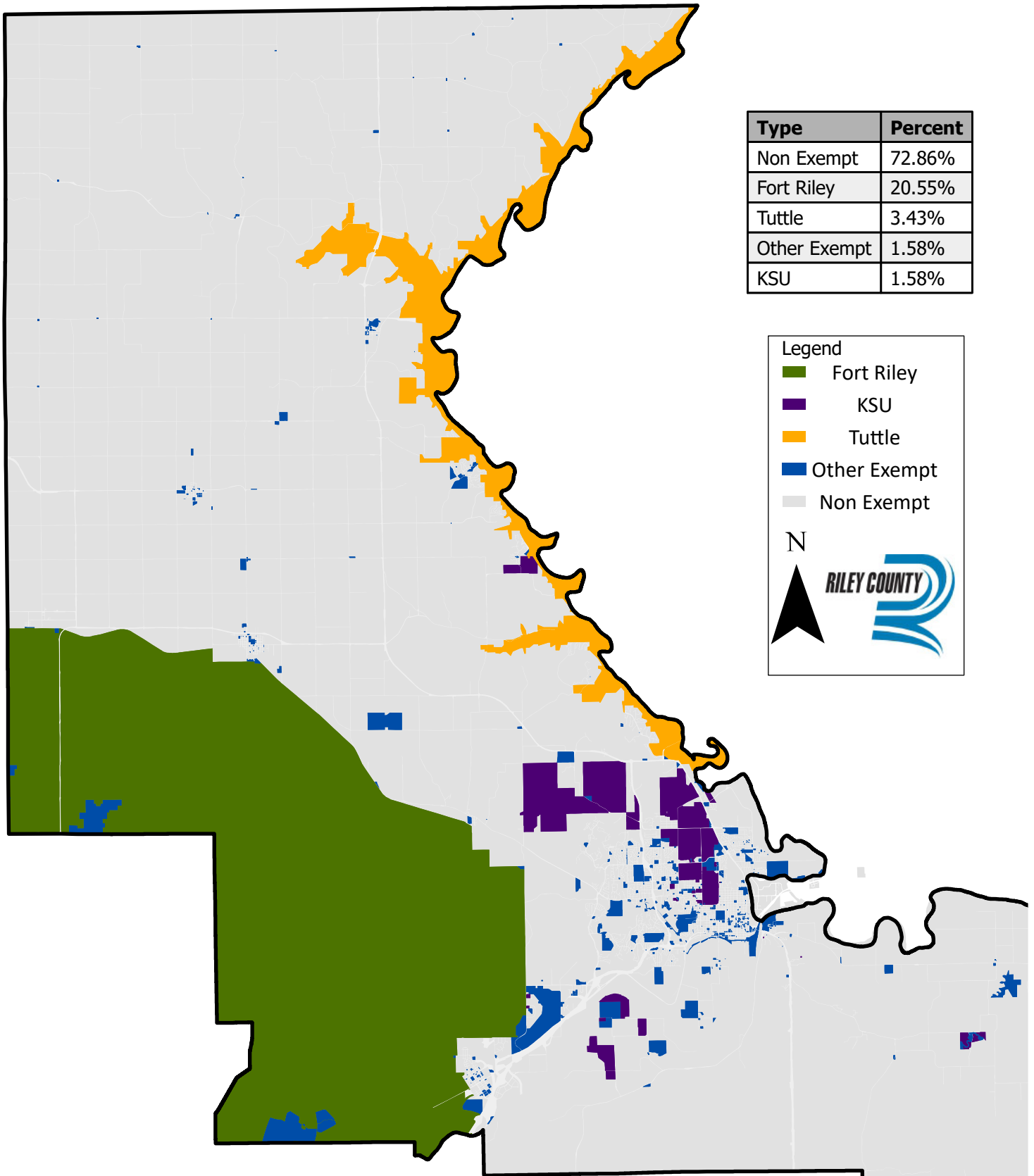


Exempt Properties of Riley County

Exempt: 105,572.81 Acres (27.15%) Non Exempt: 283,309.68 Acres (72.85%)



Exempt Properties of Riley County



Fort Riley

NAME	Acres	Percent
Ft. Riley - Riley	81214.91	80.3%
Ft. Riley - Geary	19927.5	19.7%

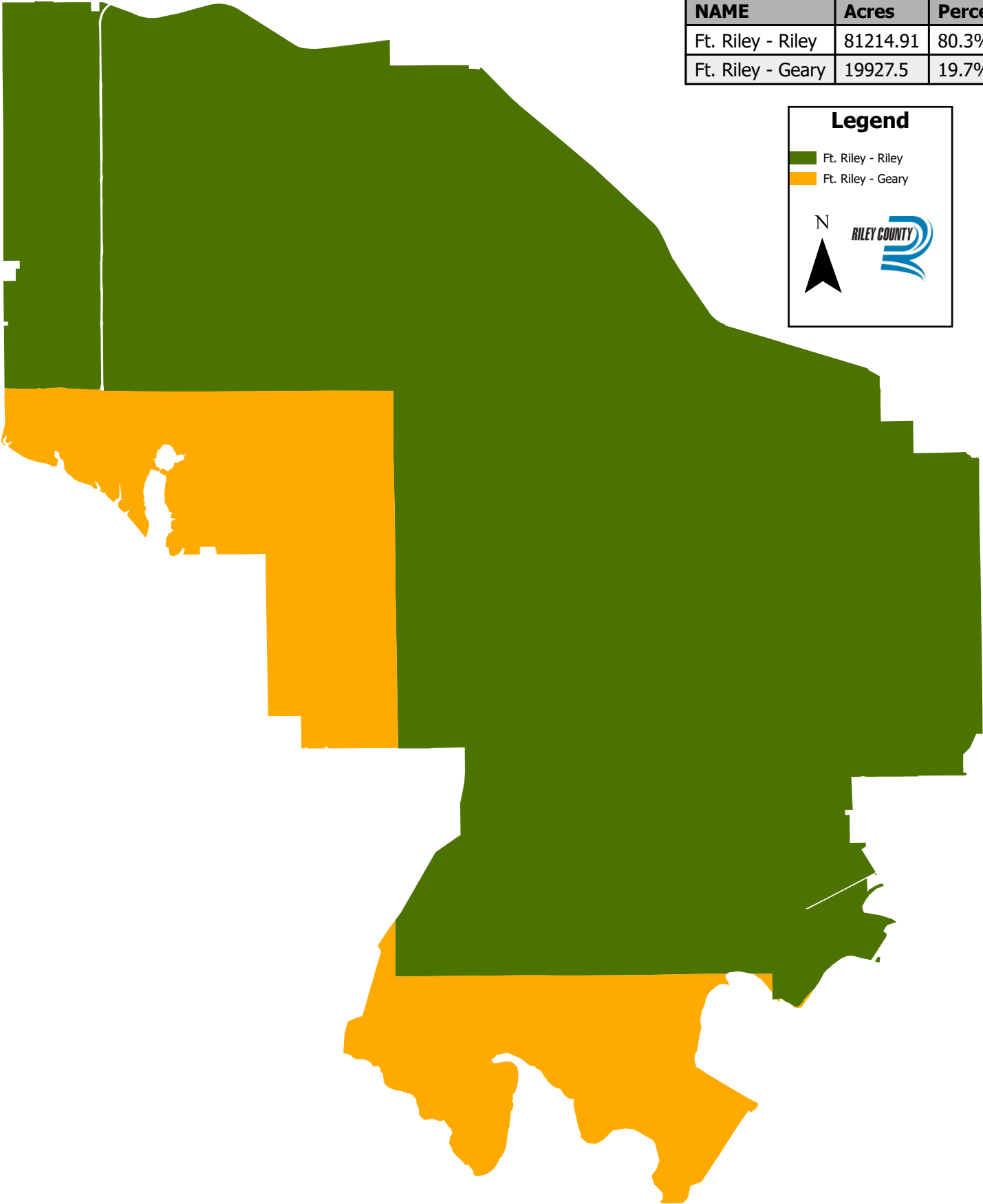
Legend

Ft. Riley - Riley

Ft. Riley - Geary

N

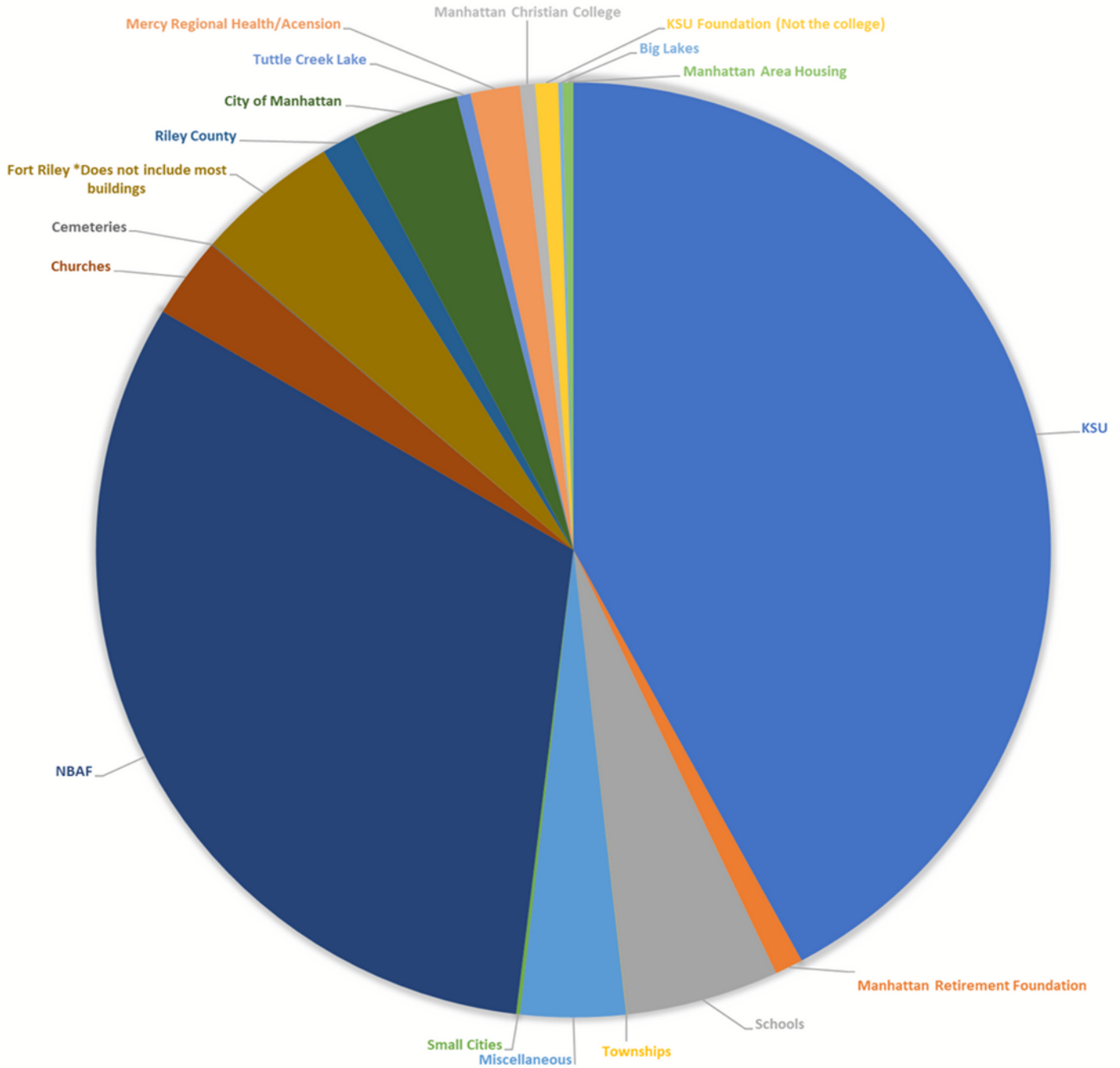
RILEY COUNTY



Attachment: Exemption Presentation for Upload (14621 : Property Tax Exemption in Riley County)

2023 Exempt Property Value

20.a



Exempt Entity	Appraised Value
KSU	\$ 1,674,301,960
Manhattan Retirement Foundation	\$ 37,969,110
Schools	\$ 206,915,130
Townships	\$ 477,540
Miscellaneous	\$ 141,576,316
Small Cities	\$ 5,128,270
NBAF	\$ 1,257,460,320
Churches	\$ 111,144,500
Cemeteries	\$ 1,796,640
Fort Riley *Does not include most buildings	\$ 194,443,950
Riley County	\$ 45,671,740
City of Manhattan	\$ 146,747,438
Tuttle Creek Lake	\$ 18,358,040
Mercy Regional Health/Acension	\$ 66,461,460
Manhattan Christian College	\$ 20,306,930
KSU Foundation (Not the college)	\$ 30,976,110
Big Lakes	\$ 5,614,990
Manhattan Area Housing	\$ 14,604,370
Total Exempt Value	\$ 3,979,954,814

Total Real Estate Appraised (no utilities)	5,688,550,000
Total Exempt Appraised	3,979,954,814
Total Real Estate Value	9,668,504,814

Of 2023's Total Appraised Value
41.16% Exempt

Attachment: Exemption Presentation for Upload (14621 : Property Tax Exemption in Riley County)

The Chart represents the percentage of Riley County total valuation by property class.

Riley County 2024 Valuation Summary

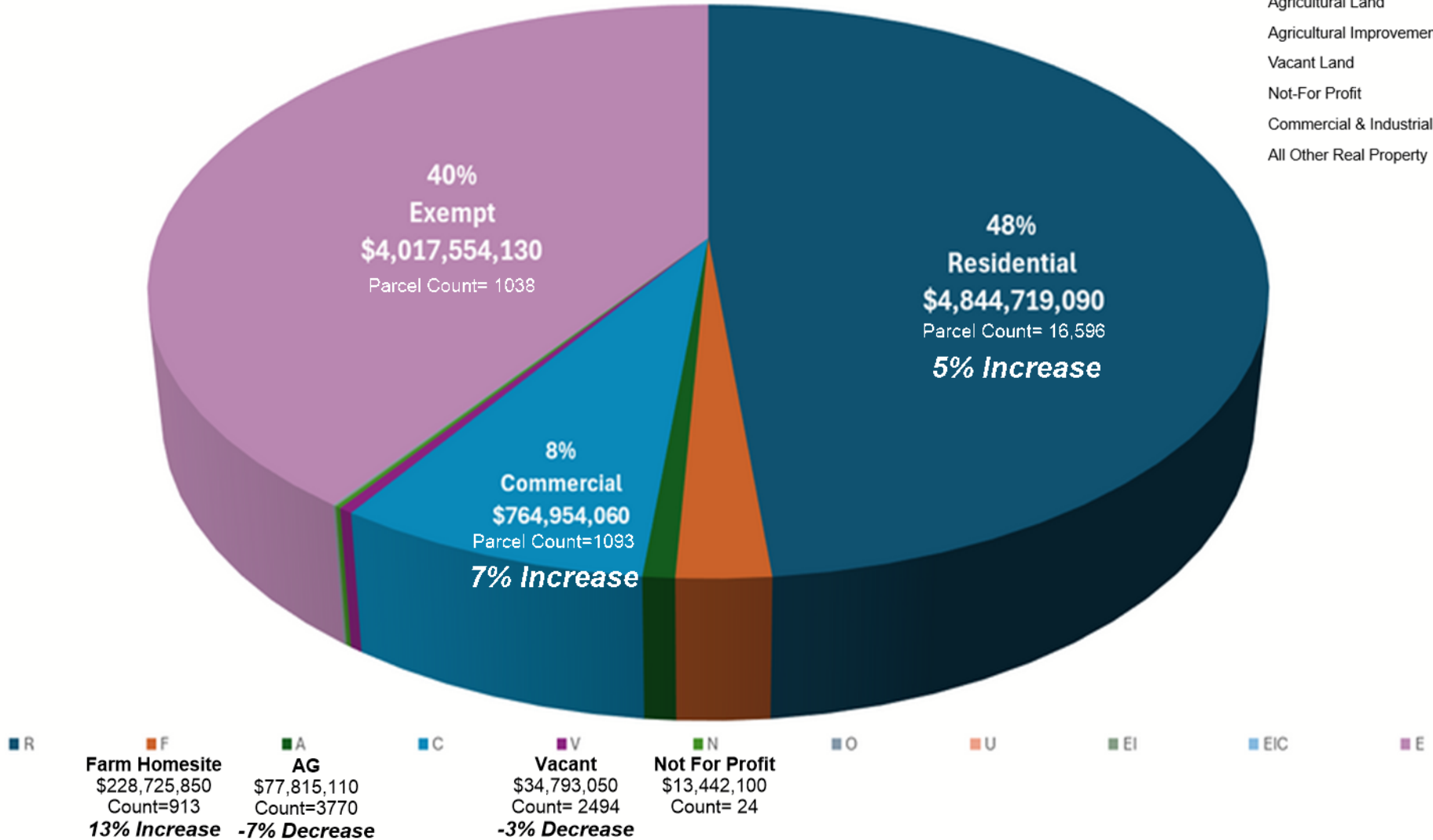
Total Valuation= \$9,991,396,910

Parcel Count = 24,816

3% Increase

Assessment Rates

Residential	11.5%
Agricultural Land	30%
Agricultural Improvements	30%
Vacant Land	12%
Not-For Profit	12%
Commercial & Industrial	25%
All Other Real Property	30%



*Increase on this chart includes new construction

Riley County Property Types

Exempt: 105,572.81 Acres (27.15%)

Vacant: 4680.13 Acres (1.2%)

Ag: 194,106.26 Acres (49.91%)

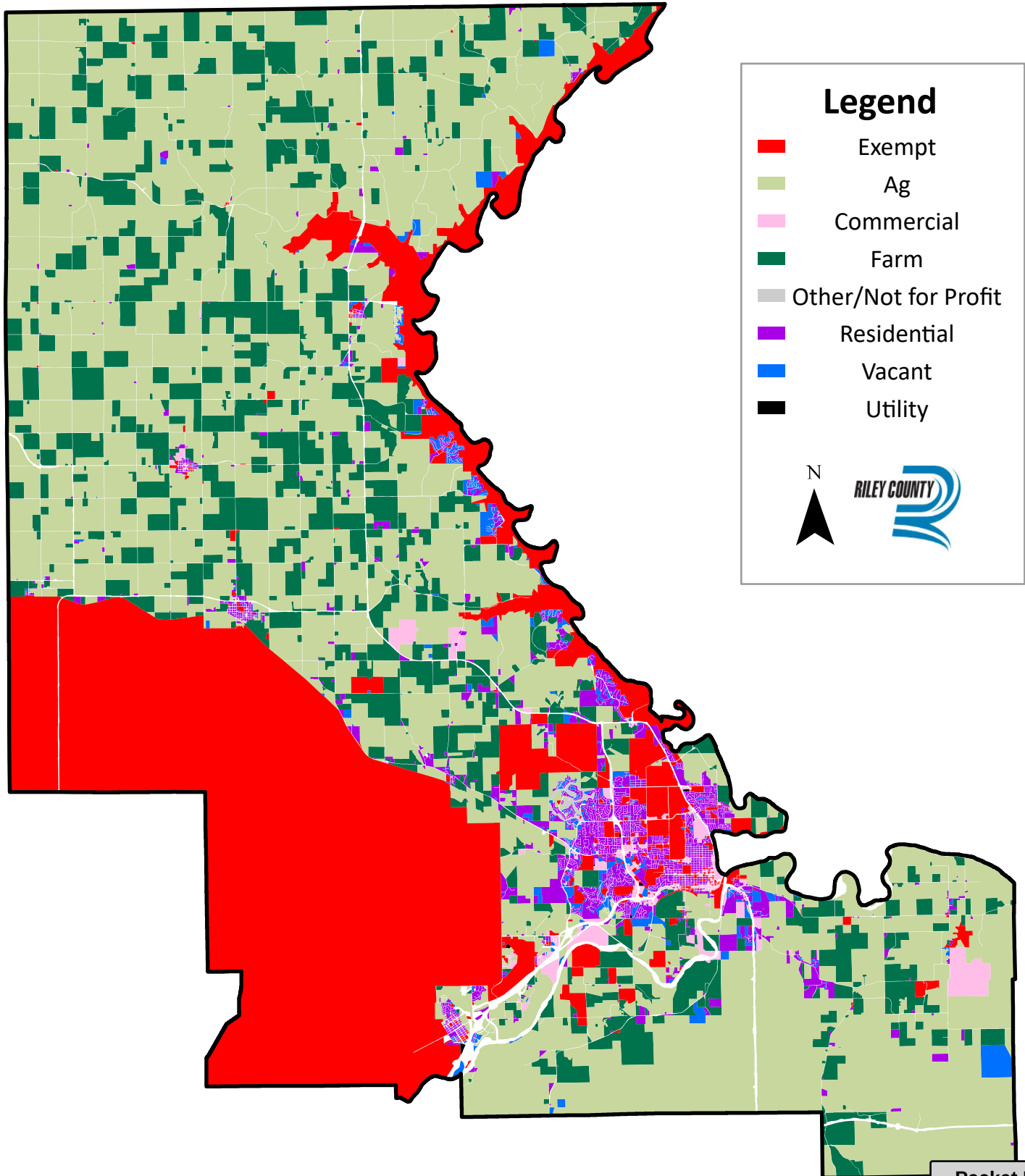
Commercial: 3,989.84 Acres (1.03%)

Farm: 64,868.28 Acres (16.68%)

Other/Not For Profit: 313.66 Acres (0.08%)

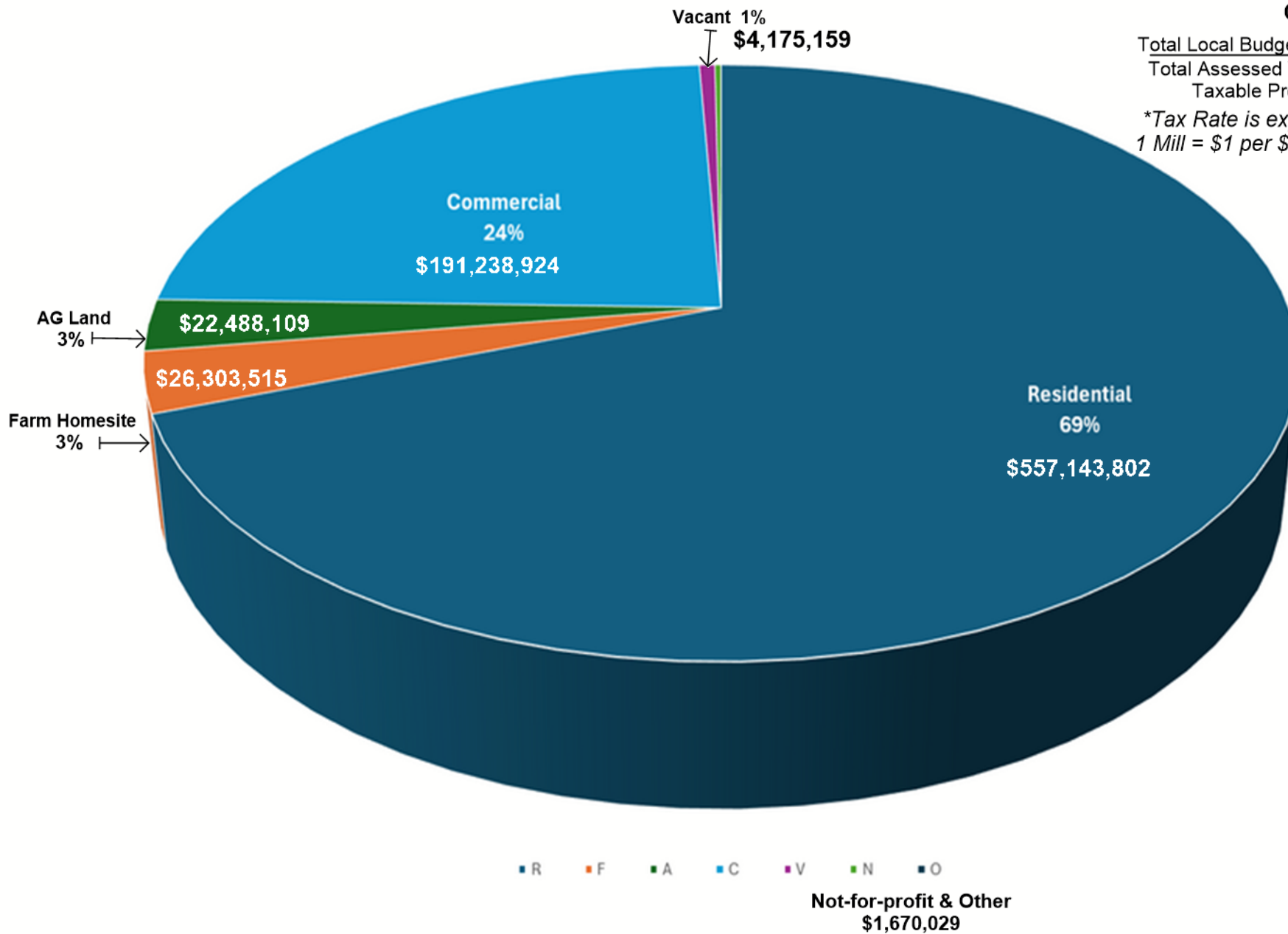
Residential: 12,105 Acres (3.11%)

Utility: 58.3 Acres (0.01%)



Riley County 2024 Assessed Valuation Summary

Total Assessed Value= \$803,019,538



Calculation

$$\frac{\text{Total Local Budget - Revenue}}{\text{Total Assessed Value of all Taxable Property}} = \text{Tax Rate}$$

**Tax Rate is expressed as the Mill Le*

1 Mill = \$1 per \$1,000 of assessed val